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Southern

*Missionary
College*

Catalogue

1945 - 1946

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1946

The Southland Scroll

COLLEGEDALE, TENNESSEE

The Southland Scroll

Published monthly by Southern Missionary
College, Collegedale, Tennessee.

VOLUME XVII

NUMBER 1

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Southern Missionary College

(Formerly Southern Junior College)

ANNUAL CATALOGUE

1945-1946

COLLEGEDALE, TENNESSEE

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Southern Missionary College
Collegedale, Tennessee 37315

Calendar

CALENDAR FOR 1945

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	5	—	—	—	—	—	1	2	1	2	3	4	5	6	7	—	—	—	1	2	3	4
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
27	28	29	30	31	—	—	24	25	26	27	28	29	30	29	30	31	—	—	—	—	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	
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2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10	9	10	11	12	13	14	15	
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17	16	17	18	19	20	21	22	
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24	23	24	25	26	27	28	29	
23	24	25	26	27	28	29	28	29	30	31	—	—	—	25	26	27	28	29	30	—	30	31	—	—	—	—	—	

CALENDAR FOR 1946

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	
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13	14	15	16	17	18	19	10	11	12	13	14	15	16	10	11	12	13	14	15	16	14	15	16	17	18	19	20	
20	21	22	23	24	25	26	17	18	19	20	21	22	23	17	18	19	20	21	22	23	21	22	23	24	25	26	27	
27	28	29	30	31	—	—	24	25	26	27	28	—	—	24	25	26	27	28	29	30	28	29	30	—	—	—	—	

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
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

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	—	—	—	—

PERIOD SCHEDULE

First	May 20 to June 30	6 weeks
Second	July 1 to July 28	4 weeks
Third	July 29 to Aug. 25	4 weeks
Fourth	Aug. 26 to Sept. 22	4 weeks
Fifth	Sept. 23 to Oct. 20	4 weeks
Sixth	Oct. 21 to Nov. 17	4 weeks
Seventh	Nov. 18 to Dec. 15	4 weeks
Eighth	Dec. 16 to Jan. 12	4 weeks
Ninth	Jan. 13 to Feb. 9	4 weeks
Tenth	Feb. 10 to March 9	4 weeks
Eleventh	March 10 to April 6	4 weeks
Twelfth	April 7 to May 4	4 weeks
Thirteenth	May 5 to June 1	4 weeks

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Calendar of Events

FIRST SEMESTER

September 9, Sunday, 8:00 P.M. Opening Convocation
September 10, Monday, 8:00 A. M. Pre-Registration Convocation
September 10, 11, 12, Monday, Tuesday, Wednesday
 9:00 A.M. Registration
September 13, Thursday, 7:40 A.M. Classes Begin
September 14, Friday, 7:30 P.M. First Vesper Service
September 15, Sabbath
 9:30 A.M. Sabbath School
 11:00 A.M. Church Service
 8:00 P.M. President's Reception
October 19-27 Week of Prayer
November 6-9 Mid-Semester Examinations
November 29 Thanksgiving Recess
December 19, 6:00 P.M. to January 2, 7:00 P.M. Christmas Vacation
January 18 Close of First Semester

SECOND SEMESTER

January 20 Registration for Students Entering Second Semester
March 1-9 Spring Week of Prayer
March 19-22 Mid-Semester Examinations
April 10, 6:00 P.M. to April 17, 7:00 P.M. Spring Vacation
May 27-30 Final Examinations
May 31, Friday, 8:00 P.M. Senior Consecration Service
June 1, Sabbath, 11:00 A.M. Baccalaureate Sermon
June 2, Sunday, 10:00 A.M. Commencement

Board of Trustees

E. F. Hackman, <i>President</i>	Decatur, Ga.
Kenneth A. Wright, <i>Secretary</i>	Collegedale, Tenn.
H. J. Capman	Meridian, Miss.
C. C. Cleveland.....	Collegedale, Tenn.
I. M. Evans.....	Atlanta, Ga.
L. C. Evans.....	Orlando, Fla.
C. O. Franz.....	Decatur, Ga.
J. W. Gepford.....	Collegedale, Tenn.
H. C. Klement.....	Decatur, Ga.
T. L. Oswald.....	Nashville, Tenn.
F. O. Sanders.....	Charlotte, N. C.
B. F. Summerour.....	Norcross, Ga.
E. A. Sutherland, M. D.	Madison College, Tenn.
E. C. Waller.....	Asheville, N. C.

Executive Committee

E. F. Hackman, <i>Chairman</i>	Decatur, Ga.
Kenneth A. Wright, <i>Secretary</i>	Collegedale, Tenn.
C. C. Cleveland.....	Collegedale, Tenn.
C. O. Franz.....	Decatur, Ga.
I. M. Evans.....	Atlanta, Ga.
H. C. Klement.....	Decatur, Ga.

Regional Field Representatives

Representative-at-large: H. C. Klement	Decatur, Ga.
For Alabama-Mississippi: L. W. Pettis.....	Meridian, Miss.
For Florida: Lee Carter.....	Orlando, Fla.
For Carolina: H. M. Lodge.....	Charlotte, N. C.
For Georgia-Cumberland: Marion Seitz.....	Atlanta, Ga.
For Kentucky-Tennessee: J. C. Gaitens.....	Nashville, Tenn.

Officers of Administration

Kenneth A. Wright.....	President, Business Manager
Daniel Walther.....	Dean
Clyde C. Cleveland.....	Treasurer, Assistant Business Manager
Stanley D. Brown.....	Librarian
Ruby E. Lea.....	Registrar, Secretary of Faculty
Harold F. Lease.....	Dean of Men
Carolyn Hall Russell.....	Dean of Women
Clifford A. Russell.....	Director of Extension
D., C. Ludington.....	Director of Summer Session and 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

INDUSTRIAL SUPERVISORS

Robert N. Bowen.....	College Press
Elmyra S. Conger.....	Director of Cafeteria
John W. Gepford.....	Broom Factory, Furniture Factory
Wilbur S. James.....	Poultry
George Pearman.....	Superintendent of Maintenance
John B. Pierson.....	Farm and Dairy
J. A. Tucker.....	Fruit and Campus
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, History*
A. B., College Classique, Lausanne (Switzerland)
M. A., University of Geneva
Ph. D., University of Geneva
- ✓ ✓ DON C. LUDINGTON, M. A., *Director of Summer Session, Principal of Collegedale Academy*
A. B., Emmanuel Missionary College
B. S., George Peabody College for Teachers
M. A., George Peabody College for Teachers
- ✓ ✓ J. FRANKLIN ASHLOCK, A. B., *Bible*
A. B., Union College
- ✓ ✓ GERALD BOYNTON, M. A., *Industrial Arts*
B. S., Madison College
M. A., George Peabody College for Teachers
- ✓ ✓ THERESA ROSE BRICKMAN, M. Com'l. Ed., *Secretarial Training*
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

