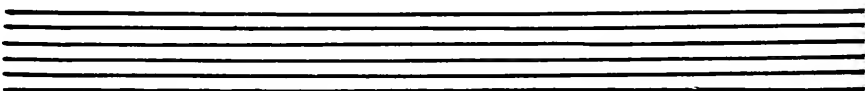


Indiana

STATE TEACHERS COLLEGE, INDIANA, PENNSYLVANIA
SUMMER SESSION BULLETIN, CATALOGUE NUMBER

1945



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Teachers College Bulletin

Volume 51

MAY, 1945

Number 2

STATE TEACHERS COLLEGE

INDIANA, PENNSYLVANIA

SUMMER SESSIONS

Pre-Session June 4 to June 22

Regular Session June 25 to August 4

Post-Session August 6 to August 24

1945

THIS COLLEGE IS A MEMBER OF THE
AMERICAN ASSOCIATION OF TEACHERS COLLEGES
and
THE MIDDLE STATES ASSOCIATION OF COLLEGES
AND SECONDARY SCHOOLS

Issued Quarterly in February, May, August and November by the Trustees of the State Teachers College, Indiana, Pennsylvania. Entered as second-class matter, June 30, 1913 at the Post Office in Indiana, Pennsylvania, under Act of Congress, August 24, 1912.

ADMINISTRATIVE OFFICERS

SUMMER SESSIONS 1945

Joseph M. Uhler	President
Ralph E. Heiges	Dean of Instruction and Director of Summer Session
John E. Davis	Director of Student Teaching, Laboratory School, and Placement
W. M. Whitmyre	Dean of Men
Florence B. Kimball	Dean of Women

COLLEGE CALENDAR

1945 - 1946

THE PRE-SESSION

Session Begins	Monday, June 4
Session Ends	Friday, June 22

THE SIX WEEKS SESSION

Registration	Monday, June 25
Classes Begin	Tuesday, June 26
Session Ends	Saturday, August 4

THE POST-SESSION

Session Begins	Monday, August 6
Session Ends	Friday, August 24

FIRST SEMESTER 1945-1946

Registration	Monday, September 10
Classes Begin	Tuesday, September 11

SUMMER SESSIONS - 1945

Summer sessions, long an important part of Indiana's program, are designed to meet the new demands of war time acceleration as well as those of traditional importance. The courses offered are those given in the regular year. Time, credit, and standards are the same. In addition, certain courses not regularly scheduled in winter are offered so that student needs may be satisfied.

There will be one session of three weeks, beginning on June 4, followed by a session of six weeks, and then another of three weeks. Either or all sessions may be attended, making it possible to earn three, six, nine, or twelve credits. All students will find desirable courses in the fields of elementary and secondary education as well as in the special fields of art, business education, home economics, and music education. The particular groups whose interests have been kept in mind in preparing the summer program are these:

STUDENTS ACCELERATING their programs will be able to complete the entire course in three calendar years. Acceleration means attending the same number of weeks as always but using twelve weeks each summer to eliminate one full year of college work. High school graduates of 1945 may finish in 1948.

TEACHERS IN SERVICE who wish to renew their State Standard Limited Certificates or other limited certificates will find courses enabling them to keep certificates valid.

TEACHERS RETURNING TO SERVICE will find refresher courses available so that they may feel confident in their ability to give children the instruction they deserve.

EXTENSION OF CERTIFICATION to other fields by former graduates will be possible through the wide variety of courses offered. This will enable graduates to prepare for teaching in fields where there is an acute shortage of certified personnel.

PERMANENT CERTIFICATION may be accomplished through the acquisition of six semester hours necessary to make permanent the Provisional College Certificate.

RELAXATION AND RECREATION PROGRAM

The 1945 summer school at Indiana will be operated on the philosophy that extra-curricular activities are an integral part of education and that the good student must have time to relax and time to play as well as time to study.

The program will be an attempt to gear recreation to war time and to offer activities that can be taken back to local communities and used with modification in a world destined to be different after the war.

An innovation will be the opportunity to participate in the Organization and Direction of a Relaxation-Recreational program. Students interested in guidance and training along these lines will assist in putting on the college program. Teachers responsible for such work in schools and communities will find this training valuable. There will be a group meeting one afternoon each week. Special assignments will be made in various activities.

