

Billithouse

SOUTHERN MISSIONARY COLLEGE

ANNOUNCEMENTS FOR 1946-47



SDA
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5101
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1947

Collegedale, Tennessee

NOT TO BE TAKEN
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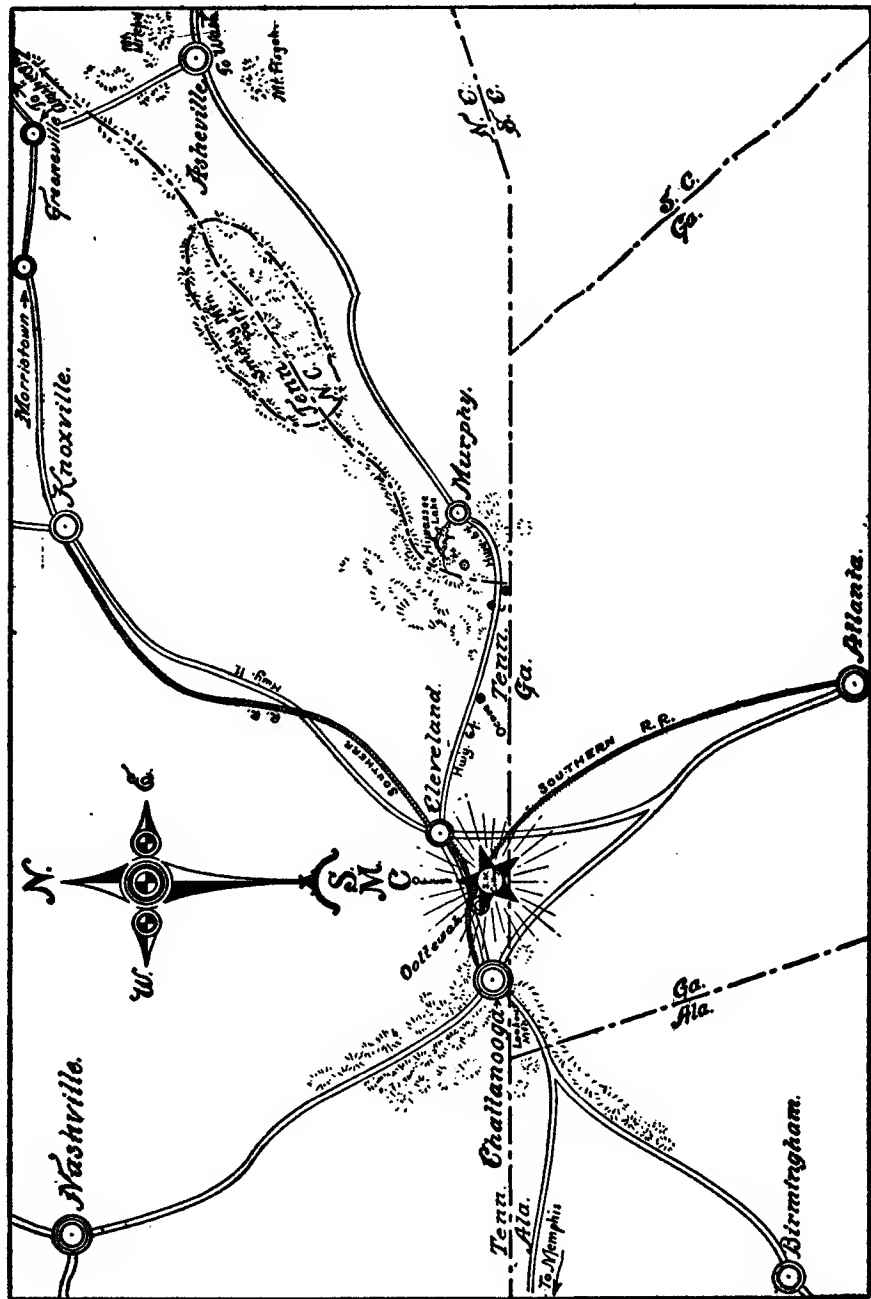
Southern Missionary College

(Formerly Southern Junior College)

ANNOUNCEMENTS 1946-47

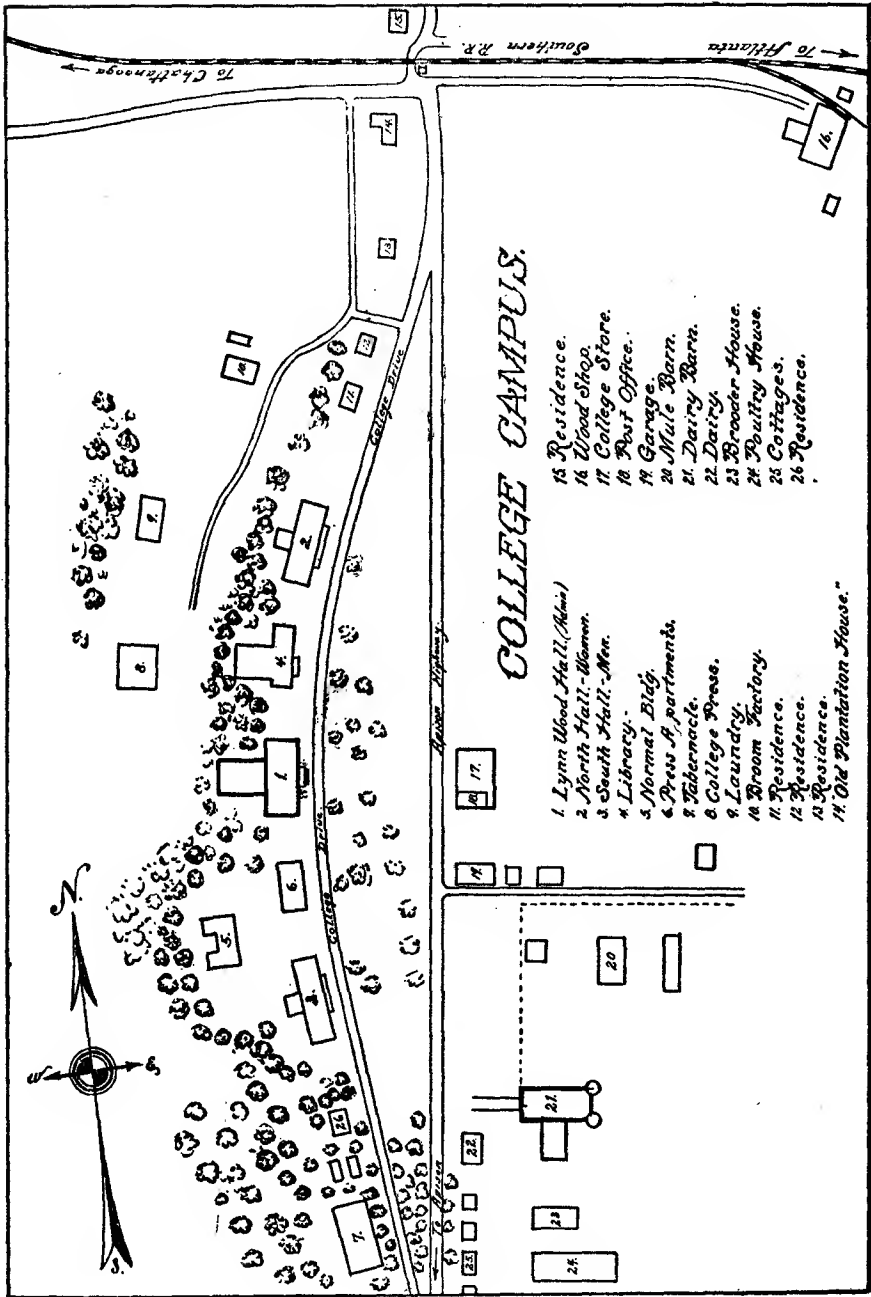
COLLEGEDALE, TENNESSEE

McKEE LIBRARY
Southern Missionary College
Collegedale, Tennessee 37315





The famous Horseshoe Bend in the Tennessee River as seen from atop Lookout Mountain. Chattanooga can be seen in the distance.



COLLEGE CAMPUS.

- 1. Lynn Wood Hall - (Men)
- 2. North Hall - Women.
- 3. South Hall - Men.
- 4. Library.
- 5. Normal Bldg.
- 6. Press & Apartments.
- 7. Tabernacle.
- 8. College Press.
- 9. Laundry.
- 10. Broom Factory.
- 11. Residence.
- 12. Residence.
- 13. Residence.
- 14. "Old Plantation House."
- 15. Residence.
- 16. Wood Shop.
- 17. College Store.
- 18. Post Office.
- 19. Garage.
- 20. Male Barn.
- 21. Dairy Barn.
- 22. Dairy.
- 23. Brooder House.
- 24. Poultry House.
- 25. Cottages.
- 26. Residence.

Calendar

CALENDAR FOR 1946

| MAY | | | | | | | JUNE | | | | | | | JULY | | | | | | | AUGUST | | | | | | |
|-----|----|----|----|----|----|----|------|----|----|----|----|----|----|------|----|----|----|----|----|----|--------|----|----|----|----|----|----|
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S |
| — | — | — | 1 | 2 | 3 | 4 | — | — | — | — | — | 1 | — | 1 | 2 | 3 | 4 | 5 | 6 | — | — | — | — | 1 | 2 | 3 | |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 26 | 27 | 28 | 29 | 30 | 31 | — | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 28 | 29 | 30 | 31 | — | — | — | 25 | 26 | 27 | 28 | 29 | 30 | 31 |
| — | — | — | — | — | — | — | 30 | — | — | — | — | — | — | — | — | — | — | — | — | — | — | — | — | — | — | — | — |

| SEPTEMBER | | | | | | | OCTOBER | | | | | | | NOVEMBER | | | | | | | DECEMBER | | | | | | |
|-----------|----|----|----|----|----|----|---------|----|----|----|----|----|----|----------|----|----|----|----|----|----|----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | — | — | 1 | 2 | 3 | 4 | 5 | — | — | — | — | — | 1 | 2 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | — | — | — | — | — | 27 | 28 | 29 | 30 | 31 | — | — | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 29 | 30 | 31 | — | — | — | — |

CALENDAR FOR 1947

| JANUARY | | | | | | | FEBRUARY | | | | | | | MARCH | | | | | | | APRIL | | | | | | |
|---------|----|----|----|----|----|----|----------|----|----|----|----|----|----|-------|----|----|----|----|----|----|-------|----|----|----|----|----|----|
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S |
| — | — | — | 1 | 2 | 3 | 4 | — | — | — | — | — | 1 | — | — | — | — | — | 1 | — | — | — | — | — | — | 1 | | |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 26 | 27 | 28 | 29 | 30 | 31 | — | 23 | 24 | 25 | 26 | 27 | 28 | — | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 27 | 28 | 29 | 30 | — | — | — |
| — | — | — | — | — | — | — | — | — | — | — | — | — | — | 30 | 31 | — | — | — | — | — | — | — | — | — | — | — | — |

| MAY | | | | | | | JUNE | | | | | | | JULY | | | | | | | AUGUST | | | | | | |
|-----|----|----|----|----|----|----|------|----|----|----|----|----|----|------|----|----|----|----|----|----|--------|----|----|----|----|----|----|
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S |
| — | — | — | — | 1 | 2 | 3 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | — | — | 1 | 2 | 3 | 4 | 5 | — | — | — | — | — | 1 | 2 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 | 29 | 30 | — | — | — | — | — | 27 | 28 | 29 | 30 | 31 | — | — | 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| — | — | — | — | — | — | — | — | — | — | — | — | — | — | — | — | — | — | — | — | — | 31 | — | — | — | — | — | — |

| SEPTEMBER | | | | | | | OCTOBER | | | | | | | NOVEMBER | | | | | | | DECEMBER | | | | | | |
|-----------|----|----|----|----|----|----|---------|----|----|----|----|----|----|----------|----|----|----|----|----|----|----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S |
| — | 1 | 2 | 3 | 4 | 5 | 6 | — | — | — | 1 | 2 | 3 | 4 | — | — | — | — | — | — | 1 | — | — | — | — | — | — | 1 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | — | — | — | — | 26 | 27 | 28 | 29 | 30 | 31 | — | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 28 | 29 | 30 | 31 | — | — | — |
| — | — | — | — | — | — | — | — | — | — | — | — | — | — | 30 | — | — | — | — | — | — | — | — | — | — | — | — | — |

PERIOD SCHEDULE

| | | |
|----------|------------------------|---------|
| First | June 2—July 6 | 5 weeks |
| Second | July 7—August 3 | 4 weeks |
| Third | August 4—September 7 | 5 weeks |
| Fourth | September 8—October 12 | 5 weeks |
| Fifth | October 13—November 9 | 4 weeks |
| Sixth | November 10—December 7 | 4 weeks |
| Seventh | December 8—January 11 | 5 weeks |
| Eighth | January 12—February 8 | 4 weeks |
| Ninth | February 9—March 8 | 4 weeks |
| Tenth | March 9—April 5 | 4 weeks |
| Eleventh | April 6—May 3 | 4 weeks |
| Twelfth | May 4—May 31 | 4 weeks |

Total 52 weeks

SDA
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1947

Calendar of Events

Summer Session

1946

| | |
|-------------------------|-------------------------|
| June 17, Monday | Registration |
| June 18, Tuesday | Classes begin |
| July 4, Thursday | Vacation |
| July 26, Friday | Close of first term |
| August 23, Friday | Close of summer session |

First Semester

| | |
|---|---|
| September 15, Sunday, 8:00 A. M. | Opening convocation |
| September 16-18, Monday-Wednesday | Registration of all students. Orientation program for all freshmen and students transferring from other colleges. |
| September 19, Thursday, 7:35 A. M. | Classes begin |
| September 20, Friday, 7:30 P. M. | First vesper service |
| September 21, Sabbath, 9:30 A. M. | Sabbath school |
| 11:00 A. M. | Church service |
| 8:00 P. M. | Faculty reception |
| October 25-November 2 | Week of Prayer |
| November 12-15, Tuesday-Friday | Mid-semester examinations |
| November 27, close of session, to December 1, 7:00 P. M. | |
| | Thanksgiving recess |
| December 18, close of session, to December 30, 7:00 P. M. | |
| | Christmas vacation |

1947

| | |
|-------------------------------------|-----------------------------|
| January 14-17, Tuesday-Friday | First semester examinations |
| January 17, Friday | Close of first semester |

Second Semester

January 20, Monday Registration of students entering second semester
January 21, Tuesday, 7:35 A. M. Classes begin
March 7-15 Spring week of prayer
March 18-21, Tuesday-Friday Mid-semester examinations
April 3, close of session,-April 6, 7:00 P. M. Spring vacation
May 19-22, Monday-Thursday Second semester examinations
May 23, Friday, 8:00 P. M. Senior consecration service
May 24, Sabbath, 11:00 A. M. Baccalaureate sermon
May 25, Sunday, 10:00 A. M. Commencement

Board of Trustees

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|---|------------------------|
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| C. C. Cleveland..... | Collegedale, Tenn. |
| - F. M. Evans..... | Atlanta, Ga. |
| - L. C. Evans..... | Orlando, Fla. |
| - C. O. Franz..... | Decatur, Ga. |
| J. W. Gepford..... | Collegedale, Tenn. |
| - H. C. Klement..... | Decatur, Ga. |
| - F. L. Oswald..... | Nashville, Tenn. |
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| E. C. Waller..... | Asheville, N. C. |

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| | |
|---|--------------------|
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| Kenneth A. Wright, <i>Secretary</i> | Collegedale, Tenn. |
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| I. M. Evans..... | Atlanta, Ga. |
| C. O. Franz..... | Decatur, Ga. |
| J. W. Gepford..... | Collegedale, Tenn. |
| H. C. Klement..... | Decatur, Ga. |

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| | |
|--|------------------|
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| <i>For Florida:</i> Lee Carter..... | Orlando, Fla. |
| <i>For Georgia-Cumberland:</i> Marion Seitz..... | Atlanta, Ga. |
| <i>For Carolina:</i> H. M. Lodge..... | Charlotte, N. C. |
| <i>For Kentucky-Tennessee:</i> J. C. Gaitens..... | Nashville, Tenn. |

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| | |
|---------------------------|--|
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| Daniel Walther..... | Dean, Director of Summer Session |
| Charles Fleming, Jr. | Business Manager |
| Clyde C. Cleveland..... | Treasurer, Assistant Business Manager |
| Stanley D. Brown..... | Librarian |
| Ruby E. Lea..... | Registrar, Secretary of Faculty |
| Harold F. Lease..... | Dean of Men |
| * | Dean of Women |
| D. C. Ludington..... | Principal of Collegedale Academy |
| J. W. Gepford..... | Treasurer and Assistant General Manager of College Industries, Inc. |
| Mildred Eadie..... | Director of Health Service |
| Elmyra S. Conger..... | Director of Cafeteria |
| Olivia B. Dean..... | Principal of Elementary School |
| Langdon Elmore..... | Accountant and Cashier |

*To be supplied.

INDUSTRIAL SUPERVISORS

| | |
|-------------------------------|----------------------------------|
| Elmyra S. Conger..... | Director of Cafeteria |
| John W. Gepford..... | Broom Factory, Furniture Factory |
| Wilbur S. James..... | Poultry |
| George R. Pearman..... | Superintendent of Maintenance |
| John B. Pierson..... | Farm and Dairy |
| J. A. Tucker..... | Fruit and Campus |
| Noble Vining..... | College Press |
| Esther Holsten Williams | Laundry |

The Faculty

- ✓ KENNETH A. WRIGHT, M. S. Ed., *President*
 A. B., Emmanuel Missionary College
 M. S. Ed., Cornell University
 - DANIEL WALTHER, Ph. D., *Dean, Director of Summer Session, History*
 A. B., College Classique, Lausanne
 M. A., University of Geneva
 Ph. D., University of Geneva
 - DON C. LUDINGTON, M. A., *Principal of Collegedale Academy*
 A. B., Emmanuel Missionary College
 B. S., George Peabody College for Teachers
 M. A., George Peabody College for Teachers
-
- ✓ IRVA N. BAESSLER, A. B., *Elementary Supervisor, Grades Four to Six*
 A. B., Emmanuel Missionary College
 - ✓ GERALD W. BOYNTON, M. A., *Industrial Arts*
 B. S., Madison College
 M. A., George Peabody College for Teachers
 - ✓ THERESA ROSE BRICKMAN, M. Com'l. Ed., *Secretarial Science*
 A. B., Union College
 M. Com'l. Ed., University of Oklahoma
 - ✓ STANLEY D. BROWN, M. A., *Librarian*
 A. B., Washington Missionary College
 A. B. in L. S., University of North Carolina
 A. B., M. A., University of Maryland
 - ✓ CLYDE C. CLEVELAND, M. B. A., *Assistant Business Manager, Treasurer*
 A. B., Emmanuel Missionary College
 M. B. A., Northwestern University
 - ✓ S. W. DAKE, A. B., *Business Administration*
 A. B., Pacific Union College
 - ✓ GEORGE B. DEAN, A. B., *Graduate Laboratory Assistant*
 A. B., University of Wichita
 - ✓ OLIVIA BRICKMAN DEAN, M. Ed., *Director of Elementary Teacher Training*
 A. B., Union College
 M. Ed., University of Oklahoma

- ~ MARY HOLDER DIETEL, M. A., *Modern Languages*
A. B., Washington Missionary College
M. A., University of Maryland
- CLARENCE W. DORTCH, B. Mus., *Director of Music; Voice, Chorus,
Organ*
B. Mus., American Conservatory of Music
- ~ MILDRED EADIE, B. S. in Nursing, *Director of Health Service*
R. N., Florida Sanitarium and Hospital
B. S. in Nursing, Emmanuel Missionary College
- ✓ LANGDON ELMORE, A. B., *Cashier, Accountant*
A. B., Emmanuel Missionary College
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A. B., Atlantic Union College
- NELLIE R. FERREE, A. B., *Elementary Supervisor, Grades One to Three*
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M. B. A., Northwestern University
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A. B., Emmanuel Missionary College
M. A., University of Southern California
- ~ IRA M. GISH, Ph. D., *Secondary Education*
A. B., Walla Walla College
M. A., University of Washington
Ph. D., University of Nebraska
- ~ DORA L. GREVE, A. B., *Elementary Supervisor, Grades Seven and Eight*
A. B., Emmanuel Missionary College
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B. S., Wittenberg College
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A. B., Atlantic Union College
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A. B., Union College
- ~ FREDERICK B. JENSEN, Th. B., *Bible, Homiletics*
Th. B., Walla Walla College

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A. B., Mississippi College for Women
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M. A., George Peabody College for Teachers
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A. B., Washington Missionary College
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A. B., Washington Missionary College
M. A., Seventh-day Adventist Theological Seminary
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M. Mus., Eastman School of Music, University of Rochester
- *GEORGE J. NELSON, M. S., *Physics and Mathematics*
B. S., Emmanuel Missionary College
M. S., University of Colorado
- †....., *Dean of Women*
- ✓ LINTON G. SEVRENS, M. A., *Science and Mathematics*
A. B., Washington Missionary College
M. A., Boston University
- ✓ RAMIRA STEEN, A. B., *English, French*
A. B., Emmanuel Missionary College
- ✓ AMBROSE L. SUHRIE, Ph. D., *Resident Educational Consultant*
Ph. B., John B. Stetson University
M. A., University of Pennsylvania
Ph. D., University of Pennsylvania
Litt. D., Duquesne University
LL. D., John B. Stetson University
- ✓ JOSEPH A. TUCKER, M. S., *Agriculture*
A. B., Union College
M. S., Iowa State College
- ✓ NOBLE VINING, A. B., *Printing*
A. B., Emmanuel Missionary College

* On leave 1946-47.

† To be supplied.

✓ T. K. Ludgate

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SOCIAL ACTIVITIES: C. C. Cleveland, *Chairman*; Olivia Dean, Mary H. Dietel, C. W. Dortch, Elaine Giddings, F. B. Jensen, H. F. Lease, D. C. Ludington, Ramira Steen

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PUBLICATIONS: Elaine Giddings, *Chairman*; Theresa Brickman, C. C. Cleveland, Mary H. Dietel, Dorothy Evans, Ruby E. Lea, Ramira Steen, A. L. Suhrie, N. Vining

VETERANS' COUNCIL: L. G. Sevrens, *Chairman*; C. C. Cleveland, G. N. Fuller, Ruby E. Lea, T. K. Ludgate

HEALTH: Mildred Eadie, *Chairman*; G. B. Dean, Lois Heiser, H. F. Lease, T. K. Ludgate

INDUSTRIAL SUPERINTENDENTS' COUNCIL: C. Fleming, Jr., *Chairman*; G. W. Boynton, Elmyra Conger, G. N. Fuller, J. W. Gepford, W. S. James, G. R. Pearman, J. B. Pierson, J. A. Tucker, N. Vining, C. A. Williams, Esther Holsten Williams

General Information

History

Southern Missionary College, a Seventh-day Adventist institution, was founded in 1893 as Southern Training School, at Graysville, Tennessee. Twenty-three years later the school was moved to Collegedale, Tennessee; and there, in 1916, it was reopened as Southern Junior College. The exigencies of a rapidly expanding student body necessitated the transfer, in the spring of 1944, to senior college status, and the first four-year seniors were graduated from Southern Missionary College in 1946.

In 1945 a \$300,000 building program was begun. Currently in the process of construction are several additions to the college campus including a library, an auditorium-music building, a science building, a gymnasium, and a swimming pool.

Southern Missionary College is incorporated under the laws of the State of Tennessee, the Board of Trustees assuming entire responsibility for the financial support and management of the institution.

Objectives and Scope

Southern Missionary College offers facilities for a liberal education in literature, science, and the arts; for special training in diversified fields; and for preprofessional courses for those planning to enter schools of medicine, nursing, and dentistry. Programs may be planned leading to the degrees of Bachelor of Arts, Bachelor of Science in various curricula, and Bachelor of Arts in Theology.