THE FACULTY

- ✓ 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*
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
- ✓ NELLIE R. FERREE, A. B., *Elementary Supervisor, Grades One to Three*
A. B., Washington Missionary College
- ✓ ELAINE GIDDINGS, M. A., *English and Speech*
A. B., Emmanuel Missionary College
M. A., University of Southern California
- ✓ IRA M. GISH, Ph. D., *Secondary Education and Science*
A. B., Walla Walla College
M. A., University of Washington
Ph. D., University of Nebraska
- ✓ LOUISE HOYT GISH, B. S., *Prenursing*
R. N., Madison Sanitarium
B. S., Madison College
- ✓ DORA L. GREVE, A. B., *Elementary Supervisor, Grades Seven and Eight*
A. B., Emmanuel Missionary College
- ✓ BETTY KLOTZ HARTER, B. S., *Piano*
B. S., Wittenberg College
- ✓ LOIS LUCILE HEISER, A. B., *Home Economics*
A. B., Atlantic Union College
- ✓ WILBUR S. JAMES, A. B., *Bible and History*
A. B., Union College
- ✓ FREDERICK B. JENSEN, Th. B., *Theology* 1945-48
Th. B., Walla Walla College
- ✓ MAUDE I. JONES, A. B., *English*
A. B., Mississippi College for Women
- ✓ RUBY E. LEA, A. B., *Registrar*
A. B., Union College

- ✓ ✓ HAROLD F. LEASE, A. B., *Dean of Men, Science and Mathematics*
A. B., Washington Missionary College
- ✓ ✓ T. KENNETH LUDGATE, A. B., *Theology and Greek*
A. B., Washington Missionary College
- ✓ ✓ HAROLD A. MILLER, M.Mus., *Piano and Voice*
B. Mus., Otterbein College
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
- ✓ ✓ CAROLYN HALL RUSSELL, A. B., *Dean of Women*
A. B., Atlantic Union College
- ✓ ✓ CLIFFORD A. RUSSELL, *Director of Extension, Special Lecturer in Elementary Teacher Training*
University of Michigan
- ✓ ✓ LINTON G. SEVRENS, M. A., *Science and Mathematics*
A. B., Washington Missionary College
M. A., Boston University
- ✓ 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
- ✓ ✓ J. A. TUCKER, A. B., *Agriculture*
A. B., Union College
- †....., *Elementary Supervisor, Grades Four to Six*

* On leave 1945-46.

† To be supplied.

Stetson
Union

Stetson
Union

General Information

History

The year 1893 marked the beginning of the educational work of Seventh-day Adventists in the South. At that time, a small school, afterward to be known as the Southern Training School, was established in Graysville, Tennessee. Twenty-three years later, there was a change both in name and location, and as Southern Junior College at Collegedale, Tennessee, it served the denominational constituency of the Southeastern states.

In the spring of 1944 the General Conference of Seventh-day Adventists authorized senior college status for the institution, under the name of Southern Missionary College.

A three hundred thousand dollar building program, already in progress, includes the addition to the school plant of a library, science building, music hall, and a church.

Aims and Purposes

Primary objectives of Southern Missionary College are the development of refined, Christian character and the training of workers for the missionary enterprises which the Seventh-day Adventist denomination is carrying on in all parts of the world.

In an effort to carry out the instruction given in the Spirit of prophecy as to three-fold education of the youth, Southern Missionary College offers training which fits one for work in religious, professional, business, or vocational fields. The sincere hope of the institution is that many of its students, under the influence of an atmosphere which is permeated by Christian faith and Christian ideals, may catch the vision of evangelism and be led to devote their lives to the gospel ministry; that others, under the guidance of those who have attained the coveted goal of excellent scholarship combined with unaffected piety, may follow the gleam of intellectual development, and dedicate their talents to the teaching profession; that still others, because of the stress which is placed upon the dignity of labor, may turn their attention to the practical side of life, and be led to give consecrated service in the world of industries and of business.

This hope is destined to reach its glad fruition only when, from year to year, there comes to Southern Missionary College assurance that it has instilled into the youth who have sojourned within its walls, principles of such rugged sincerity and fearless integrity that each one, as he goes forth to meet the future, will pledge himself unhesitatingly to help satisfy "the greatest want of the world, the want of men—of men who will stand for right though the heavens fall."

Location

Southern Missionary College is located on the Southern Railway between Chattanooga and Atlanta, eighteen miles from the former city. Trains pass through the college estate; the station is known as Collegedale, which is also the postal address.

Collegedale is three miles from the village of Ooltewah, a junction point of the Atlanta and Knoxville divisions of the Southern Railway. Through trains from Washington, Memphis, Birmingham, New Orleans; from Cincinnati, Atlanta, and Jacksonville, stop at Ooltewah, thus affording excellent railway service. Ooltewah is also on the Lee Highway, which connects Washington, D. C., and other eastern cities with Chattanooga and other southern points. There is a hard-surfaced highway from Collegedale to Chattanooga, which affords quick access to this scenic and historic city of one hundred forty thousand people. Motor buses operating between Chattanooga and Apison pass in front of the college, and as an accommodation often bring passengers to the dormitories.

The college is situated on a beautiful nine-hundred acre estate. This rural environment has been one of the strongest factors in the development of the institution, in that it has furnished the isolation so necessary to genuine progress.

The Chattanooga air field of the Eastern Air Lines is located a few miles from the college.

Accreditation

The junior college grades 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.

1945 Summer Session

The college conducts a summer session, usually nine weeks in length. Upper division courses in the fifteenth and sixteenth grades are offered in addition to regular junior college and academy subjects.

Governing Standards

The college is open to young men and young women above the twelfth 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.

Young people should remember that this is a Christian institution. Unless they are willing to give due respect to the word of God, the Sabbath, worship and other religious services, they should not apply for admission.

It is distinctly understood that every student whose application is accepted thereby pledges himself to observe all its regulations, and to perform to the best of his ability all industrial duties assigned him. If this promise is broken, it follows that by such infraction he forfeits his membership in the school, and is retained only by the forbearance of the faculty.

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.

RELIGIOUS SERVICES. Attendance at all regular religious services is required.

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 of automobiles owned by students and 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. See the *Students' Handbook* for information concerning 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 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.

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 once each month *The Southland Scroll*, which gives the news of the campus and the 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

*Plans	Semester Hours	Hours labor per week	Four Week Period		School Year (9½ Periods)	
			**Cash	Labor	**Cash	Labor
Plan I	16	10	\$47.60	\$14.40	\$452.20	\$136.80
Plan II	16	20	33.20	28.80	315.40	273.60
Plan III	12	30	14.80	43.20	140.60	410.40
Plan IV	8	40	—	57.60	—	547.20
				***Total		***Total
			\$62.00	\$62.00	\$589.00	589.00
			58.00	58.00	551.00	551.00
			54.00	54.00	513.00	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 or special charges as these vary according to the course of study. College books may be obtained at the college store for cash.

** 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 upon the average expense and labor credit for men.

NOTE—A minimum of ten 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 ten hours per week.

Expenses

Each student entering the college defrays only a part of the actual cost of his instruction and maintainance. 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.

Entrance Deposit

At the time of admission an entrance deposit is required of all students as follows: Dormitory students, \$50; resident students, \$20.

This deposit is held as a guarantee that the statement for each period will be paid when presented. It cannot be drawn upon during the school term for cash, for the payment of a school bill, or for any personal expenses; it is refunded as a credit on the statement for the final period of the school year. There is no exception to this rule unless special arrangements with the management of the college and the president of the student's home conference are made through the church pastor or district leader.

