



**CHOWAN
COLLEGE
CATALOG**

1961 – 1962

ACCREDITED BY
Southern Association
of Colleges and
Secondary Schools

North Carolina State
Department of
Education

North Carolina
College Conference

Established in 1848

COVER

A line drawing (by Mrs. William C. Young, Orlando, Fla.) of "The Columns" (Administration) Building.

Catalog 1961-1962

CHOWAN COLLEGE

Murfreesboro, N. C.

VOLUME CVII

JANUARY, 1961

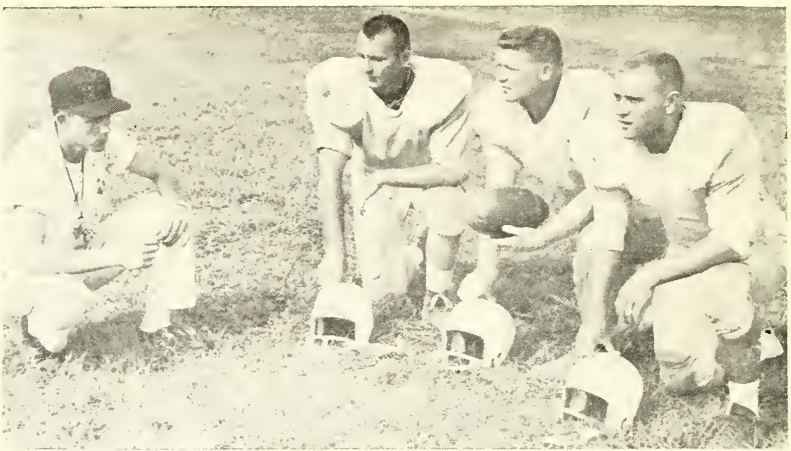
**"The Heart of Christian Education
is Education of the Heart"**

Study to show thyself approved unto God, a workman that needeth not to be ashamed, rightly dividing the word of truth.

II Timothy 2:15



A paved driveway, nearly a mile in length, encircles the main campus of Chowan College. It is lined with ancient and majestic pines and giant oaks.



Chowan College athletic teams compete against other junior colleges and senior college jayvee teams in football, basketball, baseball, tennis, and track.



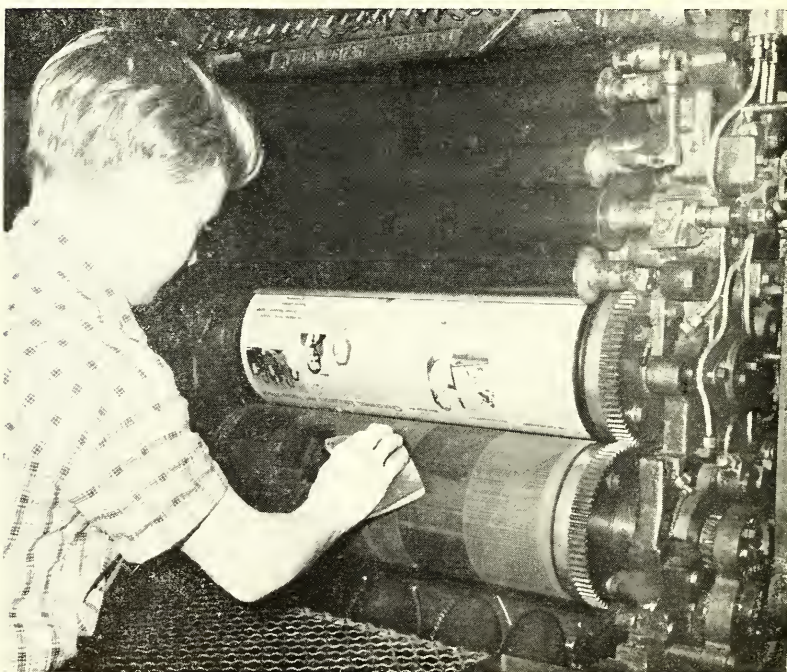
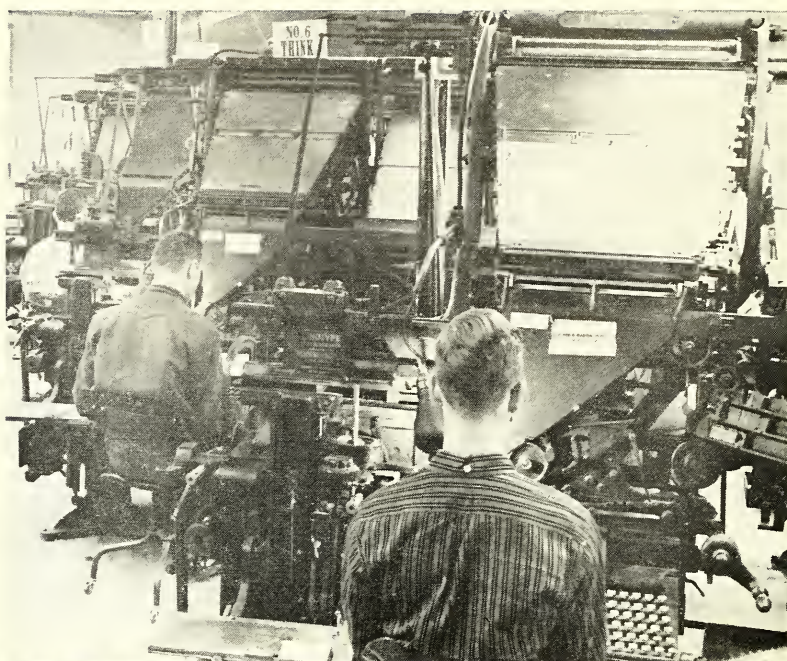
Chowan's indoor swimming pool is used in the physical education program, and is a favorite place for students during recreational hours.



The college choir, which is open to all students who are musically inclined, makes frequent appearances throughout the year both on and off the campus.



Homecoming Day is always a gala affair at Chowan. The lovely queen chosen to reign over the festivities is attended by other beautiful coeds selected as representatives of the freshman and sophomore classes.



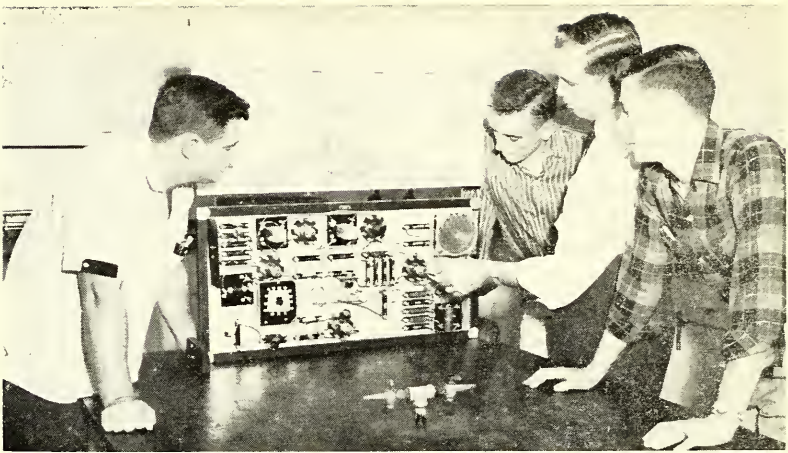
Linotype (top picture) and offset printing (bottom picture) are major courses in the School of Printing at Chowan College. Graduates are readily employed.



Freshman initiation day at Chowan is called "Rat Day". The "Rats" pictured above are shining examples of how freshman students dress for their special day.



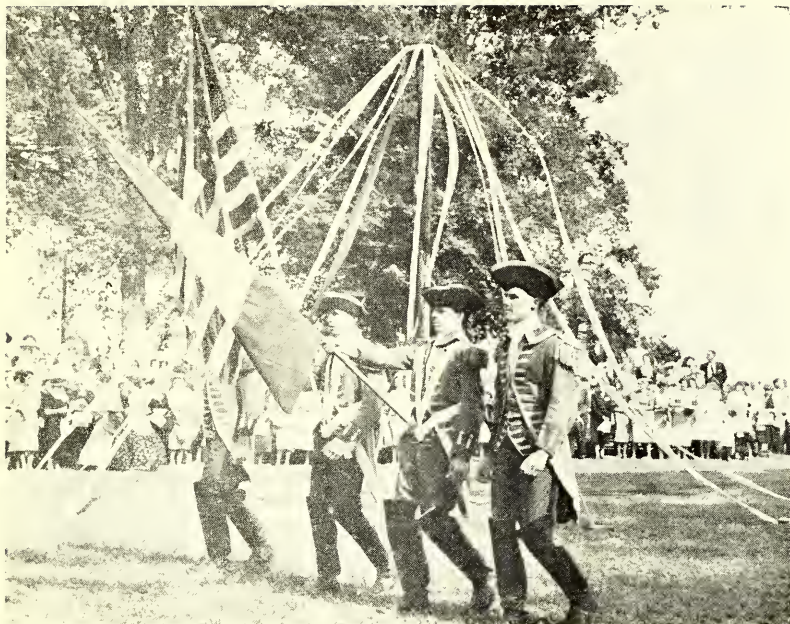
At all Chowan sporting events, pretty coed cheerleaders play an important part in boosting school spirit and in inspiring the "Braves" athletic teams onward to victory.



In Chowan's new and well-equipped science building, students of physics receive excellent instruction in the practical side of electricity and electronics.



Each year a number of students from other lands enroll at Chowan. The young scientist above hails from Thailand.



May Day Exercises at Chowan are always exciting and colorful. The color guard pictured above was a part of a May Day Pageant depicting the historic visit of General Lafayette to the town of Murfreesboro.



The beautiful Chowan campus provides an excellent place for outdoor recreational activities of all kinds.



One of the more popular of the newer additions to the Chowan campus is the beautiful air-conditioned cafeteria which is equipped with music.



The new girl's dormitory at Chowan is modern and functional in every way. It provides the most attractive living quarters for 104 young ladies.

COLLEGE CALENDAR

SUMMER SCHOOL, 1961

June 12 - July 21

Fall Term, 1961

Aug. 21, Monday	Football Players Arrive, Register with Bursar
Aug. 30-Sept. 1 Wednesday- Friday	Faculty Workshop
Sept. 5, Tuesday	Freshmen and Transfer Students Arrive, Register with Bursar
Sept. 5-7, Tuesday- Thursday	Orientation for Freshmen and Transfer Students
Sept. 7, Thursday	Sophomore Students Register with Bursar and for Classes

Sept. 8, Friday	Freshmen Register for Classes
Sept. 9-10, Saturday- Sunday	Closed Weekend
Sept. 11, Monday	Fall Term Classes Begin
Oct. 11, Wednesday	Founder's Day Program
Oct. 14, Saturday	Homecoming, Closed Weekend
Oct. 26-27, Thursday- Friday	Second Pay Period
Nov. 22, Wednesday	Thanksgiving Holidays Begin at Noon
Nov. 27, Monday	Classes Resume
Dec. 15, Friday	Christmas Holidays Begin at Conclusion of Friday's Classes
Jan. 2, Tuesday	Classes Resume
Jan. 16, Tuesday	Fall Term Examinations Begin

Spring Term 1962

Jan. 22, Monday	Registration for Spring Term Classes
Jan. 23, Tuesday	Spring Term Classes Begin
Mar. 22-23, Thursday- Friday	Second Pay Period
April 19, Thursday	Spring Holidays Begin at Conclusion of Thursday's Classes
April 25, Wednesday	Classes Resume
May 5, Saturday	May Day, Closed Weekend
May 22, Tuesday	Spring Term Examinations Begin
May 27, Sunday	Baccalaureate Service
May 27, Sunday	Graduation Exercises

Table of Contents

General Information	1
Student Life	5
Financial Information	11
Academic Program	19
The Curricula	29
Courses of Instruction	41
The Directory	59
The Index	79

General Information

NATURE OF THE COLLEGE

CHOWAN COLLEGE is a two-year (junior) co-educational college, supported by the Baptist State Convention of North Carolina.

It is following in the time-honored tradition of smaller, church-related colleges where one finds such advantages as — a real sense of “belonging” to the college family, instruction based on Christian pre-suppositions, economy in tuition and boarding expenses, and definite interest in the individual on the part of the faculty.

The total enrollment at Chowan is over 600 students. However, the growing number of high school graduates seeking admission to college has caused Chowan officials to begin planning for the provision of additional facilities to take care of at least 750 boarding and 150 commuting students. Nevertheless, the trustees and administration are determined that quality rather than quantity shall ever be the primary consideration. They realize that the smaller, well-equipped and accredited junior college is able to offer a quality and kind of education which the larger institution can never provide for youth who are standing at the doorway of their higher educational experience.

PURPOSES OF THE COLLEGE

1. To provide quality higher education which is grounded in Christian truth, and, thus, to help the individual student to gain a truly Christian philosophy of life.
2. To enlist as members of its faculty and staff only those persons who are scholastically proficient, morally excellent, and who are genuine lovers of youth and its strong potential.
3. To give thorough training in the standard disciplines to those students who wish to continue their education in other higher educational institutions. And, further, to give to those students who are seeking vocational education, excellent trade instruction on the backdrop of a liberal arts education.
4. To train and develop Christian leaders — both lay and professional — who will serve well their churches, their communities, and their world.

HERITAGE

Chowan College first opened its doors on October 11, 1848, as a result of the interest and influence of the Baptists of northeastern North Carolina and southeastern Virginia. For 63 years the institution was known as the Chowan Baptist Female Institute; in 1911 its name was changed to Chowan College.

The college was first located on the old Murfreesboro Academy lot and it used the Banks School building and equipment. Three years later the college moved to "The Columns" building, which serves today as the campus administrative headquarters.

Chowan College remained open during the Civil War, although a number of other southern colleges closed. By the latter part of the 19th century Chowan was recognized throughout the south for its high standards in scholarship and culture.

The 20th century brought continued progress to the college by way of additional buildings and equipment and the maintaining of consistently high standards. However, due to a shortage of students occasioned by World War II, the college closed its doors in 1943. Since its reopening in 1949, Chowan has had a phenomenal growth both in enrollment and physical facilities. It also received full accreditation from the Southern Association of Colleges in 1956.

THE CAMPUS

The main campus and athletic fields are a part of a tract of 60 acres of land. The east campus, which is the college farm, contains 54 acres.

Through the center of the beautiful main campus runs a cedar walk, and the circular drive (nearly one mile in length) around the main campus is monumented with ancient pines and majestic oaks.

BUILDINGS

The Columns (Administration) Building, erected in 1851, is a beautiful old brick and concrete structure, with the massive columns and broad veranda so characteristic of the old south.

The South Building, a later addition which joins the rear of "The Columns", contains the men's infirmary, faculty offices, and an indoor swimming pool, as well as the college auditorium which has a seating capacity of 750.

