

Soetkin College

Student

Handbook

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**SOUTHERN JUNIOR
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"One earnest, conscientious, faithful young man in a school is an inestimable treasure. Angels of heaven look lovingly upon him, and in the ledger of heaven is recorded every work of righteousness, every temptation resisted, every evil overcome. He is laying up a good foundation against the time to come, that he may lay hold on eternal life."—"Counsels to Teachers," pp. 98, 99.

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SOUTHERN JUNIOR COLLEGE
and Preparatory School
Collegedale, Tennessee

School address _____

Home address _____

THE STUDENT'S PLEDGE

Within these covers the student will find valuable information regarding the customs and policies of Southern Junior College and its academy. It is therefore necessary that each student carefully read this book before making application for admission that he may acquaint himself with the regulations of the school and understandingly sign the matriculation blank. His matriculation, then, is a pledge that he will abide by the rules and that his conduct will correspond to the spirit of the institution.

FOREWORD

Believing that new students, and frequently old students as well, feel the need of and appreciate definite and accurate information regarding the college policies, standards, and campus life and customs, the **Student Handbook** has been prepared. Many questions arise which too often remain unanswered until the student finds himself face to face with some unfortunate and embarrassing situation, involving some regulation which he has not understood or even known. The catalog gives much helpful information, but it is necessarily of a more general nature. We trust that this handbook may prove to be helpful to our teachers and students, since it gives in concise and convenient form, information concerning the policies, standards, and campus activities of Southern Junior College.

HOW TO REACH SOUTHERN JUNIOR COLLEGE

Southern Junior College is located on the Southern Railway between Chattanooga and Atlanta, eighteen miles from the former city. Trains pass through the College estate; our 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 between Washington, Memphis, Birmingham, New Orleans; between Cincinnati, Atlanta, and Jacksonville, stop at Ooltewah, thus affording splendid railway service. Ooltewah is also on the Lee Highway, which connects Washington, D.C., and other eastern cities with Chattanooga and other southern points. A hard-surface highway reaches from Collegedale to Chattanooga, thus affording quick access to this scenic and historic city of one hundred and forty thousand people. Motor buses operating between Chattanooga and Apison pass in front of the College. As an accommodation to passengers, they often drive to the dormitories.

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

WHAT TO BRING

Students should come provided with the following articles:

- One pillow
- Two pillow slips
- Four single sheets
- One comfort
- One pair blankets
- One bedspread
- Two table covers
- Two dresser scarves
- One laundry bag
- Bedroom slippers
- Suitable school and work clothes
- Rugs or linoleum
- Curtains for two windows
- Pictures
- Lamps

"Rules should be few and well considered; and when once made, they should be enforced. Whatever it is found impossible to change, the mind learns to recognize and adapt itself to; but the possibility of indulgence induces desire, hope, and uncertainty, and the results are restlessness, irritability, and insubordination." "Education," page 290.

The College is located at New Hope from the
College.

FUNDAMENTAL PRINCIPLES

"The first great lesson in all education is to know and understand the will of God. Take the knowledge of God with you through every day of life. Let it absorb the mind and the whole being . . . The students in our schools are to consider the knowledge of God above everything else."—"Fundamentals of Christian Education," p. 414.

"Balanced by religious principle, you may climb to any height you please. We would be glad to see you rising to the noble elevation God designs that you shall reach. Jesus loves the precious youth, and He is not pleased to see them grow up with uncultivated, undeveloped talents. They become strong men of firm principle, fitted to be intrusted with high responsibilities, and to this end they may lawfully strain every nerve."—*Ibid.*, p. 83.

"The only safety for our youth in this age of sin and crime is to have a living connection with God. They must learn how to seek God that they may be filled with His Holy Spirit, and act as though they realized that the whole host of heaven was looking upon them with interested solicitude, ready to minister unto them in danger and in time of need. The youth should be barricaded by warning and instruction against temptation. They should be taught what are the encouragements held out to

them in the Word of God. They should have delineated before them the peril of taking a step into the by-paths of evil. They should be educated to revere the counsels of God in His sacred oracles. They should be so instructed that they will set their resolution against evil, and determine that they will not enter into the path where they could not expect Jesus to accompany them, and His blessing to abide upon them. They should be taught practical, daily religion that will sanctify them in every relation of life, in their homes, in business, in the church, in society. They must be so educated that they will realize that it is a perilous thing to trifle with their privileges but that God expects them reverently and earnestly to seek daily for His blessing. The blessing of God is a precious gift, and it is to be counted of such worth that it will not be surrendered at any cost. The blessing of God maketh rich, and it addeth no sorrow."—*Ibid.*, pp. 232-233.