Semester Fees—College

GENERAL FEES			
Library	\$2.50	Bacteriology	\$6.00
Lyceum	1.25	Elementary School Art.....	3.00
Matriculation	5.00	Clothing and Textiles.....	2.50
MUSIC FEES		Filing	2.00
Band, Choir, Chorus, and		Foods and Nutrition.....	6.00
Orchestra: With Credit.....	4.50	Physical Education	3.00
Without Credit	2.00	Physics	6.00
Instrument Rental (Band and		Physiology	6.00
Orchestra)	5.00	Practical Arts	2.00
Piano Rental:		Printing	3.00
Piano Students, 1 hr. per day	6.00	Qual. and Quant. Analysis....	6.00
2 hrs. per day	10.00	Radio	10.00
Voice Students, 1 hr. per day	4.00	Secretarial Practice	3.00
2 hrs. per day	7.00	Typing 13, 14, 31, or 32.....	5.00
LABORATORY FEES		Typing 27 or 28.....	2.50
Chemistry	6.00	Voice Transcription	2.50
		Zoology	6.00

Fixed Charges—College

FOUR-WEEK PERIOD

	Women	Men
*Tuition (16 semester hours).....	\$21.00	\$21.00
Board (average)	20.00	25.00
Dormitory Rent	12.00	12.00
Laundry (minimum)	3.00	3.00
Medical	1.00	1.00
Period Total		
	\$ 57.00	\$ 62.00
Yearly Total (9½ periods)		
	\$541.50	\$589.00

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
Degree	5.00
Diploma	4.00
Key Deposit	\$1.00
Entrance Examination	1.00
Special Examination	1.00
Transcript (except first one) ..	1.00
Transportation to Chattanooga:	
Regular trip—charge75
Regular trip—cash50
Special trip	2.50
Transportation to Ooltewah:	
Special trip50

No fees or special charges are refundable.

Tuition

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

	Each Period School Year (9½ periods)	
18 Semester Hours.....	\$23.00	\$218.50
*16 Semester Hours.....	21.00	199.50
12 Semester Hours.....	17.00	161.50
8 Semester Hours.....	13.00	123.50

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.

* Sixteen semester hours are considered full school work.

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.

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. On account of the war, the average board for young women is about \$20.00 per period, and for young men is about \$25.00 per period. No allowance for absence from the campus is made 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 \$3.00 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.

To prevent loss of garments while being laundered, students should have each garment marked with a cloth name tape. The name tapes may be secured from the Sterling Name Tape Company, Winsted, Conn.

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.

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 the war emergency, which is 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 fined. Those who repeatedly absent themselves unnecessarily will be subject to severe discipline.

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 \$633.08 worth of subscription books. An academy student may meet the cash requirement of Plan I by selling only \$569.24 worth of subscription books. The details of the plan are as follows:

	College	Academy
Cash earnings (50 per cent of sales shown above)	\$316.54	\$284.62
Scholarship	135.66	121.98
Total cash requirement for Plan I.....	\$452.20	\$406.60

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
 Birmingham Junior Academy
 Collegedale Academy
 Forest Lake Academy (2)
 Fountain Head Academy

Louisville Junior Academy
Memphis Junior Academy
Nashville Junior Academy
Pewee Valley Academy
Pine Forest Academy
Pisgah Institute
Sand Mountain Junior Academy

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 thirteen periods whose closing dates are as follows, and statements will bear these dates:

July 1	Oct. 21	March 10
July 29	Nov. 18	April 7
Aug. 26	Dec. 16	May 5
Sept. 23	Jan. 13	June 2
	Feb. 10	

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 Requirements

APPLICATION PROCEDURE. Each applicant for admission will fill out and send in an application blank which is furnished, upon request, by the college. He must arrange to have sent to the college a transcript of his secondary school credits and of such college credits as he may have earned and a statement of honorable dismissal. He will also send a health certificate, filled in by a physician on a blank provided by the college. All credentials should reach the college by August 1, as formal notice of acceptance cannot be sent until these forms are on file. Failure to send in application and other credentials promptly may result in delayed registration and unsatisfactory classification.

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.

During the war emergency, 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.

In exceptional cases, a person who through no fault of his own is unable to furnish a satisfactory transcript of credits, may qualify for admission by passing such entrance examinations as may be required and administered by the college.

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 and has earned 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 instructor whose course he wishes to take and the approval of the registrar.

Subjects Required for Entrance

ENTRANCE UNIT. A unit represents the credit for a course ordinarily given in an academic year and includes not less than the equivalent of 120 sixty-minute hours of class work. Two hours of work requiring little or no preparation outside of class are considered as equivalent to one hour of prepared class work.

LIBERAL ARTS AND THEOLOGICAL CURRICULA. For a student entering a 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.

ELEMENTARY TEACHER TRAINING CURRICULUM. It is recommended that the same units as for the liberal arts curriculum be submitted, to eliminate as far as possible deficiencies for admission to the latter curriculum if the student desires later to transfer to it.

SECRETARIAL TRAINING CURRICULUM. For students entering this curriculum no specific subjects are required; but as far as possible the pattern of subjects should be the same as for admission to the liberal arts curriculum, so as to eliminate as far as possible the deficiencies for admission to the latter curriculum if the student later desires to transfer to it.

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
	<hr/>
Total	16

BIBLE INSTRUCTORS' CURRICULUM. 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.

DEFICIENCIES. Students may make up deficiencies in required entrance subjects, except mathematics, by taking college work in these subjects. These hours apply as elective credit toward graduation, except that credit in foreign language and theology applies toward the basic requirements in these fields. Arrangements for removing all entrance deficiencies are to 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 10. 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.

The fifteen per cent penalty rule, explained on page 28, will apply to late registrants in the same manner as it applies to those who miss classes during the school year.

STUDENT LOAD. Sixteen semester hours constitute a normal full load for a semester. On approval of the dean, a student 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. 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.

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, for lower division credit.

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.

CHANGES IN REGISTRATION. 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.

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

A course dropped after the first nine weeks of a semester, unless on account of illness or other unavoidable circumstances, will be entered on the permanent records as a failure. A course dropped without permission at any time will be recorded as a failure.

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

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

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 courses audited. The tuition charge is one-half that for credit courses.

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

Classification of Students

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

FRESHMEN. 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.

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.

A student will be allowed one unexcused absence per credit hour in each class up to a maximum of three absences per semester.

A student missing 15 per cent of more of the total class appointments will receive a grade of "F" in that course. The student may apply to the faculty for exception in case of serious illness or for other causes not under his control where the absences would result in a penalty to his grade.

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.

Excuses for absences should be submitted the first day the student resumes class work and will not be considered if submitted later than one week following the absence.

The Health Service will approve and turn in to the registrar's office excuses for students absent because of illness.

Chapel services are held three times each week. Three absences from chapel are allowed in one semester. If a student permits more than three unexcused absences from chapel to accumulate, he will be asked to pay a penalty fine of one dollar in cash before he is permitted to continue his class work. Any absence from classes caused by suspension due to irregularity in chapel attendance will be counted.

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.

SPECIAL EXAMINATIONS. Special examinations are given when justified 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.

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

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 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	
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.

Graduation Standards

Southern Missionary College offers curricula leading to the degree of Bachelor of Arts, and to the following junior college diplomas: 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.

Bachelor of Arts Degree

GENERAL REQUIREMENTS

1. Fulfillment of requirements for admission to the liberal arts curriculum.
2. A minimum of 128 hours in courses applicable toward a 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, grade points 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

ORIENTATION 1 hour
Required in the freshman year.

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

FOREIGN LANGUAGE 6-16 hours

I. Non-theological students:

- a. 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.
- b. 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.
- c. 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.
- d. This requirement may be fulfilled by credit in Greek, Latin, or a modern foreign language.