The East Building, another later addition to "The Columns," contains the college library and the business department classrooms and faculty offices.

The Greene Science Building, erected in 1956, is modern in all respects, having spacious laboratories, classrooms, lecture halls, and faculty offices.

The Stone House, which houses the Daniel School of Music, is a two-story structure. It contains practice rooms for voice and piano students, as well as classrooms.

The Askew Student Union, a recreational building which contains the campus post office and book store, as well as a snack bar, lounge, and kitchen.

The Gymnasium is used for indoor physical education activities and athletic events. The building also has eight modern classrooms which are currently being used for liberal arts instruction.

The Graphic Arts Building houses the department of printing, a department made possible through the initial efforts of newspaper publishers of North Carolina. The department is approved by the North Carolina Press Association.

The Old President's House, due to a shortage of dormitory space for male students, has been renovated to provide temporary living quarters for 20 young men.

The F. O. Mixon Dormitory, a two-story building of modern design erected in 1954, accommodates 100 male students. It has lounge space and an apartment for the Dean of Men.

The Cottages were built in 1949. The four five-room buildings accommodate 40 young men. When sufficient dormitory space has been provided, they will be relocated and used, perhaps, for married students.

The President's Home is a two-story brick house at the entrance to the campus.

The Women's Dormitory, erected in 1958, is an ultra modern and functional unit which provides most attractive and desirable accommodations for young women at Chowan.

The Cafeteria is a new air-conditioned building erected in 1959. In addition to the main dining area, two private dining rooms are available for special meetings of students, faculty, or other groups.

A New Dormitory for Men was erected in 1960. The three-story brick building provides the most modern living accommodations for 118 male students.

DEVELOPMENT PLANS

In 1957, the Chowan College Board of Trustees launched a new enlargement-development program which has as its goal, several new buildings.

Three of them have been completed and are already in use: the women's dormitory, the cafeteria, and the new men's dormitory described above.

Other additional units proposed under the program are: classroom-administration building, library, additional dormitories for men and women, infirmary, fine arts building, and additions to the present graphic arts and student union buildings.

Student Life

GUIDANCE AND COUNSELING

The Chowan College staff believes that a close relationship between student and teacher is an essential phase of education. This friendly association which a junior college offers makes for easy transition from high school to college.

Upon arrival on the Chowan campus, the new student goes through a three-day orientation period which serves to make him thoroughly acquainted with his new home. Through a testing program — a study of his high school record, activities, experiences and vocational interests — every effort is made to discover his strengths and weaknesses. He is assigned to a member of the faculty who acts as his advisor, not only as he begins his academic career but as he continues to pursue his selected course of study. The new student soon learns that every member of the Chowan College faculty and administrative staff is interested in his success and adjustment to college life.

The college has a full-time chaplain who is a practicing psychologist. He is available to all students who desire counseling in personal or academic matters.

RELIGIOUS PROGRAM

All students and professors assemble three times each week, from 10:00 - 10:30 a. m., for chapel. The chapel period is considered essential for the building of the morale of the school and for each individual's personal need.

Chowan College has an active **Baptist Student Union** which plans, directs, and stimulates Christian activities on the campus, including an annual Campus Evangelism Week and an annual Christian Focus Week.

Other religious organizations are the **Young Woman's Auxiliary**, the **Ministerial Alliance**, special student **Sunday School** classes at the Murfreesboro Baptist and Methodist Churches and the Meherrin Baptist Church, the student **Training Union**, and the **Methodist Youth Fellowship**.

SOCIAL PROGRAM

Chowan College recognizes the essential role of social activities in the development of well-rounded personalities. It recognizes also that college-trained young people are often called upon to lead in the recreational life of their churches and communities. Therefore, a faculty student activities committee, in conjunction with various student committees, plans and carries out each year a wide variety of social functions which encourage and help the social development of the students.

CAMPUS CLUBS

Monogram Club. To be eligible for membership in the Monogram Club, the student must be a member of a varsity athletic team and participate in intercollegiate competition.

Women's Athletic Association. This club is open to female students who participate in organized athletics.

Student Chapter of National Education Association. This organization is open to students who plan to teach. It aims to keep the prospective teacher informed of educational developments, and to develop a strong professional attitude toward the teaching profession.

Community Theatre. This organization is open to both townspeople and students interested in dramatic arts. The group presents its productions in the college auditorium.

MUSIC

Membership in the **College Choir** is open to all students who are interested in choral music. On-campus appearances of the Choir include annual Christmas and Spring concerts. Off-campus engagements include an extended tour of churches and high schools in the Spring.

The Chowan College Concert Association brings outstanding vocal and instrumental musicians to the campus four times each year.

The Offbeats, a student group which performs popular music, entertain at various student functions and make occasional off-campus appearances.

HONORARY FRATERNITIES

Phi Theta Kappa. Membership in this national honorary scholarship fraternity for the junior colleges of America is open to students with a two-point average who are recommended by a faculty committee and approved by the student members of the organization.

Alpha Pi Epsilon. APE is a national honorary society for secretarial students who make a two-point-plus average in their studies.

Order of the Silver Feather. The Order is a local organization which recognizes and honors students who have exhibited outstanding loyalty and service to the college.

STUDENT PUBLICATIONS

The Chowanian. This monthly publication is the college newspaper. Edited by the students, the paper is printed by students in the school of printing at the college.

The Daily Chowanian. This publication is a one-sheet campus daily which is also edited and printed by the graphic arts department. It highlights outstanding campus events and also gives general news coverage by means of the two Associated Press teletype printers in the department.

The Chowanoka. This publication is the college yearbook, a pictorial record of the activities of each year. It is edited by students, and, like the other publications, is printed on the campus.

The Handbook. This publication contains the principal rules governing student conduct and other pertinent information about campus life.

ORGANIZATIONS

All student organizations must be approved by the college before meetings can be held on the campus. New clubs or societies can be formed only after application is made to the faculty and approval is given of the design of the proposed organization, of the rules by which it proposes to be governed, and of the hours of meetings.

ATHLETICS

Chowan College offers a diversified athletic program for both male and female students.

The men compete in football, basketball, baseball, tennis, and track against member schools of the Carolina-Virginia Junior College Athletic Conference, and against junior varsity clubs of senior colleges. The women engage in intercollegiate competition only in basketball.

The intramural program at Chowan is set up to meet the needs of those students who wish to participate in other than varsity sports. Female students compete in softball, ping pong, tennis, volleyball, and basketball. Male students participate competitively in these same sports, as well as in tag football.

Physical education is required of all students unless excused by a physician. The college has a spacious gymnasium, athletic fields, tennis courts, and an indoor swimming pool.

The personnel in the athletic department makes every effort to prevent accidents and injuries to students participating in varsity, intramural, and physical education competition. Although the college assumes no liability for accidents or injuries sustained, each student is covered by accident insurance.

STUDENT GOVERNMENT

Chowan College recognizes the educational value of student cooperation and leadership. The administration and faculty delegate to the student leadership groups the supervision and control of certain affairs. This is done to the degree that the students are able and willing to assume the responsibilities involved. Students are encouraged to accept responsibility for the improvement of conduct in the dormitories, cafeteria, student union building, and in other areas of vital interest to them. This is implemented on a democratic basis by a Men's Council and a Women's Judiciary. Students elected to membership in these organizations jointly constitute the all-campus Student Council, which is headed by the president and other student body officials. Faculty members selected by the administration serve as advisors for these groups.

POINT SYSTEM

Although Chowan College encourages participation in extracurricular activities, a point system is used to prevent some students from becoming overburdened with outside activities and neglecting their studies.

President of student body	20
Publication editor	15
President of class	10
President of approved club or organization	10
Participation in major sport	10
Publication business manager	10
Secretary of student body	8
Publication of staff member	8
Library or office assistant	8
Club secretary, treasurer, or reporter	5
Cheerleader	5
Committee chairman	5
Club membership	2

No student will be allowed to have more than 36 points.

LIBRARY

The library stacks and reading room are in the East Building. It is open from 8:30 a. m. until 10:00 p. m.

The college library contains well over 11,000 volumes. It is well equipped with encyclopedias, bound volumes of magazines, and other reference materials. Also available are leading magazines of literary, scientific, musical, and artistic value, as well as outstanding newspapers.

HEALTH SERVICE

The infirmaries for male and female students are under the supervision of the college nurse who observes regular infirmary hours and is on call in the event of emergencies.

In cases of serious or protracted illness, arrangements are made according to the circumstances, and the instructions of the parents.

Dormitory students too ill to go to class or attend to college duties are required to go to the infirmary unless the nurse directs otherwise.

All doctor's fees and drugs are the responsibility of the student requiring those services.

The college carries accident insurance on all students for the nine months of the college year. After the insurance is in force it applies at all times on or off the campus. The individual student is responsible for filing his own claim for any accident in which he is involved.

GENERAL REGULATIONS

The Christian citizen at work is the standard to which every student is expected to conform. All appropriate means are used to develop and confirm within the student a sense of personal honor and sacred regard for truth. Conduct becoming a lady or gentleman is expected at all

times of Chowan students, whether on or off the campus. It is assumed that college students will understand what constitutes good citizenship and conduct. However, certain specific regulations concerning student conduct are listed below. Students are expected to be loyal to the spirit as well as to the letter of the college regulations and traditions. A committee on student affairs, and, in some cases the student judiciaries, will handle student misconduct.

The college reserves the right at all times to exclude students whose conduct or academic standing it regards as undesirable, and without specifying any further reason. In such cases, fees will not be refunded, in whole or in part, and neither the college nor any of its personnel or officials shall be under any liability whatsoever for such exclusion.

(1) The use of profanity is considered a violation of decent rules of conduct.

(2) Smoking is discouraged on the campus of Chowan College.

(3) The drinking or the possession of intoxicants is not permitted.

(4) Gambling, cheating, theft, and vandalism are considered to be violatiuous of decent rules of conduct.

(5) The possession of firearms, firecrackers, or explosives of any kind is prohibited on the campus.

(6) Dancing on the campus of Chowan College is neither sanctioned nor permitted by the college administration.

(7) Those students who neglect their studies, waste time, ignore constituted authority, or fail to conform to the ideals and rules of Chowan may be asked to withdraw.

(8) Students are held responsible for any disturbances in their rooms, whether such disturbances are caused by them or by their visitors, as well as for any damage or defacement their rooms may sustain.

(9) If a student is formally accused or proven guilty of a major misconduct, he will be immediately withdrawn from any office, position of honor, or recognition until the matter is disposed of by the proper committee. No such student will be permitted to represent the college in any public capacity.

(10) Hazing is prohibited by the laws of the State of North Carolina and by the administration of Chowan College.

Financial Information

CLASSIFICATION OF STUDENTS

Chowan College has two classifications of students: **Boarding** and **Commuting**. A **Commuting Student** is considered to be one who is (1) obviously a resident of Murfreesboro, (2) one who lives in such proximity to Murfreesboro that he drives to and from the college each day, and (3) such students as those who are married and have established a residence for their families with them in the Murfreesboro area. **Boarding Students** include all students who live in college dormitories and cottages, and also those who are unable to secure a room on the campus and thus are forced to room in a home of the local community.

By order of the Board of Trustees, all students rooming in college dormitories and cottages, as well as those rooming in the local community, are required to take their meals in the college dining room. Such students are classified as **Boarding Students**.

Students assigned to rooms on the campus are not permitted to move off the campus during any given semester, except by special permission from the administration.

Further, when the college has rooms available, **Boarding Students** are required to live on campus.

EXPENSES FOR BOARDING STUDENTS

* Full Year	\$815.00
(Includes tuition, matriculation, room, board, publications, and admission to college activities and athletic events.)	
One Semester	407.50
** One-fourth Payment	203.75
*** Contingent Property Deposit (Per Semester)	5.00

NOTE: Students who reside in the new men's dormitory and the new women's dormitory pay an additional \$22.50 per semester for housing. Students who reside in Mixon Dormitory pay an additional \$11.25 per semester for housing.

EXPENSES FOR COMMUTING STUDENTS

* Full Year	\$340.00
One Semester	170.00
** One-fourth Payment	85.00

* This figure does not include books, laundry, registration fee, doctor's fees, and medical emergencies. AT LEAST \$15.00 OF THIS AMOUNT MUST BE PAID BY JULY 15, IN ADDITION TO THE \$10.00 REGISTRATION FEE.

** Student accounts may be paid in three ways: in full at the beginning of the school year; for a semester when it begins; or in four payments. If the latter course is followed, a payment of one-fourth is due on each of the following days: September 4, October 26, January 22, and March 22.

*** This deposit is held for the purpose of covering any damage to or loss of college property. SEE (6) UNDER GENERAL FINANCIAL REGULATIONS. It or the unused portion thereof is refunded at the end of each academic year.

NOTE: The college reserves the right to change the price of room and board upon proper notice to its patrons.

SPECIAL FEES (PER SEMESTER)

Business

Typing	\$7.50
Office Machines	\$7.50

Graphic Arts

Printing	\$62.50
Linotyping	\$62.50
Teletypesetting	\$62.50

Music

Organ or Piano Lessons (Two classes per week)	\$47.50
Voice Lessons (Two classes per week)	47.50
Organ Practice	15.00
Piano Practice (Two hours daily)	10.00
Piano Practice (One hour daily)	6.50
Glee Club	1.00

Science

Biology, Chemistry, Physics, etc.	\$7.50
--	--------

Civil Technology

Surveying	\$5.00
-----------------	--------

Other

Physical Education	\$2.00
--------------------------	--------

FINANCIAL ASSISTANCE

* Scholarships

Several \$100.00 Academic Scholarships. Donor: Chowan College. Conditions: In the main, recipients are valedictorians and salutatorians of high school graduating classes; but, in all cases, recipients are students with outstanding scholastic ability.

Several Athletic Scholarships. Donor: Chowan College.

Adalia Futrell Scholarship of \$120.00. Donor: Her son, William Futrell, Rich Square, N. C.

Two Scholarships of \$100.00 each. Donor: J. Henry Jones, Red Oak, N. C.

Two Scholarships of \$100.00 each. Donor: Baptist Woman's Missionary Union of Bertie County. Conditions: Recipients must be from Bertie County, and are selected by the donor.

A Scholarship of \$100.00. Donor: Baptist Woman's Missionary Union of Northampton County. Conditions: Recipient must be from Northampton County, and is selected by the donor.

A Scholarship of \$100.00. Donor: First Baptist Church, Ahoskie, N. C. Conditions: Recipient must be from Hertford County.

Mrs. Jesse Smith Scholarship (Income from \$5,000.00 endowment fund). Donor: The late Mrs. Jesse Smith. Conditions: Recipient must be from the Baptist Children's Home, Thomasville, N. C.