"Upon Christian youth depend in a great measure the preservation and perpetuity of the institutions which God has devised as a means by which to advance His work. This grave responsibility rests upon the youth of today, who are coming upon the stage of action. . . .

"If youth could see that in complying with the laws and regulations of our institutions they are only doing that which will improve their standing in society, ele-

vate the character, ennoble the mind, and increase their happiness, they would not rebel against just rules and wholesome requirements, nor engage in creating suspicion and prejudice against these institutions"—"Testimonies," Vol. 4, p. 434.

"Students, you can make this school first class in success by being laborers together with your teachers to help other students, and by zealously uplifting yourselves from a cheap, common, low standard. Let each see what improvement he can make in conforming his conduct to Bible rules. Those who will seek to be themselves elevated and ennobled are co-operating with Jesus Christ by becoming refined in speech, in temper, under the control of the Holy Spirit. . . ."—"Fundamentals of Christian Education," p. 464.

THE STUDENT'S IDEAL

"Students, make your school life as perfect as possible. You will pass over this way but once, and precious are the opportunities granted you. You are not only to learn, but to practice the lessons of Christ."—Counsels to Teachers, p. 554.

KIND OF STUDENTS WELCOME

Southern Junior College is open to all worthy students who come for the purpose of doing earnest, faithful work. Those

who have little desire to study, or who are careless in their deportment are not encouraged to enter. Those who use tobacco, liquor, or profane language, who indulge in card playing and improper associations, will not knowingly be admitted or retained.

Students should remember that the school is a Christian institution. Unless they are willing to give due respect to the Word of God, the Sabbath, worship and other religious exercises of the institution, they should not apply for admittance.

STANDARDS GOVERNING ALL STUDENTS, RESIDENT OR DORMITORY

"Each student entering one of our schools should place himself under discipline. Those who refuse to obey the regulations should return to their homes."—"Counsels to Teachers," p. 265.

All regulations adopted by the faculty and announced to the students have the same force as those published in the Catalog and in the Student's Handbook.

Experience has shown that there are some practices that cannot be tolerated in Seventh-day Adventist institutions. Since Southern Junior College would not knowingly receive a student who offends in these practices, the first offence of the following nature

on or off the school premises, lays the student liable to immediate dismissal:

1. Gambling, betting, possessing or using cards, or other gambling devices.
2. Drinking liquor, handling or possessing liquor, or furnishing it to others.
3. Using narcotics or tobacco in any form; having narcotics, tobacco, pipes, cigars, cigarettes, or cigarette papers in one's possession, or allowing their use in one's room.
4. Meeting persons of the opposite sex in any clandestine manner.
5. Willful deception regarding violation of school regulations, including dishonesty in examinations or other class work, whether in giving or receiving help.
6. Using or possessing weapons or firearms.
7. Using profane language, indulging in lewd conduct or suggestions, possessing or displaying obscene literature, pictures or materials.
8. Disseminating atheistic ideas or undermining the religious ideals of the institution.
9. Stealing.
10. Attending the theater.
11. Dancing.
12. Sounding false fire alarms.
13. Insubordination.

The Student's Standing. While every effort is put forth to stimulate and inspire the student to develop the best that is in him, the College cannot undertake the problem of disciplining students who are not in sympathy with its purposes; therefore, **any student who becomes antagonistic to the spirit, standards, or discipline of the College or who disseminates ideas contrary to the wholesome influence of the school, and thus attempts to undermine its ideals, will be dismissed.**

Any student whose scholarship shows that he is failing to accomplish the purpose for which he attends college, and that continuance in school would be unprofitable to him, will be advised to make other plans.

Eligibility to Office. The names of all student candidates for official positions in any college or class organization, must be approved by the President or Deans.