2. Theological students:

- a. Twelve hours of credit in Greek are required of one who has had two units in one foreign language in secondary school.
- b. Sixteen hours of credit in Greek are required if no foreign language, or less than two units in one foreign language, was taken in secondary school.

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.

THEOLOGY 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 Theology 1-2, 5:6, 19, 20, 55, 56, 101-102, 131, 132, 161, 162, 180. 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.

PHYSICAL EDUCATION 2 hours

This is required in the freshman and sophomore years.

VOCATIONAL 4 hours

May be chosen from the courses in agriculture, printing, 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. Those preparing for the ministry will major in theology and minor in history. They will elect Greek for their foreign language requirement.

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 may be earned in the following departments, the number of hours required for a major being specified in each instance:

	Hours
Business Administration	30
Chemistry	30
English (exclusive of English 1-2)	26
Foreign Language (exclusive of the first-year course).....	26

History	30
Music	36
Religion (for non-theological students).....	30
Theology	30

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 specialization.

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
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
Mathematics	18
Music	20
Physics	16
Theology	Six hours in addition to the basic requirement.

SUGGESTED CURRICULUM FOR BACHELOR OF ARTS (For Non-Theological Students)

Freshman Year	Hours of Credit per Semester	
	1st	2nd
Composition and Rhetoric.....	3	3
Foreign Language	3-4	3-4
History	3	3
*Theology	3	3
Science	3	3
Physical Education	1/2	1/2
Total	16 1/2	16 1/2

* Students who have not had a Bible course in the secondary school will take Bible Survey and Gift of Prophecy; others will take Bible Doctrines.

Sophomore Year	Hours of Credit per Semester	
	1st	2nd
Foreign Language	0-3	0-3
Theology	2	2
Science or Mathematics.....	3	3
Social Science (history, political science, economics, geography, sociology).....	3	3
Vocational	2	2
† Elective	6-3	6-5
Physical Education	$\frac{1}{2}$	$\frac{1}{2}$
Total	16$\frac{1}{2}$	16$\frac{1}{2}$

Junior and Senior Years	Hours of Credit per Semester	
	1st	2nd
Literature (may be upper or lower division).....	2	2
Foreign Language (if no foreign language in secondary school)	2	
Theology	2-3	2-3
Major, Minor, and Electives	27-26	29-28
Total	32	32



THEOLOGICAL CURRICULUM

Freshman Year	Hours of Credit per Semester	
	1st	2nd
Composition and Rhetoric.....	3	3
* Bible Doctrines, or Bible Survey and Gift of Prophecy	3	3
Public Speaking	2	2
Science or Mathematics.....	3	3
Vocational	2	2
Elective	2	2
Physical Education	$\frac{1}{2}$	$\frac{1}{2}$
Total	15$\frac{1}{2}$	15$\frac{1}{2}$

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

* Students who have not had a Bible course in secondary school will take Bible Survey and Gift of Prophecy and Denominational History in the first year, and Bible Doctrines in the second year.

Sophomore Year	Hours of Credit per Semester	
	1st	2nd
Daniel and Revelation	2	2
Pastoral Training	2	2
Beginning Greek	4	4
Science	3	3
Survey of European History	3	3
*Elective	2	2
Physical Education	1/2	1/2
Total	16 1/2	16 1/2

Junior Year	Hours of Credit per Semester	
	1st	2nd
Intermediate Greek	2	2
Epistles	3	3
Church History	3	3
Literature	2	2
Theory of Sermon Preparation and Delivery.....	3	3
Conducting	1	1
†Elective	2	2
Total	16	16

Senior Year	Hours of Credit per Semester	
	1st	2nd
Major and Minor Prophets.....	3	3
Field Work Seminar	2	2
History of Antiquity		3
Church Polity	2	
Biblical Topics		2
Teachings of Jesus	3	
Gift of Prophecy Seminar.....		3
Health and Hygiene	3	
†Elective	3	3
Total	16	16

* It is suggested that Principles of Education and General Psychology, be elected.

† Suggested elective: Adolescent Psychology, History.

‡ Greek, four hours, is to be elected by those who had less than two years in one language 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 a curriculum leading to a 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 degree, apply to each of these curricula.

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
*Bible Doctrines	3	3
• Composition and Rhetoric.....	3	3
History of Greece and Rome.....	2	2
General Psychology	2	
Principles of Education		2
Health Principles	2	
†Piano	0	0
Electives	3	5
Physical Education	1/2	1/2
Total	15 1/2	15 1/2
Sophomore Year	Hours of Credit per Semester	
	1st	2nd
• Daniel and Revelation	2	2
• Pastoral Training	2	2
• Teachings of Jesus	3	

* Students who have had no academy Bible will take Bible Survey and Gift of Prophecy the first year; Daniel and Revelation, and Bible Doctrines the second year.

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

Church Polity	2	
Survey of European History	3	3
Gift of Prophecy	1	1
Piano	1	1
Elective	2	7
Physical Education	1/2	1/2
Total	16 1/2	16 1/2

ELEMENTARY TEACHER TRAINING

PREREQUISITE: Completion of high school, with a minimum of sixteen acceptable units. It is strongly urged that the applicant's secondary school record include the units required for admission to the degree curriculum, so as to eliminate as nearly as possible the necessity of making up entrance deficiencies upon transfer to the latter curriculum.

CERTIFICATION: Students finishing the elementary teacher training curriculum as outlined, are granted a denominational three-year elementary certificate.

Students completing this curriculum are also eligible to receive a permanent professional certificate from the State of Tennessee.

Freshman Year	Hours of Credit per Semester	
	1st	2nd
Composition and Rhetoric.....	3	3
*Bible Doctrines	3	3
Technique of Teaching	2	
Principles of Education		2
General Psychology	2	
Child Psychology		2
Children's Reading and Literature.....	2	
Mathematics for Elementary Teachers.....		2
Health Principles	2	
Teaching of the Language Arts.....		2
Health (Medical Cadet)	1	1
Practical Arts	1	1
Physical Education	1/2	1/2
Total	16 1/2	16 1/2

* Students entering without credits in Bible will take Bible Survey the first year and Bible Doctrines the second year.

Sophomore Year	Hours of Credit per Semester	
	1st	2nd
American History	3	3
Anatomy and Physiology	3	
Nature Study		3
† American Literature	2	2
Geography	3	3
School Health Problems	2	
School Music	2	
Music Appreciation		2
Elementary School Art		2
Directed Teaching	1	1
Physical Education (Plays and Games for the Elementary School)	$\frac{1}{2}$	$\frac{1}{2}$
Total	16$\frac{1}{2}$	16$\frac{1}{2}$

SECRETARIAL SCIENCE

Freshman Year	Hours of Credit per Semester	
	1st	2nd
* Bible Survey and Gift of Prophecy, or Bible Doctrines	3	3
✓ Composition and Rhetoric	3	3
✓ Shorthand	4	4
✓ Typewriting	1	1
✓ Filing	2	
✓ Voice Transcription (Ediphone)		1
✓ Principles of Economics	2	2
Elective		2
Physical Education	$\frac{1}{2}$	$\frac{1}{2}$
Total	15$\frac{1}{2}$	16$\frac{1}{2}$

Sophomore Year	Hours of Credit per Semester	
	1st	2nd
* Theology	2	
✓ Advanced Shorthand	3	3
✓ Transcription (Shorthand)	2	1

† Students may substitute two hours of Public Speaking for two hours of American Literature.