It is the conviction of the college that its resources should be used as efficiently as possible in preparing students to enter religious, professional, business, and vocational fields of endeavor. Students are inculcated with the ideals of veracious scholarship, honest labor, and, above all, with the ideals of moral rectitude, integrity, and nobility of character.

Location

Southern Missionary College is located on a one-thousand-acre estate in a valley eighteen miles east of Chattanooga. The Southern Railway passes through the institutional estate.

The campus lies three miles from Ooltewah, junction point of the Atlanta and Knoxville divisions of the Southern Railway. Ooltewah is also on the Lee Highway No. 11, which connects Washington, D. C., and other cities in the East with Chattanooga and other southern points.

Daily bus service to Chattanooga and tri-weekly town trips by the college station wagon provide students with ample transportation facilities. The Chattanooga airport is located only a few miles from the college.

Accreditation

The junior college years at Southern Missionary College are fully accredited by the Southern Association of Colleges and Secondary Schools, by the Tennessee State Department of Education, and by the Seventh-day Adventist Board of Regents. The college is a member of the American Association of Junior Colleges, the Southern Association of Private Schools, the Tennessee College Association, and the Mid-South Association of Private Schools.

1946 Summer Session

The college conducts a ten-week summer session beginning June 17. A normal scholastic load for the summer term is nine hours; ten hours is the maximum load.

The Summer Session Announcement of Southern Missionary College, containing detailed statements of the several courses and information of general interest to students, will be sent on application to the Director of the Summer Session.

Veterans

The United States Veterans' Administration has approved Southern Missionary College as an institution for training under Public Law 16—Vocational Rehabilitation Act, and Public Law 346—the Servicemen's Readjustment Act of 1944 (G.I. Bill of Rights). The college, therefore, encourages the enrollment of demobilized students and offers its facilities to those qualified for attendance. The rules for admission and continued registration for demobilized students are in general the same as those for other students, except that veterans who have not completed a high school course may qualify for admission to Southern Missionary College by passing successfully the General Educational Development test at the high school level.

Veterans who are contemplating a period of training under the provisions of the G.I. Bill of Rights should have sent to the college for consideration with their application for admission, their application for credit for educational achievement during military service.

Veterans of World War II no longer on active duty may apply for high school or college credit by writing directly to the Registrar of the college, and by inclosing with their letter a certified copy of W.D., A. G. O. Form 100, Separation Qualification Record; or Notice of Separation

from the Naval Service, NavPers 553; or U.S.M.C. Report of Separation; or Notice of Separation from the U. S. Naval Service—Coast Guard, 553. In the case of Naval commissioned or warrant officers, the Officer's Qualification Record Jacket (NavPers 305), a certified copy thereof, or a statement from the Bureau of Naval Personnel covering the data desired should be submitted to the college.

The Army Form (A.G.O. Form 100, Separation Qualification Record,) indicated in the above paragraph has been in use only since the establishment of Army Separation Centers. Persons discharged before these centers were in operation will not have available A.G.O. Form 100 and few of them will have made arrangements to file a USAFI Form 47, Application for Credit for Educational Achievement During Military Service.

Army veterans separated from the service prior to the institution of the Army Separation Qualification Record (W. D., A. G. O. Form 100) may secure an official statement from the Army of their service training and education, excluding courses administered by the United States Armed Forces Institute, by directing a request to the Adjutant General, Washington 25, D. C. Each request should contain the following information:

1. Full name (given name, middle initial, and surname).
2. Army Serial Number (enlisted, officer, or both where applicable).
3. Statement of desired information.
4. Names and locations of service schools attended, date entered, name of course (s), and any additional data which would assist the Adjutant General in preparing the desired statement.

Governing Standards

Southern Missionary College is open to any high school or academy graduate who is qualified to pursue with profit the courses of study offered at the college. Veterans who have not finished high school may qualify for admission by passing successfully the General Educational Development test at the high school level.

Of paramount importance, in the judgment of the college, is the religious phase of the student's education. Students applying for entrance to the college thereby pledge themselves to maintain the Christian standards of the institution, to attend all regularly scheduled religious services, and to give due respect to things spiritual.

Any student who does not maintain a satisfactory scholarship or industrial record, or who, in the judgment of the faculty or its duly authorized committees, is unresponsive or non-cooperative in his relation to the objectives of the college, may be dismissed without specific charges.

MORAL CONDUCT. Students must abstain from indecent or disorderly behavior, from profane or unbecoming language, from the use of tobacco and alcohol, from reading pernicious literature, from playing cards, from visiting pool rooms or gambling places, from attending the opera, the motion picture theater, dances, or any other entertainment not approved by the college.

AUTOMOBILES. All unmarried students not residing with their parents or legal guardians are not allowed, except by permission of the president, to maintain and operate motor vehicles. This regulation prohibits the operation not only of automobiles owned by students but of those owned by other persons but placed in the custody of, or lent, or rented to, students.

LEAVE OF ABSENCE. Permission for ordinary leave of absence from the campus is to be obtained from the dean of men or the dean of women. The *Students' Handbook* should be consulted for information regarding week-end and other special leaves.

MARRIAGES. A student marrying during the school year is requested to withdraw. A clandestine marriage may disqualify an applicant for acceptance as a student, or may be cause for his dismissal if learned of after he has enrolled.

ANNOUNCED REGULATIONS. Any regulation adopted by the faculty and announced to the students will have the same force as those printed in the catalogue or in the *Students' Handbook*.

Extracurricular Services and Activities

COUNSELING AND GUIDANCE. The counseling service of the college is designed to supplement the instructional program by providing opportunity for the guidance of every student. Each lower division student selects his faculty adviser; the student's major professor is his adviser during the last two years. The adviser endeavors to help the student adjust his entire program to his individual needs, capacities, and talents, so that it will contribute to his success in college and in after life.

RESIDENCE. All unmarried students who do not live with their parents, near relatives, or legal guardians, are expected to live in the residence halls on the campus. Exceptions may be made occasionally for reasons approved by the administrative officers of the college.

Information as to room furnishings to be supplied by the student is given in the *Students' Handbook*, which is mailed to each person who applies for admission, or is otherwise available upon request.

HEALTH SERVICE. The health service is under the direction of a resident registered nurse. It includes physical check-ups and examinations, clinical and infirmary service, isolation and protection in the case of



Lynn Wood Hall, housing administrative offices, classrooms, laboratories and chapel. A. G. Daniells Memorial Library visible on the right.

infectious or contagious diseases, health education, and supervision of sanitation.

RELIGIOUS LIFE AND CAMPUS ORGANIZATIONS. The local church, the Sabbath school, the Missionary Volunteer society and its auxiliaries, the Gospel Workers' Seminar, the colporteur band, the mission study groups, and the prayer bands contribute to the devotional and prayer life of the student and afford opportunities for training in leadership, teaching, and church endeavors.

Organizations of interest especially to theological students, those enrolled in the Bible Instructors' curriculum, and the wives of those preparing for the ministry, are the Apollos club, the I. H. Evans Fellowship, the Apollos Women's Guild, and the Bible Instructors' club.

Other organizations which meet the needs of groups with special cultural and scholastic interests are the International Relations Club, the Future Teachers of America, several music organizations, and the clubs in the school homes.

PARTICIPATION IN EXTRACURRICULAR ACTIVITIES. The extent to which students may participate in extracurricular activities is subject to regulation, in order to help them maintain satisfactory standards of scholarship.

CONVOCATION, THE LYCEUM, ATHLETICS. At various times during the school year distinguished speakers address the students at the chapel hour. A lyceum course of lectures, travelogues, and musical numbers, is sponsored by the college. Students of Southern Missionary College do not participate in intercollegiate athletics, but a program of recreational activities is maintained.

FINANCIAL AID. In the operation of the college, a large volume of employment is offered to students. Under the guidance of skilled supervisors, this work affords valuable training, and brings a college education within the reach of many who would otherwise find it impossible to attend school.

PUBLICATIONS. Under the direction of a sponsor appointed from the faculty, the students edit and publish biweekly *The Southern Accent*, which gives the news of the campus and vicinity. *Southern Memories*, the yearbook of the college, is published by a student staff under the supervision of a faculty adviser.

FINANCIAL PLANS SUMMARIZED—BOARDING STUDENTS

COLLEGE
1946-1947

| *Plan | Sem. Hours | | Labor Per Week | Four Week Period | | | School Year—36 Weeks | | |
|-------|------------|----------|----------------|------------------|---------|----------|----------------------|----------|----------|
| | Hours | Per Week | | **Cash | Labor | ***Total | **Cash | Labor | ***Total |
| I | 16 | 6 | \$56.36 | \$8.64 | \$65.00 | \$507.24 | \$77.76 | \$585.00 | |
| II | 16 | 16 | 41.96 | 23.04 | 65.00 | 377.64 | 207.36 | 585.00 | |
| III | 12 | 26 | 23.56 | 37.44 | 61.00 | 212.04 | 336.96 | 549.00 | |
| IV | 8 | 36 | 5.16 | 51.84 | 57.00 | 46.44 | 466.56 | 513.00 | |

* Each of these plans requires a \$50 entrance deposit which is held to apply on the last period's expenses. These plans cover only the fixed charges. They do not include fees as these vary from \$27 to \$77 per year, according to the course of study. Books may be obtained at the College Store for cash. All music charges and rentals are extra and are not included in the above plans.

** The amounts given in these columns are approximate. The amount to be paid is that called for by the period statements. This varies somewhat according to charges for board and other expenses, and the credits for labor performed.

*** All figures in these columns are based upon the average expenses and labor credit for men.

Note—A minimum of six hours labor per week is required of all boarding students. The figures shown as "Hours of Labor per Week" are the maximum allowed. Students below average in scholarship will be required to work less than the figures shown, with the exception of the minimum of six hours per week.

Expenses

Each student entering the college defrays only a part of the actual cost of his instruction and maintenance. The total expense is not entirely met by the amount of cash paid or labor performed in accordance with the requirements of the figures set forth in this section. The operating deficit of the college is covered by gifts, subsidies, and funds from other sources. The educational opportunity afforded each student in Southern Missionary College represents a large investment in buildings and equipment, averaging more than two thousand dollars for each student enrolled.

Dormitory Room Deposit

Dormitory rooms may be reserved by mailing a \$10.00 room deposit to the college between May 1 and Sept. 1. This deposit will appear as a credit on the first statement of the first semester. It cannot be applied as part payment of the advance deposit or general fees.

In case the student's application is not accepted or if notification of non-attendance is given the college by Sept. 1, the room deposit will be refunded at once by check.

Advance Deposit and General Fees

| | |
|--|---------|
| Advance Deposit—Dormitory Students | \$50.00 |
| Matriculation Fee | 5.00 |
| Library Fee | 3.50 |
| Lyceum Fee | 1.50 |
| Publications Fee, <i>The Southern Accent</i> | 1.00 |
| | <hr/> |
| | \$61.00 |

The above deposit and fees are payable on or before the date of registration. The advance deposit will be credited on the final statement of the school year or at the time of withdrawal. The matriculation fee is not refundable. The library and lyceum fees will be credited only if the student withdraws within the first two weeks of the semester.

The advance deposit and publications fee are charged only once during the year; the remaining fees are charged each semester.

Resident students are charged the same general fees as outlined above but the advance deposit is \$20.00.

Semester Fees—College

| MUSIC FEES | | | |
|-------------------------------|--------|---------------------------|--------|
| Band, Choir, Chorus, and | | Farm Home Improvement | \$3.00 |
| Orchestra: With Credit | \$4.50 | Farm Shop | 4.00 |
| Orchestra: Without Credit | 2.00 | Filing | 2.50 |
| Instrument Rental (Band and | | Foods and Nutrition | 6.00 |
| Orchestra) | 5.00 | General Woodworking | 6.00 |
| Piano Rental: | | Household Mechanics | 4.00 |
| Piano Students, 1 hr. per day | 6.00 | Instrumental Drawing | 6.00 |
| 2 hrs. per day | 10.00 | Physical Education | 3.00 |
| Voice Students, 1 hr. per day | 4.00 | Physics | 6.00 |
| 2 hrs. per day | 7.00 | Physiology | 6.00 |
| | | Poultry Husbandry | 2.00 |
| | | Printing | 3.00 |
| | | Qual. and Quant. Analysis | 6.00 |
| | | Radio | 10.00 |
| | | School Crafts | 2.50 |
| | | Secretarial Practice | 3.00 |
| | | Soils | 4.00 |
| | | Typing 13, 14, 61, 62 | 5.00 |
| | | Typing 57, 58, 127, 128 | 2.50 |
| | | Vegetable Gardening | 3.00 |
| | | Voice Transcription | 2.50 |
| | | Zoology | 6.00 |

LABORATORY FEES

| | |
|-------------------------------|--------|
| Bacteriology | \$6.00 |
| Chemistry | 6.00 |
| Clothing and Textiles | 2.50 |
| Dairy Husbandry | 3.00 |
| Dress Design and Construction | 2.50 |
| Elementary School Art | 2.00 |
| Farm Carpentry | 4.00 |

Fixed Charges—College Four-Week Period

| | Women | Men |
|------------------------------|----------|----------|
| *Tuition (16 semester hours) | \$24.00 | \$24.00 |
| Board (average) | 20.50 | 25.50 |
| Dormitory Rent | 12.00 | 12.00 |
| Laundry (minimum) | 2.50 | 2.50 |
| Medical | 1.00 | 1.00 |
| Period Total | \$ 60.00 | \$ 65.00 |
| Yearly Total (9 periods) | 540.00 | 585.00 |

Period and Special Charges

| PERIOD CHARGES | | | |
|----------------|--------|-------------------|--------|
| Expression | \$5.00 | Pipe Organ Rental | \$7.00 |
| Music Lessons: | | SPECIAL CHARGES | |
| Instrumental | 5.00 | Change of Program | 1.00 |
| Vocal | 5.00 | Degree | 5.00 |

* Sixteen semester hours are considered full school work.

| | | | |
|----------------------------------|--------|--------------------------------|--------|
| Diploma | \$4.00 | Transportation to Chattanooga: | |
| Key Deposit | 1.00 | Regular trip—charge | \$.75 |
| Entrance Examination | 1.00 | Regular trip—cash | .50 |
| Exemption Examination | 2.00 | Special trip | 2.50 |
| Special Examination | 1.00 | Transportation to Ooltewah: | |
| Transcript (except first one) .. | 1.00 | Special trip | .50 |

No fees or special charges are refundable after the second week of the semester.

Tuition

The charges for college tuition for the regular school year of nine periods are as follows:

| | Each Period | School Year (9 periods) |
|--------------------------|----------------|----------------------------|
| 18 Semester Hours | \$26.00 | \$234.00 |
| *16 Semester Hours | 24.00 | 216.00 |
| 12 Semester Hours | 20.00 | 180.00 |
| 8 Semester Hours | 16.00 | 144.00 |

It is assumed that all young people come to Southern Missionary College for the express purpose of obtaining an education, and since those working their entire way have time for one-half of a full class load, each student is urged to carry at least half school work. As an encouragement to do this, a minimum charge for tuition will be made on that basis.

Private work is discouraged, and no credit will be given for it unless satisfactory arrangements have been made in advance with the registrar. The charge for private work is the same as regular tuition, plus tutoring fee.

Tuition refund will be made only upon presentation of a drop voucher obtained at the registrar's office. The charge will stop at the end of the week in which the drop voucher is obtained.

Students entering late will be charged tuition from the beginning of the semester, unless they have been attending school elsewhere to the time of their enrollment here and no make-up work is necessary.

Period Music Charges

The charge for any private music instruction is \$5.00 per four-week period. All students taking music must enroll for it at the registrar's office and are expected to continue lessons for at least one semester.

Period charges are on a regular tuition basis with no refunds for specified vacation periods or lessons missed because of student absences. In case of prolonged illness, charges will be adjusted by the director of music.

* Sixteen semester hours are considered full school work.

The regular family discount on music charges is allowed only when three or more students from the same family take music lessons. See the discount section for further information.

Board Charges

The cafeteria plan of boarding is used, which allows a student the privilege of choosing his food and paying for only what he selects. The minimum period charge for dormitory students is \$15.00 for young women and \$18.00 for young men. The average board for young women is about \$20.50 per period, and for young men is about \$25.50 per period. No allowance is made for absence from the campus except for specified vacations of one week or more, and in case of emergency. Three meals a day are served. Students living in the school homes are expected to take their meals in the dining room.

The rationing plan as administered by the government requires students to bring with them all food rationing books. These must remain in the custody of the college until the student officially withdraws.

Dormitory Rent

A room charge of \$12.00 per period is made to each student who resides in a school home, except to one occupying a room with private bath in the new addition of the women's dormitory, in which case the charge will be \$14.00. On this basis two students are expected to occupy one room. The charge includes steam heat and a maximum of 120 watts of electric light. In cases where three students must occupy one room the period charge will be \$10.00. No refund is made because of absence from the campus either for regular vacation periods or for other reasons.

Laundry Charges

The minimum laundry charge is \$2.50 per four-week period. If the total expense for the period on a piece basis exceeds this, the actual charge, rather than the minimum, is made.

Medical Charges

Medical care is charged for at the rate of \$1.00 per period for a boarding student and fifty cents for a resident student. This includes dispensary service and general nursing care not to exceed two weeks. A charge of ten cents is made when tray service is required. The medical rate quoted does not cover the charge for visits to a student made by a physician, special nursing care, or calls by the school nurse to students living outside the school home. No refund is made because of absence from the campus either for regular vacation periods or for other reasons.

Tithe and Church Expense

Southern Missionary College encourages the payment of tithe and

church expense by its student workers. In order to facilitate this practice, arrangements may be made at the beginning of both the fall and summer terms for students to have charged to their account ten per cent of their earnings for tithe and one per cent for church expense. These funds are then transferred by the school to the treasurer of the Collegedale S. D. A. church.

Change of Program

When a student drops any of his class work or leaves school, he must present to the business office a drop voucher from the registrar's office. Tuition will be charged until the end of the week in which such voucher is received. Two weeks will be allowed at the beginning of each semester for a change of program without charge. The regular charge is \$1.00.

Personal Expense

Students should be provided with sufficient funds, in addition to money for school expenses, to cover cost of books, clothing, and all personal items. We urge that all prospective students have their eyes tested by a competent oculist and necessary dental work cared for before entering school.

All purchases from the college store or from other departments on the campus must be paid for in cash. No charge accounts are accepted.

Student Trust Funds

Students who may wish to place surplus funds in safe keeping, subject to withdrawal in person only, may open deposit accounts at the business office. These deposit accounts are in no way related to the regular student period statements and cash may be withdrawn from them at any time as long as a credit remains on deposit in the student trust fund.

Cash Withdrawals on Period Statements

Cash withdrawals by students to be charged to the period statement are discouraged unless special arrangements are made with the treasurer by the parents or guardians in advance. Work students on Plan IV may draw reasonable sums of cash on account as long as a \$25.00 credit balance is maintained on their current period statement.

Employment of Students

The college endeavors through its numerous vocational opportunities to open the way for student self-help—a valuable part of training for life. Because of reconversion problems, which are affecting the school industries, it is urged that all parents and guardians recognize the importance

of reducing the number of hours which each student must spend in manual labor and of increasing the amount of payments in cash.

In the interest of a well-balanced program of study, work, exercise, and rest, the college recommends that in general students follow Plan I or II. A limited number of students who are very industrious and frugal succeed, by carrying certain kinds of work, in earning the entire cost of their education. Only those with a serious purpose and a firm determination should expect to be thus successful, and then only on a restricted class program.

Many letters are received inquiring whether students can work for their expenses, wholly or in part. All the college can promise is that to those who prove themselves efficient and worthy, such work as is available will be furnished. Since the work of the college is performed mainly by students, those who are willing and capable will probably find all the labor that their school program will allow them to perform.

The school will assign students to departments where work is available and cannot shift students from one department to another merely upon request. It should be understood that once a student is assigned work in a given department, he will remain there for the entire school year except in rare cases where changes are recommended by the school nurse, or are made at the discretion of the college.

Should a student find it necessary to be absent from work, he must immediately make arrangements with his work superintendent. In cases of illness, he will also inform the health service. For tardiness, or failure to report to work without making satisfactory arrangements, a student is liable to a fine and may be required to make up all work missed.

Scholarships

COLPORTEUR SCHOLARSHIPS. For the encouragement of colporteurs, the college, together with the local conference, book and Bible house, and publishing house, offers a very liberal scholarship bonus.

No additional regular cash discounts are allowed in cases where a colporteur scholarship bonus is granted.

In order to qualify for this scholarship, a man needs to spend in the colporteur work a minimum of 400 hours; a woman, 350 hours. Through the benefits of a colporteur scholarship, it is possible for a college student to meet the cash requirement of Plan I by selling only \$710.14 worth of subscription books. An academy student may meet the cash requirement of Plan I by selling only \$631.00 worth of subscription books. The details of the plan are as follows:

| | College | Academy |
|--|-----------------|-----------------|
| Cash earnings (50 per cent of sales shown above) | \$355.07 | \$315.50 |
| Scholarship | 152.17 | 135.22 |
| Total cash requirement for Plan I | \$507.24 | \$450.72 |

If the earnings are less than required for a full scholarship, the bonus and discount are proportionately smaller. Labor credit may be earned at the college to make up the additional amount required for any of the regular plans.

TUITION SCHOLARSHIPS. Each year the college, in conjunction with the several local conferences of the Southern Union Conference, awards eleven \$50 cash scholarships to be applied on tuition: \$25 at the end of the first semester and \$25 at the end of the second. The candidates are chosen as follows: The faculty of each designated school nominates its candidate; the name, if approved by the school board, is recommended to the educational board of the local conference, for final approval. The selection of nominees is based on character, scholarship, personality, and promise of future leadership. The names of the nominees are announced at the time of commencement at the college. The following schools are eligible to participate in this plan:

Asheville Agricultural School
 Atlanta Academy
 Collegedale Academy (2)
 Forest Lake Academy (2)
 Highland Academy
 Pewee Valley Academy
 Pine Forest Academy
 Pisgah Institute

PROSPECTIVE TEACHERS' SCHOLARSHIPS. The Southern Union Conference Executive Committee has adopted the following recommendation which became effective in the fall of 1943:

Voted: that we recommend to each local conference the setting up of three \$100.00 scholarships annually to help provide for the first year normal work of prospective church school teachers who have completed their secondary education, the beneficiaries to be selected by each local conference educational committee, and that they be required to teach at least two consecutive years following graduation in the conference granting such scholarship. In the event that the beneficiary does not fulfill his part of the agreement, the scholarship will become a debt payable to the conference immediately.

In addition to the above, we recommend the continuation of scholarships by the conferences in the sum of \$100.00 instead of \$50.00 as formerly, to Southern Missionary College, for students from each conference who are completing the

second semester of the final year of the Teacher Training Course, and who otherwise are not financially able to complete the year's work, upon the following conditions:

1. Are recommended by the President and the Director of Teacher Training of Southern Missionary College.
2. Are recommended by the Educational Committee of the local conference and approved by the conference committee.
3. Are pledged to give two consecutive years of teaching service in their own conference.

It is understood that in the case of any beneficiary receiving both scholarships, the teaching service required will be only a total of two years.

Educational Fund

Many young people are deprived of the privilege of attending college because of a lack of necessary means. To aid these, an earnest effort has been made to obtain donations for the establishment of an educational fund, from which students worthy of help may borrow money for a reasonable length of time. Faithfulness in refunding these loans will make it possible for the same money to assist many students in school. There have been some gifts, and they have been used to help several young men and women complete their work in this college. But the needs of worthy students have been greater than the funds on hand, consequently it has been impossible in many instances to render the desired assistance. It has therefore been decided to direct the attention of patrons and friends of the school to these facts and to invite them to give such means as they may desire to devote to this purpose. The college will be glad to correspond with any who think favorably of this plan, and will continue to use the gifts so that the wishes of the donors may be fulfilled and the best results obtained.