The program will include activities on the campus, in the community, and at the College Lodge. Instruction will be offered wherever needed and requested.

Recreational rooms are provided on the campus: three for women—Commuter's Lounge, Mademoiselle Lounge and Den; one for men—Esquire Lounge; and one for both men and women—Reception Hall. These rooms are equipped with facilities for group and individual relaxation and recreation. In addition, Recreation Hall, the college gymnasium, and the Activities Cottage are available.

Plans call for greater emphasis on outdoor activities such as small group picnics on the campus, at the College Lodge, and at other attractive spots within walking distance. The "old favorites" which will be continued include:

1. Thursday morning "pick-ups" in the grove or on East Porch.
2. Campus picnics for boarding students to be followed by games and swimming in the pool.
3. Bingo parties.

4. Motion pictures in the College Auditorium.
5. Lectures, musical programs, and special events in morning assemblies and at night under the sponsorship of the Cultural Life Program.
6. Golf instruction will be available and reduced rates are planned for use of a local course.
7. Campfires on College Field.
8. Over-night hikes and camping-out parties under the guidance of trained camp counselors.
9. Bowling parties, roller skating parties, and square dances.

Indiana's location and climate are ideal for summer study and recreation. Situated on a plateau with an elevation of thirteen hundred feet, the campus enjoys cooling breezes and an energizing sun. There are few sultry, torrid days and no stuffy, sleepless nights.

GENERAL INFORMATION

Registration. Students are expected to register on the first day of each session. All questions pertaining to fees, programs of classes, and room assignments should be settled so that classes may run full time on Tuesday following registration. Those wishing credits evaluated should see the Dean of Instruction.

Registration for Pre-Session—Monday, June 4.

Registration for Regular Session—Monday, June 25.

Registration for Post-Session—Monday, August 6.

The dormitories will not be open for students until registration day, June 4. All baggage and trunks will be received in the basement of John Sutton Hall from where porters will deliver them directly to student rooms. Baggage should be plainly marked with names and room numbers if assignments have been made. Students living in cottages should mark their baggage with the street addresses so that the college truck can make speedy deliveries.

On arriving students should:

1. See the Registrar in Recreation Hall and pay fees.
2. See the Dean of Women or Dean of Men and get room assignments.
3. Get programs made out in Recreation Hall or in the office of the director of special departments.
4. Secure books at the Book Store as soon as texts are specifically designated for courses taken.

Class Hours. In general all class work will be completed before noon. Classes begin at 7:45 and close at 12:20, each period being 90 minutes, including the time for changing classes. Some laboratory periods, field trips, practice periods for musical organizations, and similar activities are conducted in the afternoon. Every student should make certain that he can adjust his time to these periods as arranged before making his program.

There will be no Saturday classes.

Eastern War Time will be followed.

Student Living Conditions. Indiana is characteristically a boarding institution in the sense that it provides living accommodations for its students. Those who live in Indiana and vicinity are enrolled as day students. The excellent roads leading to Indiana enable many more students to live at home than was formerly the case. All students who are not living at home are required to live at the college. Students whose homes are not in Indiana and who desire to live with relatives in Indiana as day students must have the approval of the President in advance of registration. Under no circumstances are students permitted to room or board with private families who are not relatives.

Slight illnesses are cared for in the college infirmary without charge for a period of three days. After three days, a charge of one dollar per day is made. This charge includes the regular nurse and medical services, but does not include special nurse or special medical service.

Students and teachers are responsible for meals of their guests at current transient rates. Only young women of college age may stay in campus buildings overnight; they must be registered with the Dean of Women by the person or persons entertaining them.