* Students who have not had a Bible course in the secondary school will take Bible Survey and Gift of Prophecy 5:6; others will take Bible Doctrines.

Principles of Accounting	3	3
Secretarial Practice	2	2
Advanced Typewriting	1	1
Elective	3	5
Physical Education	$\frac{1}{2}$	$\frac{1}{2}$
Total	$16\frac{1}{2}$	$15\frac{1}{2}$

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
*Theology	3	3
†Foreign Language	3	3
Inorganic Chemistry	4	4
Algebra and Trigonometry	3	3
Physical Education	$\frac{1}{2}$	$\frac{1}{2}$
Total	$16\frac{1}{2}$	$16\frac{1}{2}$

* Bible Survey and Gift of Prophecy 5:6 are taken by those who have not had Bible in secondary school; Bible Doctrines will be taken by others.

† 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
Theology	2	2
American Constitution and Government.....	2	
Elective		2
Physical Education	1/2	1/2
Total	16 1/2	15 1/2

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
*Theology	3	3
Inorganic Chemistry	4	4
Algebra and Trigonometry	3	3
**Elective	3	3
Physical Education	1/2	1/2
Total	16 1/2	16 1/2

Sophomore Year	Hours of Credit per Semester	
	1st	2nd
Organic Chemistry	4	4
Theology	2	
General Physics	4	4

* Students who have had no Bible in secondary school will take Bible Survey and Gift of Prophecy 5:6; others will take Bible Doctrines.

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

Zoology	4	4
† Elective	2	4
Physical Education	$\frac{1}{2}$	$\frac{1}{2}$
Total	$16\frac{1}{2}$	$16\frac{1}{2}$

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.

Freshman Year	Hours of Credit per Semester	
	1st	2nd
Composition and Rhetoric	3	3
*Theology	3	3
Inorganic Chemistry	4	4
Foods and Cookery	3	3
Electives	3	3
Physical Education	$\frac{1}{2}$	$\frac{1}{2}$
Total	$16\frac{1}{2}$	$16\frac{1}{2}$

Sophomore Year	Hours of Credit per Semester	
	1st	2nd
Theology	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
Physical Education	$\frac{1}{2}$	$\frac{1}{2}$
Total	$16\frac{1}{2}$	$16\frac{1}{2}$

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

* Students who have had no Bible in secondary school will take Bible Survey and Gift of Prophecy 5:6; others will take Bible Doctrines.

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.

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)	1-2
Science (one unit must be chemistry or physics)	2
Sufficient electives to make a total of sixteen units.	

Prenursing students are required to pass nursing aptitude tests upon entering the college.

The college prenursing work leads to a certificate instead of a diploma. It is suggested that these courses be taken in two semesters and a summer term. 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
*Theology	2-3	2-3
General Chemistry	3	3

* Students who have had no Bible in secondary school will take Bible Survey and Gift of Prophecy 5:6; others will take Daniel and Revelation.

Anatomy and Physiology	3	3
Bacteriology	2	2
History of Nursing	3	1
Health Principles		2
Physical Education	$\frac{1}{2}$	$\frac{1}{2}$
Total	$16\frac{1}{2}$ - $17\frac{1}{2}$	$16\frac{1}{2}$ - $17\frac{1}{2}$

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, 1945-46.

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

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

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 three hours of upper division credit 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.

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. *Landscape Art* *First semester, three 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, three 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.

43. *Soils and Soil Fertility* *First semester, three 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. Two hours lecture and two hours laboratory per week.

46. *Livestock Problems* *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.

61. *Crop Production* *First semester, three hours*

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

62. *Fruit Culture* *Second semester, three hours*

A study of the propagation, cultivation, spraying, and harvesting of tree fruits; general orchard management. Some time will be devoted to the study of small fruits. Two hours lecture and two 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. *Agricultural Mechanics* *Second semester, four hours*

A study of the principles of construction, operation, care, and repair of gas engines, tractors, electric motors, and machines for cultivating, harvesting, and processing farm products; electric and oxyacetylene welding. One hour lecture and six 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, cooperation, farm power and equipment.

104. *Farm Management* *Second 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.

Biology

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 three hours of upper division credit earned in this college.

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 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.

14. *Nature* *Second semester, three hours*

This course familiarizes the student with the nature-materials of his immediate environment.

21-22. *Bacteriology* *Both semesters, four hours*

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

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

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 two classes of students: those who desire to become clerical workers or secretaries, and those who desire the training for personal use and cultural background.

MAJOR: A major in business administration requires thirty hours. See "Major Requirements" for information as to upper division and residence credit.

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

BUSINESS ADMINISTRATION

1-2. *Accounting Principles* *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.

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

Prerequisite: Business Administration 1-2.

A course in advanced theory of accounting. Problems of single entry; preparation of working papers, balance sheets, and profit and loss statements; advanced partnership and corporation problems; valuation of assets; depreciation; reserves and reserve funds; sinking funds; consignment and installment accounting.

4. *Cost Accounting* *Second semester, three 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.

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.

55. *Consumers' Economics* *First semester, two hours*

An analysis of economic institutions from the consumers' viewpoint. The relation of the consumer to advertising, adulteration of products, installment selling, monopolistic practices, government economic and revenue policies.

101. *Economic Problems* *First semester, three hours*

A course dealing with some of the vital problems of modern economic life in connection with the concentration of industrial and labor power; public utilities; agriculture; money and banking; government finance; and foreign trade. Recent legislation in each of these fields is reviewed and analyzed.

102. *Business Management* *Second semester, three 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.

SECRETARIAL SCIENCE

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

Prerequisite: Secretarial Science 13 must be taken concurrently with this course unless the student has had the equivalent.

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

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

Prerequisite: Secretarial Science 9 or equivalent; 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. *Elementary Typewriting* *First semester, one hour*

Mastery of the keyboard and the technique of touch typing. Speed 25 to 35 words a minute. Four class hours per week.

14. *Intermediate Typewriting* *Second semester, one hour*

Prerequisite: Secretarial Science 13, or a net speed of 30 words a minute on three consecutive tests given during the first week of the semester.

Further development in speed and accuracy; 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.

19. *Filing* *First semester, two hours*

Forty-period Library Bureau course in filing. The course includes theoretical instruction and practice. Two class periods per week.

20. *Voice Transcription* *Second semester, one hour*

Prerequisite: A minimum typing speed of 40 words a minute or the permission of the instructor.

A course in the operation of voice writing equipment with emphasis on mailable transcriptions. Three class hours per week.

25. *Advanced Shorthand* *First semester, three hours*

Prerequisite: "C" standing in Secretarial Science 10 and 14; simultaneous registration, Secretarial Science 27.

Rapid writing and reading of Gregg shorthand. Speed 90 to 100 words a minute. Three class periods per week.

26. *Advanced Shorthand* *Second semester, three hours*

Prerequisite: Secretarial Science 25 or equivalent; simultaneous registration, Secretarial Science 28.

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.

27. *Transcription* *First semester, two hours*

Prerequisite: Secretarial Science 13 and 14; simultaneous registration, Secretarial Science 25.

Emphasis on mailable transcripts and the application of business English. Transcription speed 10 to 20 words a minute. Typing speed 50 words a minute. One class period and three laboratory periods per week.

28. *Transcription* *Second semester, one hour*

Prerequisite: Secretarial Science 27; simultaneous registration, Secretarial Science 26.