Jack H. Boyd, Jr. Scholarship of \$200.00. Donor: His father, Jack H. Boyd, Sr., Greenville, N. C. Conditions: Recipient must be from Johnston County and selected by that county's Superintendent of Public Instruction.

Mary Pearce Music Scholarship of \$50.00 (An endowed scholarship). Donor: Mrs. W. S. Penny, Raleigh, N. C. Conditions: Recipient is that student selected as the outstanding freshman musician at Chowan College. Scholarship grant is for the second year of study.

Two Scholarships of \$400.00 each. Donor: Chowan College. Conditions: Recipients must be from the Baptist Children's Homes of North Carolina. They must be in the upper 10% of their graduating classes, and, in no case, have less than a "B" average.

Two Don G. Matthews, Sr. Competitive Scholarships of \$500.00 each. Donor: Don G. Matthews Sr., Hamilton, N. C. Conditions: Recipients are selected on the basis of competitive examinations, character, and financial need.

F. O. Mixon Memorial Scholarship of \$75.00 (An endowed scholarship). Donor: Friends of the late Dr. Mixon, a former president of Chowan College.

David L. Boone Memorial Scholarship of \$50.00 (An endowed scholarship). Donor: His mother, Mrs. Frances B. Boone, Beaufort, N. C.

NOTE: Unless otherwise indicated, recipients of scholarships are selected by the Chowan College administration and scholarship committee on the basis of scholastic ability, character, and financial need.

*** Special Grants-in-Aid**

To the ministerial student, Chowan College grants \$175.00 per year. Recipients are required to sign notes for the amount of aid given, and the notes must be co-signed by a parent, guardian, or some other responsible person. If, at the end of five years, recipients have met the conditions set fourth in the notes, the principal condition being that recipients enter the field of service for which they are being trained, the notes are cancelled. Otherwise, the notes must be paid.

Children of ministers, children of Chowan College faculty members, and students from the Baptist Children's Homes of North Carolina receive grants-in-aid of \$87.50 per year.

*To receive the full amount of a scholarship or special grant, a student must be a boarding student. Commuting students are eligible to receive only half the amount of the listed scholarship or special grant.

Student Employment

A limited number of work positions on the campus are open to students. The work grants are issued on the basis of financial need, and on the basis of the student's willingness and ability to perform the work assigned.

Loan Funds

National Defense Education Loan Fund. Qualified students may borrow up to the total amount of student charges. Loans made from his fund are not repaid until the student has completed his education.

Joseph Lee Parker Loan Fund of \$500.00. Loans from this fund are made only to "A" students from Hertford County.

Chowan College Loan Fund. The college maintains a small loan fund to aid qualified students who have financial need.

NOTE: Loans from all of these funds are made only by the administration.

APPLICATIONS FOR SCHOLARSHIPS, SPECIAL GRANTS-IN-AID, WORK GRANTS, OR LOANS MAY BE OBTAINED FROM THE DIRECTOR OF ADMISSIONS FOLLOWING NOTIFICATION OF ACCEPTANCE FOR ADMISSION TO THE COLLEGE.

GENERAL FINANCIAL REGULATIONS

(1) No credit for academic work is given for a diploma or for transfer purposes until all financial obligations to the college have been paid or adequately secured.

(2) The \$10.00 registration fee, which must accompany the student's application for admission, is refundable under certain conditions. Request for its return must reach the college no later than 30 days from the date on which the applicant was accepted. After such time, the college does not refund the registration fee; and, in no case, will the college refund registration fees if the requests for these are received after July 15.

(3) In addition to the \$10.00 registration fee, a \$15.00 prepayment on student charges (which is credited to the student's account at the beginning of the academic year) must be made by July 15. Students who apply after July 15, must send this prepayment with the registration fee.

(4) Students who formally withdraw from the college within one week following the beginning of a pay period are entitled to a refund of 80% of the fees paid; those who withdraw later than one week after a pay period begins but not later than two weeks are entitled to a refund of 60% of the fees paid; those who withdraw later than two weeks after a pay period begins but not later than three weeks are entitled to a refund of 40% of the fees paid; and those who withdraw as late as three weeks after a pay period be-

gins are entitled to no refund. Any student who is asked to withdraw from the college at any time for some infraction of the rules is not entitled to any refund or any part of the fees paid for that semester.

(5) Any student who is placed on probation for any reason whatsoever will lose his scholarship or special grant, during the period of this probation.

(6) A student who loses, destroys, defaces, or in any way damages college property, or aids and abets others in so doing, shall, within twenty-four hours, report this fact to the Bursar. IF DAMAGES OR LOSSES ARE NOT INDIVIDUALLY ACCOUNTED FOR, ALL BOARDING STUDENTS WILL BE CHARGED PRO RATA FOR SUCH DAMAGES OR LOSSES. This prorated amount will be taken from the contingent property deposit. This deposit of \$5.00 — payable at the beginning of each semester — or the unused portion thereof, is refunded at the end of the academic year.

(7) A student who moves from the room assigned without permission from the Dean of the College, the Dean of Men, or the Dean of Women, will be charged \$5.00

(8) A deposit of \$1.00 is charged for the key to each room. The deposit is refunded when the key is returned.

(9) Students who have an automobile on the campus are charged a \$5.00 fee per semester for the registration and parking of their automobile.

GENERAL ENDOWMENT OF THE COLLEGE

The General Endowment Fund of Chowan College is gradually increasing (approximately \$12,000.00 at present), and is carefully safeguarded as to its investment. Planters National Bank and Trust Company of Rocky Mount is the agent of the Chowan Endowment Fund.

The college Board of Trustees has begun a concentrated effort to procure a minimum of \$2,000,000 for the General Endowment Fund. Dr. Gilbert T. Stephenson of Pendleton, nationally known author and consultant in the field of wills and trusts, is chairman of the endowment committee which is giving special attention and time to this effort.

Chowan College has been and can be benefited greatly by bequests of friends and alumni. Many others should

make Chowan a beneficiary of their estates through legacies, insurance policies, and trusts. Dr. Stephenson, when requested to do so by interested persons or their attorneys, will provide, at no obligation whatsoever, professional and legal advice regarding wills in behalf of the college. Both he and president Bruce E. Whitaker stand ready to counsel with such parties at their convenience.

Academic Program

DEGREES OFFERED

Chowan College offers various Associate degrees, as well as certificates and diplomas in business and graphic arts (printing).

PROGRAMS OF STUDY

Three programs of study are offered at Chowan: One, the first two years of college, leading to the B. S., B. A., and the various professional degrees in four-year colleges and universities; two, a general cultural program for those who wish to complete their college education at the second year level; and three, vocational programs for students who wish to enter specialized employment after graduation from Chowan.

REQUIREMENTS FOR ADMISSION

Chowan College desires to enroll only those persons who are trustworthy and studious and who possess those qualities that make for a congenial adjustment to college life. Evidence of good moral character and desirable personal traits will be considered of first importance.

The basic academic requirement for admission is graduation from an approved high school with a total of sixteen (16) units. It is desirable, but not mandatory, that a liberal arts student submit:

English	3 Units
Algebra (2 units recommended)	1 Unit
Plane Geometry	1 Unit
Laboratory Science (Other than General)	1 Unit
Other Courses	10 Units

A student who does not offer the foregoing units and plans to transfer to a college requiring them, or to follow a program of study in which they are required, will be expected to take them at Chowan without college credit.

TRANSFER STUDENTS

Students who transfer from other colleges must have their academic transcript sent to the Director of Admissions before being admitted. No courses with grades lower than C will be accepted.

VETERANS

Chowan College is fully approved by the Veterans Administration for the instruction of veterans. Veterans desiring to enroll should file with the Veterans Administration prior to making application to Chowan College. The Veterans Administration will forward all such applications to the college. In the event the candidate's program is not approved prior to registration, two months may be required to get approval.

FOREIGN STUDENTS

Chowan College has been approved by the United

States Immigration Service and the Office of Education for the admission of students from other countries.

ADMISSION PROCEDURE

To gain admission to the college, the prospective student who has not previously attended college should:

1. Obtain all necessary forms for final admission by writing to: Director of Admissions, Chowan College, Murfreesboro, N. C.

2. Fill out completely the application for admission and mail it, along with a \$10.00 registration fee, to the Director of Admissions. This fee, which applies for both new and returning students, must be paid before a room can be reserved.

3. Have the proper persons complete the remaining forms and return them to the Director of Admissions.

A student who desires to transfer to Chowan from another college should follow the same procedure, except that he must also request the Registrar of the college previously attended to mail to the Director of Admissions a transcript of academic work done by the prospective transfer.

NOTE: Students who are not graduates of approved high schools (including veterans who qualify under the G. E. D. test) may be admitted to the college by special permission.

REQUIREMENTS FOR GRADUATION

To receive an Associate degree, a student must satisfy the following requirements:

1. The student must have completed satisfactorily two years of college work, and must have obtained 60 semester hours of credit in college work, exclusive of physical education and non-theory courses. He must have completed at least 2 semester hours in physical education

2. A minimum quality point ratio of 1.0 is required for graduation. This means an average of C.

3. The student must have pursued and completed the prescribed or approved curriculum as outlined in this catalog.

4. Normally, the basic course requirements for an Associate degree are:

Sem. Hrs.	Courses	Sem. Hrs.	Courses
6	Religion	6	Social Science
12	English	2	Physical Education
8	Science (Biology, Physics, Chemistry)	*22	Language and/or Approved Electives
*6	Mathematics		

*This requirement will be based upon the requirements of the institution to which the student wishes to transfer.

NOTE: A student transferring from another college must complete a minimum of one semester of fifteen hours of college work, with a quality point ratio of 1.0 or better, at Chowan College.

SYSTEM OF GRADES

A—Excellent
B—Above Average
C—Average
D—Below Average
F—Failing
WP—Withdrawal Passing
WF—Withdrawal Failing
NG—No Grade Reported
I—Incomplete

The grade of "I" is recorded only in case of illness or emergency resulting in the student not being able to complete the work of the course. If the work recorded as "I" is not completed before the end of the following semester it will be considered as equivalent to an "F".

All deficiencies must be removed thirty days before the end of the last term of the student's graduation year.

QUALITY POINT SYSTEM

Students are awarded quality points on the basis of the grade they make:

- A—three quality points per semester hour credit.
- B—two quality points per semester hour credit.
- C—one quality point per semester hour credit.
- D—no quality points per semester hour credit.

A 1.0 quality point ratio is required for graduation. This means that a student must have at least as many quality points as hours attempted.

HONOR ROLL

Students who have a 2.5 average for a semester will be placed on the Honor Roll. Students having a 2.0 average on all work attempted will be placed on the Dean's List.

REPORTS

At the end of each semester a report for each student is sent to the student and to the parents or guardians. This report contains the grades and the number of absences. These grades are recorded on the permanent records in the Registrar's Office. A progress report is sent to the parents or guardians and students at the mid-semester.

ACADEMIC REGULATIONS

Registration

Registration days are indicated on the campus calendar in the front of this catalog. All students should complete registration on the assigned days. Those students who enroll thereafter will be charged an additional fee of \$5.00.

Requirements For Continued Residence

The faculty and administration maintain high academic standards and exact from the students certain requirements for continued residence in the college.

A regular student must pass nine semester hours and earn a minimum of nine quality points each semester. If, at any time during the course of the semester, the student fails to pass the required work, he will be restricted in his

activities. If, at the end of any semester, the student fails to pass the required work, he will be placed on academic probation. Such probation requires the student to relinquish all privileges and prevents him from representing the college in any manner. Unless the student removes himself from probation the following semester, he will be asked to appear before a faculty committee which will decide whether the student will be asked to withdraw from the college for one semester.

Student Load

Sixteen or seventeen credit hours are considered a load. A student may not carry more than 18 credit hours nor less than 15 credit hours, except by special permission of the Dean. Boarding or on campus students may not be permitted to carry less than 12 credit hours. Exception will be made for commuting or part time students. Permission will not be given to carry more than 18 credit hours unless the student has made a "B" average or better the previous semester.

Part Time Students

Students who register for less than 12 semester hours will be charged at the rate of \$12.00 per semester hour. Such students may not represent the college in any manner except by special permission.

Sophomore Classification

To be classified as a sophomore, a student must have earned, by the beginning of his third semester, at least 25 credit hours and 25 quality points.

Class Absences

Students are expected to attend all meetings of their classes. Class absence is a serious matter. It puts the student out of step with class progress and places an additional burden upon him and an added responsibility on the professor. A student should never be absent from class for trivial reasons. An unexpected emergency may arise in the semester, which might cause him to lose credit for the course.

Absence from class will be excused for the following reasons:

1. Illness of the student verified by a doctor or by the college nurse on forms provided for this purpose. Boarding students too ill to attend classes must report to the infirmary, unless otherwise directed by the college nurse.

2. Representation of the college, when such representation has been reported by the responsible faculty member and approved by the Dean of the College previous to the anticipated absence.

3. Death of a member of the student's family.

Other reasons for absence must be approved in advance by the professor and a member of the absence committee. In case of emergency, subject to the approval of the faculty members, this permission may be secured from the Dean of the College.

Any student wishing to be excused from class should first report to the Registrar's Office at least two days before leaving the campus. He will be issued a Form "50" which must be submitted to the professor for his approval. This should be returned to the Registrar's Office for future reference. This is required for all absences, whether excused or regarded as cuts. An excused absence gives the student the privilege of making up work missed.

If the student does not arrange to have his absence excused within five (5) days after his return to class, the absence will be recorded as unexcused.

All laboratory absences must be made up in a manner acceptable to the professor. (No lab. cuts are allowed.)

Students with excessive absences will be called before the absence committee and may be placed on academic probation.

When the number of absences, other than excused absences, exceeds the number of times the class meets per week, one-half quality point will be deducted for each such absence.

If a student is absent as many as three (3) times the number of times the class meets per week, he will normally

not receive credit for the course, regardless of whether the absences are excused or unexcused. He may, however, apply to the absence committee, and to the professor and the Dean for the privilege of making up the work. If most of these absences, in the judgment of the committee, were caused by an unavoidable emergency, he will be granted the privilege of making up the time and work. The work must be made up in a manner satisfactory to the professor.

A student who is absent more than four (4) times the number of the class meetings per week, for any cause whatsoever, will not receive credit for the course.

Chapel Absences

The college requires all students to attend chapel. If a student has more than three (3) unexcused chapel absences in one semester, the total number of unexcused absences will be entered on his permanent record. In addition to this, he will be restricted in his activities.

Holiday Absences

The college grants no excused absences immediately preceding and immediately following stated holidays. Only in case of an emergency will an exception be made.

Changing Of Classes

A student making a change in his class schedule after completion of his registration will follow this procedure:

1. Obtain permission from the Dean of the College on the proper form provided for this purpose.
2. Secure the approval and signature of the professor in whose class he proposes to enroll or drop.
3. Present this to the Dean for final approval.
4. There is a maximum number of times that a student can be absent from his class and still receive credit. His attention is called to the rules governing absences which apply in this connection.