"In each conference a fund should be raised to lend to worthy poor students who desire to give themselves to the missionary work; and in some cases they should receive donations. When the Battle Creek College was first started, there was a fund placed in the Review and Herald office for the benefit of those who wished to obtain an education, but had not the means. This was used by several students until they could get a good start; then from their earnings they would replace what they had drawn, so that others might be benefited by the fund. The youth should have it plainly set before them that they must work their own way as far as possible and thus partly defray their expenses. That which costs little will be appreciated little. But that which costs a price somewhere near its real value will be estimated accordingly."—*Testimonies*, Vol. 6, pages 213, 214.

Payment of Accounts

Charges for tuition, board, dormitory expense, etc., will be made each four-week or five-week period, and a statement will be issued to each student. The college board has made the costs as low as is consistent with educational efficiency. The school, therefore, must expect prompt payment of all outstanding accounts. Failure to pay promptly may terminate a student's connection with the school.

At the beginning of the first semester all students will register for both semesters. At the beginning of the second semester students' accounts must be in balance before they may continue in attendance. Transcripts of credits and diplomas are issued only to students whose accounts are paid in full.

Post-dated checks are not acceptable.

DISCOUNTS. A cash discount of five per cent is allowed on the balance due the school for the current period's expenses less labor credits, if paid within the discount period of fifteen days from date of statement. Where an advance payment of at least \$150 is made, an additional two per cent discount is allowed.

The fiscal year is divided into twelve periods whose closing dates are as follows, and statements will bear these dates:

| | | |
|---------|---------|---------|
| July 6 | Nov. 9 | March 8 |
| Aug. 3 | Dec. 7 | April 5 |
| Sept. 7 | Jan. 11 | May 3 |
| Oct. 12 | Feb. 8 | May 31 |

Where there are three or more students from one family, a twenty-five per cent discount will be allowed on the total charge for the three highest tuition rates, and any students beyond three from one family will be accepted at no further charge. This rate applies only to tuition, and is applicable to both dormitory and resident students.

Missionaries on furlough, or their dependents, are allowed, during the first year of furlough, a fifty per cent discount on tuition only, provided the remaining expenses are paid before the close of the discount period. The children of foreign missionaries in active service are granted a discount of fifty per cent on tuition on these same conditions. This concession does not apply to students who earn through labor fifty per cent or more of their expenses.

General Academic Regulations

Admission

APPLICATION PROCEDURE. An applicant for admission will fill out and mail to the registrar an application blank from the Bulletin, or one furnished, upon request, by the college. The applicant will also send a health certificate, filled in by a physician on a blank provided by the college

The room reservation fee of \$10.00 should accompany the application for admission. It will be credited to the first month's statement; or will be refunded if the applicant is not admitted, or if he decides not to enter and notifies the college not later than September 1, 1946.

Official credentials, which in every case include a complete record of all previous secondary school credits (and college credits, if any), should be sent to the registrar soon after the close of the school year. If the application for admission is not received at least two weeks before the opening of the school year, it may not be possible for the applicant to be notified of his status so he can enter on the opening date.

Transcripts of credit accepted toward admission become the property of the college and are kept on permanent file.

FRESHMAN STANDING. Graduates of accredited four-year secondary schools are admitted to freshman standing upon properly certified transcript of credits, but such students may have subject deficiencies to make up.

Graduates of unaccredited schools, whose official transcripts show sixteen acceptable units, may qualify for freshman standing by passing such entrance examinations as may be required.

Conditional freshman standing may be given to a person who has completed fourteen acceptable units. The remaining two units are to be earned during the first year of attendance at the college.

Veterans who have not graduated from high school may qualify for admission to Southern Missionary College by passing successfully the General Educational Development test at high school level.

ADVANCED STANDING. Students who have attended other institutions of collegiate rank may be admitted to advanced standing on presentation of a transcript of credits, including those from secondary school, and a certificate of honorable dismissal. Advanced standing credit is regarded as provisional at the time of the applicant's admission, and will not be recorded and re-issued on transcript until after the applicant has attended

this college for one semester or the equivalent, and has earned during that time not less than twelve hours with a scholarship average of "C".

A maximum of seventy-two hours may be accepted from a junior college.

ADMISSION AS A SPECIAL STUDENT. A person over twenty-one years of age who has not completed secondary school may be admitted as a special student (not a candidate for a degree or a diploma), provided he secures the approval of the registrar and of the instructor whose course he wishes to take.

Admission Requirements for the Several Curricula

LIBERAL ARTS. For admission to the curriculum leading to a Bachelor of Arts degree the following units are required:

| | |
|--|---|
| English | 3 |
| Foreign language (both units in same language)..... | 2 |
| Mathematics (algebra and plane geometry recommended; commercial or other applied mathematics does not satisfy this requirement)..... | 2 |
| Science (laboratory science, such as biology, physics, or chemistry) | 1 |
| Bible (one unit for each year of attendance in an academy, to a total of 3)..... | 1-3 |
| History (one unit of history, or one-half unit of American history and one-half unit of civics)..... | 1 |
| Vocational | 1 |
| Elective..... | Sufficient to make a total of 16 units. |

THEOLOGICAL CURRICULUM. The same pattern of entrance units as for the Liberal Arts curriculum is required for this curriculum leading to the degree of Bachelor of Arts in Theology. See list above.

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION. For information as to units required for admission to this curriculum, see list given under "Liberal Arts".

BACHELOR OF SCIENCE IN ELEMENTARY EDUCATION. A person who has finished secondary school is admitted without deficiencies to this curriculum if he has the following units:

| | |
|---|--|
| English | 3 |
| Bible (one unit for each year of attendance in an academy, to the total of 3) | 1-3 |
| Mathematics | 1 |
| Science | 1 |
| Social Studies | 2 |
| Vocational | 1 |
| Elective | Sufficient to make a total of 16 units |

BACHELOR OF SCIENCE IN SECRETARIAL SCIENCE. For admission to this curriculum, completion of secondary school, but no specific pattern of units is required. It is recommended that as far as possible, the same units be presented as are specified for admission to the liberal arts curriculum.

AGRICULTURE. For admission to this curriculum no specific pattern of secondary school units is required; but if the student wishes to qualify later for a degree he must fulfill the requirements of the curriculum leading to the degree sought.

BIBLE INSTRUCTORS'. No specific subjects are required for admission, but it is suggested that the same units as for admission to the liberal arts curriculum be submitted, to eliminate as far as possible deficiencies for admission to the latter curriculum in case of transfer to it.

TWO-YEAR ELEMENTARY TEACHER TRAINING. This curriculum comprises the first two years of the curriculum leading to a Bachelor of Science in Elementary Education. See above for information as to specified units for admission.

INDUSTRIAL ARTS. For admission to this curriculum no specific pattern of secondary school units is required; but if the student wishes to qualify later for a degree he must fulfill the requirements of the curriculum leading to the degree sought.

TWO-YEAR SECRETARIAL. This curriculum comprises the first two years of the curriculum leading to a Bachelor of Science in Secretarial Training. Completion of four years of secondary school is required for admission.

PRE-PROFESSIONAL CURRICULA. The following pattern, with graduation from an accredited secondary school and completion of the necessary college courses, satisfies the requirements for admission to many schools of medicine, dentistry, and nursing; but inasmuch as requirements for admission to professional schools differ, a student preparing for professional training should acquaint himself with the secondary and collegiate requirements for admission to the particular school he desires to enter, and plan both his secondary school and college program to meet these requirements.

| | Units |
|--|-------|
| English | 3 |
| Foreign language (both units in one language)..... | 2 |
| Algebra | 1 |
| Geometry | 1 |
| History (one unit may be civics)..... | 2 |
| Science (chemistry or physics required)..... | 2 |

| | |
|---|-----------|
| Bible (one unit for each year of academy attendance)..... | 1-3 |
| Vocational | 1 |
| Electives | 3-1 |
| Total | 16 |

DEFICIENCIES. Students who have sufficient total units but lack specific required units, may be admitted to college and may make up entrance deficiencies, except mathematics, by taking college work in these subjects. These hours apply as elective credit toward graduation, except that credit in foreign language and Bible applies toward the basic requirements in these fields. Arrangements for removing all entrance deficiencies should be made at the time of first registration.

When a college course is taken to remove an entrance deficiency, four hours are counted as the equivalent of one secondary school unit.

MISCELLANEOUS. One unit of credit in a modern foreign language is not accepted toward admission, unless the second unit is taken or the language continued in college.

Registration

Registration for both semesters begins at 9:00 A. M. Monday, September 16. Care should be taken to secure a proper sequence of courses. It is important that students complete their registration during the days assigned for that purpose.

Freshmen and others entering this college for the first time take the placement examinations given by the college at the time of registration.

Experience has demonstrated the fact that any student who enters school late places upon himself a serious handicap at the outset. This is particularly true in such courses as science, mathematics, and foreign language. Therefore, students who come more than two weeks late will not be enrolled for full course work, and may be denied admission to certain courses because of the difficulty of making up the work. Absences incurred by late entrance count toward a student's class standing.

No grades will be recorded for a student who has not been properly registered for a course.

SEMESTER HOUR. A semester hour represents one fifty-minute lecture or recitation per week, or the equivalent, through a semester of eighteen weeks.

STUDENT LOAD. Sixteen semester hours constitute a normal full load for a semester. If a student is working to defray expenses, his course load will be adjusted accordingly. The minimum semester load of a student living in the dormitory is eight hours.

On recommendation of his adviser, and approval by the dean of his written application, a student of exceptional ability whose previous scholastic record has been above average may register for eighteen hours; but in no case may more than eighteen hours of residence work, or of residence and correspondence work, be carried during a semester.

COURSE NUMBERS. Odd numbers represent first semester courses; even numbers, second semester courses. Courses numbered below 100 are lower division courses, taken largely by freshmen and sophomores; those numbered 100 or above are upper division courses, open to juniors and seniors. In exceptional cases, sophomores may be admitted to certain upper division courses, usually for lower division credit. See "Admission of Sophomores to Upper Division Courses."

Courses marked with two numbers separated by a hyphen (e.g., 1-2) are year courses, the semesters to be taken in the order given. Credit for the first semester only will not apply toward meeting the requirements for a diploma from any curriculum.

Courses with numbers separated by a colon (e.g. 11:12) are year courses of which the second semester may be taken first; but both semesters must be taken before the credit may apply toward graduation from any curriculum.

ADMISSION OF SOPHOMORES TO UPPER DIVISION COURSES. A sophomore may register for one or more upper division courses, for upper division credit, provided (1) he has earned, with an average of "C" or above fifty hours including basic freshman and sophomore courses already taken, and (2) his current registration completes the fulfillment of lower division basic, major, and minor requirements.

In exceptional cases, a sophomore may be admitted to certain upper division courses, for lower division credit.

A sophomore desiring admission to an upper division course makes application on a blank obtainable from the registrar's office.

SPECIAL HOURS. On permission of the committee on scholarship and academic standards, a senior may earn an additional hour in an upper division course completed or being carried in his major or minor field.

AUDITING COURSES. A student may audit a course only by permission of the registrar and the instructor concerned, and should register as an auditor at the time of other registration. No credit is given for a course audited. The tuition charge is one-half that for credit courses.

CHANGES IN REGISTRATION. After registration is completed, any change of program is made by means of a program voucher obtained from the registrar. This voucher is to be signed by the instructor in each course affected, and returned by the student to the registrar's office. The change in



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Memorial Library.**

registration is not effective until the voucher has been signed and returned.

Students may change their program without charge, upon approval of the registrar and the teachers concerned, during the first two weeks of each semester. A fee of one dollar will be charged for change of program after the first two weeks.

Drop vouchers affecting registration for the current semester are not issued after the beginning of semester examinations.

A course dropped without permission at any time will be recorded as a failure.

Classification of Students

Students are classified by the registrar. The following schedule governs the classification of students;

FRESHMAN. Completion of a four-year high school course, except that a freshman may be admitted conditionally on the completion of fourteen acceptable units, the remaining two units to be taken during the freshman year.

SOPHOMORE. Thirty hours with a "C" average, the hours to include basic requirements completed, and the average to be computed separately on hours earned in Southern Missionary College.

JUNIOR. Sixty-two hours with a "C" average, the hours to include basic requirements completed, and the average computed separately on the hours earned in Southern Missionary College.

For membership in the junior class organization the second semester, the junior year's work must have been carried satisfactorily to the time of organization, and the remaining hours to be completed for a degree shall not be more than can be earned in one summer and the senior year.

SENIOR. Ninety-four hours of "C" average (this average separately from Southern Missionary College) at the beginning of the first semester, with current registration to satisfy all remaining requirements for a degree.

For membership in the senior class organization the second semester, the senior year's work must have been carried satisfactorily to the time of organization. If a course is taken by correspondence during the senior year, the transcript of credit and the report that the validation examination has been passed must be on file in the registrar's office before the student is eligible for membership in the senior class.

ADULT SPECIAL. A person at least twenty-one years of age who is not working toward the fulfillment of degree requirements. For further information, see "Adult Special" section under "Admission."

Attendance Regulations

Regular attendance at all classes and chapel is expected of every student.

Absences are classified as justifiable or unjustifiable. Justifiable absences are those occasioned by illness or other unavoidable emergency. Unjustifiable absences are those occasioned by leave of absence from the campus, trips to Chattanooga, visits of relatives or friends, etc. In doubtful cases, the dean will decide as to the type of absence.

COURSE ABSENCES. The work missed for a justifiable reason may be made up as the instructor may direct. An announced or scheduled examination, if missed for a justifiable reason, may be made up on payment of the special examination fee. If a student permits unjustifiable absences to accumulate on his record, he shall make them up by doing for each absence a double assignment of reading or other individual work as specified by the instructor in the course.

Three tardinesses count as one absence.

An absence, or each consecutive absence, immediately before or after a vacation counts double.

An absence from classes caused by suspension because of irregularity in chapel attendance will be counted.

To be acceptable, an excuse must be filed in the dean's office within the time specified following the posting of the list of absences.

Excuses for absences because of illness are to be approved by the health service, but it is the student's responsibility to turn in the excuse to the dean's office.

On approval of the instructor, a junior or a senior on the dean's list will not be held strictly to the attendance requirements of a course so long as he maintains his work in each course at a "B" level.

CHAPEL ABSENCES. Three unexcused absences from chapel without penalty are allowed in a semester. The fourth unexcused absence necessitates the payment in cash of a fine of \$1.00 which cancels only one absence, leaving three unexcused. The next unexcused absence brings the student's name to the government committee for consideration.

Three tardinesses to chapel are counted as one absence.

To be acceptable, an excuse for absence from chapel is to be filed in the registrar's office within one week from the date of the absence.

Excuses for absences caused by illness are to be approved by the health service, but it is the student's responsibility in every instance to file his excuse at the registrar's office.

Extension Work

Credit for courses taken by correspondence may be accepted under any one of the following conditions, provided the student has passed the validation examination given by the college:

1. If taken by permission of the college and completed within a semester of resident attendance in this college.

If a course is taken by correspondence during the senior year, the transcript of credit and a report that the validation examination has been passed must be on file in the office of the registrar before the student is eligible for membership in the senior class.

2. If it is the last eight hours for graduation, which may be taken *in absentia*.

3. If followed by the earning of twelve hours, with a "C" average, in residence in this college.

Credit earned by correspondence after failure in the same course at Southern Missionary College will be accepted only if the entire course was taken by correspondence (not taken on a review basis).

In no case may more than eighteen hours of residence work and correspondence work be carried in a semester.

Southern Missionary College offers no extramural instruction; therefore all credits from this college must be earned in residence.

Examinations

COURSE EXAMINATIONS. Examinations are given in all courses at the end of each semester. Students are expected to take examinations at the time scheduled, unless prevented by illness or equally unavoidable circumstance.

ENTRANCE EXAMINATIONS. See "Freshman Standing" under "Admission."

EXEMPTION EXAMINATION. A student may be exempt by examination from a specific course requirement for graduation (such as within the basic group, or within or accompanying a major or a minor) provided he passes with a grade of at least "C" a comprehensive examination covering the particular course. The examination for exemption shall be prepared and administered under the direction of the committee on scholarship and academic standards. No hours of credit are given for an exemption examination. Fee, \$2.00.

SPECIAL EXAMINATIONS. Special examinations are given when justi-

fied by circumstances, such as sickness or necessary absence from the campus. A fee of one dollar is charged for each special examination. Instructors may give such examinations only upon evidence of properly signed receipts.

A re-examination is permitted only upon vote of the faculty.

VALIDATION EXAMINATIONS. A validation examination, given by the college, is required over a course taken by correspondence. A validation examination may be required to validate credits earned in residence in another institution. The fee for a validation examination is \$1.00.

Grades and Reports

Reports of scholarship are issued to students and their parents at the mid-semester and at the close of the semester. Semester grades are permanently recorded by the college for future reference.

The following system of grading is used:

| Grade | Grade Points per Semester Hour |
|--|-----------------------------------|
| A—Superior | 3 |
| B—Above average | 2 |
| C—Average | 1 |
| D—Below average | 0 |
| F—Failure | Minus 1 |
| E—Warning for below passing scholarship; no grade higher than "D" in the course for the semester; becomes "F" if not removed within a year after date re-reported. | |
| I—Incomplete because of illness or other unavoidable delay; becomes "F" if not removed within a year after date reported. | |
| W—Withdrew passing | |
| Wf—Withdrew failing | Minus 1 |
| Au—Audit | |

Unless acceptable explanation, such as serious illness, can be given, a student whose work is reported unsatisfactory may be asked to withdraw from school.

A grade correctly reported to the registrar can be changed only upon repetition of the course.

When a course is repeated to raise a grade, it must be done before a more advanced course in the same field is completed.

Credit may not be earned in a course after a more advanced course in the same field has been taken.

No grades will be recorded for a course for which the individual concerned has not registered.

Dean's List

This honor list, compiled each semester, is composed of the names of those juniors and seniors who carried twelve hours or more during the preceding semester and who for that semester earned a grade of "B" in each course carried.

A student on the dean's list may, at the discretion of the instructor, be excused from class attendance so long as his standing in each course is "B" or above.

Graduation Standards

General Requirements

Southern Missionary College offers curricula leading to degrees as follows: Bachelor of Arts, Bachelor of Arts in Theology, Bachelor of Science in Business Administration, in Elementary Education, and in Secretarial Training. Junior college curricula leading to diplomas are: Agriculture, industrial arts, Bible instructors, elementary teacher training, secretarial, medical preparatory, pre-dental, and pre-dietetics. A student may qualify for graduation by meeting the standards of the college as to personal character, and fulfilling the graduation requirements published in the catalogue for any year during which he maintains continuous residence leading to graduation. A student who discontinues attendance for two consecutive years is subject to the requirements for graduation as published in a catalogue current after his re-entrance.

The responsibility for meeting graduation requirements rests primarily upon the student. He should acquaint himself with the published requirements and plan his college course so as to fulfill these requirements.

Candidacy for Graduation

To be graduated at commencement a student must have completed all requirements for graduation. A student may become a candidate for graduation when he enters upon a semester during which it will be possible for him to complete all the requirements for graduation. Formal application for graduation should be made at the registrar's office during the first semester of the senior year.

All resident candidates for graduation must be members of the senior class.

Honors Diploma

A college student of good character whose record at the time of graduation shows no grade below "C" and with a point rating of 2.45 or above, will be granted an "Honors" diploma.

Graduation in Absentia

Each candidate for graduation must be present to receive his diploma, unless granted written permission by the president of the college to be graduated *in absentia*. Request should be made early in the second semester of the senior year and permission will be granted only in cases of evident necessity.

Since the college has but one graduation exercise a year, at the close of the winter session, a student who completed at the close of the summer session the requirements for graduation will be graduated the following spring or may receive his diploma *in absentia* as of the close of the summer session.

DEGREE CURRICULA

Bachelor of Arts

GENERAL REQUIREMENTS

1. Admission to the liberal arts curriculum.
2. A minimum of 128 hours in courses applicable toward this degree.
3. The total hours for a degree shall include a major and a minor, chosen from different departments. For detailed information see "Major and Minor Requirements."
4. A minimum of forty hours of upper division credit.
5. An average of one grade point per hour on all credits applied toward graduation, the grade point average on residence and accepted credits being figured independently.
6. The senior year is to be spent in residence in this college, with at least twenty-four hours earned in residence during this time, of credits which apply on the senior year's work.

BASIC REQUIREMENTS

COLLEGE PROBLEMS 1 hour
Required in the freshman year.

ENGLISH 10 hours
Six hours must be in composition, which is to be taken in the freshman or the sophomore year. The remaining four hours must be in literature.

FOREIGN LANGUAGE 6-16 hours

1. Six hours for one who continues the same foreign language in which two units have been earned in secondary school. To be taken in the freshman or the sophomore year.
2. Fourteen hours in one language for one who has two units in one foreign language in secondary school and takes a different language in college. Should be taken in the freshman and sophomore years.
3. Sixteen hours in one language for one who has had no foreign language in secondary school, or has less than two units of credit in one foreign language. Fourteen hours of this requirement should be taken in the freshman and sophomore years.

4. This requirement may be fulfilled by credit in Greek, Latin, or a modern foreign language.

SOCIAL SCIENCE 12 hours

Six hours must be history, which is to be taken in the freshman or sophomore year; the remaining six hours may be chosen from courses in economics, geography, history, political science, sociology.

BIBLE 12-16 hours

A student presenting three or more units of credit in Bible from the secondary school will take twelve hours; one presenting two units, fourteen hours; and one presenting one unit or less, sixteen hours. Courses to fulfill this requirement may be chosen from Bible 1-2, 5, 6, 19, 20, 55, 56, 101, 102, 131, 132, 161, 162. Eight hours of this requirement should be taken in the freshman and sophomore years.

SCIENCE-MATHEMATICS 12 hours

This may be selected from the fields of biology, chemistry, mathematics, and physics. Six hours must be selected from a science field. To be completed in the freshman and sophomore years.

VOCATIONAL 4 hours

May be chosen from the courses in agriculture, industrial arts, secretarial training, Physics 3-4 (Radio Communication), home economics.

MAJOR AND MINOR REQUIREMENTS

MAJOR REQUIREMENTS. The student should choose a major field of specialization not later than the beginning of the second semester of the sophomore year. The major and the first minor shall be chosen from separate departments.

Approximately one-half the number of hours for a major shall be in upper division credit.

A minimum of six hours of upper division on the major (preferably the last six) shall be earned in this college.

An average of "C" is required; no course in which a student has received a grade of "D" may apply on a major.

Specific requirements for departmental majors are given immediately preceding the descriptions of courses in the various departments. Majors on a Bachelor of Arts degree may be earned in the following departments, the number of hours required for a major being specified in each instance:

| | Hours |
|--|-------|
| Bible (for non-theological students)..... | 30 |
| Chemistry | 30 |
| English (exclusive of English 1:2) | 26 |
| Foreign Language (exclusive of the first-year course)..... | 26 |
| History | 30 |
| Music | 36 |

MINOR REQUIREMENTS. A student should choose his minor field not later than the beginning of the second semester of the sophomore year. The first minor may not be in the department chosen for the major.

Six hours of any minor shall be earned in the upper division. A minimum of three hours of upper division credit on the minor must be earned in this college.