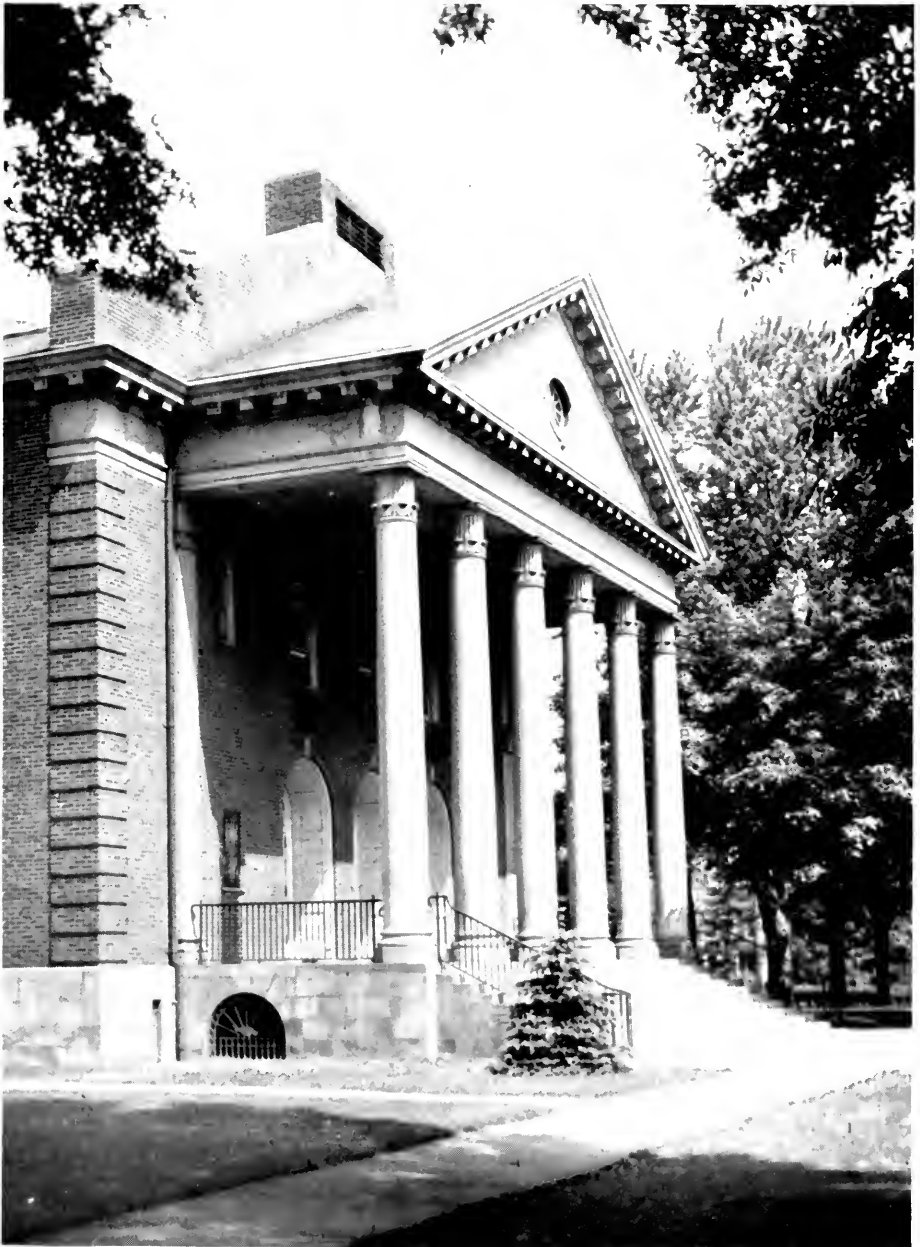
All students who live in the college must provide themselves with blankets, as the college furnishes only the linen and counterpanes. Each student must also provide window curtains, table napkins, soap, towels, and needful toilet articles.

Clothing. To properly enjoy activities of a sports nature, women students will find slacks and comfortable shoes for hiking and First Aid Classes, swimming suits, and shorts for tennis very useful.

Summer activities usually include a garden party for which a summer evening dress is suitable. For all other occasions, cool, comfortable dresses and spectator sports clothes will fill all needs.

Banking Convenience. The Student Co-operative Association has added to its services the operation of the so-called student spending-fund bank. This is a form of convenience to students in that they may deposit their money in this fund and draw on it throughout the summer session as needed. On account of the expense involved for insurance, a nominal charge of ten cents per term is made.

Student Teaching. Student teaching will be provided for a limited number of candidates who meet the requirements that have been



in force for several years. No student is granted student teaching at Indiana until he has had at least one semester of resident work during which he has passed 16 or more semester hours with at least a "C" average and no failures. To do student teaching in summer school the student must meet the above requirements, be a candidate for a degree, and have had at least five years' teaching experience. The only exception to this experience requirement is in the case of a student who has previously done a full semester of student teaching on the campus and who wishes to secure the additional teaching credit for his degree or for certification in another field.