Probation. A student placed on probation will be dismissed if guilty of further offenses. After a period of good conduct, the student may be released from probation.

Religious Requirements. The College believes that attendance at religious services is helpful in the development of Christian character and not an infringement upon the student's personal liberty, since he voluntarily places himself under such regulations by the act of entering school. Therefore, attendance at Friday evening service, Sab-

bath school, and church services is required of all students. In the case of resident students, the College relies upon the student's home to carry out this regulation as an evidence of good faith. If a student who lives in a school home is ill, or unable for any other reason to attend, he should notify the Dean before the service from which he desires to absent himself, and he will be expected to stay quietly in his own room.

Students are expected to deport themselves on the Sabbath in harmony with the sacredness of the day.

Social Relations. While a friendly social intermingling of students in classes and general school activities is encouraged, the unrestricted association of young men and young women is not permitted. Improper associations, flirting, strolling together, surreptitious meetings, loitering about the buildings, on the campus or grounds or sitting together in public gatherings, except at functions where permission is granted, cannot be permitted since these things militate against the best interests of the College.

Official chaperons from the faculty for all mixed social groups, are approved by the President.

All unmarried students whose parents or legal guardians do not reside in the vicinity of the College, are required to live in the

school homes. Exceptions to this rule are made only by the Administration.

Those planning social functions involving dormitory students should submit in writing to the Deans at least 72 hours in advance of the proposed gathering, the names of those invited. Once a list is approved, there should be no eliminations or additions without counsel with the Deans.

Motor Vehicles. Students are advised not to bring automobiles or motorcycles to the College. Experience has demonstrated that in many cases irregularities detrimental to the student's progress have resulted from the use of automobiles while in the school. If motor vehicles are brought to the College by students, they must be kept in a place designated by the Administration, and the keys deposited with the President

Cameras. Students are advised against the promiscuous use of cameras. Unconventional and questionable pictures do not rightly represent Southern Junior College; therefore the taking of such pictures constitutes a violation of its principles. Cameras are not to be used on the Sabbath.

Dress. No jewelry such as bracelets, rings, or locket, may be worn. All extremes in thin waists, length of skirts or sleeves, high heels, and low necks, should be avoided, and in the whole wardrobe

health, good taste, modesty, and economy should be considered. The use of "makeup" is forbidden.

Pass Keys. Students are forbidden to use pass keys in any of the buildings of the institution except when such keys have been issued by the Business Office, and proper authority has been delegated to the student. A fine of five dollars will be assessed any student who, without permission, is found on a fire escape or roof of any building; who enters any room by window or transom, by use of pass keys or other improper means.

Protection of property. All persons are forbidden to cut trees of any kind on College property, or to mutilate trees or shrubbery in any way. Students are warned against carelessness in the use of fire in the timber on the College estate. In all cases of damage to institutional property by students, they will be held personally responsible.

Gainful Enterprise. Any student who desires to carry on an enterprise for the purpose of gain, shall first secure the consent of the President.

SCHOOL HOME REGULATIONS

"To each student in the home I would say, be true to home duties, be faithful in the discharge of little responsibilities, be a real living Christian in the home. Let Christian principles rule your heart and control your conduct. Heed every suggestion made by the teacher, but do not make it a necessity always to be told what to do. Discern for yourself. Notice for yourself if all things in your own room are spotless and in order that nothing there may be an offense to God, but that when holy angels pass through your room, they may be led to linger because attracted by the prevailing order and cleanliness. In doing your duties promptly, neatly, faithfully, you are missionaries. You are bearing witness for Christ"—"Testimonies," Vol. 6, p. 171.

Leaving Campus. Students may not leave the campus without making proper arrangements with the Dean and work superintendent.

In no case will leave of absence be granted to students to visit in private homes, except on written authorization from parents or guardians.

Permission to make business trips to Chattanooga will be granted when necessary arrangements have been made with the Dean. The College provides automobile service to Chattanooga, and all stu-

dents going to the city are expected to use this service. A reasonable charge is made.