Dropping Of Classes

Courses may be dropped without penalty under the following circumstances:

1. Extreme illness, in which case a physician's certificate must be submitted and approved by the Dean of the College.
2. Other circumstances beyond the student's control, approved by the Dean of the College.

In the event of the above conditions the student shall receive the grade WP — signifying passing at time of withdrawal — or the grade WF — signifying failure as indicated by the professor.

All withdrawals without the Dean's permission will receive F.

Re-Examinations

A student may apply for a re-examination if extenuating circumstances justify it. The decision in this matter will be made by the professor involved, the Dean of the College, and the chairman of the department. In case the chairman of the department is the professor, another professor will be called in to act.

No grade higher than a C may be assigned as a result of re-examination.

A special re-examination will not be given until the student has had adequate time to do further study, which, in the judgment of the professor, justifies a re-examination.

A re-examination must be authorized by the Dean of the College and preceded by the payment of the required \$5.00 fee.

A student who receives a grade F on a course or fails to remove a conditional failure by one re-examination must repeat the course for credit.

A final semester candidate for graduation will be allowed one re-examination in one subject.

Withdrawal From The College

A student who finds it necessary to withdraw from the college must consult the Dean of the College and the Bursar and arrange for regular withdrawal. Unless this is done, honorable dismissal will not be granted.

Students who plan to withdraw from the college at the close of the Fall Semester must notify the Dean of Women or the Dean of Men by December 15.

Transcripts

Every student is entitled to one free copy of his college transcript. For additional copies there is a fee of \$1.00 each.

The Curricula

STUDENTS UNDECIDED ABOUT CURRICULUM

Those students who, at the time of entering college, have not fully decided which course of study they desire to pursue, are advised and urged to register for the liberal arts curriculum. Work in the liberal arts leads to degrees in teaching, medicine, religion, law, business administration, science, journalism, and various other professional fields.

LIBERAL ARTS

Leading to B. A. Degree

FIRST YEAR

First Semester		Second Semester	
English	3	English	3
Mathematics	3	Mathematics	3
Religion	3	Religion	3
Foreign Language*	3	Foreign Language*	3
Physical Education	1	Physical Education	1
Approved Elective**	3	Approved Elective**	3
Total		Total	
16		16	

SECOND YEAR

First Semester		Second Semester	
English	3	English	3
History	3	History	3
Foreign Language*	3	Foreign Language*	3
Physical Education	1	Physical Education	1
Science	4	Science	4
Approved Elective**	3	Approved Elective**	3
Total		Total	
17		17	

*Approved electives may be substituted.

**Electives will be approved that satisfy the requirements of the college in which the student plans to complete his work.

PRE-EDUCATION

Leading to Teacher's Certificate and B. S. Degree

FIRST YEAR

First Semester		Second Semester	
English	3	English	3
History or Geography	3	History or Geography	3
Mathematics or Science	3-4	Mathematics or Science	3-4
Religion	3	Religion	3
Physical Education	1	Physical Education	1
Approved Elective*	3	Approved Elective*	3
Total		Total	
16-17		16-17	

SECOND YEAR

First Semester		Second Semester	
English	3	English	3
Psychology	3	Psychology	3
Music or Approved Elective*	3	Music or Approved Elective*	3
Physical Education	1	Physical Education	1
Approved Electives*	6	Approved Electives*	6
Total		Total	
16		16	

*Students planning to teach in secondary schools must begin their major and minors by the second year.

**Electives will be approved that satisfy the requirements of the college in which the student plans to complete his work.

GENERAL CULTURAL Leading to A. A. Degree

This course is primarily terminal. However, much of the work may be accepted for Bachelor's degree credit, depending on the electives chosen and the college in which the work is completed.

FIRST YEAR

First Semester		Second Semester	
English	3	English	3
Religion	3	Religion	3
History or Geography	3	History or Geography	3
Music or Approved Elective*	3	Music or Approved Elective*	3
Physical Education	1	Physical Education	1
Approved Elective*	3 or 4	Approved Elective*	3-4
Total		Total	
16-17		16-17	

SECOND YEAR

First Semester		Second Semester	
English	3	English	3
Psychology or History	3	Psychology or History	3
Physical Education	1	Physical Education	1
Approved Electives*	9-11	Approved Elective*	9-11
Total		Total	
16-18		16-18	

*Electives will be approved that satisfy the student's major interest and vocational plans.

SCIENCE Leading to B. S. Degree

FIRST YEAR

First Semester		Second Semester	
English	3	English	3
Mathematics	3	Mathematics	3
Religion	3	Religion	3
Biology or Chemistry	4	Biology or Chemistry	4
Physical Education	1	Physical Education	1
Approved Elective*	3	Approved Elective*	3
Total		Total	
17		17	

SECOND YEAR

First Semester		Second Semester.	
English	3	English	3
Biology, Chemistry, Physics..	4	Biology, Chemistry, Physics..	4
Physical Education	1	Physical Education	1
Approved Electives*	9	Approved Electives*	9
Total		Total	
17		17	

*Electives will be approved that satisfy the requirements of the college in which the student plans to complete his work.

PRE-ENGINEERING
Leading to Various Engineering Degrees

FIRST YEAR

First Semester	Second Semester
English 3	English 3
Mathematics 3	Mathematics 3
Chemistry 4	Chemistry 4
Religion 3	Religion 3
Physical Education 1	Physical Education 1
Engineering Drawing 2	Engineering Drawing 2
Total 16	Total 16

SECOND YEAR

First Semester	Second Semester
English 3	English 3
Physics 4	Physics 4
Mathematics 3	Mathematics 3
Physical Education 1	Physical Education 1
Approved Electives* 6	Approved Electives* 6
Total 17	Total 17

*Electives will be approved that satisfy the requirements of the engineering school in which the student plans to complete his work

CIVIL TECHNOLOGY

Leading to A. A. Degree and Employment

FIRST YEAR

First Semester	Second Semester
English 3	English 3
College Algebra 3	Trigonometry 3
Religion 3	Religion 3
Engineering Drawing 2	Physical Education 1
Physical Education 1	Engineering Drawing 2
Approved Electives* 6	Approved Electives* 6
Total 18	Total 18

SECOND YEAR

First Semester	Second Semester
Analytic Geometry 3	U. S. History or Government 3
Physics 4	Physics 4
Surveying 3	Surveying 3
Approved Electives* 8	Approved Electives* 8
Total 18	Total 18

*Electives will be approved from the Liberal Arts curriculum.

PRE-FORESTRY OR PRE-AGRICULTURE Leading to B.S. Degree

FIRST YEAR

First Semester		Second Semester	
English	3	English	3
Mathematics	3	Mathematics	3
Biology	4	Biology	4
Religion	3	Religion	3
Physical Education	1	Physical Education	1
Approved Elective*	3	Approved Elective*	3
Total		Total	
17		17	

SECOND YEAR

First Semester		Second Semester	
English	3	English	3
Biology	4	Biology	4
Chemistry	4	Chemistry	4
Economics	3	Economics	3
Physical Education	1	Physical Education	1
Approved Elective*	3	Approved Elective*	3
Total		Total	
18		18	

*Electives will be approved that satisfy the requirements of the college in which the student plans to complete his work.

PRE-MEDICAL OR PRE-DENTAL Leading to B.S. Degree or Preparatory for Medical School

FIRST YEAR

First Semester		Second Semester	
English	3	English	3
Mathematics	3	Mathematics	3
Biology	4	Biology	4
Religion	3	Religion	3
Physical Education	1	Physical Education	1
Approved Elective*	3	Approved Elective*	3
Total		Total	
17		17	

SECOND YEAR

First Semester		Second Semester	
English	3	English	3
Chemistry	4	Chemistry	4
Physics	4	Physics	4
Physical Education	1	Physical Education	1
Approved Electives*	6	Approved Electives*	6
Total		Total	
18		18	

*Electives will be approved that satisfy the requirements of the college in which the student plans to complete his work.

PRE-NURSING

Leading to R. N. and B. S. Degrees

FIRST YEAR

First Semester		Second Semester	
English	3	English	3
Biology	4	Biology	4
Religion	3	Religion	3
Chemistry	4	Chemistry	4
Physical Education	1	Physical Education	1
Approved Elective*	3	Approved Elective*	3
Total		Total	
18		18	

SECOND YEAR

First Semester		Second Semester	
Chemistry or Physics	4	Chemistry or Physics	4
History	3	History	3
Psychology	3	Psychology	3
Physical Education	1	Physical Education	1
Approved Electives*	6-8	Approved Electives*	6-8
Total		Total	
17-19		17-19	

*Electives will be approved which satisfy the requirements of the college and or nursing school which the student plans to complete his work.

PRE-MEDICAL TECHNOLOGY

FIRST YEAR

First Semester		Second Semester	
English	3	English	3
Religion	3	Religion	3
Biology	4	Biology	4
Mathematics	3	Mathematics*	3
Physical Education	1	Physical Education	1
Chemistry	4	Chemistry	4
Total		Total	
18		18	

SECOND YEAR

First Semester		Second Semester	
Biological Sciences	4	Biological Sciences	4
Chemistry	4	Chemistry	4
Physics*	4	Physics*	4
Physical Education	1	Physical Education	1
Approved Electives*	6	Approved Electives*	6
Total		Total	
19		19	

*Electives will be approved that satisfy the requirements of the medical school in which the student plans to complete his work.

*Approved elective may be substituted if not required by the medical school in which the student plans to complete his work.

PRE-PHYSICAL THERAPY

FIRST YEAR

First Semester		Second Semester	
English	3	English	3
Biology	4	Biology	4
College Algebra	3	Trigonometry	3
Religion	3	Religion	3
Physical Education	1	Physical Education	1
French	3	French	3
Total		Total	
17		17	

SECOND YEAR

First Semester		Second Semester	
English	3	Bacteriology	3
Chemistry	4	Chemistry	4
Anatomy & Physiology	3	Anatomy & Physiology	3
Psychology	3	Physical Education	1
Physical Education	1	History	3
French	3	French	3
Total		Total	
17		17	

*Electives will be approved that satisfy the requirements of the medical school in which the student plans to complete his work.

MUSIC

Leading to B.M. Degree

FIRST YEAR

First Semester		Second Semester	
Applied Music Major.....	2	Applied Music Major	2
Applied Music Minor.....	1	Applied Music Minor	1
Choir	1	Choir	1
Music Theory	3	Music Theory	3
Religion	3	Religion	3
English	3	English	3
French or Appr. Elective* ..	3	French or Appr. Elective* ..	3
Physical Education	1	Physical Education	1
Total		Total	
17		17	

SECOND YEAR

FIRST SEMESTER		Second Semester	
Applied Music Major	2	Applied Music Major	2
Applied Music Minor	1	Applied Music Minor	1
Choir	1	Choir	1
Music Theory	3	Music Theory	3
English	3	English	3
French or Appr. Elective* ..	3	French or Appr. Elective* ..	3
Approved Elective*	3	Approved Elective*	3
Physical Education	1	Physical Education	1
Total		Total	
17		17	

*Electives will be approved that satisfy the requirements of the college in which the student plans to complete his work.

MUSIC EDUCATION Leading to B.S. Degree

FIRST YEAR

First Semester		Second Semester	
Applied Music Major	1	Applied Music Major	1
Applied Music Minor	1	Applied Music Minor	1
Choir	1	Choir	1
Music Theory	3	Music Theory	3
Religion	3	Religion	3
English	3	English	3
Math or Approved Elective* ..	3	Math or Approved Elective* ..	3
French or Appr. Elective* ..	3	French or Appr. Elective* ..	3
Total		Total	
	18		18

SECOND YEAR

First Semester		Second Semester	
Applied Music Major	1	Applied Music Major	1
Applied Music Minor	1	Applied Music Minor	1
Choir	1	Choir	1
Music Theory	3	Music Theory	3
History or Psychology*	3	History or Psychology*	3
English	3	English	3
French or Appr. Elective* ..	3	French or Appr. Elective* ..	3
Science	4	Science	4
Total		Total	
	19		19

*Electives will be approved that satisfy the requirements of the college in which the student plans to complete his work.

BUSINESS ADMINISTRATION Leading to B.S. Degree in Business Administration or Accounting

FIRST YEAR

First Semester		Second Semester	
English	3	English	3
Religion	3	Religion	3
Laboratory Science	4	Laboratory Science	4
Mathematics	3	Math or Approved Elective* ..	3
Physical Education	1	Physical Education	1
Approved Elective*	3	Approved Elective*	3
Total		Total	
	17		17

SECOND YEAR

First Semester		Second Semester	
English or Speech	3	English or Speech	3
Economic Principles	3	Economic Principles	3
Accounting	4	Accounting	4
Physical Education	1	Physical Education	1
History	3	History	3
Approved Elective*	3	Approved Elective*	3
Total		Total	
	17		17

*Electives will be approved that satisfy the requirements of the college in which the student plans to complete his work.

BUSINESS EDUCATION

Leading to a Teacher's Certificate and a B. S. Degree

FIRST YEAR

First Semester		Second Semester	
English	3	English	3
Introduction to Business	3	History or Geography	3
Religion	3	Religion	3
Typing**	2	Typing**	2
Shorthand**	3	Physical Education	1
Physical Education	1	Shorthand**	3
Approved Elective*	3	Approved Elective*	3
Total		Total	
18		18	

SECOND YEAR

First Semester		Second Semester	
Advanced Typing	2	Advanced Typing	2
Advanced Shorthand	3	Advanced Shorthand	3
Business Mathematics	3	Business Mathematics	3
Physical Education	1	Physical Education	1
Approved Electives *	9	Approved Electives*	9
Total		Total	
18		18	

*Electives will be approved that satisfy the requirements of the college in which the student plans to complete his work.

**Students with adequate skills may substitute approved electives.

TWO-YEAR ACCOUNTING

Leading to A. A. Degree

This course designed to qualify students for employment. Many courses are acceptable for Bachelor's degree credit.

FIRST YEAR

First Semester		Second Semester	
English	3	English	3
Religion	3	Religion	3
Mathematics	3	Economic Geography	3
Accounting	4	Accounting	4
Typing*	3	Typing*	2
Introduction to Business or Approved Elective	3	Approved Elective	3
Total		Total	
18		18	

SECOND YEAR

First Semester		Second Semester	
Economics	3	Economics	3
Accounting	4	Accounting	4
Accounting Practice and Procedure	3	Office Management	3
Business Law	3	Business Law	3
Physical Education	1	Physical Education	1
Approved Elective	3	Approved Elective	3
Total		Total	
17		17	

*Electives may be substituted if typing was taken in high school.