Placement Service. The services of the Placement Bureau are available to all students of the college who receive certification. The directors of the various departments take active interest in the placement of their graduates. Coordination of effort is secured through a central committee. The Bureau supplies credentials to employers who are seeking applicants for positions and serves as a center where graduates may keep their records up-to-date. Alumni are using the Bureau increasingly. Teaching positions are not guaranteed by the college, but Indiana's record of placement is among the very best in Pennsylvania.

COURSES FOR THE SUMMER SESSION

The six curricula are not published in this bulletin. They are printed in full with brief descriptions of each course in the 1945-1946 catalog, available on request. Any course will be taught in the summer sessions if there is sufficient demand. It is very important, therefore, that students fill out and return the enclosed card in order to make known their desires in advance.

Courses listed on the center pages of this bulletin seem certain to be offered, as will others for which there are enough advance requests. Except in special subjects or majors in the secondary field, ten students are necessary to justify a class. The college will be under no obligation to give any course in which fewer than ten are enrolled on opening day.

SPECIAL INFORMATION ABOUT THE DEPARTMENTS

The titles of the courses to be given appear in the lists on pages 12 and 13. A brief discussion of some of the more unusual features in each department is given below. Rearrangement of courses or other necessary readjustments will be made in the effort to meet the needs of individuals. Descriptions of regular courses may be found in the general catalog. Only new or unusual courses are specifically mentioned here.

ART DEPARTMENT

Summer courses in Art are especially attractive at Indiana because of the wealth of motifs and the fine weather during the session. Any person who needs a picture to help sell an idea can find help in the art course. Teachers of art, art supervisors, teachers in industry, camp counselors, and young people's workers will benefit from studying chalk talk lecturing, design, industrial arts, and crafts.

High school graduates may take courses to discover whether or not they are talented in art. If they continue in college the work will count toward a degree. Teachers in service may complete their work for per-

manent certification while they refresh themselves by studying the latest methods in art education.

Courses are scheduled for both morning and afternoon sessions to provide the study time necessary for progress in art. Any course in the curriculum will be offered if there is sufficient demand. Make your requests early.

BUSINESS EDUCATION DEPARTMENT

The summer session courses in business education make provision for several distinct needs, as follows:

1. Advanced courses in the main commercial subjects for teachers in service who wish to further their training for either certification, credit towards the degree, or as refresher work.
2. Sequential courses for those who are planning to accelerate their programs.
3. Review courses for those students who feel the need of strengthening their college standings.

Some of the courses run for only the three weeks of the Pre-session, others run through the Pre and Regular sessions for a period of nine weeks, and some are offered only during the six weeks of the Regular session. Consult pages 12 and 13 for the details.

All of the college courses offered in other departments are available to students in the Department of Business Education.

EDUCATION DEPARTMENT

In addition to the required courses in education listed on the center pages of this bulletin, the following courses should appeal to teachers in service.

Adolescent Psychology (Elementary and Secondary). This course is a study of research and the conclusions to be drawn therefrom in the areas of personality, emotions, social adjustment, character development, problems of morality and religion, attitudes, interests, home adjustments, school adjustments, and mental hygiene. Prerequisites: General Psychology, Educational Psychology.

SUMMER SESSIONS — 1945

PRE-SESSION June 4 to June 22	REGULAR SESSION June 25 to August 4	POST SESSION August 6 to August 24
ART DEPARTMENT	<p>Art in the Public Schools Crafts in the Elementary School (as a substitute for Art I and II) Design</p> <p>Modeling (2 Hrs.) The Arts in the Activity Program (as a substitute for Art I and II) Drawing and Painting</p>	
BUSINESS EDUCATION DEPARTMENT Bookkeeping I, V Retail Selling III Shorthand Applications Typewriting Applications Stenographic Office Practice	<p>Business Math II Clerical Practice and Machines Psychology of Methods in Business Courses Retail Selling III</p> <p>Stenographic Office Practice Tests and Measurements in Business Courses Typewriting II, III, Applications</p>	
EDUCATION DEPARTMENT Early Childhood Education General Psychology	<p>Adolescent Psychology Child Psychology Children's Literature and Story Telling Diagnostic and Remedial Instruction in Reading Educational Measurements Evolution of the American Public School</p> <p>Guidance Problems of Secondary Education Psychology of Morale—Mental Hygiene Recent Developments in Education (1 Hr.) School Law (1 Hr.) Teaching of Arithmetic</p>	Educational Psychology Ethics
ENGLISH DEPARTMENT Literature I World Literature	Contemporary Poetry English I, II	Literature II
GEOGRAPHY DEPARTMENT	Economic Geography I Principles of Geography	Geography of United States