Parents are urged not to make frequent requests for their children to come home or visit friends, since such absences seriously interfere with the students' class work. In all cases where parents desire their children to come home, a written request must be addressed directly to the President, and should not be enclosed in a letter to the student. Permission for leave of absence will be granted not more frequently than once in four weeks, except in cases of emergency.

Absence from Worship. Attendance at worship services in the school homes is expected of all dormitory students.

Absences from the dormitories after evening worship, without permission, is considered a serious violation of the regulations of the College.

Callers. Since the school dormitories are private homes and not public buildings, persons living outside who desire to call upon members of the home family are requested to make their business known at the Dean's office.

Fire Hazards. Students are not allowed to cook food in their rooms; therefore, such heating appliances as chafing dishes, alcohol and electric stoves are not permitted in the College homes. Candles must not be used.

GENERAL INFORMATION

Mail. The mail is carried to and from the school homes daily. When writing to students correspondents should add the name of the school and the school home to the address; this insures delivery.

Laundry. All the student's clothing and bedding which is to be laundered must be marked with full name in indelible ink. Laundry bags should be provided. All laundry must be ready to be taken to the laundry within the appointed time.

School Store. School supplies, stationery, toilet articles, etc., may be purchased at the store.

Fire-Drills. In preparation for fire emergency, students are organized into units and given practice in fire-drill.

Valuables. The school is not responsible for money or other valuables kept by the student. To insure safety, all but small amounts of money should be deposited at the Treasurer's office.

Advisers for Student Organizations. The President reserves the right to appoint advisers for all student organizations.

Senior Advisory Committee. A committee for graduating class activities will be appointed by the faculty at the beginning of the second semester.

Resident and Non-resident Status. All unmarried students whose parents or legal guardians do not reside in the vicinity of the College are required to live in the school homes. Exceptions to this rule are made only by the Local Board of Management.

Play. Academy students may not engage in games or play during the morning school session.

Damages. Students will be charged for damage done to school property by them.

Trespassing on Roofs. Students are forbidden to go onto the roof of any College building except when making repairs at the direction of the management.

Permissions. No one should go to the village or be away from the school homes for any length of time or sleep in any room other than his own without obtaining permission from the Dean of Men or the Dean of Women or Preceptress.

Permission to go from the school or any leave which involves absence from any school assignment such as class, chapel, or Sabbath services, must be obtained from the President by the use of the Leave of Absence Blank.

Reading. Novels and cheap story magazines may not be brought to the school.

Music and Radios. Radios or phono-

graphs will not be allowed in the Student's rooms. Jazz, Swing and cheap music is is not permitted on the campus.

Guests. The ability of the school to entertain guests is limited because of lack of room and other facilities. The school usually provides one guest room in each home. Those who expect to be guests of the school should notify either the Dean of Men or the Dean of Women in sufficient time so that proper reservations can be made. Our students are here for work and Christian growth; guests are therefore, requested not to interfere with the regularity of the student's program and proper Sabbath observance. No guest or stranger should go to a student's room without the knowledge of the one in charge of the home.

All guests remaining in either school home over night are expected to register in the office of the Dean. Any student entertaining a guest in his room over night without previous arrangement and the registration of the guest, may be charged one dollar per night.

Parents visiting their children at the school are expected to make proper arrangements with the Dean regarding any plan which would interfere with the regular assigned work, and in no case should any affair be arranged which would be out of harmony with the

school regulations governing the conduct of students

Sabbath Observance. Students are expected to deport themselves in such a way on the Sabbath as shall be in harmony with the sacredness of the day, and to attend Friday evening service, Sabbath school, and public worship. If, because of illness, or for some other accepted reason, the student cannot attend one of these services, he should present an excuse to the Dean of Men or the Dean of Women. It is advisable that the excuse be presented before the service. He will then be expected to remain in quietness in the school home. If absences are not arranged for as stated above, the third unexcused absence will be reported to the President.

Study Period. Since the evening study period is valuable to each student, it should be carefully observed. Quietness must be maintained throughout the building. In order to aid in maintaining a quiet study period there should be no talking aloud, and all students should wear felt-soled slippers or rubber-heeled shoes, during the entire period. No baths should be taken during the study hour except in emergency, and then only with permission. A monitor is in charge of each floor and will arrange for necessary errands but as a rule errands

should be attended to before the beginning of the study period.