The departments in which minors may be earned and number of hours for a minor are given below. See the section on "Description of Courses" for further information.

| | Hours |
|--|---|
| Agriculture | 15 |
| Bible | Six hours in addition to the basic requirement. |
| Biology | 15 |
| Business Administration | 15 |
| Chemistry | 20 |
| Education | 15 |
| English (exclusive of English 1:2) | 14 |
| Foreign Language (exclusive of the first-year course)..... | 16 |
| History | 15 |
| Home Economics | 15 |
| Mathematics | 18 |
| Music | 20 |
| Physics | 16 |

SUGGESTED CURRICULUM FOR BACHELOR OF ARTS

The early completion of the basic courses affords the student greater opportunity:

1. To avoid difficulties in registration because of conflicts in schedule;
2. To specialize during the junior and senior years;
3. To choose electives during the junior and senior years;
4. To follow without loss of time sequences of courses involving prerequisites.

| Freshman Year | Hours of Credit per Semester | |
|--|---------------------------------|-----------|
| | 1st | 2nd |
| Composition and Rhetoric..... | 3 | 3 |
| Foreign Language | 3-4 | 3-4 |
| History | 3 | 3 |
| *Bible | 3 | 3 |
| Science | 3 | 3 |
| College Problems | 1 | |
| Total | 16 | 16 |
| | | |
| Sophomore Year | 1st | 2nd |
| Foreign Language | 0-3 | 0-3 |
| Bible | 2 | 2 |
| Science or Mathematics..... | 3 | 3 |
| Social Science (history, political science, econom- ics, geography, sociology)..... | 3 | 3 |
| Vocational | 2 | 2 |
| † Elective | 6-3 | 6-3 |
| Total | 16 | 16 |
| | | |
| Junior and Senior Years | 1st | 2nd |
| Literature (may be upper or lower division)..... | 2 | 2 |
| Foreign Language (if no foreign language in sec- ondary school) | 2 | |
| Bible | 2-3 | 2-3 |
| Major, Minor, and Electives | 26-25 | 28-27 |
| Total | 32 | 32 |

Bachelor of Arts In Theology

To qualify for the degree of Bachelor of Arts in Theology, a candidate must fulfill the following requirements:

* Students who have not had Old Testament and New Testament History in the secondary school will take Bible Survey; others will take Fundamentals of Christian Faith.

† Suggested electives: Courses in the major field (if already chosen), courses to make up college entrance deficiencies, prerequisites for upper division courses.

1. Admission to the theological curriculum, as outlined in the section on "Admission Requirements."
2. The completion of 140 hours as outlined in the curriculum below, which provides for a major of thirty-six hours in Bible and a minor in history.
3. A minimum of six hours of upper division credit on the major (preferably the last six) and three on the minor shall be earned in this college. No course in which a grade of "D" had been received may apply on the major.
4. A minimum of forty hours of upper division credit, of which twenty hours shall be in the major.
5. An average of one grade point per hour on all credits applied toward graduation, this average being computed separately on residence and accepted credits.
6. The senior year is to be spent in residence in this college, with a minimum of twenty-four hours applying on this curriculum earned during this time.

THEOLOGICAL CURRICULUM

| Freshman Year | Hours of Credit per Semester | |
|--|---------------------------------|-----------|
| | 1st | 2nd |
| Fundamentals of Christian Faith or Bible Survey | 3 | 3 |
| Composition and Rhetoric | 3 | 3 |
| Survey of European History | 3 | 3 |
| Fundamentals of Speech | 2 | 2 |
| Fundamentals of Music | 2 | |
| Vocational | 2 | 2 |
| College Problems | 1 | |
| Elective | | 3 |
| Total | 16 | 16 |
| | | |
| Sophomore Year | 1st | 2nd |
| Daniel and Revelation | 3 | 3 |
| Survey of Missions | | 2 |
| Beginning Greek | 4 | 4 |
| Science | 3 | 3 |
| Principles of Accounting | 3 | 3 |
| Sightsinging | 1 | |
| Conducting | | 1 |
| Elective | 2 | |
| Total | 16 | 16 |

| Summer Sessions | Semester Hours |
|--------------------------------|----------------|
| History of Antiquity | 3 |
| Health and Hygiene | 3 |
| Manuscripts of the Bible | 2 |
| Church Organization | 2 |
| Evangelism | 2 |
| Total | 12 |

| Junior Year | Hours of Credit per Semester | |
|---------------------------------------|---------------------------------|-----------|
| | 1st | 2nd |
| New Testament Epistles | 3 | 3 |
| Evangelistic and Church Music | 2 | |
| Intermediate Greek | 2 | 2 |
| Church History | 3 | 3 |
| Sermon Preparation and Delivery | 2 | 2 |
| Elective | 4 | 6 |
| Total | 16 | 16 |

| Senior Year | 1st | | 2nd | |
|--------------------------------|-----------|-----|-----------|-----|
| | 1st | 2nd | 1st | 2nd |
| Major and Minor Prophets | 3 | | 3 | |
| Pastoral Methods | 3 | | 3 | |
| Oral Interpretation | 2 | | | |
| Biblical Literature | | | | 2 |
| Teachings of Jesus | 2 | | 2 | |
| Gift of Prophecy Seminar | 2 | | 2 | |
| Principles of Research | 1 | | | |
| Biblical Topics | | | | 1 |
| *Elective | 3 | | 3 | |
| Total | 16 | | 16 | |

*Greek, two hours, is to be elected by those who had less than two years in one language in secondary school.

Bachelor of Science in Business Administration

Admission requirements to this curriculum are itemized in the section, "Admission Requirements for the Several Curricula."

For this curriculum, which leads to a Bachelor of Science in Business Administration, the requirements as to total hours, senior residence, minimum upper division, grade points, and residence credit and grade-point average on the major and the minor, are the same as for a Bachelor of Arts degree. For specific information concerning any one of these, refer to the particular item under "Graduation Standards."

Courses in the first three years will be offered in 1946-47.

| Freshman Year | Hours of Credit per Semester | |
|--|---------------------------------|-----|
| | 1st | 2nd |
| Composition and Rhetoric | 3 | 3 |
| *Bible | 3 | 3 |
| College Problems | 1 | |
| Vocational | 2 | 2 |
| History | 3 | 3 |
| Beginning and Intermediate Typewriting | 1 | 1 |
| Science or Mathematics | 3 | 3 |
| Elective | | 1 |
| | 16 | 16 |
| | | |
| Sophomore Year | 1st | 2nd |
| Bible | 2 | 2 |
| Literature | 2 | 2 |
| Economic Geography | 3 | |
| Principles of Accounting | 3 | 3 |
| Business Law | | 3 |
| Advanced Typewriting | 1 | 1 |
| Principles of Economics | 2 | 2 |
| †Elective | 3 | 3 |
| | 16 | 16 |

*Students who have not had Old and New Testament History in the secondary school will take Bible Survey; others will take Fundamentals of Christian Faith.

†Suggested electives: Sophomore year, General Psychology, Principles of Education.

| Junior Year | Hours of Credit per Semester | |
|--|---------------------------------|-----------|
| | 1st | 2nd |
| Bible | 2-3 | 0-3 |
| Applied Economics | 3 | |
| Advertising or Marketing | | 3 |
| Intermediate Accounting | 3 | |
| Advanced Accounting or Money and Banking | | 3 |
| *Minor and Electives | 8-7 | 10-7 |
| Total | 16 | 16 |
| | | |
| Senior Year | 1st | 2nd |
| Auditing or Statistics | | 3 |
| Advanced Economic Theory or Cost Accounting | 2 | |
| Business Management | | 2 |
| Business Finance | 3 | |
| *Minor and Electives | 10-9 | 10-9 |
| Seminar (Maximum, two hours) | 1-2 or | 1-2 |
| Total | 16 | 16 |

Bachelor of Science in Elementary Education

The four-year curriculum in elementary education is designed to meet the needs of students desiring a college degree with particular preparation for teaching in the elementary field. It is recommended to those who are looking forward to supervisory work in elementary education.

PREREQUISITE. Fulfillment of admission requirements to this curriculum as specified under "Admission Requirements for the Several Curricula."

For this curriculum, which leads to a Bachelor of Science in Elementary Education, the requirements as to total hours, minimum upper division

* Suggested electives: Junior year, Office Management, Minor requirements; (If planning to teach) Principles of Secondary Education, Educational Psychology; Senior year, Minor requirements; (If planning to teach) Methods in Teaching, Supervised Teaching.

credit, senior residence, grade point average, and residence credit and grade point average on the major and the minor, are the same as for a Bachelor of Arts degree. For specific information see "Graduation Standards."

A student completing the first two years of this curriculum, with fulfillment of the admission, residence, and grade point requirements for graduation, will receive a diploma in elementary teacher training.

ELEMENTARY TEACHER CERTIFICATION

Students completing the two-year curriculum in elementary education are eligible to receive a three-year elementary certificate from the Southern Union Conference Department of Education, and a Tennessee permanent professional certificate.

Students finishing the four-year curriculum are eligible to receive a five-year elementary certificate from the Southern Union Conference Department of Education.

| Freshman Year | Hours of Credit | |
|---|-----------------|---------------|
| | per semester | |
| | 1st | 2nd |
| Composition and Rhetoric | 3 | 3 |
| *Fundamentals of Christian Faith | 3 | 3 |
| Technique of Teaching | 2 | |
| Principles of Education | | 2 |
| General Psychology | 2 | |
| Child Psychology | | 2 |
| Teaching of the Language Arts | 2 | |
| Children's Reading and Literature | | 2 |
| Nutrition | 2 | |
| Health Principles | | 2 |
| Mathematics for Elementary Teachers | | 2 |
| School Crafts | 1 | 1 |
| College Problems | 1 | |
| Physical Education | 1/2 | 1/2 |
| Total | 16 1/2 | 17 1/2 |

* A student entering without academy credits in Old and New Testament History will take Bible Survey the first year and Fundamentals of Christian Faith the second year, thus necessitating attendance at one summer session.

| Sophomore Year | Hours of Credit per Semester | |
|--|---------------------------------|---------------|
| | 1st | 2nd |
| American History | 3 | 3 |
| General Biology | 3 | 3 |
| *American Literature | 2 | 2 |
| Geography | 3 | 3 |
| School Health Problems | 1 | 1 |
| School Music | 2 | |
| Music Appreciation for the Grades | | 2 |
| Elementary School Art | 1 | 1 |
| †Directed Observation and Teaching | 1 | 1 |
| Physical Education (Plays and Games for the Elementary School) | 1/2 | 1/2 |
| Total | 16 1/2 | 16 1/2 |
| | | |
| Junior Year | 1st | 2nd |
| Bible | 2 or 3 | 2 or 3 |
| Tests and Measurements | 2 | |
| Nature | | 2 |
| Teaching of Bible | 2 | |
| Teaching of the Social Studies | | 2 |
| Psychology of Adolescence | | 2 |
| Educational Psychology | | 3 |
| Minor and Electives | 9 or 10 | 3 or 4 |
| Total | 16 | 16 |
| | | |
| Senior Year | 1st | 2nd |
| Curriculum Problems | 3 | |
| Curriculum Workshop | | 3 |
| Co-operative Supervision | 3 | |
| Philosophy of Education | | 3 |
| †Directed Observation and Teaching | 2 | 2 |
| Minor and Electives | 7 | 6 |
| Total | 15 | 14 |

* Two hours of credit in Public Speaking may be substituted for two hours of American Literature.

† A student graduating from the two-year curriculum must take in Southern Missionary College the two hours of directed teaching in that curriculum; one graduating from the four-year curriculum shall take in the senior year at Southern Missionary College a minimum of two hours of directed teaching.

Bachelor of Science in Secretarial Science

PREREQUISITE: For admission to this curriculum, completion of secondary school, but no specific pattern of units, is required. It is recommended that as far as possible, the same units be presented as are specified for admission to the liberal arts curriculum.

The first two years of this curriculum may constitute a terminal curriculum leading to a diploma.

For graduation from either the two-year or the four-year curriculum the same minimum residence and grade point average are required as for the liberal arts curriculum; and for the four-year curriculum, the minimum residence for the major and the minor, the scholarship requirement in the major, and the minimum upper division hours required, are the same as for a Bachelor of Arts degree.

Students following the four-year curriculum should take in the second year six hours of history, and take secretarial practice in the third year.

Those preparing to teach in secondary schools should take eighteen hours in education. The State of Tennessee requires, besides six hours of elective in education, the following courses for certification to teach high school secretarial subjects: educational psychology, three hours; principles of secondary education, three hours; methods in teaching commercial subjects and practice teaching, six hours.

| Freshman Year | Hours of Credit | |
|--|---------------------|-----|
| | per Semester 1st | 2nd |
| *Bible (Fundamentals of Christian Faith or Bible Survey) | 3 | 3 |
| Composition and Rhetoric | 3 | 3 |
| Beginning Shorthand | 4 | 4 |
| Beginning and Intermediate Typewriting | 1 | 1 |
| College Problems | 1 | |
| Filing | | 2 |
| Science or Mathematics | 3 | 3 |
| Elective | 1 | |
| Total | 16 | 16 |

* Students who have not had Old and New Testament History in the secondary school will take Bible Survey; others will take Fundamentals of Christian Faith.

| Sophomore Year | Hours of Credit per Semester | |
|------------------------------------|---------------------------------|-----------|
| | 1st | 2nd |
| Bible | 2 | |
| Advanced Shorthand | 3 | 3 |
| Transcription | 2 | 2 |
| Principles of Accounting | 3 | 3 |
| Advanced Typewriting | 1 | 1 |
| Voice Transcription | 1 | |
| Principles of Economics | 2 | 2 |
| *Secretarial Practice | 2 | 2 |
| **Elective | | 3 |
| Total | 16 | 16 |
| | | |
| Junior Year | 1st | 2nd |
| Bible | 2 | 2 |
| Advanced Dictation | 2 | 2 |
| Advanced Transcription | 2 | 2 |
| History | 3 | 3 |
| Applied Economics | 3 | |
| Literature | 2 | 2 |
| **Minor and Electives | 2 | 5 |
| Total | 16 | 16 |
| | | |
| Senior Year | 1st | 2nd |
| Office Management | 2 | |
| Advertising | | 3 |
| Secretarial Problems | 1-2 | |
| Applied Secretarial Practice | | 3 |
| **Minor and Electives | 13-12 | 10 |
| Total | 16 | 16 |

*Students following the four-year curriculum should take six hours of history in the sophomore year instead of secretarial practice.

**Suggested electives: Junior year, Principles of Secondary Education, Educational Psychology; Senior year, Methods of Teaching Shorthand, Methods of Teaching Typewriting, Methods of Teaching Bookkeeping, Supervised Teaching in Secondary School.

JUNIOR COLLEGE CURRICULA

Terminal and pre-professional curricula are offered on the junior college level. Each curriculum, except prenursing, leads to a diploma; but since many of the courses in each curriculum are of professional or vocational nature, a student graduated from one of these curricula usually has lower division basic requirements to make up if he transfers to the curriculum leading to a Bachelor of Arts degree.

Entrance requirements for each curriculum are given immediately preceding the curriculum.

For graduation, the same requirements as to character, senior residence, and grade-point average, as for a Bachelor of Arts degree, apply to each of these curricula.

Agriculture

PREREQUISITE: For admission to this curriculum no specific pattern of secondary school units is required; but if the student wishes to qualify later for a degree he must fulfill the requirements of the curriculum leading to the degree sought.

The first year of this curriculum will be offered in 1946-47.

| Freshman Year | Hours of Credit per Semester | |
|---|---------------------------------|-----|
| | 1st | 2nd |
| Composition and Rhetoric | 3 | 3 |
| *Bible Survey or Fundamentals of Christian Faith | 3 | 3 |
| College Problems | 1 | |
| Farm Mechanics | 2 | |
| Field Crops | | 2 |
| Dairy Husbandry | 3 | |
| Poultry Husbandry | | 3 |
| Inorganic Chemistry | 4 | 4 |
| Vegetable Gardening | | 2 |
| Total | 16 | 17 |

* Students who have not had Old and New Testament History in the secondary school will take Bible Survey; others will take Fundamentals of Christian Faith.

| Sophomore Year | Hours of Credit per Semester | |
|--|---------------------------------|-----------|
| | 1st | 2nd |
| General Biology | 3 | 3 |
| Principles of Agriculture | 2 | 2 |
| Farm Carpentry | 2 | |
| Soils and Soil Fertility | | 2 |
| Forage Crops | 2 | |
| Livestock Feeding and Management | | 3 |
| Farm Home Improvement | 2 | |
| General Bacteriology | | 4 |
| Farm Management | 3 | |
| History | 3 | 3 |
| Total | 17 | 17 |

BIBLE INSTRUCTORS

PREREQUISITE: Completion of a four-year high school course, or satisfactory standing on entrance examinations.

| Freshman Year | Hours of Credit per semester | |
|---|---------------------------------|-----------|
| | 1st | 2nd |
| *Fundamentals of Christian Faith or Bible Survey .. | 3 | 3 |
| Composition and Rhetoric | 3 | 3 |
| Survey of European History | 3 | 3 |
| General Psychology | 2 | |
| Principles of Education | | 2 |
| Survey of Missions | | 2 |
| Fundamentals of Music | 2 | |
| College Problems | 1 | |
| **Piano | 0 | 0 |
| Electives | 2 | |
| Total | 16 | 16 |

| Sophomore Year | 1st | 2nd |
|------------------------------|-----------------------------|-----|
| | Daniel and Revelation | 3 |
| Fundamentals of Speech | 2 | 2 |
| Personal Evangelism | | 3 |
| Teachings of Jesus | 2 | 2 |
| **Piano | 0-1 | 0-1 |

* Students who have not had Old and New Testament History in secondary school will take Bible Survey; others will take Fundamentals of Christian Faith.

**Those who qualify for credit in piano will receive credit, reducing the electives a corresponding amount.

| | | |
|----------------------------------|-----|-------|
| Gift of Prophecy | 2 | |
| Denominational History | | 2 |
| History of Greece and Rome | 2 | 2 |
| Health Principles | | 2 |
| Household Economics | 2 | |
| Electives | 3-2 | |
| | 16 | 16-17 |
| Total | 16 | 16-17 |

ELEMENTARY TEACHER TRAINING

PREREQUISITE: Completion of high school, with a minimum of sixteen acceptable units including the following: English, three; Bible, one unit for each year of attendance in an academy, to a total of three; mathematics, one; science, one; social studies, two; vocational, one.

The first two years of the curriculum leading to a Bachelor of Science in Elementary Education constitute this curriculum. See pages 46 and 47 for information as to course and certification requirements.

INDUSTRIAL ARTS

PREREQUISITE: Completion of a four-year high school course, or satisfactory standing on entrance examinations.

The first year of this curriculum will be offered in 1946-47.

| Freshman Year | Hours of Credit per Semester | |
|---|---------------------------------|-----|
| | 1st | 2nd |
| *Bible Survey or Fundamentals of Christian Faith | 3 | 3 |
| Composition and Rhetoric | 3 | 3 |
| College Problems | 1 | |
| Instrumental Drawing | 2 | 2 |
| General Woodworking | 2 | 2 |
| Science | 3 | 3 |
| Elective | 2 | 3 |
| | 16 | 16 |
| Sophomore Year | 1st | 2nd |
| Bible | 2 | 2 |
| Science or Mathematics | 3 | 3 |
| Industrial Arts (Courses to be arranged) | 5 | 5 |
| History | 3 | 3 |
| Elective (Social Science suggested) | 3 | 3 |
| | 16 | 16 |
| Total | 16 | 16 |

* Students who have not had Old and New Testament History in the secondary school will take Bible Survey; others will take Fundamentals of Christian Faith.

SECRETARIAL TRAINING

PREREQUISITE: Completion of a four-year high school course. It is recommended that as far as possible the pattern of units be the same as for admission to the liberal arts curriculum.

For the outline of this curriculum which leads to a diploma, see the first two years of the curriculum leading to a Bachelor of Science in Secretarial Science.

PREMEDICAL

A large number of medical colleges require three years of training for admission, but the College of Medical Evangelists occasionally accepts one who has less than three years of credits of high scholastic rank. Two years of the premedical training may be taken in Southern Missionary College, a diploma being granted to those who qualify.

A scholarship average of 1.5 in college science courses and non-science courses, figured separately, is required for admission to the College of Medical Evangelists.

PREREQUISITE: Graduation from secondary school. It is recommended that the entrance units include English, three units; foreign language, two units (both in the same language); algebra, one unit; plane geometry, one unit; history, one unit; and electives chosen from two or more of the preceding fields.

Students planning to enter the College of Medical Evangelists should fulfill high school requirements as outlined in the bulletin published by that college.

| Freshman Year | Hours of Credit per Semester | |
|--------------------------------|---------------------------------|-----------|
| | 1st | 2nd |
| Composition and Rhetoric..... | 3 | 3 |
| *Bible | 3 | 3 |
| †Foreign Language | 3 | 3 |
| Inorganic Chemistry | 4 | 4 |
| Algebra and Trigonometry | 3 | 3 |
| Total | 16 | 16 |

* Students who have not had Old and New Testament History in the secondary school will take Bible Survey; others will take Fundamentals of Christian Faith.

† Premedical students who have had no foreign language in secondary school will take sixteen hours in one language, thus necessitating at least an additional summer of course work.

| Sophomore Year | Hours of Credit per Semester | |
|---|---------------------------------|-----|
| | 1st | 2nd |
| Zoology | 4 | 4 |
| General Physics | 4 | 4 |
| Organic Chemistry | 4 | 4 |
| Bible | 2 | 2 |
| American Constitution and Government..... | 2 | |
| Elective | | 2 |
| Total | 16 | 16 |

PREDENTAL

Class A dental colleges require for admission two years (sixty hours) of college work, including certain prescribed courses. Students planning to enter a particular college of dentistry should consult its bulletin, since admission requirements vary, and frequently credit for art, music, expression, commerce, and vocational courses, may not be included in the minimum for admission.

PREREQUISITE: Graduation from an accredited secondary school.

| Freshman Year | Hours of Credit per Semester | |
|--------------------------------|---------------------------------|-----|
| | 1st | 2nd |
| Composition and Rhetoric | 3 | 3 |
| *Bible | 3 | 3 |
| Inorganic Chemistry | 4 | 4 |
| Algebra and Trigonometry | 3 | 3 |
| †Elective | 3 | 3 |
| Total | 16 | 16 |

| Sophomore Year | Hours of Credit per Semester | |
|-------------------------|---------------------------------|-----|
| | 1st | 2nd |
| Organic Chemistry | 4 | 4 |
| Bible | 2 | |
| General Physics | 4 | 4 |
| Zoology | 4 | 4 |
| †Elective | 2 | 4 |
| Total | 16 | 16 |

* Students who have not had Old and New Testament History in the secondary school will take Bible Survey; others will take Fundamentals of Christian Faith.

† Suggested electives: English, social science, mathematics, foreign language, science.

PREDIETETICS

PREREQUISITE: Completion of a four-year course of sixteen units in a standard secondary school, or the equivalent as evidenced by examinations given by this college. The particular units required for admission to the School of Dietetics of the College of Medical Evangelists are: English, three units; foreign language (both units in one language) two units; history, one unit; algebra, one unit; geometry, one unit; biology, one unit; chemistry or physics, one unit; Bible, one to three units; vocational, one unit; electives, two to four units.

| | Hours of Credit per Semester | |
|--|---------------------------------|-------|
| | 1st | 2nd |
| Freshman Year | | |
| Composition and Rhetoric | 3 | 3 |
| *Bible | 3 | 3 |
| Inorganic Chemistry | 4 | 4 |
| Foods and Cookery | 3 | 3 |
| Electives | 3 | 3 |
| | <hr/> | <hr/> |
| Total | 16 | 16 |
| Sophomore Year | | |
| | 1st | 2nd |
| Bible | 2 | 2 |
| Anatomy and Physiology | 3 | 3 |
| Principles of Economics | 2 | 2 |
| Sociology | | 3 |
| Education | | 4 |
| American Constitution and Government | 2 | |
| General Psychology | 2 | |
| Elective | 5 | 2 |
| | <hr/> | <hr/> |
| Total | 16 | 16 |

PRENURSING

The following pattern, with high school graduation and completion of the college prenursing courses, satisfies admission requirements of many schools of nursing; but inasmuch as requirements for admission to professional schools differ, a student looking forward to nurses' training should acquaint herself with the requirements for admission to the particular school she desires to enter, and plan both the secondary and the college program to meet these requirements.

* Students who have not had Old and New Testament History in the secondary school will take Bible Survey; others will take Fundamentals of Christian Faith.