TWO-YEAR SECRETARIAL
Leading to Two-Year Business Diploma

FIRST YEAR

First Semester		Second Semester	
English	3	English	3
Religion	3	Religion	3
Typing**	2	Typing**	2
Shorthand**	3	Shorthand**	3
Physical Education	1	Physical Education	1
Approved Electives*	6	Approved Electives*	6
Total		Total	
	18		18

SECOND YEAR

First Semester		Second Semester	
Office Procedures	3	Advanced Typing	2
Economic Geography	3	Advanced Shorthand	3
Business Mathematics	3	Approved Electives*	12
Advanced Typing	2	Physical Education	1
Advanced Shorthand	3		
Physical Education	1		
Approved Elective*	3		
Total		Total	
	18		18

*In keeping with the student's vocational and educational plans.

**Students with adequate skills may substitute approved electives.

CHURCH SECRETARIAL
Leading to Two-Year Business Diploma

Designed to prepare the student for employment. Many of the courses are acceptable for Bachelor's degree credit.

FIRST YEAR

First Semester		Second Semester	
English	3	English	3
Religion	3	Religion	3
Typing*	2	Typing*	2
Shorthand*	3	Shorthand*	3
Physical Education	1	Physical Education	1
Music or Approved Electives	6	Music or Approved Electives	6
Total		Total	
	18		18

SECOND YEAR

First Semester		Second Semester	
English	3	English	3
Typing*	2	Typing*	2
Shorthand*	3	Shorthand*	3
Psychology	3	Psychology	3
Physical Education	1	Physical Education	1
Approved Electives	6	Approved Electives	6
Total		Total	
	18		18

*Students with adequate skills may substitute approved electives.

MEDICAL AND LEGAL SECRETARIAL

Leading to Two-Year Business Diploma

Designed to prepare the student for employment. Many of the courses are acceptable for Bachelor's degree credit.

FIRST YEAR

First Semester		Second Semester	
English	3	English	3
Biology**	4	Biology**	4
Religion	3	Religion	3
Typing*	2	Typing*	2
Shorthand*	3	Shorthand*	3
Physical Education	1	Physical Education	1
Total		Total	
	16		16

SECOND YEAR

First Semester		Second Semester	
Anatomy & Physiology** ...	3	Anatomy & Physiology** ...	3
Shorthand*	3	Shorthand*	3
Typing*	2	Typing*	2
Physical Education	1	Physical Education	1
Approved Electives	6	Approved Electives	6
Total		Total	
	18		18

*Students with adequate skills may substitute approved electives.

**Students interested in qualifying as legal secretaries will substitute history, economics, psychology, or other approved courses.

ONE-YEAR SECRETARIAL

First Semester		Second Semester	
English	3	Shorthand	3
Typing*	2	Typing*	2
Business Mathematics	3	Hygiene	2
Shorthand*	3	Religion	3
Physical Education	1	Physical Education	1
Introduction to Business	3	Approved Electives	6
Office Machines	1		
Total		Total	
	16		17

*Students with adequate skills may substitute approved electives.

ONE-YEAR GENERAL CLERICAL

First Semester		Second Semester	
English	3	English	3
Typing*	2	Religion	3
Business Mathematics	3	Accounting Principles	4
Accounting Principles	4	Physical Education	1
Physical Education	1	Approved Electives	6
Business Law or Elective	3		
Total		Total	
	16		17

*Students with adequate skills may substitute approved electives.

TWO-YEAR GRAPHIC ARTS (PRINTING)

Freshman Year	Sophomore Year
English 6	English 6
Religion 6	U. S. Government or Elective 3
History or Electives 6	Practice of Printing (2) 5
Mathematics 3	Printing Layout & Design 5
Practice of Printing (1) 8	Linotype Keyboard Operation 15
Elem. Platen Presswork 5	Linotype and Teletypesetter Maintenance 5
Offset Lithography 5	Newspaper Advertising and Makeup 5
Linotype Keyboard Practice .. 5	
Total 44	Total 44

*Students may specialize in either Linotyping, Letterpress and/or Offset, or Composition and Makeup during their sophomore year.

ONE-YEAR TELETYPESETTING

Teletypesetting 20
Religion 6
English 6
Advanced Typing 6
Mathematics 3
Total 41

NOTE: Veterans registered in the Graphic Arts Department do not follow the above curricula. The Veterans Administration requires the veteran student to spend a minimum of 30 hours per week in class. Veteran's classes cannot be worked out until the number of students is known. Then, the veteran's schedule is worked out on an individual basis.

Courses of Instruction

COURSE NUMBERS

Courses in the general education and the college degree programs are numbered from 101 to 299.

Courses in the vocational or terminal programs are numbered from 1 to 99.

BUSINESS

Business Administration

- 131 Introduction to Modern Business Organizations 3 semester hours

A survey course of various types of business organizations, together with related areas.

- 141-142 Principles of Accounting 4 semester hours each

A beginning course in accounting principles used in proprietorships, partnerships, and corporations. A study is made of special journals, worksheets, financial statements, negotiable instruments, and departmental costs. 6 hours per week.

- 161 Business Mathematics 3 semester hours

Comprehensive course in arithmetical business problems of today's world.

- 162 Techniques of Modern Salesmanship 3 semester hours

A study of the psychology of modern-day selling and advertising, and problems of employers.

- 241-242 Advanced Accounting Theory 4 semester hours each

A thorough study in intermediate accounting of the asset, liability, and stockholders' equity accounts of the balance sheet, as well as the income statement accounts. 6 hours per week.

- 243 Income Tax Accounting 3 semester hours

A course designed to acquaint the student with preparation of individual returns and the procedures involved in keeping tax records.

- 244 Accounting Practice and Procedure 3 semester hours

Student must satisfactorily complete Auto Dealer Practice Set, Professional Project Practice Set, and Payroll Accounting Principles and Applications Practice Set in the accounting laboratory.

Prerequisite: Business 141.

251-252 Principles of Economics 3 semester hours each

A study of the fundamentals of modern economic theories with emphasis on the practical applications of our national economic policy.

261 Office Management 3 semester hours

A brief history of office management. Office standards, fundamentals of office control, physical facilities, general nature of office work, personnel relations, managerial controls, etc., as used in modern business offices.

281 Business Law 3 semester hours

A course dealing with law in general, contracts, negotiable instruments, sales, bailments, transportation, suretyship and guarantyship, insurance, principal and agent, employer and employee, and partnerships, as applied in businesses today.

282 Business Law 3 semester hours

A continuation of Business 281, in which law pertaining to corporations, real property, landlord and tenant, personal property, mortgages, debtor and creditor, wills and estates, wrongs, and remedies, is applied to business life.

Secretarial Science

99 Personal Typewriting 2 semester hours

A short-term course in personal typewriting for those who do not intend to major in business. Facility in the use of the keyboard by means of the touch system and the proper technique developments that result in both speed and accuracy are objectives of this course. 3 hours per week.

101 Typewriting 2 semester hours

Mastery of the keyboard by the touch method and the techniques of touch typing, for business majors. Students who have had one year of typewriting in high school will not receive credit for this course. 3 hours per week.

102 Typewriting 2 semester hours

Instructions are given in manuscript typing, letters, and business forms. Required of all business students. Laboratory hours are required. 3 hours per week.

105 Office Machines 1 semester hour

The student is thoroughly acquainted with mathematical principles involved in operation of calculators. A basic skill of operation is also developed in the use of the stencil and fluid process duplicators. 2 hours per week.

111-112 Shorthand 3 semester hours each

Gregg Simplified Method is used to develop reading and writing skills. Two additional laboratory hours are required for the second semester course. 5 hours per week.

122 Introduction to Transcription 3 semester hours

This course deals primarily with the use of Business English at the typewriter. Enroll in this course at the same time you enroll in Business 112.

Prerequisite: Business 101, 111, or equivalent.

123 Secretarial Office Procedures 3 semester hours

Designed primarily for secretarial students. The theory of office practice is studied, together with office filing. The use of the dictaphone is introduced in this study.

203-204 Advanced Typewriting 2 semester hours each

Skill is developed in the use of statistical and legal work performed in government and public accounting offices. Speed and accuracy are greatly emphasized. 3 hours per week.

Prerequisite: Business 101, 102, or equivalent.

211-212 Advanced Shorthand 3 semester hours each

A dictation course for second-year secretarial students. Both legal and medical terminology are included in this study. 6 hours per week.

Prerequisite: Business 111, 112.

Geography

151 General Regional Geography 3 semester hours

An introductory world-wide survey of the elements of the natural environment in their relation to the life of man. A study of Europe and its margins, Asia, Africa, North America, South America, and Australia, showing the interrelationships between people, nations, etc., in the age of scientific development.

152 World Economic Geography 3 semester hours

A study of the essential resources, agricultural and manufacturing production, and trade routes of the world, so as to widen the student's interest in the world about him.

ENGLISH

101 English 3 semester hours

A course for freshmen whose records indicate deficiency in English. Frequent themes and a review of fundamentals. This course includes also the same work as English 103. 5 hours per week.

103 English 3 semester hours

Regular course for properly qualified freshmen meeting the requirements of the standard placement tests includes frequent drill and practice in the fundamentals of grammar, spelling, and composition, with library assignments.

104 English 3 semester hours

A continuation of English 103 with emphasis upon advanced composition, including a research paper and frequent supplementary reading of literary masterpieces.

201 English 3 semester hours

A comprehensive survey of representative writers from the beginning of English literature to Samuel Johnson and his circle, with parallel reading and class discussion. First semester.

202 English 3 semester hours

A continuation of English 201, from the days of Samuel Johnson to contemporary times. Second semester.

203 English — Introductory Speech 3 semester hours

The principles of public speaking. Some attention is given to parliamentary procedure. Oral reading and library assignments.

Prerequisite: English 103 or 101.

204 English — Advanced Speech 3 semester hours

A course in speaking on a more advanced scale. Oral reading; enunciation; radio and television speaking.

Prerequisite, English 101 or 103, and Speech 203.

3 English — Printers' English 2 semester hours

A course designed for the students of graphic arts, with emphasis on word study, including spelling, syllabication, hyphening, and a review of grammar, capitalization, and punctuation. Required of first-year students in graphic arts. First semester.

4 English — Printers' English 2 semester hours

Continuation of English 3. Second semester.

GRAPHIC ARTS (PRINTING) *

1 Practice of Printing 1

A study of the history of the great industry of printing; types and materials used in printing and how to use them; the setting and makeup of printed forms and advertisements.

2 Elementary Platen Presswork

To learn mechanics of the platen press and the methods of producing certain types of printing

3 Linotype Keyboard Practice

To study the fingering system of the Linotype keyboard and to determine if the student has the aptitude necessary to become a competent operator.

21 Practice of Printing 2

To study the principle of balance, proportion, harmony and contrast in printing; to set and makeup intricate forms and advertisements; the study of papers used in printing; illustrations and their use.

22 Printing Layout and Design

Practice of designing newspaper advertisements and printed forms; newspaper adroom practice and procedure; separation of color forms; a knowledge of photo engravings.

23 Linotype and Teletypesetter Maintenance

Diagnosing troublesome conditions that develop in the operation of Linotypes and Teletypesetter attachments; to learn the care and maintenance of the machines.

24 Newspaper Advertising and Makeup

The practice of newspaper makeup; how to put punch in the setting of newspaper advertisement; how to mark ad copy; the setting of effective heads; producing a newspaper.

25 The Teletypesetter Perforator

A study of the difference in arrangement of the teletypesetter keyboard and that of a standard typewriter; practice in operating the keyboard; learning to read perforated tape; and to prepare students for employment as efficient operators.

* Graphic Arts students receive 12 credit hours per semester for work done within the department.

HEALTH AND PHYSICAL EDUCATION

101 Hygiene

2 semester hours

A course designed to give a general knowledge of the body that will result in a more wholesome life. Personal health problems are emphasized. Mental, physical, and social factors influencing health are studied.

Women

101W-102W Basic Physical Education 1 semester hour each

Basic courses consisting of low and high organization activities, individual and team games to develop fundamental skills according to the needs of the individual. 2 hours per week.

103W Recreational Activities 1 semester hour

A course in indoor and outdoor competitive sports designed to be helpful in playground and church recreation. 2 hours per week.

104W Recreational Games 1 semester hour

A beginner's course designed to teach the basic rules and skills of archery, badminton, horseshoes, and shuffleboard. This includes training in the care of equipment. 2 hours per week.

121W-122W Swimming 1 semester hour each

The fundamental skills in executing various strokes are emphasized. 2 hours per week.

201W-202W Tennis 1 semester hour each

A course to teach rules, skills and activity. 2 hours per week.

221W-222W Volleyball and Basketball 1 semester hour each

Development of skills and rules. 2 hours per week.

Men

151-152 Basic Physical Education 1 semester hour each

Basic courses consisting of conditioning activities of low and high organization, vigorous individual and team games to develop fundamental skills according to the needs of the individual. 2 hours per week.

153 Elementary Swimming 1 semester hour

The fundamental skills in executing various strokes are emphasized 2 hours per week

154 Recreational Games 1 semester hour

Basic course in fundamentals and rules of games and minor sports. This course is designed for those interested in church, Y. M. C. A., Boy Scout, or school work. 2 hours per week.

155-156 Organized Games 1 semester hour each

These courses stress team play in games such as volleyball, touch-football, basketball, soccer, badminton, tennis, and field and track. 2 hours per week.

157 Tumbling and Apparatus 1 semester hour

Primarily basic work on mats and horizontal bars, as well as rope climbing. 2 hours per week.

258 Advanced Swimming 1 semester hour

Physical Education 153 or its equivalent is a prerequisite for this course. 2 hours per week.

LANGUAGES

French

101-102 Elementary French 3 semester hours each

For those with no previous study of the language. Fundamentals of grammar. Simple composition. Constant training in pronunciation based on phonetics. Simple readings during second semester.

201-202 Intermediate French 3 semester hours each

Two years of high school French, or French 101 and 102, required. Rapid review of grammar, idiomatic constructions, and vocabulary based on reading of selected authors. Frequent dictations and some conversational French.

251-252 Introduction to Literature 3 semester hours each

Rapid review of most difficult parts of grammar. Survey of French literature from Chanson de Roland to eighteenth century with particular emphasis upon seventeenth century selected texts.

Latin

101-102 Latin 3 semester hours each

A course intended for students who have never studied Latin and for those who present only one unit of Latin for entrance.

201-202 Latin 3 semester hours each

Continuation of Latin 101-102. Some study made of the Roman political and social institutions. Reading of selections from Latin masterpieces.

Spanish

101-102 Elementary Spanish 3 semester hours each

Introduction to the Spanish language through contact and use. Emphasis on grammar, graded readings, and simple conversation. Completion of 102 necessary in order to receive credit for 101.