Transcription speed 30 to 40 words per minute. Typing speed 60 words per minute. Three laboratory hours per week.

31. *Advanced Typewriting* *First semester, one hour*

Prerequisite: Secretarial Science 14, or net speed of 40 words a minute on three consecutive tests given the first week of the semester.

Emphasis placed on increase of speed, accuracy and skill. Four class hours per week.

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

Prerequisite: Secretarial Science 31.

Further training to increase speed, accuracy and skill. Emphasis placed on the practical application of typing. Four class hours per week.

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

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.

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

Prerequisite: Secretarial Science 31.

Further development of skill in use of office machines and equipment not used in course 41. 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.

Chemistry

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.

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 three hours of upper division credit 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.

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

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 student teaching in the elementary and secondary schools with the regular instructors as supervisory teachers.

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	2
Principles of Secondary Teaching	2
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 elementary teacher training curriculum is eligible to receive a denominational three-year elementary certificate and a Tennessee permanent professional certificate.

MINOR: A minor in education requires fifteen hours.

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.

9. *Children's Reading and Literature* *First 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.

10. *Teaching of the Language Arts* *Second semester, two hours*

Methods and materials used in the teaching of reading, spelling, handwriting, and language usage 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. *Practical Arts* *First semester, one hour*

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.

18. *Practical Arts* *Second semester, one hour*

Work in creative arts not employed in Course 17. 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. *School Health Problems* *First semester, two hours*

A study of health problems in the school and the community.

32. *Elementary School Art* *Second semester, 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* *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.

- 39-40. *Directed Teaching* *Both semesters, two hours*
 Prerequisite: An average of "C" in college courses already taken.
 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.
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.
- *101. *Elementary School Curriculum* *First semester, two hours*
 Prerequisite: Education 15.
 A study of the foundation principles of curriculum construction, with practical work in building curricula in the elementary field.
108. *Tests and Measurements* *Second semester, two hours*
 Methods of preparing, administering, and interpreting tests.
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.
- *126. *Trends in Contemporary Education* *Second semester, two hours*
 A course designed to give the student an understanding and appreciation of present-day education.
133. *Principles of Secondary Education* *First semester, two hours*
 Prerequisite: Education 1.
 The development, scope, and function of secondary education.
141. *Principles of Secondary Teaching* *First semester, two 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.

* Not offered, 1945-46.

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.

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 32.

Methods of teaching typewriting in the secondary school.

153. *Music Pedagogy**First semester, one hour*

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, one hour*

Prerequisite: A major in music, or permission of the instructor.

Application, under supervision, of the methods and principles of teaching music. This course is taken concurrently with Education 153, and 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.

181. *Secondary School Administration* *First 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.

English

The immediate aim of the English department is to give the student, through reading, writing, and speaking, "A depth without narrowness, a breadth without shallowness, and a height without aloofness." The ultimate aim of the department is to continue furnishing educated, cultured, and spiritual leaders wherever they are most needed.

MAJOR: A major in English requires twenty-six hours in addition to English 1-2. An English major may include Speech 5 and 6.

MINOR: A minor in English requires fourteen hours above English 1-2, and shall include both English and American literature.

COMPOSITION AND LITERATURE

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

The purpose of this course is to give the student a mastery of the working principles of written expression. Definite study is given to exposition, description, argumentation, narration, and the research article.

3. *Introductory English*

This course is required of those who prove deficient in the fundamentals of English grammar and usage, and are unable to attain the standard required for passing the course in composition and rhetoric without more intensive drill than is provided in that course. The class meets two hours a week during the last eleven weeks of the first semester. Students are allowed to add this course to a full program. Tuition is charged at the rate of one hour per semester, but no credit is given for the course.

11-12. *English Literature* *Both semesters, six hours*

A survey course. Study is given to the biographical and historical backgrounds, but the emphasis is on reading for appreciation of the literature.

41. *American Literature* *First semester, two hours*

Representative selections and characteristic tendencies in the development of American literature, with emphasis on personal appreciation.

42. *American Literature* *Second semester, two hours*
Further study of the development of American literature; reading of representative selections.
- 103-104. *Journalism* *Both semesters, four hours*
Prerequisite: English 1-2.
A study of current types of news writing, features, and editorials, with practice in copy-editing, proofreading, headline writing, and paper make-up.
- 111-112. *Advanced Composition* *Both semesters, four hours*
Prerequisite: English 1-2.
A study of various types of articles; creative writing.
131. *Elizabethan Literature* *First semester, two hours*
A study of this great age as revealed by its authors.
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.
- 161-162. *Biblical Literature* *Both semesters, four hours*
A study of the English Bible, with emphasis on its literary aspects and the influence it has had upon the lives of great writers. Survey reading of portions of the Bible and study of the various literary types.

SPEECH

5. *Fundamentals of Speech* *First semester, two hours*
A study of the basic principles of public speaking, with opportunity for class participation in the preparation and delivery of various types of speeches.

6. *Fundamentals of Speech* *Second semester, two hours*
Further study of speech fundamentals; practice in public speaking.
21. *Expression* *First semester, one hour*
Individual instruction in the fundamentals of oral interpretation; memorization of selected literary masterpieces. One lesson per week.
22. *Expression* *Second semester, one hour*
Further study and application of the basic principles of oral interpretation, with emphasis on platform work. One lesson per week.
- 115-116. *Public Speaking* *Both semesters, four hours*
Prerequisite: Speech 5 and 6.
Study and practice of all types of speeches, special attention being given to the lecture and the persuasive speech.

Foreign Languages

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.

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

1. *Health Principles* *Either semester, two hours*

Fundamental, scientific laws governing health and hygiene; application of the principles of health and personal hygiene in daily living habits. Credit not allowed for this course if Health 140 is taken for credit.

3-4. *History of Nursing* *First semester, three hours*
Second semester, one hour

A study of the history of nursing and of the great leaders who have established its traditions and ideals; practical methods of studying applicable to a mastery of the art of nursing.

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.

27-28. *Home Nursing and Hygiene* *Both semesters, two hours*

Instruction in the treatment of those illnesses which can be cared for properly in the home, including protective measures, diet for the patient, and simple hydrotherapy treatments. One hour lecture, two hours laboratory. Credit not allowed for this course if Health 140 is taken for credit.

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.

140. *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 27-28.

Home Economics

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

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

A study of food selection, preparation, and service. Laboratory practice in the basic principles of cookery. Two hours lecture, three hours laboratory.

3-4. *Clothing**Both semesters, six hours*

An elementary course in the selection and buying of clothing; fundamental principles of garment construction; color design; psychology of dress. Two hours lecture, three hours laboratory.

15. *Food Economics and Meal Planning**First semester, two hours*

The planning and preparing of typical diets for the individual and the family under varying economic and social conditions. One hour lecture, three hours laboratory.

16. *Household Economics**Second semester, two hours*

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

*101. *Tailoring**First semester, two hours*

Prerequisite: Home Economics 3-4.

A study of the techniques of ladies' tailoring, drafting, and fitting. Projects include a suit or a coat.

Library Science

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

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.

*Probably will not be given, 1945-1946.

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 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

The courses in this department are intended to bring music into the experience of the individual student; to give basic training to those who desire a knowledge and appreciation of music for personal enjoyment or for professional use.

MAJOR: A major in music requires thirty-six hours distributed as follows: twenty-four hours in theory, history, and appreciation courses; twelve hours in one field of applied music.