Admission requirements for many schools of nursing specify the following sixteen units and graduation from an accredited secondary school with a high "C" average.

| | Units |
|---|-------|
| English | 3 |
| Foreign Language (both units must be in the same language) | 2 |
| Mathematics (shall include one unit of algebra, and does not include commercial or other applied mathematics)..... | 2 |
| History | 1 |
| Bible (one unit for each year of attendance at a Seventh-day Adventist academy to the extent of three units; one unit for high school graduates)..... | 1-3 |
| Science (one unit must be chemistry or physics)..... | 2 |

Sufficient electives to make a total of sixteen units.

Upon entrance, college prenursing students are given tests in arithmetic for nurses and reading comprehension and speed. Remedial work in arithmetic and reading will be required of all those who do not pass these tests with satisfactory standing.

The college prenursing work leads to a certificate instead of a diploma. It is strongly urged that these courses be taken in two semesters and a summer term, or in two years. Students may do some of this work by correspondence in order to restrict residence to one year, and it is urged that such correspondence credit be earned prior to attendance at Southern Missionary College.

| | Hours of Credit | |
|------------------------------------|-----------------------|-----------------------|
| | per semester | |
| | 1st | 2nd |
| Composition and Rhetoric | 3 | 3 |
| College Problems | 1 | |
| Gift of Prophecy | 2 | |
| Denominational History | | 2 |
| General Chemistry | 3 | 3 |
| Anatomy and Physiology | 3 | 3 |
| Microbiology | | 4 |
| Social Aspects of Nursing | 2 | 1 |
| Health Principles for Nurses | 2 | |
| Physical Education | $\frac{1}{2}$ | $\frac{1}{2}$ |
| Total | <hr/> $16\frac{1}{2}$ | <hr/> $16\frac{1}{2}$ |

Courses of Instruction

The courses of instruction offered by the college are grouped by departments, which are arranged alphabetically. The college reserves the right to withdraw temporarily any course for which there is not adequate enrollment. Starred courses probably will not be given, 1946-47.

COURSE NUMBERS. Courses numbered from 1 to 99 are lower division courses, taken mainly by freshmen and sophomores; those numbered 100 or above are upper division courses, open to juniors and seniors.

A sophomore may register for one or more upper division courses, for upper division credit, provided (1) he has earned, with an average of "C" or above, fifty hours including basic freshman and sophomore courses already taken, and (2) his current registration completes the fulfillment of lower division basic, major, and minor requirements. In exceptional cases, a sophomore who does not fulfill the above requirements may be admitted to an upper division course, for lower division credit.

A sophomore who desires admission to an upper division course makes application on a blank obtainable in the registrar's office.

Course numbers separated by a hyphen (e.g.1-2) represent year courses, the semesters to be taken in order given. Credit for the first semester only will not apply toward graduation from any curriculum.

Course numbers separated by a colon (e.g.11:12) are year courses, of which either semester may be taken first, but both semesters must be taken before the credit may apply toward graduation from any curriculum.

Agriculture

Mr. Tucker

It is the purpose of the college to develop a strong department of agriculture. Since but little has been done in this line in the past, the work must of necessity be developed slowly and built on a good foundation.

The general objectives in this department are: (1) to awaken in the entire school group a love of nature and the great out-of-doors; (2) to awaken in the individual student an appreciation of the dignity and the worth-whileness of labor during his student life; (3) to arouse in the students of agriculture a love for farm life; (4) to aid as many as seem interested and vocationally inclined, to enter agricultural pursuits as a life occupation.

MINOR. A minor in agriculture requires fifteen hours, including six hours of upper division credit, three of which shall be earned in this college.

1-2. General Agriculture *Both semesters, four hours*

A survey of the various phases of plant production and animal husbandry. This course satisfies the vocational requirement for a degree. Laboratory as arranged.

***3-4. Principles of Agriculture** *Both semesters, four hours*

Fundamental principles of rural life and of the selection of the home; advantages of living in the country. The course will be based on the Bible, the Spirit of prophecy, and the writings of eminent agricultural leaders including such men as Washington, Jefferson, and the pioneers in early agricultural education.

21. Dairy Husbandry *First semester, three hours*

An elementary course in dairying and its relation to agriculture. Selection, care, and feeding of the dairy herd; composition and care of cream and milk; Babcock testing; marketing of dairy products. Two class hours and two hours laboratory per week.

22. Poultry Husbandry *Second semester, three hours*

The principles of poultry production and care as applied to the farm flock; the study of feeding, culling, and raising of young chicks. Two class hours, and two hours laboratory per week.

***31. Farm Home Improvement** *First semester, two hours*

Planning the development and beautification of home and school grounds. A study of plants, trees, shrubs, and flowers adapted to local surroundings; their selection, planting, and care. Two hours lecture and two hours laboratory per week.

34. Vegetable Gardening *Second semester, two hours*

Proper selection of the home garden site, its preparation and cultivation; methods of control of plant diseases and insect pests; instruction in the preparation of fresh vegetables and the preservation of foods. Two hours lecture and two hours laboratory per week.

***44. Soils and Soil Fertility** *Second semester, two hours*

The principles underlying the maintenance of fertility in soils; physical properties and crop requirements; the effects of different systems of farming upon the productive capacity of soils. One hour lecture and two hours laboratory per week.

***47. Forage Crops** *First semester, two hours*

A study of the more important forage plants, with special reference to those of pastures and meadows. Practice in seed and plant identification. Emphasis on cover crops to check erosion, and on the relative value of

* Probably will not be given, 1946-47.

each species in a soil conservation program. One hour lecture and two hours laboratory per week.

***48. Livestock Feeding and Management** *Second semester, three hours*

A survey of the problems involved in selecting, judging, marketing, feeding, breeding, and management of beef cattle, sheep, horses, and mules. Two hours lecture and two hours laboratory per week.

***53. Farm Management** *First semester, three hours*

A study of farm management problems, such as selecting the region, choosing and buying the farm, principles of farm organization, cropping and livestock systems, operating the farm; planning a system of farming for a specified farm; visits to neighboring farms to study local conditions and practices. Two hours lecture and two hours laboratory per week.

61. Home Orchard Management *First semester, two hours*

A study of the propagation, cultivation, spraying, and harvesting of tree fruits; general orchard management, with special attention to the home orchard. Some time will be devoted to the study of small fruits. One hour lecture and two hours laboratory per week.

***63. Farm Mechanics** *First semester, two hours*

A general course. Forging and tempering steel, soldering, pipe fitting, glazing, belt lacing, harness repair, babbiting, electric wiring, and farm machinery repair. One hour lecture, three hours laboratory, per week.

64. Field Crops *Second semester, two hours*

A general course dealing with the classification, origin, characteristics, adaptation, and methods of culture of important field crops. One hour lecture and two hours laboratory per week.

***65. Farm Carpentry** *First semester, two hours*

Drawing, construction, and painting. Selection, sharpening, and use of woodworking tools. Selection of lumber and estimating costs. Small projects such as sawhorses, self-feeders, brooder houses. One hour lecture, four hours laboratory per week.

***101. Animal Nutrition** *First semester, three hours*

A study of the nutritional requirements of livestock; digestibility and functions of feed nutrients; classification, value, and prices of feed stuffs, with special emphasis on calculating practical and balanced rations for livestock. Two hours lecture and two hours laboratory a week.

***102. Farm Machinery** *Second semester, three hours*

A study of the principles of construction, operation, care, and repair

* Probably will not be given, 1946-47.

of gas engines, tractors, electric motors, and machines for cultivating, harvesting, and processing farm products. One hour lecture and four hours laboratory per week.

103. *Farm Economics* *First semester, three hours*

A study of the economic problems related to farm management, marketing, and distribution, and of questions regarding cost of production, farm balance, capital and credit, labor, livestock, farm layout, purchasing, rental, accounting, co-operation, farm power and equipment.

*107. *Farm Surveying and Erosion Control* *First semester, three hours*

Instruction and practice in the use of surveying equipment as applied to field layout, mapping, boundaries, areas, and drainage systems. Layout and construction of terraces and soil-saving dams. One hour lecture and four hours laboratory per week.

*114. *Farm Motors* *Second semester, three hours*

A course in farm power machinery, with instruction and laboratory practice in the care and operation of gas engines and motors used on a farm. One hour lecture and four hours laboratory per week.

Biology

Mr. Sevrens, Mr. Kuhlman

The courses in this department are intended to give the student fundamental and accurate information as a basis for the development of a sound scientific philosophy and as preparation for professional training.

MINOR: A minor in biology requires fifteen hours, including a minimum of six hours of upper division credit, three of which shall be earned in this college.

1. *General Biology* *First semester, three hours*

A study of biological principles and of the classification of the plant kingdom. Economic importance of the different types of plants is emphasized. Two hours lecture and three hours laboratory each week.

2. *General Biology* *Second semester, three hours*

Consideration of biological principles as related to animal life. Study of typical members of each phylum with emphasis on the vertebrates. Two hours lecture and three hours laboratory each week.

11. *Anatomy and Physiology* *First semester, three hours*

The structure and the functions of the tissues, organs, and systems of the human body. Open to all college students, but especially designed for

* Probably will not be given, 1946-47.

students looking forward to nursing, dietetics, and home economics. Two hours lecture and three hours laboratory per week.

12. *Anatomy and Physiology* *Second semester, three hours*

Further study of the anatomy and physiology of the human body, with application of the principles of physiology to some of the problems of hygiene.

22. *Microbiology* *Second semester, four hours*

A study of the fundamental principles of microbiology, introducing the control of disease, immunology, and serological procedures. Three hours lecture and three hours laboratory per week.

45-46 *General Zoology* *Both semesters, eight hours*

An introduction to fundamental biological phenomena and principles; a study of some typical invertebrates, and of the comparative anatomy of vertebrates. Three hours lecture and four hours laboratory per week.

Business Administration and Secretarial Science

Mr. Dake, Miss Brickman

The fundamental aims of this department are to assist students to understand and interpret aright the economic forces at work in human society, and to give a preparation for various types of employment in the field of business. The courses in secretarial training are designed to serve three classes of students: those who desire to become clerical workers or secretaries, those who expect to teach commercial subjects in secondary school, and those who desire the training for personal use and cultural background.

MAJOR: A major in business administration, which applies toward a Bachelor of Science in Business Administration, requires thirty-six hours. See "Major Requirements" for information as to upper division, scholarship, and residence credit.

A major in secretarial science requires thirty-four hours exclusive of first-year shorthand and typewriting. See the curriculum outline and "Major Requirements" for information as to specific courses, upper division, and residence credit.

MINOR: A minor in business administration requires fifteen hours, including a minimum of six hours of upper division credit, three of which shall be earned in this college.

BUSINESS ADMINISTRATION

1-2. *Principles of Accounting* *Both semesters, six hours*

Introduction to accounting; books of original entry; ledgers; trial balances; profit and loss statements; partnerships; corporations; business forms and papers; controlling accounts. Two hours lecture; three hours laboratory.

11. *Economic Geography* *First semester, three hours*

A study of the world-wide distribution of economic goods. Manufacturing centers and the sources of raw materials will be considered in the light of their international economic importance.

46. *Business Law* *Second semester, three hours*

A survey of the principles of law governing business transactions. Some of the topics studied are contracts, agency, negotiable papers, partnerships, corporations, and sale of personal property.

51-52. *Principles of Economics* *Both semesters, four hours*

A survey course in the fundamentals of economics; the institutions, forces, and factors affecting production, exchange, and distribution of wealth in modern industrial countries.

105. *Intermediate Accounting* *First semester, three hours*

Prerequisite: Business Administration 1-2.

Additional experience in the preparation of working papers; balance sheets, and profit and loss statement; problems of single entry; valuation of assets; depreciation; reserves and reserve funds; sinking funds; corporation problems and installment accounting.

120. *Advanced Accounting* *Second semester, three hours*

Prerequisite: Business Administration 105.

A course in advanced theory of accounting. Advanced partnership and corporation problems; statement analysis; consignments; consolidated statements; statement of affairs, receivership and some principles of actuarial science.

*127. *Cost Accounting* *First semester, two hours*

Prerequisite: Business Administration 1-2.

General principles and importance of cost records; classification of cost; job order and process accounting; accounting for materials, labor and manufacturing expense; preparation of analytical statements.

*Probably will not be given 1946-47.

130. *Marketing* *Second semester, three hours*

Prerequisite: Business Administration 51-52 recommended; or junior standing.

A detail study of exchange problems. The problems of distribution will be analyzed both from the viewpoint of the producer and consumer. The usual topics of assembling, grading, sorting, transporting, financing, and selling goods, and risk assumption will be given consideration.

140. *Advertising* *Second semester, two or three hours*

Salesmanship principles as applied to advertising; analysis and preparation of various types of advertisement; scheduling of advertisements; principles of advertising campaign organization.

Attendance will be the same whether taken for two or three hours. The difference will be in laboratory material required.

151. *Applied Economics* *First semester, three hours*

Prerequisite: Business Administration 51-52.

A study of the application of economic principles to the problems of economic life; analysis of present economic institutions leading to suggestions for a reconstruction program.

166. *Money and Banking* *Second semester, three hours*

A study of the classical theories of money and its function as exchange media and a standard of value; banking technique and the stabilizing effect of banks in our national economy.

*170. *Statistics* *Second semester, three hours*

Prerequisite: An understanding of algebra; college algebra recommended.

A study of the technique of the collection of data and of the proper arrangement of the data for analysis; actual experience in chart making, and in determining averages, dispersion variation, and trends; consideration of various applications of statistics to business.

*176. *Auditing* *Second semester, three hours*

Prerequisite: Business Administration 120.

A summary course in accounting theory. Kinds of audits, and methods of conducting each kind; systems of accounts; preparation of working papers and reports.

*181. *Advanced Economic Theory* *First semester, two hours*

Prerequisite: Business Administration 151.

A comparative analysis of the principal comprehensive plans of social organization, such as liberalism, fascism, etc.; consideration of the theories

* Probably will not be given, 1946-47.



A partial view of Maude Jones Hall,
which houses the young women of the
college, and the cafeteria.

of the classical economists, the principles of economic planning for general welfare, and the principles of democracy.

*184. *Business Management* *Second semester, two hours*

A survey course in the organization and management of a business enterprise. Study is given to the production and marketing of a product; the financing of a business; the control of a business through budgets; the analysis of accounting data.

*191. *Business Finance* *First semester, three hours*

Business and public expenditures; revenues and credit; taxation principles and methods; proposed suggestions for reconstruction of finance policies.

*195. *Seminar in Business Administration* *One or two hours*

Prerequisite: Open only to seniors majoring in business administration.

A comprehensive survey of the major field, with reports and discussions on special assigned problems. A thesis may be required.

The maximum credit of two hours may be earned in one semester, or may be divided equally between the two semesters.

Secretarial Science

9. *Beginning Shorthand* *First semester, four hours*

Prerequisite: Secretarial Science 13 must be taken concurrently with this course unless the student has had the equivalent. Not counted toward a degree until the student has completed course 10.

Fundamental principles of Gregg Shorthand. Four class hours per week.

10. *Intermediate Shorthand* *Second semester, four hours*

Prerequisite: Secretarial Science 9, or equivalent to one year in high school. Secretarial Science 14 must be taken concurrently with this course unless the student has had the equivalent.

Development of rapid writing and reading habits. Speed 70 to 90 words a minute. Four class hours per week.

13. *Beginning Typewriting* *First semester, one hour*

Mastery of the keyboard and the technique of touch typing. Not counted toward a degree until the student has completed course 14. Speed 25 to 35 words a minute. Four class hours per week. Fee \$5.00.

* Probably will not be given, 1946-47.

14. *Intermediate Typewriting* *Second semester, one hour*
 Prerequisite: Secretarial Science 13, one year in high school, or equivalent.
 Further development in speed and accuracy, with emphasis on the practical application of typewriting and the care of the machine. Speed requirements 40 to 50 words a minute. Four class periods per week. Fee \$5.00.
31. *Voice Transcription* *First semester, one hour*
 Prerequisite: Secretarial Science 14 or equivalent, permission.
 A course in the operation of voice writing equipment with emphasis on mailable transcriptions. Three class hours per week. Fee \$3.00.
40. *Filing* *Second semester, two hours*
 Forty-period Library Bureau course in filing. The course includes theoretical instruction and practice. Fee \$2.50.
55. *Advanced Shorthand* *First semester, three hours*
 Prerequisite: "C" standing in Secretarial Science 10 and 14; simultaneous registration, Secretarial Science 57.
 Rapid writing and reading of Gregg Shorthand. Speed 90 to 100 words a minute. Three class periods per week.
56. *Advanced Shorthand* *Second semester, three hours*
 Prerequisite: Secretarial Science 55 or equivalent; simultaneous registration, Secretarial Science 58.
 Rapid dictation of letters and general material. A study of special denominational forms and a large volume of practice work. Speed from 100 to 120 words per minute. Three class hours per week.
57. *Transcription* *First semester, two hours*
 Prerequisite: Secretarial Science 14; simultaneous registration, Secretarial Science 55.
 A course in rapid transcription from shorthand notes including the proficient use of punctuation, spelling and capitalization. Transcription speed requirement 25 to 30 words a minute. Two class hours per week. Fee \$2.50.
58. *Transcription* *Second semester, two hours*
 Prerequisite: Secretarial Science 57; simultaneous registration, Secretarial Science 56.
 Transcription speed 30 to 40 words per minute. Two class hours per week. Fee \$2.50.
61. *Advanced Typewriting* *First semester, one hour*
 Prerequisite: Secretarial Science 14, or two years of high school typewriting.

Emphasis upon increasing speed and accuracy, special letter writing problems, tabulation, manuscript writing, office forms and stencil cutting. Three class hours per week. Fee \$5.00.

62. *Advanced Typewriting* *Second semester, one hour*

Prerequisite: Secretarial Science 61.

Special attention given to practice in preparing typewritten outlines, reports, theses, and bibliographies in accordance with acceptable standards of form and appearance. Also further training to increase speed and accuracy. Three class hours per week. Fee \$5.00.

71. *Secretarial Practice* *First semester, two hours*

Prerequisite: Twelve hours of Secretarial Science, permission.

A study of office procedure, business ethics, telephone technique, office callers, and making appointments. Development of skill in the use of office machines and equipment. One class hour and three hours of laboratory per week. Fee, \$3.00.

72. *Secretarial Practice* *Second semester, two hours*

Prerequisite: Secretarial Science 71.

Further development of skill in use of office machines and equipment not used in course 71. A study of preparing reports and manuscripts, statistical tables, and graphs, reporting and preparing minutes of meetings, preparation of itineraries, and of how to apply for a job. One class period and three hours of laboratory per week. Fee, \$3.00.

109-110. *Advanced Dictation* *Both semesters, four hours*

Prerequisite: Twelve hours of Secretarial Science (including courses 55 and 56, or equivalent). Must be concurrently enrolled in Secretarial Science 127-128.

127-128. *Advanced Transcription* *Both semesters, two hours*

Prerequisite: Twelve hours of Secretarial Science (including courses 57 and 28, or equivalent). Must be concurrently enrolled in Secretarial Science 109-110.

*141. *Office Management* *First semester, two hours*

Prerequisite: A major or minor in Secretarial Science.

Problems involved in planning and directing the functions of business, professional, and denominational offices; executive duties and responsibilities of the office manager, private secretary, and supervising stenographer; selection and training of office workers; selection and care of office equipment and supplies; office plans and specifications; routine procedures, such as, reporting conferences, interviewing callers, and handling of the office mail.

* Probably will not be given, 1946-47.

*174. *Applied Secretarial Practice* *Second semester, three hours*

Prerequisite: For secretarial science majors and prospective teachers of business.

This course is based on an activity program which provides practical experience in representative types of office situations. Particular attention is given to sources of information on business subjects; preparation of manuscripts, briefs, and reports; relation of the private secretary to the employer; job analyses; improvement of transcription; setting up office files; and supervision of correspondence. Ninety hours of actual office experience are required.

*181. *Secretarial Problems* *First semester, one or two hours*

Prerequisite: Open only to seniors majoring in secretarial science.

Chemistry

**Mr. Nelson, Mr. Sevrens

It is intended in this department to give students a practical and a cultural knowledge of this field of science, and to provide for the needs of those planning to become chemists or to enter professional training in medicine, dentistry, nursing, and related fields.

MAJOR: Thirty hours are required for a major, including a minimum of six hours of upper division earned in this college. See "Major Requirements" for additional information.

A student majoring in chemistry shall minor in mathematics. A minor in physics is recommended.

MINOR: A minor in chemistry requires twenty hours, including at least six hours of upper division credit, three of which shall be earned in this college.

1-2. *Inorganic Chemistry* *Both semesters, eight hours*

An introduction to the elements and their principal compounds; the fundamental laws and accepted theories of chemistry. Three hours lecture, four hours laboratory.

7-8. *General Chemistry* *Both semesters, six hours*

Prerequisite: High school chemistry is highly desirable.

A survey course designed to familiarize the student with the basic principles of chemistry. Attention is given particularly to solutions, chemistry of nutrition, digestion, and metabolism. Especially designed for prenursing students. Two hours lecture, three hours laboratory.

* Probably will not be given, 1946-47.

** Absent on leave, 1946-47.

33. *Qualitative Analysis* *First semester, three hours*

Prerequisite: Chemistry 1-2.

A study of methods for the separation and identification of inorganic ions; analysis of several unknowns. One hour lecture, six hours laboratory per week.

34. *Quantitative Analysis* *Second semester, three hours*

Prerequisite: Chemistry 33.

This course includes the study of typical volumetric and gravimetric methods, quantitative determinations of acidity, alkalinity and percentage composition of a variety of unknowns. One hour lecture, six hours laboratory.

103-104. *Organic Chemistry* *Both semesters, eight hours*

Prerequisite: Chemistry 1-2.

A survey of the aliphatic and aromatic compounds of carbon. The laboratory includes typical organic syntheses. Open to sophomores by special permission. Three hours lecture, four hours laboratory.

*121. *Organic Qualitative Analysis* *First semester, three hours*

Prerequisite: Chemistry 103-104.

Application of the classification reactions and specific properties of organic compounds in the identification of a number of substances. One hour lecture, six hours laboratory, per week.

*122. *Organic Preparations* *Second semester, three hours*

Prerequisite: Chemistry 103-104.

The course is designed to develop skill in the synthesis of representative compounds. One hour lecture, six hours laboratory, per week.

*144. *Laboratory Glass Blowing* *Second semester, one hour*

Training is given in the manipulation of glass for the fabrication of laboratory apparatus. Three hours laboratory per week.

Education

Mrs. Dean, Mr. Gish, Mr. Suhrie

The purpose of this department is to aid in the training of teachers for elementary and secondary schools and to provide a general understanding of educational work for those who plan to enter lines of service other than teaching. Opportunity is provided for directed teaching in the elementary and secondary schools with the regular instructors as supervisory teachers.

* Probably will not be given, 1946-47.

MAJOR: A major in elementary education, which applies toward a degree in this field, requires the completion of the courses specified in the "Bachelor of Science in Education" curriculum.

MINOR: A minor in education requires fifteen hours. See "Minor Requirements" for additional information.

CERTIFICATION. Students interested in preparing to teach in secondary school should select a major and a minor in liberal arts fields, and should include in their electives sufficient courses in education to meet requirements for secondary certification. For a five-year secondary certificate issued by the General Conference Department of Education fifteen hours of credit in education are required, chosen from the following list.

| | Hours |
|--|-------|
| Principles of Education | 2 |
| Educational Psychology | 3 |
| General Secondary Methods | 3 |
| Methods in Major Field..... | 2 |
| Secondary Practice Teaching (is required)..... | 3 |
| Educational Measurements | 2 |
| History of Education | 3 |
| Psychology of Adolescence | 2 |
| Secondary School Administration..... | 3 |

Since state requirements for certification vary, it is advised that the student ascertain the number of hours and particular courses in education necessary for certification in the state of his teaching choice.

A graduate from the two-year elementary teacher training curriculum is eligible to receive a denominational three-year elementary certificate and a Tennessee permanent professional certificate.