201-202 Intermediate Spanish 3 semester hours each

Review of grammar. Class readings and conversation. Completion of 202 necessary in order to receive credit for 201.

Prerequisite: 101-102 or two years high school Spanish.

MATHEMATICS

1 Mathematics Review 1 unit H. S. credit

This course is designed for those who have insufficient background in mathematics. It begins with basic arithmetic and attempts to prepare the student for College Algebra 101. 5 hours per week.

3 Plane Geometry 1 unit H. S. credit

While this course includes the full high school subject of Euclidian Geometry, it covers a great deal more in logical analysis and the reasoning process that is of particular value to all engineering and pre-law students. The course is required of all liberal arts students whose transcripts indicate a deficiency and who are candidates for the Associate degree. 3 hours per week.

101 College Algebra 3 semester hours

A digest of work usually covered in a review of second-year high school algebra, including the fundamental operation, factoring, linear, and quadratic equations with special attention to exponents, radicals, the binomial theorem and progressions. This course includes also the same work as College Algebra 103. 5 hours per week.

103 College Algebra 3 semester hours

This is the standard freshman course in college algebra. It meets the needs of mathematics and physical science majors, as well as the requirements of students of engineering and of higher accountancy and finance.

Prerequisite: 1½ years H. S. Algebra.

104 Solid Geometry 2 semester hours

Geometry of figures in space; including a review of plane geometry, a study of formulas and their application. Required of all pre-engineering students who enter without a previous study of solid geometry.

Prerequisite: Plane Geometry.

105 Plane Trigonometry 3 semester hours

This course is a study of trigonometry, beginning with the definition of trigonometric functions and continuing through the fundamental identities, multiple angles, solutions of trigonometric equations, and solutions of the general plane triangle. Also included is the study of the radian and inverse trigonometric functions.

Prerequisite: Mathematics 103.

107 Mathematics for Teachers 3 semester hours

This course is planned to meet the requirements in mathematics for students preparing to teach. It will emphasize the fundamentals, skills, and operations in arithmetic. Certain phases of elementary algebra and introductory statistics will be covered.

108 Mathematics for General Education 3 semester hours

This course is designed to meet the general educational requirement in mathematics which is usually considered

the necessary equipment of an educated man. It will emphasize an understanding of the principles of arithmetic and algebra. The basic formulas used in science and business will be treated. Introduction to statistics will be covered. This course may not be substituted for college algebra nor trigonometry. However, it may be used to meet the requirements in mathematics for candidates preparing to teach.

111 Engineering Drawing 2 semester hours

Free-hand lettering, orthographic projection, auxiliary views, sectional views, use of working drawings, isometric projection, technical sketching, perspective, pencil and ink tracing. 2 two-hour labs per week.

112 Descriptive Geometry 2 semester hours

Derivatives, rates, tangents, curve plotting, maxima relationships between them. Topics discussed are edge and normal views, straight lines and planes, curved lines, curved and warped surfaces, intersections, developments and vector geometry. 2 two-hour labs per week.

201-202 Analytical Geometry and Calculus 5 semester hours each

Derivatives, rates, tangents, curve plotting, maxima and minima; antiderivatives, definite integrals, the fundamental theorem of integral calculus, methods of integration, conic sections; vectors, determinants, and linear equations; curvature and arc length; partial differentiation; applications; infinite series.

203 Statistics 3 semester hours

A study of the elements of statistics and their applications.

205 Surveying 2 semester hours

Construction, care and use of surveying instruments. Theory and practice in the elements of plane surveying. 2 three-hour labs per week.

206 Surveying 2 semester hours

Construction and route surveys, earthwork computations, and related topics. 2 three-hour labs per week.

THE DANIEL SCHOOL OF MUSIC

The courses in music are designed to serve three purposes:

- (1) To provide thorough training in the practice, literature, theory, and history of music for the student who wishes to concentrate on music in the liberal arts curriculum leading to the Associate degree.
- (2) To provide a solid foundation for the student who elects music as his major subject in the curriculum leading to the A. B. and B. M. degrees.
- (3) To provide students in other departments with elective courses in music designed to increase knowledge of religious music and to add cultural value and enjoyment to the general liberal arts program.

101-102 Notation, Sight-singing, and Dictation
1 semester hour each

Introductory course, intended to provide a basic knowledge of the common terminology of music, rhythms, intervals, and scales. Required of all music majors. 2 laboratory hours per week.

151-152 Harmony 3 semester hours each

A beginning course in the elements of musical composition, including triads, inversions, seventh chords, nonharmonic tones, elementary modulation, keyboard harmony, and short compositions. Required of all music majors.

Prerequisite or corequisite: Music 101-102.

161 Music Appreciation 3 semester hours

An introduction to musical understanding, emphasizing elements, styles, and forms. Integrated with the other arts and the humanities in general. Lectures, research, recordings, and concerts.

181 Hymnology 3 semester hours

A critical study of Greek, Latin, German, French, and English hymns, and the Gospel Song, through research, class discussion and analysis.

201-202 Notation, Sight-Singing, and Dictation
1 semester hour each

Continuation of Music 101-102, with work in clef-reading,

rhythms, intervals, chords, and melodies, utilizing exercises from musical literature. Required of all music majors. 2 laboratory hours per week.

Prerequisites: Music 101-102.

253-254 Advanced Harmony 3 semester hours each

A continuation of Music 151-152, including chromatic harmony, advanced modulation, advanced keyboard harmony, and larger compositions. Required of all music majors.

Prerequisites: Music 101-102, 151-152.

Corequisites: Music 201-202.

271-272 The History of Music 3 semester hours each

Survey from the origins of music to 1600, and from 1600 to the present. Includes reading, individual reports, classroom demonstrations, and recordings in the various styles of the periods. Required of all music majors.

Applied Music

The following courses in applied music are open to any student in the college. Work in applied music is regarded not merely as technical training in performance, but also as a study of the standard literature. Credit in applied music is given on the basis of (1) the stage of advancement and (2) the number of lessons per week. The general prerequisite for credit in applied music is a basic knowledge of the instrument to be studied. Copies of study for each instrument will be sent upon request.

All students taking applied music for credit are required to attend bi-monthly student recitals, and college sponsored concerts. Music majors must also participate in a musical organization and take part in prescribed concerts. A minor in piano is required of all music majors not having piano as their major. No credit will be given to music majors for preparatory piano, voice, or organ.

100A Preparatory Voice ½ semester hour

One half-hour lesson and four practice hours per week.

111A-112A First-Year Voice ½ or 1 semester hour each

One or two half-hour lessons per week and six or twelve practice hours per week respectively.

211A-212A Second-Year Voice ½ or 1 semester hour each

One or two half-hour lessons per week and six or twelve practice hours per week respectively.

Similar descriptions with regard to value, hours, and prerequisite work apply to each of the courses B and C.

B. Piano

100B

111B-112B

211B-212B

C. Organ

100C

111C-112C

211C-212C

113A Class Instruction in Voice 1 semester hour

Beginning voice students only. 1 class hour and 4 practice hours per week.

113B Class Instruction in Piano 1 semester hour

Beginning piano students only. 1 class hour and 5 practice hours per week.

Ensembles

191-192, 291-292 Choir 1 semester hour each

Membership is open to any student. Performances include fall, Christmas, and spring concerts, as well as numerous other engagements throughout the year. The touring choir, selected from the college choir by the director, makes an extensive tour during the spring semester. 4 rehearsal hours per week.

Pep Band

no credit

To be offered only if interest demands. Rehearsal times to be arranged.

RELIGION

101 New Testament 3 semester hours

Special study is made of the life of Christ as revealed in the Gospels. The spread of Christianity is traced through the first century with special attention to Acts and the letters. An effort is made to show the relationship of Christianity to Western Culture.

102 Old Testament 3 semester hours

A study is made of the leading facts of the history of the Hebrew people as given in the Old Testament from the time of Creation to the return from Exile. The prophetic and poetic books are studied in connection with the periods and events to which they are related.

201 Religious Education 3 semester hours

A study of the church, its organizations, doctrines, and programs.

Prerequisites: Religion 101-102.

SCIENCE

Biology

101-102 General Biology 4 semester hours each

An introductory course in which the fundamental facts of the structure and activities of plants and animals are studied. Laboratory work consists of the study of important biological principles and the study of representatives from plant and animal kingdoms. The first semester is primarily Botany, and the second is primarily Zoology. 3 lecture and 2 laboratory hours per week.

221-222 Anatomy and Physiology 4 semester hours each

Reading and lectures about human anatomy and physiology, including emphasis on health and hygiene. 3 lecture and 2 laboratory hours per week.

Prerequisites or corequisites: Biology 101-102.

223 Comparative Anatomy 4 semester hours

A comparative study of the chordate animals. Study and dissection of type forms in the laboratory. 3 lecture and 2 laboratory hours per week. On demand.

Prerequisites: Biology 101-102.

231 Parasitology 4 semester hours

A study of morphology, life cycle, modes of infection, and similar topics. Special emphasis is given to methods of identification of the parasites and their ova. 3 lecture and 2 laboratory hours per week.

241 Bacteriology 4 semester hours

A study of bacteria with emphasis on the pathogenic species. Laboratory work will be devoted to the study of the common species of bacteria and to the development of satisfactory bacteriological technique. Designed primarily for students who plan to enter medicine, nursing, dentistry, public health, or medical technology. 3 lecture and 2 laboratory hours per week.

261 Invertebrate Zoology 4 semester hours

A study of the invertebrate animals from the standpoint of their taxonomy, morphology, physiology, and relationships. 3 lecture and 2 laboratory hours per week. On demand.

Prerequisites: Biology 101-102

Chemistry

171-172 General Inorganic Chemistry 4 semester hours each

This course emphasizes the fundamental principles, theories, laws, and basic facts of chemistry. Preparation and properties of the more common elements and their compounds are studied. Relations of the periodic table and atomic structures are studied. Special consideration given to writing and balancing equations. 3 lecture and 2 laboratory hours per week.

271-272 Organic Chemistry 5 semester hours each

This course is a survey study of the organic compounds. Both aliphatic and aromatic compounds are considered. Special attention is given to methods of preparation and to reaction of typical organic compounds. 3 lecture and 4 laboratory hours per week.

Prerequisites: Chemistry 171-172

Physics

181-182 General Physics 4 semester hours each

This course treats historically and experimentally the principles of physics. Such topics as mechanics, heat, magnetism, electricity, sound, and light are studied. Special emphasis is placed on problem-solving. 3 lecture and 2 laboratory hours per week.

Prerequisites or corequisites: Mathematics 103, 105.

281 Modern Developments in Physics 4 semester hours

This course is a study of topics not usually covered in the classical physics course. Such topics as X-ray, television, radio and elementary atomic physics are considered. This course is limited primarily to developments of the present century. 3 lecture and 2 laboratory hours per week.

SOCIAL SCIENCE

History

101-102 Western Civilization 3 semester hours each

A survey of history from the ancient times to the present. Emphasis is placed on major civilizations of the Near East, Greece, Rome, the fall of the Roman Empire, the Reformation, and the Renaissance.

203-204 United States History 3 semester hours each

A survey of the influences and forces that have made our country what it is today. Outside reading, class reports, and field trips.

Sociology

205 Sociology 3 semester hours

An introduction to the principles of sociology, the structure and function of society. A basic course prepared to meet the needs of beginners in this field.

Government

108 Government 3 semester hours

The National Government of the United States. A course in the problems of American citizenship with a study of the actual working of the American Government. Parallel reading, oral and written reports required.

PSYCHOLOGY

201 General Psychology 3 semester hours

This course is a survey of the problems, principles and methods of psychology. The study leads to advanced work in psychology. It serves as an introduction to a liberal education.

202 Educational Psychology 3 semester hours

This course is offered primarily for future teachers, ministers, social workers and coaches. It deals with the problems of child development and the application of psychological principles in teaching and school procedures. Special emphasis is made on the learning process.

Prerequisite: Psychology 201.

The Directory

THE BOARD OF TRUSTEES

Officers Of The Board

Dr. Bruce E. Whitaker* President of the College
The Rev. Felix Arnold, Chairman Enfield
J. L. Darden, Sr., Vice-Chairman Union
Oscar Creech, Secretary Murfreesboro
Virginia Dansey, Ass't Secretary Murfreesboro

* Ex-Officio

Term Expiring 1960

Mrs. J. C. Cherry Ahoskie
Louis Daniel New Bern
J. E. Ferebee Camden
J. Henry Jones Red Oak
Frank Shields Scotland Neck
The Rev. B. M. White-Hurst Roanoke Rapids
Charles L. Revelle, Sr. Murfreesboro

Term Expiring 1961

The Rev. Irby Jackson Greenville
McDaniel Lewis Greensboro
George Gibbs Murfreesboro
E. R. Evans Ahoskie
Edward George Roanoke Rapids
The Rev. Felix Arnold Enfield
John R. Jordan, Jr. Raleigh

Term Expiring 1962

Dr. Robert W. Kicklighter Elizabeth City
Don Matthews, Jr. Hamilton
The Rev. J. L. Walter Moose Seaboard
Randolph Sutton Rocky Mount
Craig Vaughan Ahoskie
J. L. Darden, Sr. Union
E. Lewis Bryan Goldsboro

Term Expiring 1963

The Rev. Gordon Conklin Williamston
R. H. Goodmon Williamston
Mrs. W. S. Penny Raleigh
Bennie Daniels Wake Forest
Mrs. J. Grady Bridgers Jackson
J. C. Leary Edenton
Dewey Wells Elizabeth City

Executive Committee Of The Board

George Gibbs, Chairman Murfreesboro
The Rev. Felix Arnold Enfield
Charles Revelle, Sr. Murfreesboro
J. E. Ferebee Camden
J. Henry Jones Red Oak
E. R. Evans Ahoskie
Don Matthews, Jr. Hamilton
Craig Vaughan Ahoskie
J. L. Darden, Sr. Union

THE ADMINISTRATION

Bruce E. Whitaker	President of the College
J. Irving Brooks	Dean of the College
John C. Gill, Jr.	Assistant to the President in Charge of Public Relations
Oscar Creech	Director of Development
Ross A. Cadle	Director of Student Admissions
Miss Arelia Adams	Bursar
Mrs. Sybil Grimes	Dean of Women, Nurse
James R. Masters	Dean of Men

Administrative Assistants

Miss Anna Belle Crouch	Assistant Dean of Women
Miss Georgia Morris	Assistant Dean of Women
Mrs. J. Irving Brooks	Assistant Dean of Women
L. M. Wallace, Jr.	Assistant Dean of Men
Mrs. Neva Cambell	Librarian
Mrs. Ross A. Cadle	Assistant Librarian
Mrs. Charley L. Sandifer	Assistant Librarian
Mrs. J. F. Beaman	Dietician
Jack Hassell	Superintendent of Buildings and Grounds
Mrs. Virginia Dansey	Secretary to the President
Mrs. Marjorie Lee	Assistant Registrar
Mrs. Elaine Cooke	Administrative Secretary
Miss Norma Hayes	Administrative Secretary
Mrs. Marjorie Sewell	Administrative Secretary
Mrs. Elizabeth Jones	Administrative Secretary