When voice, organ, violin, or other instrument except piano, is chosen as the applied music field for a major, the student must demonstrate sufficient pianistic ability to meet the practical requirements of the theory courses.

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

MINOR: A minor in music requires twenty hours, including six hours in one field of applied music. A minimum of six hours of the minor must be in upper division courses.

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, such as a cappella choir, orchestra, chorus, glee club, or band.

A maximum of two hours for music organizations may apply toward graduation.

THEORY, HISTORY, AND APPRECIATION

1-2. *Harmony and Ear Training* *Both semesters, four hours*

Prerequisite: A minimum of one year of piano.

Major and minor scales, intervals, primary and secondary triads and their inversions. The dominant seventh and its inversions, harmonizing melodies, the larger chord formations, modulations, and the singing and playing of harmonies in class for the purpose of ear training.

3-4. *Harmony and Ear Training* *Both semesters, four hours*

Review of the principles of harmony previously considered; extensive study of modulation through the use of secondary triads and seventh chords; mixed chords, and their various alterations; original compositions.

5-6. *Conducting* *Both semesters, two hours*

Music fundamentals; training in the conducting of congregational and choir music.

105-106. *Hymnology and Conducting* *Both semesters, four hours*

Prerequisite: Music 5-6.

A study of sacred music, including hymns and gospel songs; advanced training in conducting.

117. *History and Appreciation of Music* *First semester, two hours*

The history of music from its early beginnings to the present day; music appreciation.

118. *Theory and Appreciation* *Second semester, two hours*

A study of acoustics, tempered scale, orchestral and band instruments, rhythm, tempo, music terms, embellishments, music forms, vocal and instrumental counterpoint; music appreciation, and an introduction to writing and arranging music for an orchestra.

121-122. *Composition and Counterpoint* *Both semesters, four hours*

A course in the construction of small forms of music composition, the laws of melody writing, and the principles of combining melodic tone lines preparatory to the writing of inventions.

APPLIED MUSIC

APPLIED MUSIC CREDIT: For credit in voice, or in piano, violin, organ, or other instrumental music, the following standards apply:

One hour of credit for one lesson a week for a semester, with five hours of practice weekly.

Two hours of credit for two lessons a week for a semester, with ten hours of practice weekly.

For information as to credit for participation in music organizations, see the course descriptions. 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.

Piano *Either or both semesters*

Private instruction adapted to the needs of each student. Class instruction for elementary school children.

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 on the instrument of the student's choice. 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.

Physics

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.

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.

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.

Printing

1-2. *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.

Social Science

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.

MINOR: Fifteen hours in history are required for a minor. Courses 15, 17, 20, 41, and 42 are not applicable on a minor.

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.

* Probably will not be given, 1945-1946.

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*
 trines and personalities; rise and power of the Papacy.
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.

Theology and Homiletics

It is the purpose of the department of theology 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.

Registrants in the theological and Bible instructors curricula are expected to participate in the activities of the ministerial seminar.

MAJOR IN THEOLOGY: A major in theology consists of thirty hours of credit in theology, exclusive of Course 1-2. Approximately half 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 requirements for a degree.

A survey of events in the Christian church from apostolic days; doc-

* Probably will not be given, 1945-1946.

MAJOR IN RELIGION: A major in religion (thus designated to distinguish it from a major in theology) is for non-theological students. It consists of thirty hours from this department, including Theology 112, and exclusive of Courses 71-72, 111, 123-124, 125-126.

MINOR: A minor in theology requires six hours in addition to the basic requirement in theology, and does not include Courses 71-72, 111, 123-124, 125-126.

1-2. *Bible Survey*

Both semesters, four hours

A survey course in the Old and New Testaments, emphasizing the fundamentals of the plan of salvation and tracing the fulfillment of certain Messianic prophecies. This course does not apply toward a theology major. It is required of students who have had less than one unit of academy Bible, but is not open to students who have had one unit or more of Bible in academy.

5-6. *Gift of Prophecy and Denominational History*

Both semesters, 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 is made of the development of the Seventh-day Adventist church contemporary with the modern manifestation of the Spirit of prophecy. Required of students who have not taken Bible in the secondary school.

19. *Bible Doctrines*

First semester, three hours

Prerequisite: One or more units of secondary school Bible credit.

An examination of the doctrines of the Bible, with special emphasis upon the fundamental beliefs of Seventh-day Adventists.

20. *Bible Doctrines*

Second semester, three hours

Prerequisite: One or more units of secondary school Bible credit.

An examination of doctrines of the Bible not studied in Course 19.

55. *Daniel*

First semester, two hours

Prerequisite: Theology 1-2 or one unit of secondary school Bible credit, or equivalent.

A verse-by-verse study of the book of Daniel, to find the lessons applicable to the present day. Considerable attention is given to the introduction; modern theories regarding the time, place, and authorship of the book are evaluated.

56. *The Revelation* *Second semester, two hours*

Prerequisite: Theology 1-2 or one unit of secondary school Bible credit, or equivalent.

A study of the book of Revelation in its entirety, with emphasis on its deep spiritual values, correct methods of interpretation, and the fundamental truths of the book which have always been prominent in the characteristic message of Seventh-day Adventists.

71-72. *Pastoral Training* *Both semesters, four hours*

A study of the principles underlying the work of ministers and Bible instructors.

101-102. *New Testament Epistles* *Both semesters, six hours*

An exegetical study of the book of Acts and the Epistles. Consideration is given to the circumstances under which each epistle was written, and to the special problems and teaching of each book.

111. *Church Polity* *First semester, two hours*

A study of the organization of the Seventh-day Adventist church.

112. *Biblical Topics* *Second semester, two hours*

Research in connection with particular teachings of the Bible. Outlines, reports, and term papers are required: This course is required of theology and religion majors.

123-124. *Sermon Preparation and Delivery* *Both semesters, six hours*

Prerequisite: Theology 71-72.

A study of the preparation and delivery of sermons. Sermon outlines and practice preaching are required.

125-126. *Field Work Seminar* *Both semesters, four hours*

Prerequisite: Theology 123-124.

Students are given opportunity to obtain practice in the duties of a minister. Actual experience in conducting meetings and doing personal work is required.

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.

161. *Teachings of Jesus* *First semester, three 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. *Gift of Prophecy Seminar* *Second semester, three hours*

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

*180. *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.

* Probably will not be given, 1945-1946.

Collegedale Academy

1945-1946

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 registrar 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 10, 1945, 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.

The fifteen per cent penalty rule, explained in the section on absences, will apply to late registrants in the same manner as it applies to those who miss classes during the school year.

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

Students may change their program without charge, upon approval of the registrar and 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 registrar. This permit must be countersigned by the instructor and returned by the student to the registrar. 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 after the first nine weeks, unless on account of illness or other unavoidable circumstances, will be entered on the permanent records as a failure. 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.

An academy student will be allowed one unexcused absence per class each six-week period, but these absences may not be cumulative.

A student missing 15 per cent or more of the total class appointments shall receive a grade of "F" in that course. The student may apply to the faculty for exemption in case of serious illness or for other causes not under his control where the absences would result in a penalty to his grade.

Three tardinesses are counted as one absence, and absence from laboratory is considered 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.

Excuses for absences should be submitted the first day the student resumes class work and will not be considered if submitted later than one week following the absence.

A fine of one dollar will be required of any student having more than three unexcused absences from physical education or study hall during one semester. This charge shall be settled before class work is continued.