Geography of Europe	Realm	Geography
HEALTH EDUCATION DEPARTMENT	First Aid (2 Hrs.) Safety Education (2 Hrs.)	Teaching of Health (2 Hrs.)
HOME ECONOMICS DEPARTMENT Consumer Education Home Management III	Child Development (2 Hrs.) Diet and Disease Education for Family Living Family Relationships (2 Hrs.)	Home Economics Clinic Home Management III Nutrition School Lunchroom Management II
LABORATORY SCHOOL	Observation (no credit) Refresher Course for Teachers in Service	Student Teaching—Elementary and Secondary (2, 4, or 6 Hrs.)
MUSIC DEPARTMENT The Arts in the Activity Program	Advanced Choral Conducting Advanced Instrumental Conducting Appreciation of Music (2 Hrs.)	Music I, II (2 Hrs.) Music in the Integrated Program
SCIENCE DEPARTMENT Advanced Nature Study	Botany I and II Field Botany Field Zoology Physical Science I or II	Visual Education (2 Hrs.) Zoology I and II
SOCIAL STUDIES DEPARTMENT United States History to 1865 Principles of Economics	American Government Europe Since World War I Sociology	United States History Since 1865 United States History to 1865
		Curriculum in Elementary Science American Government History of Pennsylvania

EACH COURSE CARRIES THREE CREDITS UNLESS OTHERWISE INDICATED

Child Psychology. This course proposes to study the child as a behaving and maturing organism; to acquire information as to the origins and beginnings of child behavior, and the patterns; to gain a functional knowledge of childhood behavior and activities; to gain a mastery of those facts and principles which will aid in a better understanding of many later adult problems and dynamisms, and to apply the principles of learning to the child's educative process. Prerequisites: General Psychology, Educational Psychology.

Early Childhood Education. The course in Early Childhood Education has the following objectives: to develop an appreciation of the importance of maturation in the first eleven years of a child's life; to show the value of experience as a basis of growth; to provide an understanding of the value of organized knowledge used in relation to recognized needs, and to place emphasis on the importance of providing a proper environment where children may be happy and undisturbed in natural growth.

Diagnostic and Remedial Instruction in Reading. The fundamental objectives of this course are to enable the classroom teacher to diagnose reading disabilities and to apply proper corrective procedures. Emphasis is placed upon case studies in both diagnosis and remediation. Basic principles, materials, and organization for remedial instruction are considered. Prerequisites: The Teaching of Reading, Educational Measurements.

Guidance. This course presents the need for and the nature of guidance needed by adolescent youth, together with the concepts, kinds, and methods of guidance. Emphasis is placed upon the functional aspects of guidance in educational and vocational fields. The three-fold function of the course aims at guidance, education for competence, and placement.

Psychology of Morale—Mental Hygiene. The fundamental purpose of this course in a time of crisis is to gain an understanding of the ways and means of individual adjustment toward human conduct and to gain an understanding of the foundations of human behavior. Special emphasis will be placed on the ingredients and main elements of psychological morale, the outstanding characteristics and potential weaknesses of morale, and the areas of public school emphasis in civilian morale service.

Recent Developments in Education. This course will take up the study of recent trends in education in the various fields of interest with particular reference to methods, materials, and research. Since it is a one-hour course it may enable some students to complete a six-hour program in the Regular session.

ENGLISH DEPARTMENT

In addition to core courses, two electives will be offered: World Literature in the Pre-session and the Regular session; Contemporary Poetry in the Regular session.

World Literature may be used toward permanent certification in Elementary Education.