THE FACULTY

- BRUCE E. WHITAKER (1957). President of the College.
B. A., Wake Forest College
B. D., Th. M., Th. D., Southern Baptist Theological Seminary
Additional Graduate Study, George Peabody College for Teachers
- J. IRVING BROOKS (1956). Dean of the College.
B. A., College of William and Mary
M. A., University of Virginia
Additional Graduate Study, University of Richmond
- LIONEL L. BISHOP, Jr. (1956). Chairman, Department of Mathematics and Science.
B. S., M. A., East Carolina College
Additional Graduate Study, Florida State University, Clemson College
- HAROLD F. BROWN (1956). Graphic Arts.
Diploma in Graphic Arts, Continued Study, Chowan College
- LOIS C. CADLE (1955). Assistant Librarian.
B. A., Westhampton College
B. M. T., Carver School of Missions and Social Work
- NEVA F. CAMPBELL (1957). Librarian.
A. B., Chowan College
B. S. in Library Science, University of North Carolina
- CARLA S. CHAMBLEE (1959). Music.
B. A., Graduate Study, University of North Carolina
- JAMES M. CHAMBLEE (1959). Chairman, Department of Music.
B. A., University of North Carolina
M. A., Columbia University
Additional Graduate Study, University of North Carolina
- ANNE BELLE CROUCH (1958). Music, Religion.
B. S., Southeastern Missouri State College
M. R. E., Carver School of Missions and Social Work
Additional Graduate Study, School of Church Music of Southern Baptist Theological Seminary, East Carolina College

- JAMES G. GARRISON (1958). Chairman, Department of Physical Education.
B. A., Western Carolina College
Graduate Study, East Carolina College
- LEVI GILLIKIN (1959). Mathematics.
B. A., University of Richmond
Graduate Study, Andover-Newton Theological School
- C. RAY GLENN (1960). Mathematics.
B. S., M. A., Appalachian State Teachers College
- JERRY LEE HAWKINS (1958). Physical Education.
B. S., M. A., Western Carolina College
- EDWIN A. HOBACK, Jr. (1960). Science.
B. S., M. A., George Peabody College for Teachers
- BEATRICE C. KEELER (1951). Business, Social Science.
B. A., Union University
M. S., University of Tennessee
Additional Graduate Study, University of Missouri,
George Peabody College for Teachers
- JAMES E. LISTON (1959). Science.
A. B., Graduate Study, Marshall College
Graduate Study, University of Illinois, University of North Carolina
- HARRIET MAJOR (1960). Business.
B. S., University of Virginia
B. S., Bowling Green College
M. A., George Peabody College for Teachers
Additional Graduate Study, Vanderbilt University
- WILLIAM I. MARABLE (1956). English, Languages.
B. A., College of William and Mary
M. A., University of Virginia
Additional Graduate Study, Duke University
- JAMES R. MASTERS (1958). Business.
B. S., Berea College
M. A., University of Tennessee

EDGAR V. McKNIGHT (1960). Chaplain of the College and Student Counselor.

B. S., College of Charleston

B. D., Th. D., Southern Baptist Theological Seminary

JOHN McSWEENEY (1952). Chairman, Department of Graphic Arts.

B. A., Bissell College

Graduate Study, University of Pennsylvania, Temple University

Master Printer

DAISY LOU MIXON (1951). Chairman, Department of Religion.

B. A., Winthrop College

B. R. E., M. R. E., Carver School of Missions and Social Work

Additional Graduate Study, New York University, Union Theological Seminary

GEORGIA LEE MORRIS (1960). Physical Education, Science.

B. A., Atlantic Christian College

M. A., East Carolina College

M. A., University of North Carolina

W. CLAYTON MORRISSETTE (1960). Social Science.

B. S., M. A., East Carolina College

Additional Graduate Study, Duke University

*BARBARA Y. REVELLE (1954). Music.

B. M., Shorter College

M. M., Cincinnati Conservatory of Music

EMMA JEANNE RIDDLE (1960). English.

A. B., Berea College

M. A., Appalachian State Teachers College

THOMAS E. RUFFIN, Jr., (1957). Chairman, Department of Business.

B. S., M. A., East Carolina College

*On Leave of Absence 1960-61.

- CHARLEY L. SANDIFER (1959). Chairman, Department of English.
A. B., Mississippi College
Th. M., New Orleans Baptist Theological Seminary
M. A., University of Mississippi
- Mrs. CHARLEY L. SANDIFER (1959). Assistant Librarian.
B. A., Graduate Study, Mississippi College
Graduate Study, New Orleans Baptist Theological Seminary
- WARREN G. SEXTON (1959). Social Science.
B. S., M. A., Appalachian State Teachers College
- WILLIAM B. SOWELL (1955). Graphic Arts.
Diploma in Graphic Arts, Continued Study, Chowan College.
- FRANCIS M. TUCKER (1958). Science.
A. B., M. A., University of North Carolina
Additional Graduate Study, University of Virginia
- BELA UDVARNOKI (1952). Chairman, Department of Social Science.
Undergraduate Degree, University of Budapest
Th. M., Ph. D., Southern Baptist Theological Seminary
Additional Graduate Study, University of Hamburg, University of Chicago
- L. M. WALLACE, Jr. (1958). Business.
B. S., M. A., East Carolina College
- ESTHER A. WHITAKER (1957). Religion, English.
B. S., Appalachian State Teachers College
M. R. E., Carver School of Missions and Social Work
M. A., George Peabody College for Teachers
- FRANCES E. WHITE (1953). English, Religion.
B. A., Radford College
B. M. T., Carver School of Missions and Social Work
M. R. E., Presbyterian General Assembly Training School
- M. EUGENE WILLIAMS (1949). Chairman, Department of Languages.
B. A., University of Richmond
M. A., Duke University
Premier Degree, L'Universite de Dijon

COLLEGE COMMITTEES

Endowment

Gilbert T. Stephenson, Chairman	Pendleton
R. Hunter Pope	Enfield
H. D. White	Rocky Mount
J. Craig Revelle	Murfreesboro
Dr. Burton Ray	Franklin, Va.
Edwin P. Brown	Murfreesboro
John Askew	Harrellsville
E. W. Parker	Murfreesboro
George Underwood	Murfreesboro
Cohen W. Parker	Aulander
Grady P. Davis	Conway

Grounds

J. Henry Jones, Chairman	Red Oak
Mrs. G. B. Storey	Murfreesboro
Mrs. Bynum H. Brown	Murfreesboro
Mrs. T. J. Benthall	Ahoskie
Mrs. M. H. Mitchell	Ahoskie

ALUMNI OFFICERS

Mrs. R. H. Underwood, President	Murfreesboro
Mrs. Harold Brown, Vice President	Murfreesboro
Mrs. George W. Pratt, Secretary	Merry Hill
Mrs. Henry Miller, Treasurer	Murfreesboro

STUDENT DIRECTORY

Sophomore Class 1959-60

Abbott, G. Keith, Jr.	Rocky Mount
Adams, Mattie Faye	New Bern
Albright, James	Bolivia
Alford, Wayne M.	Middlesex
Andrews, Bruce	Richmond, Va.
Barham, Charles B, III	Raleigh
Barnes, Douglas R.	Angier
Bates, Philip E.	Elizabeth City
Batten, Vasco T.	Smithfield, Va.
Beale, Mattie G.	Potocasi
Boykins, Luby	Selma
Bracey, Robert B.	South Hill, Va.
Brake, John I.	Rocky Mount
Breeden, Willie Roy	Elizabeth City
Britton, Horace G.	Jackson
Britton, Nancy J.	Como
Britton, Randolph	Ahoskie
Bryant, John H., III	Rescue, Va.
Bryant, Linwood W.	Rich Square
Bunch, Richard E.	Newport News, Va.
Byrd, Barbara Ann	Suffolk, Va.
Byrum, Hal A.	Colerain
Capps, Leonard F.	Back Bay, Va.
Carawan, Kitty K.	Bayboro
Carr, Peggy Ann	Pinetops
Chaffin, Robert R.	South Mills
Clough, J. D.	Columbia
Compton, Dwight E.	Cedar Grove
Congleton, Geneva J.	Washington
Cooper, Marvin J.	Columbia
Cox, Adolphus Howard	Roxboro
Cross, Dan	Richmond, Va.
Crowder, Willie Lewis	South Hill, Va.
Dansey, William E., Jr.	Murfreesboro
Davis, Carroll A.	Elizabeth City
Davis, Rose Serina	Davis
Day, Maxie Rice, Jr.	Franklin, Va.
Dilday, Joseph M.	Colerain
Dixon, Joseph	Murfreesboro
Dunn, Mary Jane	Ahoskie

Eason, Gene R.	Rocky Mount
Edwards, Charles	Ahoskie
Evans, L. Frances	Nashville
Ferguson, George R.	South Hill, Va.
Felts, Jewel	Boykins, Va.
Finch, Ellen Anne	Merry Hill
Fortescue, Frank	Tyner
Frazier, William B.	Warrenton
Gray, Mitchell	Franklin, Va.
Griffin, Harry H.	Norfolk, Va.
Gentry, Glofpheus	Roxboro
Griffin, John A.	Yanceyville
Hall, Andrew C.	Wake Forest
Hamilton, John L.	Pittsfield, Maine
Hardister, Nelson	Badin
Harris, Myrtle Jane	Columbia
Harrell, Nancy V.	Colerain
Hawkins, W. Benjamin	Arlington, Va.
Henderson, W. Sherwood	Maysville
Hill, Delores L.	Woodland
Hodgin, W. Stafford	Murfreesboro
Hofler, Richard D.	Hobbsville
Howell, George Sarde	Camden, Del.
Howell, Gerald F.	Smithfield, Va.
Hunter, Mary A.	Marion
Hunter, Richard M.	Murfreesboro
Iddings, Charles T.	Vinton, Va.
Jones, Robert Beasley	La Crosse, Va.
Jones, Guy N., Jr.	Maysville
Kitchings, Henry	Zebulon
Landen, Mrs. Carol	Weldon
Lassiter, Albert	Roanoke Rapids
Lee, Thomas S.	Southhampton, N. Y.
Leicester, Catherine	Windsor
Leonard, Jerry H.	Norfolk, Va.
Lee, Roberta W.	Murfreesboro
Little, Robert	Suffolk, Va.
Lowe, Alton	Gatesville
Ludwig, William T.	Hamlet
Lyon, Dalton G.	Ahoskie
McCants, Floyd W.	Wyoming, Del.
Mangum, Rufus M.	Angier
Marriner, Audrey E.	Hickory, Va.

Miller, William P.	Murfreesboro
Maybud, Ed	Teheran, Iran.
Maybud, Jay	Teheran, Iran
Moon, Jimmie	Hamlet
Morris, James Avery	Columbia
Oakley, Donald Ferrell	Roxboro
O'Brien, Garland	Woodsdale
Odom, Kenneth Wayne	Conway
Parker, Roy Earl	Pendleton
Pearce, Anne	Edenton
Peoples, Stanley	Williamsburg, Va.
Pickett, Neil	Hampton, Va.
Powers, Rebecca Ann	Northwest, Va.
Raloh, Bobby	Corapeake
delRiego, Louis	Habana, Cuba
Rhodes, Steve	Norfolk, Va.
Roberson, James	Washington
Roberson, Everett	Ahoskie
Robertson, Roy P.	Macon
Sadler, Edward L.	Suffolk, Va.
Selby, Sarah Jane	Columbia
Severance, William	Norlina
Sharber, William G.	Elizabeth City
Sheek, Linda C.	Yadkinville
Shouse, Richard J.	Winston-Salem
Smith, James S.	Roanoke Rapids
Smith, John L., Jr.	Gates
Spivey, William	Jackson
Storey, Walter	Franklin, Va.
Sumner, Gloria	Conway
Taylor, Daniel M.	Goldsboro
Thompson, Charles	Colerain
Tinkham, Bonnie	Norfolk, Va.
Turner, Ray	Franklin, Va.
Underhill, Alice	Selma
Waterfield, Roland	Pungoteague, Va.
Wells, Carl	DeWitt, Va.
White, Crethie S.	Aulander
White, James A., Jr.	Havelock
White, Janice	Lynnhaven, Va.
Williams, Bryan Lee	Rocky Mount
Williams, Henry C.	Spring Hope
Winston, Thomas	Virgilina, Va.

Freshman Class 1959-60

Ackiss, Alton J., Jr.	Back Bay, Va.
Agee, Norman Dillon	Spray
Albrant, Linda R.	Havelock
Aman, Laura Elizabeth	Maysville
Anderson, Jacqueline	Severn
Anderson, Philip D.	Middlesex
Askew, Betty Lou	Rich Square
Askew, Janice Faye	Plymouth
Autry, Herman A.	Beaufort
Avella, Edward Joseph	Arlington, Va.
Avent, Mack Lee	Spring Hope
Baisden, Leroy F.	Hampton, Va.
Banks, John Wilbur	Jacksonville
Banks, William R.	Cary
Barnes, Lyman S., Jr.	Norfolk, Va.
Barrett, Nettie L.	Conway
Bazemore, Marjorie	Richmond, Va.
Beaton, Rudolph E.	Suffolk, Va.
Beddard, Cyrus	Arlington, Va.
Bedsole, William D.	Fayetteville
Beecham, Mary Lois	Yorktown, Va.
Belnay, John Hale	Winton
Bess, Albert	Moyock
Best, Robert Bruce	Kitty Hawk
Bishop, James K.	Norfolk, Va.
Black, Ronald E.	Morganton
Bradshaw, Linda P.	Franklin, Va.
Braswell, Annie P.	Nashville
Breedlove, Jerry H.	Spring Hope
Brenner, John H.	Franklin, Va.
Bright, Elaine A.	Stella
Britt, Kenneth W.	Merry Hill
Brown, Ella Janice	Oak City
Bryant, Jacqueline H.	Murfreesboro
Bryant, Jake	Hampton, Va.
Bryant, Richard V.	South Norfolk, Va.
Brinson, Camries T.	Norfolk, Va.
Bunch, Edgar Harrell	Ahoskie
Burgess, Vivian Marie	Conway
Burnham, James W.	South Mills
Butler, Audrey E.	Franklin, Va.