A student finishing the four-year curriculum is eligible to receive a five-year elementary certificate from the Southern Union Conference Department of Education.

1. *General Psychology* *First semester, two hours*

An introduction to the study of the problems of human behavior, and of the mental processes and their development. The aim of the course is to acquaint the student with the fundamental laws on which the educative process is based, and to open to him the possibility of scientific education.

4. *Child Psychology* *Second semester, two hours*

A study of child life; methods of child study; outstanding types of differences observed in child development; development of interests; factors influencing normal personality development of children.

7. *Teaching of Bible in the Grades* *First semester, two hours*
A study of subject matter and methods to be used in the teaching of Bible to children in the elementary grades.
9. *Teaching of the Language Arts* *First semester, two hours*
Methods and materials used in the teaching of reading, spelling, handwriting, and language usage in the elementary school.
10. *Children's Reading and Literature* *Second semester, two hours*
It is the purpose of this course to give the student a survey of the field of children's literature, and to provide him with ample opportunity to observe the teaching of reading and literature in the elementary school.
15. *Technique of Teaching* *First semester, two hours*
A course designed to give the prospective teacher a working knowledge of the principles and procedures of teaching in an elementary school. Opportunity is given for observation in the training school.
16. *Principles of Education* *Second semester, two hours*
A study of the fundamental principles of education as set forth in the books, "Education," "Counsels to Parents and Teachers," and "Fundamentals of Christian Education."
- 17:18. *School Crafts* *Both semesters, two hours*
Laboratory practice in handicrafts. Some of the crafts considered are: simple wood novelties, burnt wood etchings, glorified glass pictures, plastic plaques, brass or copper craft, weaving, textile painting, and related crafts suitable for use in the elementary grades. Three hours laboratory per week.
20. *Mathematics for Elementary Teachers* *Second semester, two hours*
Thorough review of the fundamental processes of arithmetic; development of a mature understanding of arithmetic.
- 23:24. *School Health Problems* *Both semesters, two hours*
A study of health problems in the school and the community. Emphasis on material and methods for health instruction in the elementary school.
- 31:32. *Elementary School Art* *Both semesters, two hours*
A course designed to aid the teacher in presenting art instruction in the grades. Topics: freehand drawing, crayola work, clay modeling, water coloring, finger painting, perspective, design, picture study.
35. *School Music* *First semester, two hours*
A course designed to prepare teachers to give instruction in music in the elementary school. Topics considered: the child voice, rote songs, sight-singing.

36. *Music Appreciation for the Grades* *Second semester, two hours*
 A study of various types of forms of music as a means of increasing the student's enjoyment and knowledge of music. Many selections from the great composers will be heard and analyzed.
40. *Directed Observation and Teaching* *One or two hours*
 Prerequisite: At least one course in elementary methods.
 Observation of lessons taught by the supervisors, teaching of classes in the training school; study and measurement of children as individuals and in groups; conferences with the supervisors of directed teaching and with the director of elementary teacher training.
- *62. *Nature* *Second semester, two hours*
 This course acquaints the student with the nature materials of his immediate environment, and presents methods of making these materials of vital interest in the life of the child.
71. *History of Education* *First semester, two hours*
 A study of the chief educational ideals of mankind in relation to social and historical conditions, with emphasis on modern educational development.
107. *Tests and Measurements* *First semester, two hours*
 Methods of preparing, administering, and interpreting tests.
112. *Educational Psychology* *Second semester, three hours*
 Prerequisite: Education 1.
 A study of psychology as applied to the problems of teaching. Consideration of such topics as motivation, learning transfer, individual differences, and the measurement of achievement.
116. *Psychology of Adolescence* *Second semester, two hours*
 Prerequisite: Education 1.
 A study of adolescent behavior, leading to facility in understanding and teaching secondary school pupils. Principles and methods in educational, vocational, and general guidance of the adolescent.
120. *Teaching of the Social Studies* *Second semester, two hours*
 This course will be based upon the textbooks and "units" used in the elementary school. There will be demonstrations and observation to accompany the study of the best methods of teaching geography, history, and civics.
- *126. *Trends in Contemporary Education* *Second semester, two hours*
 A course designed to give the student an understanding and appreciation of present-day education.

*Probably will not be given 1946-47.

133. *Principles of Secondary Education* *First semester, two hours*
Prerequisite: Education 1.
The development, scope, and function of secondary education.
141. *General Secondary Methods* *First semester, three hours*
Fundamentals of the theory and technique of teaching. Some of the topics studied are learning activities, nature and meaning of teaching, proper physical conditions of the classroom, group control, directing study, lesson planning, and types of teaching procedure.
143. *Methods of Teaching Secondary English* *First semester, two hours*
The contents, aims, and methods of teaching composition and literature. Open only to students majoring or minoring in English.
145. *Methods of Teaching Modern Foreign Language*
First semester, two hours
Prerequisite: A major or a minor in a modern foreign language.
Discussion of methods; observation of foreign language teaching in the secondary school.
146. *Supervised Foreign Language Teaching, Second semester, two hours*
Prerequisite: Education 145, and a major or a minor in the foreign language to be taught.
Observation, and supervised teaching of a foreign language in the secondary school.
147. *Methods of Teaching Bookkeeping* *First semester, two hours*
Prerequisite: Business Administration 1-2.
Methods of teaching bookkeeping in secondary school.
149. *Methods of Teaching Shorthand* *First semester, two hours*
Prerequisite: Secretarial Science 9 and 10.
A study of methods and problems of teaching Gregg shorthand in secondary schools.
150. *Methods of Teaching Typewriting* *Second semester, two hours*
Prerequisite: Secretarial Science 62.
Methods of teaching typewriting in the secondary school.
153. *Methods of Teaching Music* *First semester, two hours*
Prerequisite: A major in music, or permission of the instructor.
Methods and principles of teaching music. Required of students majoring in music.

154. *Supervised Teaching in Music* *First semester, two hours*

Prerequisite: Simultaneous registration for Education 153, and a major in music or permission of the instructor.

Application, under supervision, of the methods and principles of teaching music. This course is required of students majoring in music.

165. *Supervised Teaching in the Secondary School*

Either semester, two or three hours

Prerequisite: Satisfactory scholarship; Education 141 and methods in the subject to be taught (these courses may be taken concurrently with supervised teaching).

Observation, participation in class activities, preparation of lesson plans, and teaching under supervision.

*171-172. *Directed Observation and Teaching*

Both semesters, four hours

Prerequisite: Education 15 and at least two courses in elementary methods.

The student teacher observes, participates in class activities, assists pupils privately, makes lesson plans, corrects papers, assists in extracurriculum activities, and engages in teaching under supervision. The minimum amount of actual teaching for four hours of credit is ninety clock hours.

*175. *Co-operative Supervision*

First semester, three hours

A study of the general supervision of elementary schools.

*177. *Curriculum Problems*

First semester, three hours

A study of the foundation principles of curriculum construction, with practical work in building curricula in the elementary or the secondary field.

*178. *Curriculum Workshop*

Second semester, three hours

The purpose of this course is to provide facilities, materials, and guidance for groups and individuals working on problems in curriculum improvement.

182. *Secondary School Administration*

Second semester, three hours

Prerequisite: Education 133.

A course which presupposes some acquaintance with problems of administration and supervision. An intensive study of the more important problems in constructive organization of secondary education and the improvement of instruction.

* Probably will not be given 1946-47.

186. *Philosophy of Education* *Second semester, three hours*

Principles, concepts, and problems of education, ancient and modern; consideration of the influence of social and historical conditions on education.

English

Miss Giddings, Miss Jones, Miss Steen, Mr. Suhrie

The aim of the English department is to develop in the student ease, confidence, and competence in the art of effective communication; to foster discernment of and appreciation for the best in books and people; and to stimulate the desire for personal growth, intellectual and spiritual.

MAJOR: A major in English requires twenty-six hours in addition to English 1:2, and shall include English 11, 12, 41, 42, 111 or 122, and two hours in a speech course. Two additional hours of speech credit may apply on a major.

MINOR: A minor in English requires fourteen hours above English 1:2, and shall include English 11, 12, 41, and 42.

COMPOSITION AND LITERATURE

1:2. *Composition and Rhetoric* *Both semesters, six hours*

An introduction to the use of the library, dictionary study—with particular emphasis on vocabulary enlargement, the technique of the research paper, and a comprehensive survey of the principles of clear, accurate, and unlabored communication, both written and oral.

11. *English Literature before 1800* *First semester, two hours*12. *English Literature after 1800* *Second semester, two hours*41. *American Literature before 1850* *First semester, two hours*42. *American Literature after 1850* *Second semester, two hours*53. *Journalism* *First semester, two hours*

The theory and practice of writing up straight news, interviews, speeches, weather stories, publicity, and features in modern journalistic style. Reporting for *The Southern Accent* is encouraged.

Prerequisite: English 53, or high school journalism.

54. *Journalism* *Second semester, two hours*

Headline techniques, editing, make-up, and proof-reading.

111. *Advanced Journalism* *First semester, two hours*
Entrance by permission of instructor.
Practical experience in writing for denominational magazines, in handling church and school publicity in local newspapers, and in editorial work on *The Southern Accent*. Work must be accepted by at least two publications in addition to the *Accent*.
122. *Creative Writing* *Second semester, two hours*
Practice in writing the short story, light verse, and simple dramatization, according to individual aptitudes. Writing for publication encouraged.
131. *Elizabethan Literature* *First semester, two hours*
A study of selected masterpieces of the period.
134. *Milton and His Age* *Second semester, two hours*
The philosophy and ideals of the period as reflected by its major writers.
137. *The Romantic Movement* *First semester, three hours*
The major authors of the early nineteenth century in England.
138. *The Victorian Period* *Second semester, three hours*
Study of the writings of Tennyson and Browning, and of the political and social trends as reflected in the works of lesser writers.
141. *Masters in American Literature* *First semester, three hours*
Study of the outstanding authors; oral reports and a research paper.
144. *Southern Life* *Second semester, three hours*
The culture, ideals, and actual life of the South as reflected by its many writers.
161. *Biblical Literature* *First semester, two hours*
A study of the Bible with emphasis on its literary aspects including drama, lyric poetry, Biblical history, and epic.
162. *Biblical Literature* *Second semester, two hours*
A continuation of the study of the various literary types with stress on oratory, wisdom literature, prophecy, and rhapsody.
In both semesters, careful attention will be given to form as related to interpretation.

SPEECH

5. *Fundamentals of Speech* *First semester, two hours*
Practice in group discussion, voice training, and oral reading, with study of the physical and physiological bases of speech.

6. *Fundamentals of Speech* *Second semester, two hours*
Phonetics, practice in reading and speaking audibly, conversationally, and effectively.
115. *The Short Speech* *First semester, two hours*
Prerequisite: Speech 5 and 6, or permission of the instructor.
Practice in the construction and delivery of short speeches for special occasions.
116. *Persuasive Speech* *Second semester, two hours*
Prerequisite: Speech 5 and 6, or permission of the instructor.
Study and practice in the art of persuasion through ethical, emotional, and logical appeal.
145. *Oral Interpretation* *First semester, two hours*
Practice in reading effectively selected passages for lecture and sermon help—Scripture, masterpieces, of literature in poetry and anecdote, and great orations.
146. *Discussion Procedures* *Second semester, two hours*
The principles and practice of group discussion, forum and committee procedures, and denominational policy according to the Seventh-day Adventist church manual.

Foreign Languages

Mrs. Dietel, Mr. Ludgate, Miss Steen

The objectives of this department are: (1) the meeting of an ever-increasing demand for trained workers in foreign service by acquainting the student with the mechanics of a language; by laying a firm foundation for fluency and accuracy in reading, writing, understanding, and speaking a foreign language; and by introducing the student to the life, literature, ideals, customs, and culture of a foreign land; and (2) the establishing of a practical and cultural background for travel and research, as well as for a better understanding of the English language and of one's own environment.

MAJOR: A major is offered in Spanish, the requirement for a major being twenty-six hours above the beginning course or its equivalent. Fourteen hours of the major shall be in upper division credit, including six hours of upper division credit earned in this college.

MINOR: Minors are offered in French, in German, and in Spanish. A minor requires sixteen hours in one language above the first-year course; it includes six hours of upper division credit, three of which must be earned in this college.

SPANISH

- 1-2. *Beginning Spanish* *Both semesters, eight hours*
 A foundation course in grammar, pronunciation, and reading designed to develop the ability to read and understand easy Spanish prose. Not open to one who has had two years of Spanish in secondary school.
- 3-4. *Intermediate Spanish* *Both semesters, six hours*
 Prerequisite: Spanish 1-2 or two years of Spanish in secondary school.
 Advanced grammar; intensive and extensive reading of moderately difficult Spanish texts; oral and written exercises.
- 7-8. *Spanish Conversation* *Both semesters, four hours*
 Prerequisite: Spanish 1-2 or equivalent.
 A course designed to develop ease and skill in speaking and understanding simple idiomatic Spanish. May be taken after, or concurrently with, Spanish 3-4. Additional credit in this course may be earned by participation in an organized tour of Mexico with well defined scholastic requirements, this tour to be offered in the summer of 1946 and in every second summer thereafter if world conditions permit. Six weeks, two semester hours.
- 101-102. *Survey of Spanish Literature* *Both semesters, six hours*
 Prerequisite: Spanish 3-4.
 An outline course in the history and development of Spanish literature; reading of representative works; collateral reading and reports.
- 105-106. *Survey of Spanish-American Literature* *Both semesters, six hours*
 Prerequisite, Spanish 3-4.
 An outline course in the history and development of Spanish-American literature; reading of representative works; collateral reading and reports.
- 111-112. *Advanced Spanish Conversation and Composition* *Both semesters, four hours*
 Prerequisite: Spanish 3-4 and 7-8, or special permission based on scholarship.
 A course designed to prepare students for work in Spanish countries or for language teaching.
- 115-116. *The Golden Age of Spanish Literature* *Both semesters, four hours*
 Prerequisite: Spanish 101-102.
 A study of the classical period of Spanish literature, with appropriate readings and assigned topics.

119. *Spanish Civilization* *First semester, two hours*
Prerequisite: Spanish 3-4.
The geography, history, and life of Spain. Readings, research papers, lectures.
120. *Spanish-American Civilization* *Second semester, two hours*
Prerequisite: Spanish 3-4.
The geography, history, and life of Spanish-American countries. Lectures, readings, research papers.

FRENCH

- 11-12. *Beginning French* *Both semesters, eight hours*
A foundation course in grammar, pronunciation, and reading designed to develop the ability to read and understand easy French prose. Not open to one who has had two years of French in secondary school.
- 13-14. *Intermediate French* *Both semesters, six hours*
Prerequisite: French 11-12 or two years of French in secondary school.
Advanced grammar; intensive and extensive reading of moderately difficult French texts; oral and written exercises.
- 17-18. *French Conversation and Composition* *Both semesters, four hours*
Prerequisite: French 13-14.
Development of skill in speaking, understanding, and writing simple, idiomatic French.
- 131-132. *Survey of French Literature* *Both semesters, six hours*
Prerequisite: French 13-14.
The history and development of French literature; reading of representative works; collateral reading and reports.
135. *French Phonetics and Diction* *First semester, two hours*
Prerequisite: French 13-14.
Study of the international phonetic alphabet; reducing French selections to phonetic symbols; drill in oral reading and memory work for mastery of French diction.
136. *French Civilization* *Second semester, two hours*
Prerequisite: French 13-14.
Geography, history, and life of France. Lectures, research papers, reading of selected literary works and periodicals.

GERMAN

- 21-22. *Beginning German* *Both semesters, eight hours*
A foundation course in grammar, pronunciation, and reading designed to develop the ability to read and understand easy German prose. Not open to one who has had two years of German in secondary school.

- 23-24. *Intermediate German* *Both semesters, six hours*
 Prerequisite: German 21-22 or two years of German in secondary school.
 Advanced grammar; intensive and extensive reading of moderately difficult prose and poetry; oral and written exercises.
- 27-28. *German Conversation* *Both semesters, four hours*
 Prerequisite: German 23-24.
 Development of skill in speaking, understanding, and writing simple, idiomatic German.
- 141-142. *Survey of German Literature* *Both semesters, six hours*
 Prerequisite: German 23-24.
 History and development of German literature; reading of representative works; collateral reading and reports.
146. *German Civilization* *Second semester, two hours*
 Prerequisite: German 23-24.
 Geography, history, and life of Germany. Readings, research papers, lectures.

GREEK

- 43-44. *Beginning New Testament Greek* *Both semesters, eight hours*
 Study of elementary New Testament Greek grammar; vocabulary building; extensive exercises in translation; reading of portions of the Gospel of John. Machen's "New Testament Greek for Beginners" is the basic text.
- 45-46. *Intermediate New Testament Greek* *Both semesters, four hours*
 Prerequisite: Greek 43-44.
 Thorough review of grammar and vocabulary; translation of I John and of selected chapters of the Gospel of John, the Revelation, Luke, and the Acts; parsing; study of problems of textual criticism; acquaintance with the works of G. Adolph Deissman, A. T. Robertson, and others.
- 57-58. *Greek and Latin Etymology* *Both semesters, two hours*
 An extremely useful course to science students and all those who wish to increase rapidly their vocabulary and understand seemingly difficult or technical words through learning Greek and Latin roots.
151. *Elementary Greek Exegesis* *First semester, two hours*
 Prerequisite: Greek 45-46.
 An introduction to the wealth of expository material available to the minister of the gospel through the use of Greek in the study of the Bible.

152. *Greek Exegesis* *Second semester, two hours*
Prerequisite: Greek 151.
Exegetical study of the New Testament epistles.

Health Education

Miss Eadie

1. *Health Principles for Nurses* *First semester, two hours*
Fundamental laws and principles of health and personal hygiene; the application of these principles in the daily living habits. This course is especially designed for the prenursing student. Credit is not allowed for this course if either Health 4 or 141 is taken for credit.

4. *Health Principles* *Second semester, two hours*
This course is designed for the general college student. Fundamental principles of personal and community health; the application of these principles in daily living habits. Credit is not allowed for this course if either Health 1 or 141 is taken for credit.

- 5:6. *Physical Education* *One-half hour per semester;
Maximum credit, two hours*
Fundamental principles governing the development and maintenance of a good physique; correction of certain anatomical defects prevalent among young people; wholesome recreation.

31. *Social Aspects of Nursing* *First semester, two hours*
This course is intended to acquaint the student with the social responsibilities of the nursing profession. It includes history of nursing and consideration of contemporary movements in the nursing profession.

32. *Social Aspects of Nursing* *Second semester, one hour*
A study of the basic concepts of sociology as related to the nursing profession and to the community as a whole.

- 43:44. *Physical Education* *Both semesters, one hour*
Plays and games for elementary school children. Open only to students enrolled in the elementary teacher training curriculum. Opportunity to assist in the organization and leadership of physical education activities and play periods in the elementary school. Certain periods will be devoted to discussion.

- *141. *Health and Hygiene* *First semester, three hours*
The principles of healthful living; practical instruction in hydrotherapy and the care of the sick. Not open to one who has had Health 1 or 4.

* Probably will not be given 1946-47.

Home Economics

Miss Heiser

The courses in this department are designed to give cultural and practical knowledge of the essentials of successful homemaking.

MINOR: A minor in home economics requires fifteen hours, including six hours of upper division credit. Three hours of the upper division credit shall be earned in this college.

1-2. *Foods and Cookery* *Both semesters, six hours*

A study of food selection, preparation, and service, with emphasis on the selection of a healthful diet. Laboratory practice in the basic principles of cookery. Two hours lecture, three hours laboratory, per week.

21-22. *Clothing* *Both semesters, six hours*

A course in the selection and construction of clothing; fundamental principles of garment construction; color design, psychology of dress. Two hours lecture, three hours laboratory, per week.

41. *Household Economics* *First semester, two hours*

A course dealing with the problems of the consumer in relation to present economics conditions, and the relationship of the buyer to the problems of production, distribution, and consumption.

42. *Interior Decoration* *Second semester, two hours*

Study and application of the principles governing the selection and arrangement of furniture, textiles, pictures, and other home furnishings.

61. *Nutrition* *First semester, two hours*

A basic course in nutrition to recognize and give limited instruction and supervision to a balanced diet in the home, in school cafeterias, and in lunch boxes; methods for promoting adequate nutrition practices in the home and among school children; sanitation and food handling.

121-122. *Dress Design and Construction* *Both semesters, six hours*

Prerequisite: Clothing 21-22.

Pattern designing; special problems in fitting; construction of woolen garments. Further creative experience in costume design and construction of dresses. Two hours lecture, three hours laboratory, per week.

Industrial Arts

Mr. Boynton, Mr. Vining

The purposes of the courses in industrial arts may be summarized as follows: to prepare industrial arts teachers, to teach every student at least one trade, and to develop qualified leaders in this field. The first year of

a two-year curriculum leading to a diploma will be offered in 1946-47, following which it is planned to develop a four-year curriculum leading to a Bachelor of Science in Industrial Arts.

1-2. *Instrumental Drawing* *Both semesters, four hours*

Designed to give fundamental training in the use of instruments, and in the selection of equipment and drawing materials; training in the various processes; orthographic projection, revolutions, surface development, lettering, shading and dimensioning. Fee, \$6.00.

11-12. *General Woodworking* *Both semesters, four hours*

The study of hand and machine tool processes, with opportunity for working out class projects in the laboratory. The use and care of tools, selection of projects, shop sketching, finishing, selection of hardware, and methods of displaying finished products. One hour lecture and two hours laboratory each week. Fee, \$6.00.

33. *Household Mechanics* *First semester, two hours*

Instruction and laboratory experience in the installation and repair of various types of equipment for the home. Practical training in household maintenance skills, such as repairing plastered walls, cutting and setting glass, repairing screen doors, installing rim locks, repairing mortise locks, attaching drawer knobs and pulls. One hour lecture, two hours laboratory, each week. Fee, \$4.00.

34. *Household Mechanics* *Second semester, two hours*

Instruction and experience in the repair and upkeep of household equipment. The student is taught to fit tool handles, reseat chairs, refinish furniture, clean and finish floors, read meters, fit and lay linoleum, solder, wire a socket and plug, adjust a lawn mower, and to do other household maintenance jobs. One hour lecture, two hours laboratory, each week. Fee, \$4.00.

61-62. *Survey of Printing* *Both semesters, four hours*

The elements of printing, including history, type composition, type faces, layout, proofreading, publication make-up, platen presswork. Advanced work given to students who have had previous experience in printing. One hour lecture, three hours laboratory per week.

Library Science

Mr. Brown

71-72. *Introductory Library Science* *Both semesters, two hours*

Adapted to acquaint the student with the resources of libraries and the efficient use of them, and to serve as an exploratory training for those contemplating future service as librarians. The major emphasis is placed

on methods in research, reference work, bibliography, and book selection, but some elementary instruction is given in all the essential library routines, such as classification, cataloging, and circulation procedures. Lectures, discussion, and laboratory work in the college library.

101-102. *Library Administration* *Both semesters, four hours*

Prerequisite: Introductory Library Science 71-72, or the two may be taken simultaneously.

Designed to give training in library management, with school libraries especially in view, and to impart a practical knowledge of how to organize and administer a library, how to select, acquire, and catalog books, and how to relate the library to the needs of the pupil.

Mathematics

*Mr. Nelson, Mr. Sevrens, Mr. Kuhlman

The objectives of this department are to acquaint the student with the meaning, scope, methods, and content of mathematics, and to show some of the relationships and contributions of this science to modern civilization and culture.

MINOR: Eighteen hours are required for a minor in mathematics. See "Minor Requirements" for additional information.

1. *College Algebra* *First semester, three hours*

The algebraic number system, including complex numbers; variations; rational functions of first, second, and higher degrees with geometrical interpretations; derivatives; maximum and minimum; theory of equations; partial fractions; linear systems and determinants; permutations, combinations, probability; conic sections; theory of exponents; exponentials; applications to physics.