GEOGRAPHY DEPARTMENT

Never in the history of mankind has there been a more urgent need for a knowledge of other lands and other peoples. Our increased dependence upon materials from foreign countries and the decrease in the length of travel-time schedules compel us to expand our horizons. So far as the war is concerned geography now can only help us to partially understand what is going on and throw some light on the causes for the war. But geography's great contribution should be made in preparing people for the post-war world. America needs leaders with world vision. Geography should occupy a prominent place in the development of world-mindedness and an understanding of the peoples of the world.

Positions for trained geographers are more numerous today than they ever have been, whether in the teaching fields, the armed forces and their auxiliaries, or in civilian occupations for men and women. Opportunity to prepare for such positions is offered in geography courses in the summer sessions.

HEALTH EDUCATION DEPARTMENT

The summer work of the Health Education Department is concerned largely with general health and recreational activities, although some courses are offered for credit. A wide range of activities such as swim-

ming, archery, badminton, croquet, goalhi, loop tennis, tether ball, golf, and fly-casting are available for those who do not desire more strenuous sports.

First Aid. Popular and insistent demand in these war days for persons trained in first aid makes it necessary for all teachers to have this experience. The successful completion of this course brings the award of the Red Cross Certificate and carries two semester hours of college credit.

Safety Education. The toll of lives lost, permanent disability, injury, and economic waste due to accidents in the home, on the highways, and in industry is appalling. To combat this great waste of human lives and materials, we have instituted a course in safety education. It will cover materials adapted to all age groups and deal with the most common hazards found in the community. Two hours credit.

HOME ECONOMICS DEPARTMENT

Home Economics is planned to meet the needs of three groups of students:

1. Students not majoring in home economics. Because most people live in homes, wear clothing, eat food and buy articles for personal and home use, everybody should take as much home economics as possible. Consumer education, child development, and family relations represent three very important phases of living, and courses in these areas are open to anyone who wishes to take them.

Family Living is planned especially for the person who wishes to learn a few important things in each area of home living such as: how to select an adequate diet, prepare each type of food, dress attractively and appropriately, buy wisely and solve problems families must meet in the present war crisis. Elementary school, science, art and health education teachers cannot afford to miss this course because of the help it will be to them in teaching.

2. Undergraduate home economics students may take any of the courses offered and thus supplement their winter program. Diet in Disease and School Lunch Room Management II will



be of special interest because of the present war emergency.

3. Graduates in home economics may take any course they have not had but will be especially interested in: Clinic in Home Economics Education where they may learn of most up-to-date developments in education and return to their work with new ideas and renewed enthusiasm; Diet in Disease which furnishes an opportunity to bring one up to date in the rapidly advancing nutrition field; School Lunch Room Management II, as it meets a real need since most schools who do not have cafeterias will open one in the near future.

For a description of these courses see the regular college catalog.

LABORATORY SCHOOL

Refresher Course for Teachers in Service: Diagnostic and Remedial Teaching in the Elementary School. 3 cr.

A refresher course, designed primarily for teachers who have been out of service and who have been called again to the classroom because of the emergency, as well as those who wish to study up-to-date teaching procedures, will again be offered. Supervising teachers in the Laboratory School will direct this course which will carry three hours credit. It will consist of observation of formal and informal teaching procedures in a work-shop situation.

Group and individual conferences will be an integral part of the course. In group conferences newer materials and their uses will be demonstrated. The individual student will have an opportunity to prepare materials and projects for use in her classroom next year.

MUSIC EDUCATION DEPARTMENT

The Music Education Department will offer courses in Methods and Materials at all grade levels: Music Appreciation; Choral and Instrumental Conducting.

The special summer session course in Music in the Integrated Program offers to supervisors and grade teachers an opportunity to become familiar with newer techniques in curriculum construction. Units prepared by students in this course during the past several summers are now in use in hundreds of schools throughout the State and Nation.

Several units have been published in the Educational Music Magazine, which has nation-wide distribution.

Laboratory experiences in band, chorus and orchestra are available to all students. Arrangements may also be made for private instruction in piano, voice and the orchestral instruments.