Dishes and Silverware. Students are not permitted to carry dishes or kitchen utensils to their rooms without permission of the Matron.

Health Service. The College employs school nurses who, in conjunction with physicians, are charged with the duty of safeguarding the health of the students. The medical fee covers the following services: The care of minor ailments and accidents, simple remedies and dressings, necessary office calls and treatments, and general nursing service in the homes. This fee does not cover tray service, special nursing and treatments, hospital fees, or operations. In case of an epidemic or extended illness, other arrangements may be necessary.

As far as possible, all necessary dental and optical work should be cared for by students before entering the College, since serious interference with school work results from frequent appointments with a doctor during the school term.

Privacy. Those who reside in the College residence halls have their private rooms and should be respected in this right. No student should enter another's room without permission, nor in any way molest the property of others. Students who do not reside

in the dormitories are requested to remember that these buildings are not public.

Care of Personal Property. Students leaving school should remove their personal effects at the time they leave. The College will not accept responsibility for packing or shipping personal effects or baggage.

Vacation Conduct. Students who remain in the College residence halls after the close of the academic year, who come before the opening of a given semester or summer session, or who remain during the holiday season, are under the same general regulations of the College as during the regular school year or during the summer school.

The Sprinkler System. The principal buildings are equipped with automatic sprinklers for fire protection.

The valves are placed at intervals on the pipes, so constructed that a small amount of heat (160 degrees F.) will set them into instantaneous operation, causing a flood of water to be released in the room. Any blow to the valves or damage to the pipes will also cause this reaction.

Students should not tamper at any time with any valve or any part of the equipment. Failure to follow this instruction may result in severe penalty.

An automatic alarm will start ringing very loudly whenever the system goes into operation. This will indicate that a flood

of water is being released into the building,

Loss and Recovery of Personal Property.

The College cannot hold itself responsible for the loss of personal property. Students are asked to provide themselves with brief cases or other means of caring for their books and other personal belongings so they will not be left lying about the buildings. Articles that are found are left at the Janitor's Office.

ASSOCIATION

"Our relations to one another are not to be governed by human standards"—
"Counsels to Teachers," p 256.

"Under . . . the untimely excitement of courtship and marriage, many students fail to reach that height of mental development which they might otherwise have attained."—*Ibid.*, p. 83.

"Those who are possessed of a love-sick sentimentalism and make their attendance at the school an opportunity for courting and exchanging improper attentions, should be brought under the closest restrictions."
"Testimonies," Vol. 4, p. 209.

"Some of those who attend our schools do not properly improve their time. Full of the buoyancy of youth, they spurn the restraint that is brought to bear upon them. Especially do they rebel against the rules that will not allow gentlemen to pay at-

tention to young ladies. Full well is known the evil of such a course in this degenerate age. In a school where so many youth are associated, imitating the customs of the world in this respect would turn the thoughts in a channel that would hinder them in their pursuit of knowledge, and in their interest in religious things. The infatuation on the part of both young men and women in thus placing the affections upon each other during school days, shows a lack of good judgment—Under this bewitching delusion, the momentous responsibility felt by every sincere Christian is laid aside, spirituality dies, and the judgment and eternity lose their awful significance.”—“Testimonies,” Vol. 5, p. 110.

Read also “Counsels to Teachers,” pp. 100-104.

A friendly social intermingling of young men and women in classes, the dining room, and school activities is encouraged. Sentimentalism and conspicuous attentions are forbidden. Announcements of engagements or wedding invitations or announcements should not be sent out during the school year.

Escorting. Upon the subject of escorting two points need to be considered. The common practice of waiting at the door of a public building to accompany a lady home is rude, and hence cannot be tolerated at any time by any well-regulated

home or school. There is only one proper mode of escorting a lady, except in case of emergency, and that is for the gentleman to go to the home of the lady, and with the knowledge and full consent of her parents, accompany her to a public gathering, sit with her during the exercises, and see her safely and directly home at the close. But during school it is not best to permit unrestricted even this mode of escorting, because general permission would bring a spirit of sentimentalism into the school which would interfere with study and good order; while discrimination would be regarded as favoritism, producing jealousy and leading to reckless transgression.

