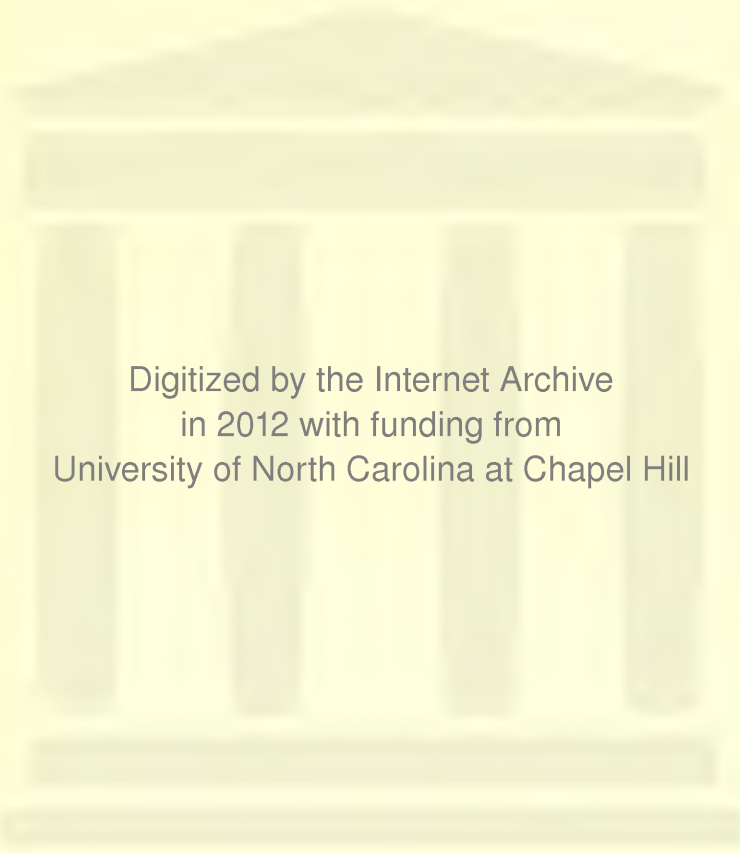




Chowan College

Murfreesboro, North Carolina

1966-1967 Catalog



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**Southern Association
of Colleges and
Schools**