Special Pre-Session Course

The Arts in the Activity Program (For Camp Counselors)

This is a laboratory course including a survey of and practice with music materials for group singing; campfire activities; operettas; original plays; making of musical instruments; creative song writing. Workshop experiences in pottery; modeling; industrial arts; metal work; leather craft; wood carving; theater arts; are also provided. Instruction will be both in groups and individualized, depending upon the nature of the activities.

This course has been designed to meet the growing need for trained personnel from the teaching profession who are desirous of continuing teaching during the summer months in children's camps. There are many requests for such counselors coming in each spring, and placement for the summer is fairly certain.

This course may also serve as an elective for music, art, elementary, or secondary students.

Values of 12-Week Summer Session

To those students who plan to make a career of music education, the summer sessions of 12 weeks offer an opportunity to complete their college careers in three years. Courses have been arranged to carry out complete programs. In addition, attendance at summer session makes possible the acquisition of a minor field of certification in a secondary field or in another of the Fine Arts.

SCIENCE DEPARTMENT

Throughout the courses dealing with aspects of biology, the rather unusual emphasis will be given to plants and animals as entities rather than fragments; of studies of entire, preferably living organisms rather than the usual stress on the structure (morphology) and function (phy-

siology) of parts. Such an introductory treatment should have a contribution to make to one who has had the traditional introductory botany or zoology as well as to the student who has had no biological work. It offers to teachers or others a better understanding of the fauna and flora of this part of Pennsylvania.

Advanced Nature Study. This is an intensive course in natural history given in the Pre-session only. It is designed to give the student a wide acquaintance with both plant and animal forms in his environment. Some meteorology and earth science are included. Methods of teaching natural history in the field at the elementary and secondary level are demonstrated. Nature games, rainy day activities, camp-fire programs, nature plays, the improvisation of equipment, program outlines are prepared and studied. Such activities prepare students for teaching natural history in the summer camp and in the scout program, as well as in the classroom. In the past, all students completing this course who have desired camp positions have been placed.

Field Botany. The study of the higher plants—ferns, shrubs, trees and herbaceous plants of the western Pennsylvania region, is carried on in the field and laboratory. Thus contact is made with the flora of the roadside, meadow, old fields, and woods, as well as the lawn and garden. Readings and discussions supplementing the laboratory approach will help with an introduction to plants that are dangerous to touch or eat, or that possess drug properties or that may serve as food or that for other reasons, economic or esthetic, may be of more than passing interest to man.

Field Zoology. Emphasis is placed upon the wealth of local faunal material, oftentimes unused—even unsuspected, that may be found in the neighborhood of the average school. A knowledge of various animal groups, including both invertebrates and vertebrates, is obtained through field work, supplemented by laboratory studies. Practice is given in the use of identification keys and in the care of living and preserved specimens. Discussions and readings include material on the habits and habitats (ecology) as well as the economic relations of animals.

SOCIAL STUDIES DEPARTMENT

A wide variety of courses will be offered in history and social science, including the regularly required courses in the elementary and

secondary fields. The needs of students interested in this area of specialization will be met as well as the needs of those working for certification. Every candidate for certification in social studies must have at least nine hours in the social sciences: these should include three hours each in American Government, Economics, and Sociology.

History of the United States and Pennsylvania. The pre- and regular sessions will offer this course set up and required by action of the Council of Education. That action, taken December 4, 1942, says: "That subsequent to September 1, 1943 all permanent certificates issued by the Department of Public Instruction to teach in the public schools of the Commonwealth, shall, in addition to the present regulations, require a basic course in the history of the United States and Pennsylvania."

EXPENSES AND FEES

Contingent Fee for All Students Enroled. The contingent fee for the regular summer session is \$6.00 per semester hour. A minimum contingent of \$18.00 is charged. Thus a student who enrolls for the usual six hours of work will pay:

Contingent Fee \$36.00

Contingent Fee for Special Curricula. In addition to the above fee for the regular summer session, students enrolled in the special curricula will pay additional contingent fees as follows:

Art	\$ 6.00
Business Education	4.00
Home Economics	9.00
Music Education	15.00

Other Fees

Housing Fee	48.00
Room with running water, extra	3.00
Degree Fee, to be paid only by those who graduate at the end of the summer session	5.00
Approximate expenses for books	10.00 to 15.00

Late Registration Fee. A student who registers after the date officially set for registration (June 4 for the pre-session, June 25 for the regular session, and August 6 for the post-session) will pay an additional fee of \$1.00 per day until the student is in regular attendance, provided that the total amount of the Late Registration Fee shall not exceed \$5.00. Every late registrant must pay this fee unless excused in advance by the President because of illness or other unavoidable cause.