Absences for sickness shall be reported the first time the student comes back to class after the sickness. The health officer shall fill out and turn in to the registrar's office all absence blanks for sickness.

Chapel services are held three times each week. Three absences from chapel are allowed in one semester. If a student permits more than three unexcused absences from chapel to accumulate, he will be asked to pay a penalty fine of one dollar in cash before he is permitted to continue his class work. Any absence from classes caused by suspension due to irregularity in chapel attendance will be counted.

Grade Reports

Reports of scholarship and deportment 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 college 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

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 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.

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	1/4

GRADE TEN

English II	1 ✓
World History	1
Ancient Hebrew History	1 ✓
Physical Education	1/4
Elect one unit:	
*Home Economics	1 ✓
Manual Training I	1
Algebra II	1
Music	1

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

* Required of girls.

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

GRADE TWELVE

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

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

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. Mrs. E. G. White's "Messages to Young People" is the basis of this latter work.

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 *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 in the College Preparatory curriculum, the student must complete the following:

(a) Applied Music: Upon recommendation of the music director, a student may receive credit for piano, voice, or violin. A voice and violin student must have the equivalent of one year of piano, or 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 period of at least forty-five minutes a week for thirty-six weeks.

*Music II.**Two semesters, one unit*

For credit in Music II in the College Preparatory Curriculum, 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 the plant kingdom. An intensive study is made of typical representatives, and a more general study of related forms, with a view to discovering the chief characteristics of each division. The morphology and physiology of plants is stressed, and extensive experimental and microscopic work is required. In zoology a fairly complete life history of each type studied is presented. The adaptation of plants and animals to their surroundings is stressed. 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.

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.

Entrance Deposit

At the time of admission an entrance deposit is required of all students as follows: Dormitory student, \$50.00; resident student, \$20.00.

This deposit is held as a guarantee that the statement for each period will be paid when presented. The deposit cannot be drawn upon during the school term for cash, for the payment of a school bill, or for any personal expenses; it is refunded as a credit on the statement for the final period of the school year. There is no exception to this rule unless special arrangements with the management of the college and the president of the student's home conference are made through the church pastor or the district leader.

Fixed Charges—Academy

FOUR-WEEK PERIOD

	Women	Men
*Tuition (4 units).....	\$15.00	\$15.00
Board (Average)	20.00	25.00
Dormitory Rent	12.00	12.00
Laundry (Minimum)	3.00	3.00
Medical	1.00	1.00
Period Total	\$51.00	\$56.00
Yearly Total (9½ periods).....	\$484.50	\$532.00

* Four units are considered full school work.

FINANCIAL PLANS SUMMARIZED—BOARDING STUDENTS

COLLEGEDALE ACADEMY

*Plans	Number of Units or Subjects	Hours of labor per week	Four Week Period			School Year (9½ Periods)		
			Cash	Labor	*Total	**Cash	Labor	***Total
Plan I	4	10	\$42.80	\$13.20	\$56.00	\$406.60	\$125.40	\$532.00
Plan II	4	20	29.60	26.40	56.00	281.20	250.80	532.00
Plan III	3	30	13.40	39.60	53.00	127.30	376.20	503.50
Plan IV	2	40	—	52.80	50.00	—	501.60	475.00

* 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 or special charges as these vary according to the course of study. Books may be obtained at the college store on a rental basis.

** 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 upon the average expense and labor credit for men.

NOTE—A minimum of ten 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 ten hours per week.

Semester Fees—Academy

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

GENERAL FEES:

Library	\$2.50
Lyceum	1.25
Matriculation	5.00

LABORATORY FEES:

Chemistry	3.00
Home Economics	4.00
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

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—cash50
Special trip	2.50
Transportation to Ooltewah:	
Special trip50

No fees or charges are refundable.

Tuition Charges—Academy

The charges for tuition for the regular school year of nine and one-half periods are as follows:

	Each Period	School Year (9½ periods)
5 Units or Subjects	\$18.00	\$171.00
*4 Units or Subjects	15.00	142.50
3 Units or Subjects	12.00	114.00
2 Units or Subjects	9.00	85.00

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

* Four units are considered full school work.

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 registrar. 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 registrar'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.

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.

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.

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	\$5.00	\$47.50
Grades IV-VI	6.00	57.00
Grades VII-VIII	7.00	66.50

SEMESTER FEES

Lyceum50
Matriculation50
School Supplies	1.00

OTHER CHARGES

Music Lessons (20 minute lesson)	\$2.50 per 4 week period
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College Enrollment 1944-1945

	Men	Woman	Total
Liberal Arts:			
Juniors	5	5	10
Sophomores	10	15	25
Freshmen	19	71	90
Pre-professional:			
Sophomores	5	3	8
Freshmen	6	32	38
Specials		6	6
	<hr/>	<hr/>	<hr/>
Total for year	45	132	177

Geographical Distribution of College Enrollment

1944-1945

Alabama	14	Missouri	1
Colorado	1	New York	1
District of Columbia	2	North Carolina	21
Florida	42	South Carolina	2
Georgia	14	Tennessee	55
Illinois	1	Texas	1
Indiana	1	Virginia	2
Iowa	1	Washington	1
Kentucky	2	Bahamas	1
Louisiana	3	Newfoundland	1
Maine	1	Puerto Rico	3
Maryland	2		
Michigan	3		
Mississippi	1		
		Total	<hr/> 177

Graduates of 1945

JUNIOR COLLEGE SENIORS

Doris Christine Bethea	Alice Marie Irwin
Alan Floyd Bush	Lillian Jewell Johnson
Helen Shirley Bush	Gunter Werner Koch
Dorothy Davis	Ruth Margaret Risetter
Verne Clarence Dortch	Roland Robert Semmens
Mamie Yancey Echols	Mary Lucy Tunison
Eddie Frances Greek	Lyle Marie Wallace
*Mary Riley Henderson	Margret Inez Wrenn

ACADEMY SENIORS

Thomas Morton Ashlock	Elizabeth Jane Kistler
Virginia Ireland Byrd	Philip Charles Lang
Sandy Truett Campbell	Vivian Ruth Lehman
Andrew Fitch Chastain	Wendolyn Faye Lehman
Wanda Lou Cheek	Kathleen Mathieu
Lillian Dell Conger	Billie Jean McKinney
Lorin Oswald Cook	Norma Meyer
Donald Ray Danner	John Norbin Morgan
Sarah Kathleen East	Becky Sue Nix
James Burton Everett	Albert Roland Parker
Forrest LaVerne Fuller	*Craig Stanford Parrish
Corinne Orelia Graham	Elsie Faye Pearson
Delice Eleanor Graham	Wilma Young
Carl Hamilton	Robert Kenneth Ray
Gerald Lewis Harvey	Dixie Jauthenia Reeder
Hilda Yvonne Henderlight	James Houston Sinclair
Miriam Brewer Hilton	Leo Dean Tucker
Elizabeth Holland	Pedro Juan Villanueva

PRENURSING CERTIFICATES

Esther Flora Grant	Bertha Elizabeth Nelson
Donna Jean Greve	Wilma Hope Pearman
Thelma Fay Irvin	Dorothy Viola Schneider
Adina Johnson	Mary Lucy Tunison
Mary Caroline Kuster	Margaret Nancy Tucker
Mary Belle Loveland	Dorothy Jean Ulloth
Beatrice Oletha Manuel	Naomi Evelyn Wynn
Kathaleen Mathieu	

* In absentia.

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