**North Carolina State
Department of Education**

**North Carolina
College Conference**



A MEMBER OF

**The American Association
of Junior Colleges**

**Council of Protestant
Colleges and Universities**

**American Council
on Education**



Established in 1848

CATALOG

1966-1967

CHOWAN COLLEGE



MURFREESBORO

North Carolina

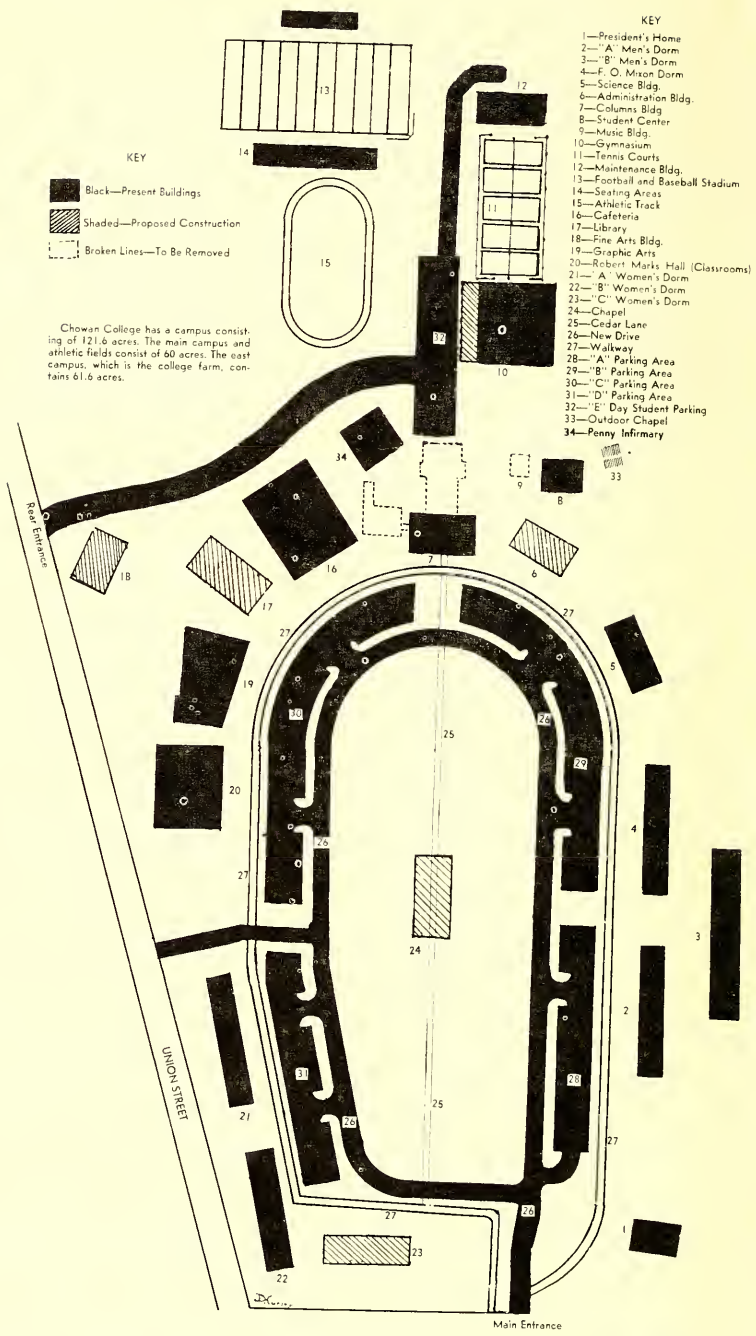
27855

VOLUME CXVIII

JANUARY, 1966

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

Diagram Chowan College Campus



KEY

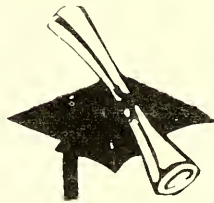
- Black—Present Buildings
- ▨ Shaded—Proposed Construction
- - - Broken Lines—To Be Removed

Chowan College has a campus consisting of 121.6 acres. The main campus and athletic fields consist of 60 acres. The east campus, which is the college farm, contains 61.6 acres.

- KEY**
- 1—President's Home
 - 2—"A" Men's Dorm
 - 3—"B" Men's Dorm
 - 4—"F. O. Mason Dorm
 - 5—Science Bldg.
 - 6—Administration Bldg.
 - 7—Columns Bldg.
 - 8—Student Center
 - 9—Music Bldg.
 - 10—Gymnasium
 - 11—Tennis Courts
 - 12—Maintenance Bldg.
 - 13—Football and Baseball Stadium
 - 14—Seating Areas
 - 15—Athletic Track
 - 16—Cafeteria
 - 17—Library
 - 18—Fine Arts Bldg.
 - 19—Graphic Arts
 - 20—Robert Marks Hall (Classrooms)
 - 21—"A" Women's Dorm
 - 22—"B" Women's Dorm
 - 23—"C" Women's Dorm
 - 24—Chapel
 - 25—Cinder Lane
 - 26—New Drive
 - 27—Walkway
 - 28—"A" Parking Area
 - 29—"B" Parking Area
 - 30—"C" Parking Area
 - 31—"D" Parking Area
 - 32—"E" Day Student Parking
 - 33—Outdoor Chapel
 - 34—Penny Infirmary

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Dr. Bruce E. Whitaker, the president of Chowan College (right), and Dean of the College W. Clayton Morrisette discuss some administration problems. Left, below. Director of Admissions Ross A. Cadle prepares for a visit to high schools.