Additional Special Fees for Private Instruction in Music. In addition to the fees mentioned above, a charge of \$8.00 for the regular session is made for one lesson per week in voice, piano, band, or orchestral instruments. This fee is to be paid by students who wish **private instruction other than that assigned by the Director**, and also by persons not registered in the Music Department who wish music instruction.

The fee for rental of a piano or orchestral instrument for practice one period per day for the regular summer session is \$2.00.

Activity Fee. The activity fee for the regular summer session is \$2.50, and \$1.25 each for the pre- and the post-session.

Pre-Session and Post-Session Fees. All fees for the pre- and post-sessions of three weeks are one-half the fees for the regular six-weeks session except: (1) the contingent fee which remains at \$6.00 per semester hour; and (2) the degree fee which remains at \$5.00 and covers the cost of the diploma.

Out of State Fees. A student whose residence is outside of Pennsylvania may take advantage of Indiana's facilities by paying the same fees as residents of the state.

How to Pay Fees. All fees except the degree fee are to be paid on the day of registration for each session: pre-session Monday, June 4; regular session, Monday, June 25; and post-session, Monday, August 6, 1945.

Checks for all fees except the activity fee should be made payable to the Commonwealth of Pennsylvania; postal money orders should also be made payable at the Harrisburg Post Office. Checks for the activity fee should be made payable to Paul J. Woodring, Treasurer; money orders for this fee should be made payable at the Post Office at Indiana, Pennsylvania.

Room Reservation. Room reservations can be made by writing to the Registrar and sending a deposit of \$10.00. Checks should be made payable to the **Commonwealth of Pennsylvania**.

Students are not expected to room alone. Therefore, prospective students are urged to apply in pairs. In this way each student is assured a congenial roommate. Single applications are handled to the best possible advantage, but the school prefers that students make their own choices whenever possible. The school does not guarantee a suitable room except in cases where the reservation deposit has been paid in advance and accepted. Applications for rooms are filed in the order in which they are received. Students are requested to write to the Dean of Women if there is any preference in rooms, and to indicate whether a room with or without water is desired.

REGULATIONS REGARDING TRANSFER OF CREDITS AND RENEWAL OF CERTIFICATES

The following regulations governing admission with advanced standing were approved by the Board of Presidents of the State Teachers Colleges, July 19, 1940:

1. Transfers from other institutions will not be accepted without certificates of honorable dismissal.
2. Credit will be given for acceptable courses pursued in accredited collegiate institutions in which the student has made a grade above the lowest passing grade in the institution in which the work was done. Where the grades are marked on a percentage basis, work graded five per cent above the minimum passing grade will be accepted.
3. All students who are candidates for a degree shall be required to arrange a program of studies approved by the Dean of Instruction. Any student desiring to pursue any part of this program at a different institution will be required to secure, **in advance**, the approval of such courses from the Dean of Instruction.

RENEWAL OF STATE STANDARD LIMITED CERTIFICATE

(From Department of Public Instruction Bulletin, September 1, 1938)

1. The 12 semester hours required for the renewal of the State Standard Limited certificate are to be earned **during each** renewal period of three years, whether the certificate has been used for teaching purposes or not. This is the minimum rate by which the holder of a State Standard Limited certificate may move toward the completion of an **elementary** degree curriculum.

2. The responsible official of the college from which the holder of the certificate expects to secure a degree should certify on the transcript—or otherwise—that the 12 semester hours submitted to the Department of Public Instruction will be accepted by the institution as additional work toward the completion of the elementary degree curriculum.

Note particularly that work for the renewal of the certificate must be approved toward a degree in the **elementary** field. This renewal work should be taken in the school from which the student expects to secure his degree. If taken at another college, approval of the courses must first be secured **in advance** from the Dean of Instruction of the college from which the student expects to secure his degree. This permission will not be granted for courses toward the first and second renewals except for very important reasons.