2. *Plane Trigonometry* *Second semester, three hours*

Prerequisite: Plane Geometry.

Trigonometric functions; solution of right and of oblique triangles by natural functions and by logarithms; graphic and analytic treatment of trigonometric functions; inverse and exponential functions; trigonometric identities and equations; applications to surveying, astronomy, mechanics, and navigation.

3-4. *Analytical Geometry* *Both semesters, four to six hours*

Prerequisite: Mathematics 1.

Rectangular, oblique, and polar coordinates; the relation between a

*Absent on leave, 1946-47.

curve and its equation; the algebra of a pair of variables, and the geometry of a moving point; straight lines; conic sections and certain other curves; lines, planes, and surfaces of revolution. Given on demand.

105. *Differential Calculus* *First semester, four hours*

Prerequisite: Mathematics 1.

Infinitesimals; variation; differentiation of algebraic and transcendental functions; interpretation of the successive derivatives with applications to physics; differentials; partial derivatives. Given on demand.

106. *Integral Calculus* *Second semester, four hours*

Prerequisite: Mathematics 105.

Integration of algebraic and transcendental functions; summation; geometrical and physical interpretation; series; successive integration; simple differential equations. Given on demand.

109. *Advanced Algebra* *First semester, three hours*

Prerequisite: Mathematics 1 and 2.

Discussion of advanced algebraical topics, including permutations and combinations, theory of equations, inequalities, mathematical induction, determinants, infinite series.

*110. *Differential Equations* *Second semester, three hours*

Prerequisite: Mathematics 105, 106.

The ordinary differential equations and their applications.

Music

Mr. Dortch, Mr. Miller, Miss Evans, Mrs. Harter

The aim of this department is to provide for the student an emotional outlet and a means of self expression through forms of beauty; to prepare him for living a fuller life individually, socially, or professionally.

MAJOR. A major in music requires thirty-six hours distributed as follows: sixteen hours in theory; four hours in history of music; sixteen hours in one field of applied music. See "Piano Major Requirements" and "Voice Major Requirements" for further information.

Students majoring in music are required to participate in ensemble music activities during at least two years. Education 153 and 154 are required.

* Probably will not be given 1946-47.

If voice, organ, or violin is chosen as the applied music field for a major, the student must demonstrate sufficient pianistic ability to meet the entrance requirements outlined for the piano course.

MINOR. A minor in music consists of twenty hours, including eight hours in one field of applied music. A minimum of six hours of the minor must be in upper division courses, three of which shall be earned in this college.

ELECTIVES IN MUSIC: Electives in music on any curriculum may not exceed ten hours, six of which may be in either theoretical or applied music; the applied music credit may include two hours of credit for participation in group music.

A maximum of two hours for participation in music organizations may apply toward graduation from the various college curricula. See "Applied Music" for additional information.

THEORY, HISTORY, AND APPRECIATION

1. *Fundamentals of Music* *First semester, two hours*
 Music notation, intervals, simple chord construction, music terms, etc. Credit not allowed for this course if Music 15 is taken for credit.
15. *Sightsinging* *First semester, one hour*
 Fundamentals of music notation and nomenclature, with instruction and practice in sightsinging. Credit is not allowed for this course if Music 1 is taken for credit.
16. *Conducting* *Second semester, one hour*
 Study and application of the principles of song leadership adapted to evangelistic work.
- 19-20. *Voice Class* *Both semesters, two hours*
 Adapted to beginners, emphasizing the underlying principles of singing. A class for men and one for women will be made available.
- 33-34. *Appreciation of Music* *Both semesters, two hours*
 A listening course in directed hearing. A survey of the development of music, with emphasis upon an understanding and appreciation of the beauties of music in its various forms. This course is particularly adapted to the college student who wishes to be able to listen to music intelligently.
- 45-46. *Beginning Harmony* *Both semesters, four hours*
 Prerequisite: At least one year of piano.
 Intervals, scales, triads, cadences, harmonizing melodies, etc.

- 85-86. *Advanced Harmony* *Both semesters, four hours*
Prerequisite: Music 45-46.
Dominant sevenths, larger chord formations, harmonizing chorales, modulations, some original work.
115. *Evangelistic and Church Music* *First semester, two hours*
Discussion of appropriate church music and the better forms of evangelistic music. A study of hymns, specials, and appeal songs.
141. *History of Music* *Both semesters, four hours*
A study of the development of music to present-day composition, with an examination of the influence of different composers on its growth.
171. *Counterpoint* *First semester, two hours*
Prerequisite: Music 45-46 and 85-86.
The art of writing two or more melodies which, when combined, agree with each other. Reharmonization of Bach chorales and writing of two and three part inventions.
172. *Composition* *Second semester, two hours*
Prerequisite: Music 45-46 and 85-86. Music 171 advised.
Melody construction, simple accompaniments, originals in the smaller forms.

APPLIED MUSIC

APPLIED MUSIC CREDIT. For instruction in piano, voice, violin, organ, or other instrument, one hour of credit will be allowed for one lesson a week with five hours practice weekly, or two hours of credit for two lessons each week with ten hours practice. Applications for credit will be reviewed by the music committee. Semester examinations will be given on material covered.

Participation in student recitals, public and studio, will be considered a part of the regular work.

A maximum of two hours of credit in music organizations may apply toward graduation; with the exception of credit for a cappella choir, not more than one hour may be applied from any one year.

The following piano and voice requirements are not to be construed as outlines of a course of study, but merely indicate the comparative degrees of advancement to be attained at the various stages of the course. These requirements correspond largely to those given in the approved curricula of the National Association of Schools of Music.

PIANO MAJOR REQUIREMENTS (MINIMUM)

A. REQUIREMENTS FOR ENTRANCE: To enter the college curriculum for a major in piano the student should be grounded in correct touch and reliable technique. He should play all major and minor scales correctly in moderate tempo, also broken chords in octave position in all keys, and should have acquired systematic methods of practice.

He should have studied some of the standard etudes, such as Czerny, Opus 299, Book I; Heller, Opus 46 and 47 (according to the individual needs of the pupil); Bach, Little Preludes, and compositions corresponding in difficulty to Haydn, Sonata No. 11, G major No. 20 (Schirmer); Mozart, Sonata C major No. 3 (Schirmer); Beethoven, Sonata Opus 49, No. 1. He should be able to read at sight most of the hymns in the Church Hymnal.

B. END OF FIRST YEAR: At the close of the first year the student should be able to play all major, minor, and chromatic scales, to the extent of two octaves, four notes to an eighty-four metronome beat; arpeggios to the extent of two octaves, four notes to a sixty metronome beat; further work in Czerny, Opus 299. He should have studied compositions as difficult as the following: Bach, Arioso, several two-part inventions; Bach, K.E.P., Solfeggio in C minor; Beethoven, Minuet in E flat; Krause, Sonatas Opus 1, Nos. 2 and 3; also other compositions of approximately the same difficulty by standard composers. Regular assignments in sight reading will be made.

C. END OF SECOND YEAR: At the end of the second year the student should have acquired a technique sufficient to play scales and arpeggios in moderately rapid tempo, about four notes to a ninety-two metronome beat; to play scales in parallel and contrary motion, four notes to a seventy-two metronome beat. He should have acquired some octave technique, and should have studied compositions as difficult as the following: Bach, other two-part inventions, and at least two preludes and fugues from "Eighteen Preludes and Fugues," edited by Buonamici (Schirmer); Beethoven, Adagio Sostenuto, from Opus 27, No. 2, and Andante from Opus 28; Haydn, Sonata in C major, No. 2 (Cotta ed.); Mozart, Fantasie in D minor; Mendelssohn, Songs Without Words, such as "Confidence," "Venetian Gondola Song" No. 1 and 2, and "Hope"; Schubert, Impromptu, Opus 142, No. 2; Grieg, "Butterfly," Opus 43, No. 1, and "Notturmo," Opus 54, No. 4; Chopin, Mazurkas, Opus 7, No. 2; Opus 33, No. 4; Preludes, Opus 28, Nos. 1, 10, and 21; also other selections of equal grade by this composer.

The student should be able to play compositions by modern composers, of comparable difficulty to the above selections, and should demonstrate his ability to read at sight simple accompaniments and compositions of medium grade.

D. END OF THIRD YEAR: At the end of the third year the student must have acquired a firmer grasp of those qualities which make for musicianship. He should be able to play all major and minor scales to the extent of four octaves, four notes to a metronome beat of one hundred eight, and arpeggios to the extent of four octaves, four notes to an eighty-eight metronome beat. He should have studied such pieces as Bach, other of the "Eighteen Preludes and Fugues" edited by Buonamici (Schirmer); Mozart, sonatas, or movements from sonatas, such as Sonata in G major, No. 2, or F major, No. 6 (Cotta ed.); Beethoven, appropriate movements from sonatas; Schubert, Impromptus, Opus 90, Nos. 2 and 3; Moment Musicales, Opus 94, Nos. 2 and 6; Chopin, mazurkas, waltzes, nocturnes, of appropriate grade. He should have had further exercise in sight-reading and accompanying by assisting in school functions.

E. END OF FOURTH YEAR: At the end of the fourth year the student must have acquired the principles of tone production and greater velocity, and their application to scales, arpeggios, chords, octaves, and double notes. His list of studied pieces should include such works as Bach, still others of the "Eighteen Preludes and Fugues" edited by Buonamici (Schirmer) and several from "Well Tempered Clavichord"; Beethoven, sonatas, or movements from sonatas, such as Opus 2, No. 1; Opus 14, Nos. 1 and 2; Opus 10, No. 1; Haydn, Sonata in E flat, No 3 (Schirmer); Sonata in D major; Mozart, Sonata No. 6, F major (Cotta ed.), or No. 16, A major (Schirmer); Mendelssohn, Songs Without Words, such as "Spring Song," "Hunting Song," and others; Liszt, "Liebestraum," and transcriptions such as "On Wings of Song" and "Du Bist die Ruh"; Schubert, Impromptu in B flat; Chopin, Polonaise C sharp minor, Valse E minor, Nocturne, Opus 9, No. 2; Nocturne F minor, Opus 55, No. 1; Nocturne B major, Opus 31, No. 1; Schumann, Nocturne F major, Fantasiestuecke, "Bird as a Prophet"; some compositions of corresponding difficulty by modern composers.

The student should have acquired the ability to play at sight, accompaniments of moderate difficulty and to provide acceptable piano support for congregational and evangelistic singing.

VOICE MAJOR REQUIREMENTS (MINIMUM)

A. ENTRANCE REQUIREMENTS: To enter the four-year curriculum for a major in voice, the student should be able to sing on pitch with correct phrasing and musical intelligence standard songs in good English (the simpler classics are recommended.) He should demonstrate a knowledge of the rudiments of music and his ability to read a simple song at sight. Some knowledge of the piano will be necessary, as approved by the instructor.

B. FOR COMPLETION OF FOUR-YEAR COURSES. The student should have acquired a knowledge of breath support, of the principles of enunciation and pronunciation as applied to singing, and of the essentials of

interpretation. He should demonstrate his ability to sing major, minor, and chromatic scales, arpeggios, contrasting exercises for agility and sustaining tone, and the classic vocal embellishments. He should demonstrate a knowledge of recitative, and the ability to sing several of the less exacting arias from oratorio and several standard songs from memory. He should also have acquired a knowledge of one language in addition to English.

*Organ**Either or both semesters*

Prerequisite: Pianistic ability, as approved by the instructor.

Individual instruction. Since only one instrument is available, the number of students who can be accepted for organ lessons is limited.

*String and Wind Instruments**Either or both semesters*

Individual instruction. Admission to the orchestra or band upon attainment of sufficient skill in performance.

*Orchestra; Band**One-half hour credit per semester*

One or both of these organizations will be formed, as justified by circumstances.

*Men's Chorus; Women's Chorus**One-half hour credit per semester*

Membership upon satisfactory audition.

*A Cappella Choir**One hour credit per semester*

Membership by individual audition. This organization constitutes the church choir, gives a Christmas and spring concert, does occasional radio broadcasting, and goes on tour to churches away from Collegedale.

*Oratorio Chorus**Second semester, one-half hour*

Presentation of an oratorio near the close of the semester by a mixed chorus of selected voices. Open to all who can qualify by voice test.

Physics

*Mr. Nelson, Mr. Lease, Mr. Dake

The courses in this department are intended to present physics as a typical science, and to acquaint students with its relation to other sciences and with some of its applications to the fields of research, engineering, radio communication, medicine, and dentistry.

MINOR: A minor in physics requires sixteen hours exclusive of Courses 3-4 and 15-16. See "Minor Requirements" for additional information.

* Absent on leave, 1946-47.

1-2. *General Physics**Both semesters, eight hours*

Prerequisite: Mathematics 2. High school physics is advised.

An advanced study of the mechanics of solids, liquids, and gases; properties of matter and its internal forces; wave motion and sound; heat; magnetism; electrostatics; current electricity; alternating current theory; communication; radio activity; light. Three hours lecture, four hours laboratory per week.

*3-4 *Principles of Radio Communication**Both semesters, six hours*

Prerequisite: High school physics.

Fundamental electrical principles; alternating currents and high frequency; vacuum tube theory and design; fundamental vacuum tube circuits; radio receiver theory and design; transmitter theory and design; test instruments; fundamentals of cathode ray television; wave fundamentals and radiation; industrial and medical uses of vacuum tubes; relay applications. This course is not applicable on a minor in physics.

*15-16 *Elementary Photography**Both semesters, four hours*

The study of the camera, lenses, negatives, positives, with applications to still picture and motion picture photography in half-tone and color. Not applicable on a minor in physics. One hour lecture, three hours laboratory per week.

51-52 *Introductory Astronomy**Both semesters, six hours*

Prerequisite: Plane geometry; trigonometry and high school physics advised.

A descriptive course comprising a study of general topics, but with special emphasis on acquiring an understanding of the solar system. Two hours lecture and three hours laboratory per week.

*105 *Analytical Mechanics**First semester, four hours*

Prerequisite: Mathematics 105 and 106 advised.

The principles of statics and dynamics are given from a mathematical viewpoint. Three hours lecture, three hours laboratory per week.

*122 *Electricity and Magnetism**Second semester, four hours*

Prerequisite: Physics 1-2, Mathematics 1 and 2. Mathematics 105 and 106 advised.

Principles of magnetism, direct current and alternating current electricity, with applications of the principles studied. Three hours lecture, three hours laboratory per week.

* Probably will not be given, 1946-47.

Social Science

Mr. Walther, Mr. Jensen, Mr. Suhrie, Mr. Wright

The objective in the teaching of social science is primarily to study the past in the light of God's word. The history student is expected to do personal research work, to think for himself on political and social institutions, and to detect "the agencies of the all-merciful One, silently, patiently working out the counsels of His own will."

MAJOR: A major in history requires thirty hours. Courses 15, 17, 20, 41, and 42 do not apply on a major in history. See "Major Requirements" for additional information.

MINOR: Fifteen hours in history are required for a minor. Courses 15, 17, 20, 41, and 42 are not applicable on a minor. See "Minor Requirements" for further information.

1:2. *Survey of European History* *Both semesters, six hours*

A general study of the history of Western Europe from the fall of the Roman Empire to modern times. Stress is laid on social, religious, and cultural movements.

5. *History of Greece* *First semester, two hours*

A survey of the history of classical Greece; Greek culture and art; the campaigns of Alexander the Great.

6. *History of Rome* *Second semester, two hours*

A study of the kingdom, the republic, and the empire of ancient Rome; a study of Roman religion and social institutions. Stress will be laid on the expansion of Christianity under the emperors.

13. *American History, 1492-1865* *First semester, three hours*

Political and social growth of the American people; colonial background and great characters.

14. *American History, 1865-1941* *Second semester, three hours*

Reconstruction; political parties; social trends; World War I and its aftermath; the New Deal.

15. *American Constitution and Government* *First semester, two hours*

Colonial charters; framing of the federal constitution; principles of American government.

17. *College Problems* *First semester, one hour*

Principles of learning, social standards, vocational guidance, adjustment to a college environment. Required of first-year college students.

20. *Sociology* *Second semester, three hours*
A study of various aspects of American society, such as the family, races, religious groups, industry, education.
41. *Principles of Geography* *First semester, three hours*
The world-minded missions program of Seventh-day Adventists calls for an intensive study of geography; the interpretive rather than the informational aspect will be stressed. Study of the principles of cosmography and economic geography.
42. *Geography of Europe* *Second semester, three hours*
Physical environment, national economy, and political geography of Europe.
111. *Renaissance* *First semester, two hours*
The great artistic and literary awakening of the sixteenth century. Inventions and discoveries; the great artists; Humanism.
112. *Reformation* *Second semester, two hours*
Causes of the great religious Reformation; corruption of the western church; lives of the reformers.
115. *French Revolution* *First semester, three hours*
Causes of the French Revolution; social, political and religious aspects of that important period; the time of Napoleon.
- *125. *Europe, 1815-1914* *First semester, three hours*
Events in Western Europe since the downfall of Napoleon. Political and social movements studied in the light of prophecy. Religious and cultural aspects are stressed.
- *126. *Europe Since 1914* *Second semester, three hours*
World War I and its aftermath; the great peace efforts; parties and creeds; dictatorships and democracies; steps leading to World War II.
132. *History of Antiquity* *Second semester, three hours*
A study of the nations of antiquity, showing their connection with the events of the Old Testament.
151. *History of the Christian Church* *First semester, three hours*
A survey of events in the Christian church from apostolic days; doctrines and personalities; rise and power of the Papacy.

* Probably will not be given, 1946-47.

152. *History of the Christian Church* *Second semester, three hours*

The great Reformation in various countries; transition to the modern religious situation; Pietism, Methodism, Catholicism.

Bible, Religion, and Homiletics

Mr. Jensen, Mr. Ludgate

It is the purpose of the department of Bible, religion, and homiletics to assist the student to understand the value of religion in human experience; to inculcate a deep appreciation of the place of the Bible in discovering the true philosophy of life; to apply the teachings of Jesus to present-day problems; and to provide training for candidates for the ministry and for Bible teaching.

MAJOR IN BIBLE FOR THEOLOGICAL STUDENTS: This major consists of thirty-six hours of credit in Bible, exclusive of Course 1-2. Twenty hours of the major must be upper division. See the theological curriculum for additional information. Related courses are required, as shown in the theological curriculum in the section on "Degree Curricula."

Students entering the theological curriculum should be those who believe that God has called them to devote their lives to Christian service as ministers, evangelists, or Bible teachers, and their character, health, and scholarship should justify their admission and continuance as theological students.

Registrants in the theological and Bible instructors' curricula are expected to give priority to the requirements and interests of this department through the seminar, clubs, and other activities sponsored by the department.

MAJOR IN BIBLE FOR NON-THEOLOGICAL STUDENTS: This consists of thirty hours from this department, including Bible 183 and 184, and excluding Courses 90, 111, 119, 120, 125, 175, and 176.

MINOR: A minor in Bible requires six hours in addition to the basic requirement in Bible, and does not include Courses 90, 111, 119, 120, 125, 175, 176.

1-2. *Bible Survey* *Both semesters, six hours*

Not open to one who has had Old and New Testament History in secondary school.

A comprehensive study of the Bible, including the history, messages, and prophecies. Special study is given to the Messianic predictions running like a silver thread throughout the Old Testament and reaching fulfillment in the New Testament.

5. *Gift of Prophecy* *First semester, two hours*

A study of the scriptural background of the Spirit of Prophecy, its earliest revelations, its relation to the Hebrew race and to the rise and progress of the early Christian church. A survey of the manifestations of the Spirit of prophecy in the remnant church, and its relationship to the progress and development of the Third Angel's Message.

6. *Denominational History* *Second semester, two hours*

A survey of the rise and progress of the institutions and missions of the Seventh-day Adventist church, with emphasis on the guiding influence of the Spirit of prophecy.

19. *Fundamentals of Christian Faith* *First semester, three hours*

Prerequisite: Old and New Testament in secondary school, or Bible 1-2.

A systematic and comprehensive study of the doctrines of the Christian religion.

20. *Fundamentals of Christian Faith* *Second semester, three hours*

Prerequisite: Bible 1-2, or Old and New Testament in secondary school.

A study of the Christian doctrines not considered in Course 19.

55. *Daniel* *First semester, three hours*

The history of the Jewish church in its relationship to the prophecies of the book of Daniel. Special emphasis is given to the prophecies of world empires and to the Messianic prophecies which reach their ultimate fulfillment in the second advent.

56. *Revelation* *Second semester, three hours*

A study of the New Testament church in its world mission as depicted in the book of Revelation.

*80. *Survey of Missions* *Second semester, two hours*

A study of the growth of the missionary activity of the Christian church from its beginning in the time of Christ to its present world-wide status. The problems, methods, and policies of mission work, and experiences of foreign mission life, are considered.

90. *Personal Evangelism* *Second semester, three hours*

Theory and practice in the development and presentation of Bible studies, with emphasis on soul-winning through individual contact.

101. *New Testament Epistles* *First semester, three hours*

An exegetical study of the epistles of the New Testament, with attention to their authorship, historical background, purpose, and doctrinal teachings.

* Probably will not be given, 1946-47.

102. *New Testament Epistles* *Second semester, three hours*
 An exegetical study of Paul's prison epistles, dealing with the problem and nature of sin and the doctrine of faith as a means of salvation.
- *111. *Church Organization* *First semester, two hours*
 A study of the organization of the Seventh-day Adventist church.
115. *Manuscripts of the Bible* *Summer session, two hours*
 A study of the religious writings of Israel and of their development into the canon of the Old and New Testaments; consideration of manuscripts, versions, and revisions.
- *118. *Philosophy of Religion* *Second semester, two hours*
 Examination of the philosophical evidences of the authenticity and credibility of the Christian faith.
119. *Sermon Preparation and Delivery* *First semester, two hours*
 Prerequisite: Bible 19 and 20.
 A study of the preparation and delivery of sermons. Sermon outlines and practice preaching are required.
120. *Sermon Preparation and Delivery* *Second semester, two hours*
 Prerequisite: Bible 19 and 20.
 Further study of the preparation of sermons, with practice in preaching under supervision.
125. *Evangelism* *Summer session, two hours*
 Prerequisite: Bible 19 and 20; Homiletics 119 and 120.
 Laboratory field experience. The student is given opportunity, in co-operation with a local church, to conduct a series of evangelistic services requiring personal visiting, the giving of Bible studies, and preaching.
131. *Major Prophets* *First semester, three hours*
 A study of the major prophets, emphasizing the relation of their messages to Israel and Judah and to the present age.
132. *Minor prophets* *Second semester, three hours*
 A study of the twelve minor prophets, in which special attention is given to the background of the messages and their importance to the world today.
141. *World Religions* *First semester, two hours*
 A study of the founders, historical setting, basic teachings and rituals, of existing religions; emphasis upon the needs of the non-Christian world.

* Probably will not be given 1946-47.



**The Men's Dormitory on the left with
the Press Apartments behind the trees
on the right.**

142. *Expansion of Christianity.* *Second semester, two hours*

This course deals with the birth, development, and world-wide growth of Christianity.

161. *Teachings of Jesus* *First semester, two hours*

A study of the life and teachings of Jesus, touching the vital points of faith and their practical application to the experience of the student.

162. *Teachings of Jesus* *Second semester, two hours*

A study of the life and teachings of Jesus as presented in the Gospels not studied in Course 161.

167-168. *Gift of Prophecy Seminar* *Both semesters, four hours*

A study of the operation of the prophetic gift; independent investigation of certain doctrinal teachings.

175. *Pastoral Methods* *First semester, three hours*

This course is a consideration of the pastoral work of the minister. Among the topics studied are the pastoral sermon, and the pastor's relationship to the Sabbath school, the Missionary Volunteer society, and the several church departments.

176. *Pastoral Methods* *Second semester, three hours*

The pastor as a counselor; the duties of a pastor in connection with special occasions, such as the communion service, a funeral, a marriage ceremony; the relationship of such services to the entire church program.