Byerly, Carolyn F.	High Point
Byrd, Gerald Lee	Murfreesboro
Callahan, James M.	Norfolk, Va.
Carter, Frederick P.	Kernersville
Cason, Jamie	Hampton, Va.
Chappell, Ella Louise	Belvidere
Cherry, Jerry Bradley	Williamston
Collier, James D.	Bayside, Va.
Cobb, Henry E.	Como
Cockes, Thomas Otho	Portsmouth, Va.
Cooper, Henry T.	Portsmouth, Va.
Copeland, Alice F.	Colerain
Copeland, Henry L.	Franklin, Va.
Corbett, Elizabeth	Merry Hill
Corbin, Maude Inez	Moseley, Va.
Cosby, Wayne M.	Winterpeck, Va.
Cox, Judith	Merry Hill
Crawford, Joe D.	Hillsboro
Cuthriell, Bryan Lee	Portsmouth, Va.
Daniels, Graham Riley	Chester, Va.
Daniels, Jimmy F.	Colerain
Davis, Lynda F.	Columbia
Davis, Shelby T.	Conway
Davis, Stephen W.	Hampton, Va.
deDiego, Luther S.	Mount Pleasant
Dickey, John W.	Hillsboro
Dicks, Frances M.	Richmond, Va.
Dixon, P. Jeanne	Murfreesboro
Dodson, Reginald M.	Norfolk, Va.
Dowdy, Frances J.	Powells Point
Draper, Gene L.	Roanoke Rapids
Duck, Vivian J.	Franklin, Va.
Dudley, Patrick	Swansboro
Dunaway, Samuel M.	Warwick, Va.
Dunbar, Robert K.	Scranton
Duncan, Gerald L.	Smithfield, Va.
Eaker, C. Boyce	Crouse
Earley, Elaine P.	Ahoskie
Edmonds, Robert Earl	Roanoke Rapids
Edwards, Doris D.	Wilson
Edwards, Robert M.	Hampton, Va.
Egan, Charles Martin	Pelham, N. Y.
Elias, Charlotte Z.	Weldon

Ellenor, Charlie F.	Gates
Enroughty, James E.	Richmond, Va.
Faison, Robert E.	Hampton, Va.
Farmer, John G.	Raleigh
Ferguson, Vina R.	Havelock
Fisher, John L.	Gastonia
Folkner, Deborah C.	Winston-Salem
Foxwell, Calvin Lee	Edenton
Futrell, Fenton	Severn
Fulford, William	Harrellsville
Gardner, Joseph R.	Hamlet
Gaylord, Albert L.	Belhaven
Gibson, Edward M.	Newport News, Va.
Gough, Claude M.	Mount Airy
Graffeo, Michael	Alexandria, Va.
Grant, Claude M.	Churchland, Va.
Grant, Thomas W.	Garysburg
Green, Wallace L.	Spring Hope
Gregory, Lena Rebecca	Hertford
Grizzard, Margaret	Murfreesboro
Groome, Fred M., Jr.	Greensboro
Gupton, Atwood T.	Louisburg
Hardister, Edwin L.	Badin
Harrell, Alton B.	Garysburg
Harrell, Norman E., Jr.	Oak City
Harrell, E. Annette	St. Brides, Va.
Harrell, Fletcher	Colerain
Harrell, Priscilla	Holland, Va.
Harris, E. Lorraine	Macon
Harris, Susan B.	Elizabeth City
Hart, Joseph W.	Gumberry
Hasty, Mary Lucy	Seaboard
Hatchell, Gene A.	Norlina
Hayes, Clifton U.	Newport News, Va.
Hayes, Norma June	Gates
Hendrix, Daniel E.	Newport News, Va.
Henry, James R.	Laurinburg
Herring, Charles	Wilson
Hill, Juanita	Woodland
Hinton, John L.	Elizabeth City
Hogge, Shirley A.	Hampton, Va.
Holloman, L. T., Jr.	Harrellsville
Hopewell, George R.	New Bern

Hopkins, Conrad W.	Woodsdale
Howard, Harold M.	Mooresville
Howell, Billy Ray	Rocky Mount
Howell, Reginald	Garysburg
Hudson, N. David	Norfolk, Va.
Hughes, Darrell J.	Norfolk, Va.
Hughes, Patricia	Seaboard
Hunter, Hugh R.	Raleigh
Hurst, Donald P.	Richmond, Va.
Ivey, William W.	St. Pauls
Jackson, Doris Mae	Petersburg, Va.
Jebson, Arthur L.	Newport News, Va.
Jenkins, Thomas S.	Fredericksburg, Va.
Jilcott, Lanny Edwards	Roxobel
Jones, Anita L.	Maysville
Jones, Edwin C., III	Virginia Beach, Va.
Jones, Harold Lee	Louisburg
Jones, Larry Dean	Poplar Branch
Jones, Larry Glenn	Goldsboro
Jones, Lois C.	Red Oak
Keel, Betty Marie	Williamston
Knauss, William	Elizabeth City
Lackey, Julie Mae	Norfolk, Va.
Landen, Charles M.	Weldon
Langley, Jeanelle	Rocky Mount
Larkins, Simeon J.	Fort Lee, Va.
Lawson, John F.	Portsmouth, Va.
Leggett, Hilton	Robersonville
Leonard, Peggy L.	Rocky Mount
Lewis, James Eugene, Jr.	Havelock
Lowe, Mary Jo	Wilkesboro
McDaniel, Donald R.	Trenton
McDonald, John A.	Richmond, Va.
McGill, James C.	Clinton
McLaurin, C. Leonard	Stedman
McLawhorn, Robert B.	Elizabeth City
McLeod, Herman G.	Virginia Beach, Va.
McLean, Ralph B., Jr.	Holly Springs
McNamee, Dennis W.	Richmond, Va.
Mahle, John A.	Richmond, Va.
Mahler, Sammy	Newport News, Va.
Mangum, William	Durham
Mansfield, Ervin E.	Hertford

Marshall, Richard B.	Louisburg
Martin, Harbie Leroy	Jackson
March, Norman K.	Holland, Va.
Marslender, Shirley	Moyock
Mathewson, Joe G.	Ahoskie
Matthews, Betty C.	Clinton
Mattraw, Robert J.	Carrsville, Va.
Maynard, Richard B.	Newport News, Va.
Meadows, Dan E.	Durants Neck
Melville, Wm. S., Jr.	Maysville
Miles, Arthur C.	Richmond, Va.
Miller, Mary Ann	Richmond, Va.
Miller, Stanley Brent	Colerain
Montague, David	New Bern
Morgan, Edward C.	Middlesex
Moore, David E. Jr.	Castalia
Moore, Herman F.	Hampton, Va.
Moore, Richard	Aulander
Morford, Ellen L.	Norfolk, Va.
Mosely, Andrew J., Jr.	South Hill
Motley, Linwood S.	Richmond, Va.
Mowery, Brenda Sue	High Point
Murray, Robert D.	Middlesex
Nelson, Ronald T.	Hampton, Va.
Newsom, Rachel N.	Weldon
Nixon, Joseph F.	Edenton
Nichols, Romer C.	Wilson
Oakley, George H.	Burlington
Outland, Bruce D.	Newport News, Va.
Overton, M. Yvonne	Henderson
Overton, Ruby Jean	Windsor
Overby, Sylvia C.	Courtland, Va.
Owens, Charles E.	Wilson
Owens, Reggie M.	Harbinger
Parker, Phillip J.	Aulander
Parks, Robert Charles	Holland, Va.
Patchimsawat, Primchai	Bangkok, Thailand
Pate, Michael C.	Zebulon
Patrick, Rudolph W.	Creswell
Patterson, William E.	Scotland Neck
Peacock, Bobby Gene	Goldsboro
Pearce, Herman C., Jr.	Wake Forest
Peay, James T., Jr.	Richmond, Va.

Persinger, Harry B.	Elizabeth City
Perlin, Herbert	Norfolk, Va.
Peterson, Nathan D.	Smithfield
Phillips, Glenn W.	Scotland Neck
Phillips, Haywood	Windsor
Picot, Margaret R.	Franklin, Va.
Piland, Judy	Winton
Pitt, William P.	Tarboro
Pittard, Jesse F.	Goldsboro
Pope, Evelyn G.	Seaboard
Potter, Raymond	Aulander
Powell, Richard T.	Elizabeth City
Price, Don A.	Williamston
Pritchette, Morris G.	Columbia
Pullen, Roy Cecil	Castalia
Parker, Douglas	Hubert
Ray, P. Beronica	Lumberton
Reinhardt, Harvey W.	Hillsboro
Richards, Nelson R.	Youngsville
Richardson, James B.	Toano, Va.
Riggs, Leslie W.	Shawboro
Riley, Casey W.	Hampton, Va.
Robertson, Mary	Richmond, Va.
Robinson, George W.	Roanoke Rapids
Rogerson, W. D., Jr.	Williamston
Rollins, Mark N., Jr.	Selma
Rose, Wanda Elaine	Pantego
Rountree, Charles H.	Wilson
Rountree, Donald E., Jr.	Handsom, Va.
Rutland, Gordan W., Jr.	Scottsville, Va.
Salmon, Gerald William	Richmond, Va.
Scarboro, Phillip M.	Zebulon
Sell, Harry D.	Southport
Sellers, Wm. W.	Burlington
Shelor, Ben Alford	Highland Springs, Va.
Sherman, Robert W., Jr.	Newport News, Va.
Shortridge, Roger Blair	Hampton, Va.
Shields, Luther W.	Thomasville
Simpson, G. T.	Wilson
Smith, John T.	Beaufort
Smith, Rebecca	Swan Quarter
Smith, Willard	Hampton, Va.
Smoak, Leon H.	Elizabeth City

Snow, Eddie	Washington
Spivey, Virginia Dare	Gatesville
Spruill, Ernest R.	Shiloh
Stafford, Jacob A.	Elizabeth City
Stalls, Nancy W.	Everetts
Steel, Shirley A.	Suffolk, Va.
Stillman, James H.	Manteo
Stokes, Allen R.	Ayden
Stone, Jack Fisher	Louisburg
Stokesbury, Nancy G.	Swan Quarter
Stroud, Fatle Shelton	Hickory, Va.
Sumler, David E.	Newington, Va.
Sutton, Ethel T.	Hertford
Sutton, Wm. Randolph	Rocky Mount
Swinson, Larry G.	Kinston
Swain, Lawrence	Manteo
Taylor, Brenda Virginia	Gates
Taylor, Hugh Slade, Jr.	Franklin, Va.
Taylor, Marie Ann	Harrellsville
Taylor, Samuel Billy	Spring Hope
Telliga, William A.	Roanoke Rapids
Thomas, Thomas W.	Norfolk, Va.
Thompson, Richard L.	Macon
Tilling, Sidney	Norfolk, Va.
Tice, George Donald	Durham
Tillman, Rheba M.	Lawndale
Tugwell, Robert J.	Norfolk, Va.
Twiford, Bonnie Ray	Norfolk, Va.
Tyre, Melba Jean	Williamston
Van Dyke, Pauline	Pantego
Vick, Joe Braswell	Nashville
Vinson, Gene Parker	Murfreesboro
Vinson, Martha Ann	Murfreesboro
Wade, Earl Thomas	Lasker
Walker, Larry Wayne	Badin
Ward, James Thomas	Norfolk, Va.
Ward, John Atwood	Corapeake
Warren, George H.	Newport News, Va.
Watson, Patricia E.	Franklinton
Weaver, Linda C.	Rich Square
Weeks, James Alvin	Elizabeth City
Welch, William	Tyner
West, Karel Elphus	Fayetteville

White, Joseph Evans	Plymouth
White, Judith Lee	Hampton, Va.
White, Ralph Edgar	Suffolk, Va.
White, Walter M., III	Richmond, Va.
White, Wm. Franklin	Manteo
Wilder, William E.	South Mills
Willetts, Donald	Bolivia
Williams, Alice Harris	Emporia, Va.
Williams, Carey L.	Concord
Williams, H. Douglas	Franklin, Va.
Williams, Keith R.	Ash
Williford, Carolyn F.	Windsor
Willis, Brenda Joy	Davis
Wilson, David M.	Shiloh
Wise, Harold Gene	Ahoskie
Woodhouse, Orville L.	Grandy
Woodley, Wanda	Columbia
Woodson, David Belmont	Richmond, Va.
Wooten, Sarah Lynn	Winston-Salem
Worrell, Bobby Ray	Murfreesboro
Yates, Wayne	Apex

The Index

Absences, Holiday	26
Absences, Class	24
Absences, Chapel	26
Academic Load	24
Administration	61
Administrative Assistants	61
Admission Procedures	21
Admission Requirements	20
Alumni Officers	66
Athletics	8
Board of Trustees	59
Buildings	3
Campus	2
Classes, Changing of	26
Classes, Dropping of	27

Clubs	6
Continued Residence	23
Course Numbers	41
COURSES OF INSTRUCTION	
Biology	56
Business Administration	42
Chemistry	57
English	45
French	49
Geography	45
Government	58
Graphic Arts	46
Health	47
History	58
Latin	49
Mathematics	49
Music	53
Physical Education	47
Physics	57
Psychology	58
Religion	55
Secretarial Science	43
Sociology	58
Spanish	49
CURRICULA	
Accounting	37
Business Administration	36
Business Education	37
Civil Technology	32
Clerical, One-Year	39
General Cultural	31
Graphic Arts	40
Liberal Arts	30
Music	35
Music Education	36
Pre-Agriculture	33
Pre-Dental	33
Pre-Education	30
Pre-Engineering	32
Pre-Forestry	33
Pre-Medical	33
Pre-Medical Technology	34
Pre-Nursing	34

Pre-Physical Therapy	35
Secretarial, Church	38
Secretarial, Legal	39
Secretarial, Medical	39
Secretarial, One-Year	39
Secretarial, Two-Year	38
Science	31
Teletypesetting	40
Degrees Offered	19
Development Plans	4
Employment, Student	15
Endowment Committee	65
Endowment of the College	17
Expenses, Boarding Students	12
Expenses, Commuting Students	12
Extra-Curricular Activities	8
Faculty	62
Fees, Special	13
Fraternities, Honorary	7
Freshmen Class, 1959-60	70
Grades	22
Graduation Requirements	21
Grants-in-Aid	15
Grounds Committee	66
Guidance and Counseling	5
Health Service	9
Heritage	2
Honor Roll	23
Library	9
Loan Funds	15
Music Program	6
Nature of the College	1
Organizations	7
Publications	7
Purposes of the College	2
Re-Examinations	27
Quality Point System	22
Religious Program	6
Registration	23
Regulations, Financial	16
Regulations, General	9
Reports	23
Scholarships	13

Social Program	6
Sophomore Classification	24
Sophomore Class, 1959-60	67
Student Government	8
Students, Classification of	11
Students, Foreign	20
Students, Part Time	24
Students, Transfer	20
Study, Programs of	19
Transcripts	28
Veterans	20, 40
Withdrawal	28