In case of students who are sufficiently mature, well advanced in their course of study and whose general conduct and scholarship are satisfactory, permission may be granted young men to call upon young ladies in their home or school parlors. Permission for such calls should be obtained from the President, who may confer with the Dean of Women and the Dean of Men.

Attendance at social gatherings is permitted only upon approval of the President and those arranging for such gatherings should confer with him before extending invitations. Requests for all such gatherings should be submitted long enough in advance to permit proper consideration. The names of those desiring to participate

should be submitted, except in cases where general permission is given.

The following requirements apply to all matriculated students and to all couples of which one member is a student, and hold for all social occasions where there is definite coupling, such as lyceum programs, parlor privileges, picnics, parties, class field trips, on or off the campus:

Scholarship—the student must have no conditions (E), or incompletes (I), for present or past work.

Conduct—the student must demonstrate good standards of conduct and social behavior.

No student may accept an invitation which will take him away from any school exercise, unless those issuing the invitation shall previously confer with the president.

Activities. "The student has a special work to do in the school itself. In the school room and in the school home there are missionary fields awaiting his labors."—"Counsels to Teachers," p. 552.

"They are not to look forward to a time after the school term closes, when they will do some large work for God, but should study now, during their student life, to yoke up with Christ in unselfish service for others." *Ibid.*, p. 547.

"From our colleges and training schools missionaries are to be sent forth to distant lands. While at school let the students

improve every opportunity to prepare for this work. Here they are to be tested and proved, that it may be seen what their adaptability is, and whether they have a right hold from above. If they have a living connection with heaven, they will have an influence for good on those with whom they come in contact." *Ibid.*, p. 549.

"You have the Pattern, Christ Jesus; walk in His footsteps, and you will be qualified to fill any and every position that you may be called upon to occupy."—"Fundamentals of Christian Education," p. 303.

"Love and loyalty to Christ are the springs of all true service. In the heart touched by His love, there is begotten a desire to work for Him."—"Education," p. 268.

Students and teachers of our schools unite in a number of activities which qualify young men and women for service in harmony with the above instruction. The number of these activities in which students may engage depends upon scholarship, physical strength, and manifest loyalty to the standards of Christian education, and will be limited at the discretion of the faculty. Among these activities are the following.

The Sabbath School. Gives opportunity for many to gain experience in class teaching, in serving as officers, and in assisting in public service.

The Missionary Volunteer Society. With its weekly general meetings and various bands, gives active direction to Christian help work and to other lines of missionary endeavor, and fosters the student's individual Christian experience through emphasis on prayer and Bible Study.

The Gospel Workers' Seminar. Seeks to train young men and women for active soul-winning service by affording opportunity in systematic study and experience in the various branches of personal work, the conducting of public meetings, and the presenting of religious themes before an audience under the supervision of an experienced instructor.

The School Paper. The school paper gives opportunity for a corps of students under advisers to conduct the literary and business affairs of a magazine, and provides a literary outlet for aspiring writers.

The Music Organizations. Such as the Glee Club, the Lyric Club, the Chorus, the A Cappella Choir, the Orchestra and the Band, provide practice in rendering in public the best class of music.

CHRISTIAN RECREATION

"There is a distinction between recreation and amusement. Recreation, when true to its name, re-creation, tends to strengthen and build up. Calling us aside from ordinary cares and occupations, it affords refreshment for mind and body, and thus enables us to return with new vigor to the earnest work of life. Amusement, on the other hand, is sought for the sake of pleasure, and is often carried to excess; it absorbs the energies that are required for useful work, and thus proves a hindrance to life's true success."—Education, p. 207.

In keeping with our accepted denominational standards, we are glad to provide many wholesome recreational activities. Our fortunate location, nestled, as it is, among the hills of Tennessee, lends itself to many out-of-doors and healthful types of recreation. A lighted play-ground has recently been provided, the gymnasium serves well for volleyball and marches. The tennis court affords healthful exercise, and with the physical education classes, the Medical Cadet Corps and the many hikes and picnics, we can offer our students a proper balance of the physical to accompany the spiritual, mental and social privileges our young people need. Read Luke 2:52.

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