183. *Principles of Research* *First semester, one hour*

A study of the principles governing the selection of topics, the gathering and organization of materials, and the writing of a thesis.

184. *Biblical Topics* *Second semester, one hour*

Research in connection with particular teachings of the Bible. Outlines, reports, and term paper are required. This course is required of senior theological students.

Collegedale Academy

The Preparatory School of Southern Missionary College

1946-1947

ACCREDITED BY

**Seventh-day Adventist Board of Regents
Southern Association of Colleges and Secondary Schools
Tennessee State Department of Education.**

Collegedale Academy

Admission Requirements

The academy is open to young men and young women above the eighth grade, of good moral character and of reasonably sound health, who are willing to live in harmony with its principles and regulations and who come for the purpose of doing faithful work. While no religious test is applied, all are required to show proper respect for spiritual things, for the Scriptures, for divine worship, and all are expected to attend church services.

It is distinctly understood that every student who applies for admission to the academy thereby pledges himself to observe all its regulations. If this pledge is broken, it follows that by such infraction he forfeits his membership in the school, and is retained only on the forbearance of the faculty. It is also a part of the student's contract that he, to the best of his ability, will perform all the industrial duties assigned him. See the college section and the *Students' Handbook* for further information concerning conduct regulations.

All students entering school are required to take the special placement examinations which are given at the time of registration.

A person planning to enter Collegedale Academy for the first time should have sent to the principal of the academy a certified copy of his eighth grade certificate or a statement from the principal that the eighth grade has been completed satisfactorily, and a transcript of all academy or high school credits earned. These should reach the academy in time to be evaluated before the opening day of school, and failure to have them sent in early may result in delayed registration and unsatisfactory classification. Blanks for this purpose will be sent upon request. If the applicant is admitted, all admission credentials become the property of the school and are not returned to him.

Registration

Registration begins Monday, September 16, 1946, at 9:00 A. M. It is highly desirable that all students enter at the beginning of the school year. Students who come more than two weeks late will not be enrolled for full class work, and they may be denied entrance to certain courses because of the difficulty of making up work.

General Academic Regulations

Class Load

Four units and physical education constitute full work for a school year of thirty-six weeks. Requests for more than full work may be made to the principal; but not more than five units will be allowed, nor will permission to carry more than full work be granted to any student whose scholarship during the preceding year has not been above average. Students who are registered for a normal load may be asked to reduce their load if their scholarship is not satisfactory.

Students who earn part of their expenses while in school should not plan to take full class work; their class load is reduced in proportion to the amount of industrial work assigned.

Changes in Class Schedule

A student may change his program without charge, upon approval of the principal and the teachers concerned, during the first two weeks of each semester. A fee of one dollar will be charged for change of program after the first two weeks.

No student may enter or drop any class without presenting to the instructor of that class a permit from the principal. This permit must be countersigned by the instructor and returned by the student to the principal's office. No student will be considered dropped from a class, and tuition will continue, until such a permit has been properly signed and returned.

A course dropped without permission at any time will be recorded as a failure.

No grades will be recorded for a student who has not been properly registered for a course.

Absences and Excuses

Regular attendance at all classes and chapel is expected of every student.

Three tardinesses are counted as one absence, and absence from laboratory is considered as a class absence. An absence incurred the last time a class meets before a vacation, or the first time after a vacation, will carry a double penalty.

Chapel services are held three times each week. Three unexcused absences from chapel are allowed in one semester. For the fourth unexcused absence from chapel the student will pay a penalty fine of one dollar

in cash before he is permitted to continue his class work. This payment cancels the fourth absence only. For the fifth unexcused absence the student's name is referred to the government committee. Any absence from classes caused by suspension due to irregularity in chapel attendance will be counted.

Grade Reports

Reports of scholarship are made in duplicate to parents and students at the close of each school period of six weeks. All semester grades are permanently recorded by the school for future reference.

The following system of marking is used: A, superior; B, above average; C, average; D, below average; I, incomplete; E, condition; F, failure; W, work passing at time of withdrawal; Wf, failing at time of withdrawal.

Unless acceptable explanation, such as serious illness, can be given, a student whose work is reported unsatisfactory may be asked to withdraw from school.

Grade Points

Grade points are computed according to the following scale:

| Grades | Grade points per unit |
|----------|-----------------------|
| A | 3 |
| B | 2 |
| C | 1 |
| D | 0 |
| F | Minus 1 |
| W | 0 |
| Wf | Minus 1 |

Credit Evaluation

A "unit" is defined as the amount of credit granted for one high school subject satisfactorily pursued during a year of thirty-six weeks, with forty-five minute recitation periods, five days a week, or the equivalent.

"Incompletes" and Examinations

A student who redeems an "incomplete" will receive the grade earned. A student who redeems a "condition" will receive a grade of "D."

An incomplete or condition becomes a failure if not removed within one year.

Special examinations are given when justified by circumstances, such as sickness or necessary absence from the campus.

A re-examination is permitted only upon vote of the faculty.

Physical Education

Each year a course in physical education is required of all students, except those excused by the school nurse.

Juniors

To be eligible for membership in the junior class, a person must have, upon completion of his current registration, at least eleven units exclusive of credit in physical education, with no more units to be earned for graduation than can be completed in one year.

Requirements for Graduation

1. The minimum requirement for graduation from Collegedale Academy is sixteen units exclusive of credit in physical education; some of the units are prescribed, others are elective.

2. The year preceding a student's graduation must be spent in Collegedale Academy. At least three units of the senior year's credits must be earned in this academy.

3. No credit toward graduation is given for one year of language, unless two years of another language are completed.

4. Transcripts of all courses completed in other schools must be on file before a student's work can be checked for graduation.

5. All resident candidates for graduation must be members of the senior class.

6. Since the institution has but one graduation exercise a year, at the end of the winter session, candidates completing their requirements in the summer will be graduated the following spring.

College Preparatory Curriculum

GRADE NINE

| | |
|---------------------------|---|
| English I | 1 |
| Algebra I | 1 |
| Biology | 1 |
| Early Church History..... | 1 |
| Physical Education | ¼ |

GRADE TEN

| | |
|-----------------------------|---|
| English II | 1 |
| World History | 1 |
| Ancient Hebrew History..... | 1 |
| Physical Education | ¼ |
| Elect one unit: | |
| *Home Economics | 1 |
| Manual Training I..... | 1 |
| Algebra II | 1 |
| Music | 1 |

* Required of girls.

GRADE ELEVEN

| | |
|--------------------------|-----|
| English III | 1 |
| Language I | 1 |
| Geometry | 1 |
| Physical Education | 1/4 |
| Elect one unit: | |
| *Bible III | 1 |
| Home Economics II | 1 |
| Manual Training II | 1 |
| Music I or II..... | 1 |
| Printing I or II..... | 1 |
| Bookkeeping | 1 |
| General Business | 1 |
| Chemistry | 1 |
| Physics | 1 |
| Typewriting | 1/2 |

GRADE TWELVE

| | |
|---|-----|
| English IV | 1 |
| Language II | 1 |
| American History and Problems of Democracy..... | 1 |
| Bible IV | 1 |
| Physical Education | 1/4 |

General Academy Curriculum

The general academy curriculum is the same as the college preparatory curriculum, except that no foreign language is required. It does not fully prepare one for admission to college.

* Required of students transferring to this grade from non-Adventist secondary schools.

Description of Courses

Agriculture

Agriculture I *Two semesters, one unit*

A study of crop production, animal husbandry, farm shop mechanics, and farm management, with emphasis on crop production.

Agriculture II *Two semesters, one unit*

A study of crop production, animal husbandry, farm shop mechanics, and farm management, with emphasis on animal husbandry.

Bible

Bible I—Early Church History *Two semesters, one unit*

A connected study of the life of Christ as set forth in the four gospels, and the study of the history of the early Christian church as given in the Acts of the Apostles.

Bible II—Ancient Hebrew History *Two semesters, one unit*

This course deals with the history and literature of the Hebrew race from creation to the end of the Babylonian captivity, as set forth in the Old Testament Scriptures.

Bible III—Denominational History and Christian Ethics
Two semesters, one unit

An elementary study of the great epochs and movements of church history, with special attention to the rise and development of the Seventh-day Adventist denomination, followed by a study of social ethics from the Christian viewpoint.

Bible IV—Bible Doctrines *Two semesters, one unit*

A clear, concise outline of the fundamental doctrines of the Bible. Special attention is given to the unity and harmony of the doctrines taught in both the Old and the New Testament.

Commerce

Bookkeeping *Two semesters, one unit*

Principles of bookkeeping; the uses of receipts, checks, notes, drafts, invoices; journal and cash book entries; trial balances, financial statements, and closing of ledger accounts. Five double periods per week.

General Business *Two semesters, one unit*

A course in general business training designed to yield the following outcomes: ability to handle personal business affairs; more satisfactory choice of a vocation; preparation for vocational study; try-out and exploratory experiences; social understanding; and civic intelligence.

*Typewriting**Two semesters, one-half unit*

Theory and practice of touch typing are taught. Secretarial typing is studied in detail.

English*English I**Two semesters, one unit*

A review of English grammar, drill in correct English habits, the fundamentals of composition, frequent themes and speeches, class study of selected literary classics, and cultivation of the habit of reading worthwhile books. Six lessons in the use of the library are included.

*English II**Two semesters, one unit*

A continuation of English I with the work more advanced in character. Six more lessons in the use of the library are included.

*English III**Two semesters, one unit*

The work in English III is devoted to the field of English literature, to oral composition, and to the elimination of fundamental errors in the use of language. Collateral reading is required.

*English IV**Two semesters, one unit*

The greater part of this course is devoted to American literature with an outline survey of its history. The remainder is given to an advanced study of grammar, language structure, and oral composition. Collateral reading is required.

Foreign Languages*French II**Two semesters, one unit*

Grammar, reading, composition and conversation. Given on demand.

*Latin I**Two semesters, one unit*

A beginner's course in Latin. Drill in vocabulary, grammar, and syntax. Translation from English to Latin and Latin to English. Emphasis is placed upon the relation between the Latin and English.

*Latin II**Two semesters, one unit*

The early part of the course is devoted to a review of principles of Latin I. Translation and drill in syntax.

*Spanish I**Two semesters, one unit*

A beginner's course, with drill in grammar, principles of pronunciation, and easy reading.

*Spanish II**Two semesters, one unit*

Review of fundamental principles, intermediate Spanish reading, and composition.

History*World History**Two semesters, one unit*

The aim of this course is to introduce the student to a historical view of life. The great characters and movements of world history will be evaluated from the Christian point of view.

American History and Problems of Democracy *Two semesters, one unit*

Consideration will be given to the important phases of our colonial and national governments, the principles upon which they were founded, the relations and functions of their various departments, and our individual duties and privileges as American citizens.

Home Economics*Home Economics I**Two semesters, one unit*

The house, its selection and care; home courtesies; personal grooming; selection and care of clothing; construction of simple garments; the normal diet; preparation and serving of breakfasts, suppers, and luncheons. Five double periods a week.

*Home Economics II**Two semesters, one unit*

The planning, preparation, and serving of dinner; budgets and accounts; financing and care of the home; construction of an afternoon and a tailored dress; child care; invalid cookery. Five double periods a week.

Industrial Arts

The courses in industrial arts are designed to acquaint the student with the various vocational fields, and at the same time give practice in those fields.

*Mechanical Drawing**Two semesters, one unit*

An introductory course in instrumental drawing, with instruction in the theory of orthographic projection and the terminology of mechanics.

*Hand Woodworking**Two semesters, one unit*

The science of developing woods, by using scientific knowledge and skill in the use of tools and materials.

*Auto Mechanics**Two semesters, one unit*

An introductory study of the principles of mechanics used in the automotive industry; the history of the automobile.

*Home Mechanics**Two semesters, one unit*

A survey course in the fundamental principles of mechanics, showing their application in the home or place of business, and on the farm.

*Printing I**Two semesters, one unit*

A study of general principles, including proof reading, type calculations, straight hand and job composition, make-up of slug-set type, the elements of platen presswork, and the history of printing. Emphasis is placed upon laboratory work, actual experience on various types of printed forms being given. It is expected that the student will develop speed and accuracy in type composition. Two class periods and five and one-half hours laboratory per week.

Mathematics

*Algebra I**Two semesters, one unit*

Fundamental operations: integral equations; factoring; fractions; simultaneous equations with graphs; involution and evolution; theory of exponents; quadratics.

*Algebra II**Two semesters, one unit*

A rapid review of the principles of Algebra I; continuation of algebra to include surds, simultaneous quadratics, progressions, logarithms, infinite series, binomial theorem, permutations and combinations.

*Plane Geometry**Two semesters, one unit*

Prerequisite: Algebra I. The five books of plane geometry are covered thoroughly. A large number of original problems is required. Close attention is given to the logical development of every proof, and special emphasis is placed upon individual reasoning.

Music

Students who desire **may select music** as an elective in the College Preparatory Curriculum, but not more than two units will be accepted toward graduation.

Students who are looking toward a music major upon entering college are strongly urged to **take one or both** of these courses.

*Music I**Two semesters, one unit*

For credit in Music I the student must complete the following:

(a) **Applied Music:** Upon recommendation of the music director, a student may receive credit toward this course for piano, voice, or violin previously taken. A voice or violin student must have had the equivalent of one year of piano, or he will be required to study piano during his Music I course.

(b) **Music Theory:** Four forty-five minute periods a week for thirty-six weeks. Music fundamentals and harmony.

(c) **Either Orchestra or Chorus:** One forty-five minute period a week for thirty-six weeks.

*Music II**Two semesters, one unit*

For credit in Music II the student must complete the following:

(a) **Applied Music:** An additional year of piano, voice, or violin—one lesson each week.

(b) **Music Appreciation and History:** Four forty-five minute periods a week for eighteen weeks. Harmony the second semester.

(c) **Either Orchestra or Chorus:** Two periods a week for thirty-six weeks.

Science*Biology**Two semesters, one unit*

The course in biology includes a study of the leading divisions in the animal and plant kingdoms. Careful investigation of typical forms, and of the morphology and the physiology of plants. Experimental and microscopic work required. Three recitations, two laboratory periods a week.

*Chemistry**Two semesters, one unit*

An elementary course covering the chemistry of the common non-metallic elements; fundamental theories and laws of chemistry. Introduction to chemistry of the common metals and their compounds. Three recitations, two laboratory periods a week.

*Physics**Two semesters, one unit*

Prerequisite: algebra and plane geometry. This course consists of recitations, laboratory work, and classroom demonstration. The mechanics of fluids and solids, heat, molecular physics, sound, light, magnetism, and electricity are studied. Three recitations, two laboratory periods a week.

FINANCIAL PLANS SUMMARIZED—BOARDING STUDENTS
COLLEGEDALE ACADEMY
 1946-47

| *Plan | Units or Subjects | Hours Labor Per Week | Four Week Period | | | School Year—36 Weeks | | |
|-------|-------------------|----------------------|------------------|---------|----------|----------------------|----------|----------|
| | | | **Cash | Labor | ***Total | **Cash | Labor | ***Total |
| I | 4 | 6 | \$51.08 | \$ 7.92 | \$59.00 | \$459.72 | \$ 71.28 | \$531.00 |
| II | 4 | 16 | 37.88 | 21.12 | 59.00 | 340.92 | 190.08 | 531.00 |
| III | 3 | 26 | 21.68 | 34.32 | 56.00 | 195.12 | 308.88 | 504.00 |
| IV | 2 | 36 | 5.48 | 47.52 | 53.00 | 49.32 | 427.68 | 477.00 |

*Each of these plans requires a \$50 entrance deposit which is held to apply on the last period's expenses. These plans cover only the fixed charges. They do not include fees as these vary from \$27 to \$46 per year, according to the course of study. Books may be obtained at the college store on a rental basis. All music charges and rentals are extra and are not included in the above plans.

**The amounts given in these columns are approximate. The amount to be paid is that called for by the period statements. This varies somewhat according to charges for board and other expenses, and credits for labor performed.

***All figures in these columns are based on the average expense and labor credit for men.

NOTE—A minimum of six hours of labor per week is required of all boarding students. The figures shown as "Hours of Labor per Week" are the maximum allowed. Students below average in scholarship will be required to work less than the figures shown, with the exception of the minimum of six hours per week.

Expenses

Each student entering Collegedale Academy defrays only a part of the actual cost of his instruction and maintenance. The total cost is not entirely met by the amount of cash paid or labor performed in accordance with the requirements set forth in this section. The operating deficit of the academy is covered by gifts, subsidies, and funds from other sources. The educational opportunity afforded each student in Collegedale Academy represents a large investment in buildings and equipment averaging more than two thousand dollars for each student enrolled.

Dormitory Room Deposit

Dormitory rooms may be reserved by mailing a \$10 room deposit to the college between May 1 and Sept. 1. This deposit will appear as a credit on the first statement of the semester. It cannot be applied as part payment of the advance deposit or general fees.

In case the student's application is not accepted or if notification of non-attendance is given the college by Sept. 1, the room deposit will be refunded at once by check.

Advance Deposit and General Fees

| | |
|--|---------|
| Advance Deposit—Dormitory Students | \$50.00 |
| Matriculation Fee | 5.00 |
| Library Fee | 3.50 |
| Lyceum Fee | 1.50 |
| Publications Fee, <i>The Southern Accent</i> | 1.00 |
| <hr/> | |
| Total | \$61.00 |

The above deposit and fees are payable on or before the date of registration. The advance deposit will be credited on the final statement of the school year or at the time of withdrawal. The matriculation fee is not refundable. The library and lyceum fees will be credited only if the student withdraws within the first two weeks of the semester.

The advance deposit and publications fees are charged only once during the year; the other fees are charged each semester.

Resident students are charged the same general fees as outlined above, but the advance deposit is only \$20.00.

Book Rental Plan

Academy students may obtain their textbooks at the college store on a rental basis. The charge will be ninety cents per book. This does not include workbooks which must be purchased for cash. It is expected that all textbooks will be returned in good condition to the college at the close of the school year; otherwise, a book damage charge will be made.

Fixed Charges

Four-Week Period

| | Women | Men |
|--------------------------------|---------|---------|
| Tuition (4 units) | \$18.00 | \$18.00 |
| Board (average) | 20.50 | 25.50 |
| Dormitory Rent | 12.00 | 12.00 |
| Laundry (Minimum) | 2.50 | 2.50 |
| Medical | 1.00 | 1.00 |
| Period Total | \$54.00 | \$59.00 |
| Yearly Total (9 periods) | 486.00 | 531.00 |

Semester Fees

MUSIC FEES:

| | |
|---|--------|
| Band, Choir, Chorus, and Orchestra: with credit..... | \$4.50 |
| without credit..... | 2.00 |
| Instrument Rental—Band and Orchestra | 5.00 |

PIANO RENTAL

| | |
|----------------------|-------|
| Piano Students | |
| 1 hr. per day | 6.00 |
| 2 hrs. per day | 10.00 |
| Voice Students | |
| 1 hr. per day | 4.00 |
| 2 hrs. per day | 7.00 |

LABORATORY FEES:

| | |
|---|------|
| Agricultural and Industrial Arts | 2.00 |
| Chemistry | 3.00 |
| General Agriculture | 2.00 |
| Home Economics | 4.00 |
| Industrial Arts | 3.00 |
| Physical Education | 3.00 |
| Physics | 3.00 |
| Printing | 3.00 |
| Typing—one-half unit | 3.50 |

Period and Special Charges

PERIOD CHARGES:

| | |
|-------------------------|--------|
| Expression | \$5.00 |
| Music Lessons: | |
| Instrumental | 5.00 |
| Vocal | 5.00 |
| Pipe Organ Rental | 7.00 |

SPECIAL CHARGES:

| | |
|------------------------------------|------|
| Change of Program..... | 1.00 |
| Diploma | 4.00 |
| No fees or charges are refundable. | |

| | |
|--------------------------------|--------|
| Entrance Examination | \$1.00 |
| Key Deposit | 1.00 |
| Special Examination | 1.00 |
| Transcript (except first one) | 1.00 |
| Transportation to Chattanooga: | |
| Regular trip—charge..... | .75 |
| Regular trip—cash | .50 |
| Special trip | 2.50 |
| Transportation to Ooltewah: | |
| Special trip | .50 |

Tuition Charges

The charges for tuition for the regular school year of nine periods are as follows:

| | Each Period | School Year (9 periods) |
|----------------------------|-------------|----------------------------|
| 5 Units or Subjects | \$21.00 | \$189.00 |
| *4 Units or Subjects | 18.00 | 162.00 |
| 3 Units or Subjects | 15.00 | 135.00 |
| 2 Units or Subjects | 12.00 | 108.00 |

It is assumed that all young people come to Collegedale Academy for the express purpose of obtaining an education, and since those working their entire way have time for one-half of a full class load, each student is urged to carry at least half school work. As an encouragement to do this, a minimum charge for tuition will be made on that basis.

Private work is discouraged, and no credit will be given for such work unless satisfactory arrangements have been made in advance with the principal. The charge for private work is the same as regular tuition, plus tutoring fee.

Tuition refunds will be made only when a drop voucher has been secured at the principal's office. The tuition charge will stop at the end of the week in which the drop voucher is obtained.

Students entering late will be charged tuition from the beginning of the semester, unless they have been attending school elsewhere to the time of their enrollment here and no make-up work is necessary.

Other Charges and Credits

For information regarding other charges and credits appearing on the period statement, reference is made to the college expense section. The information given there, commencing with the paragraph entitled "Period Music Charges," pertains to both college and academy students.

* Four units are considered full school work.

The Elementary School

Expenses

At the time of admission an entrance deposit of \$10.00 is required of each student. This deposit is held as a guarantee that the statement for each period will be paid when presented. It is refunded as a credit on the statement for the final period of the school year.

TUITION CHARGES

| | Each Period | School Year |
|-----------------------|-------------|-------------|
| Grades I-III | \$6.00 | \$54.00 |
| Grades IV-VI | 7.00 | 63.00 |
| Grades VII-VIII | 8.00 | 72.00 |

SEMESTER FEES

| | |
|-----------------------|------|
| Junior Choir | .50 |
| Lyceum | .50 |
| Matriculation | .50 |
| School Supplies | 1.00 |

OTHER CHARGES

| | |
|--|--------------------------|
| Music Lessons (30 minute lesson) | \$4.00 per 4 week period |
| Pre-school music lessons | 1.00 per 4 week period |

BOOK RENTAL FEES

| Textbook Rental Fee | | Workbook Fee | |
|---------------------|--------|------------------|--------|
| Grades 1-3 | \$2.00 | Grades 1-3 | \$3.50 |
| Grades 4-6 | 2.50 | Grades 4-6 | 2.50 |
| Grades 7-8 | 3.00 | Grades 7-8 | 2.00 |

College Enrollment 1945-46

| Liberal Arts | Men | Women | Total |
|---------------------------------|-----|-------|-------|
| Seniors | 2 | 4 | 6 |
| Juniors | 10 | 4 | 14 |
| Sophomores | 14 | 30 | 44 |
| Freshmen | 36 | 75 | 112 |
| | | | |
| Pre-Professional | | | |
| Sophomores | 3 | 2 | 5 |
| Freshmen | 15 | 38 | 53 |
| Specials and Unclassified | 4 | 21 | 25 |
| | 84 | 174 | 258 |

Geographical Distribution of College Enrollment 1945-46

| | | | |
|-------------------|----|----------------------|-----|
| Alabama | 13 | North Carolina | 31 |
| California | 1 | Ohio | 3 |
| Florida | 65 | Pennsylvania | 2 |
| Georgia | 17 | South Carolina | 4 |
| Iowa | 1 | Tennessee | 86 |
| Kentucky | 4 | Texas | 4 |
| Louisiana | 1 | Virginia | 4 |
| Maryland | 3 | Wisconsin | 1 |
| Michigan | 1 | Bahamas | 2 |
| Mississippi | 10 | Puerto Rico | 3 |
| Missouri | 1 | | |
| New York | 1 | Total | 258 |

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