College Calendar

SUMMER SESSION, 1966

FIRST TERM, JUNE 6—JULY 12

SECOND TERM, JULY 13—AUGUST 19

FALL TERM, 1966

August 29 - September 2, Monday-Friday	Faculty Workshop
September 4, Sunday	Freshmen and Transfer Students Arrive, Meet in Auditorium, 7:30 p.m.
September 5-7, Monday - Wednesday	Orientation for Freshmen and Trans- fer Students, Register with Bursar
September 6, Tuesday	Sophomores Arrive, Register with Bursar
September 7, Wednesday	Sophomores Meet with Advisers, 8:30 a.m.
September 8, Thursday	Freshmen and Sophomores Register for Classes
September 9, Friday	Fall Term Classes Begin
September 10 - 11, Saturday - Sunday	Closed Weekend
September 13, Tuesday	Fall Convocation
September 23, Friday	Last Day New Classes May Be Added

FALL TERM, 1966 (continued)

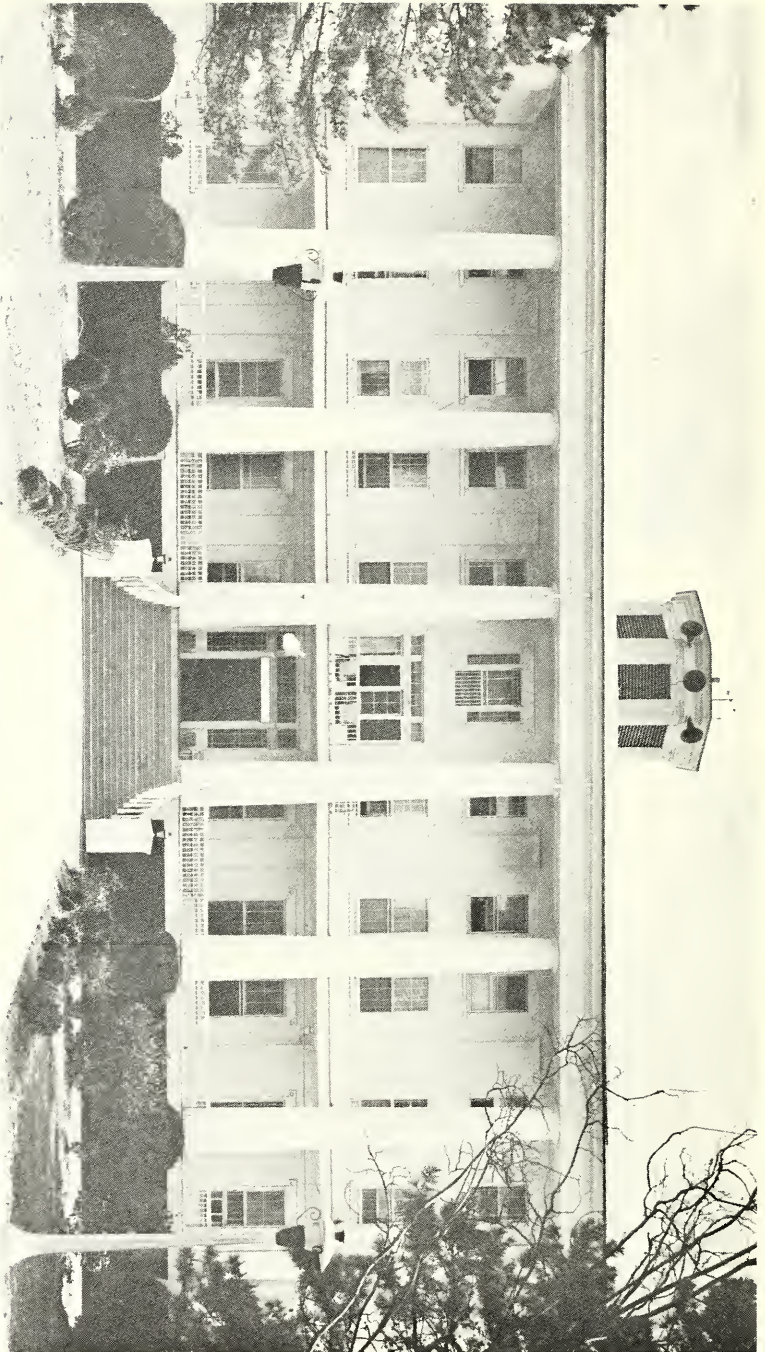
October....., Saturday (date to be announced)	Homecoming, Closed Weekend
October 11, Tuesday	Founder's Day Program
October 17-21, Monday-Friday	Campus Evangelism Week
November 4, Friday	Mid-Term Grading Period
November 23, Wednesday	Thanksgiving Holidays Begin at Noon
November 28, Monday	Classes Resumed
December 16, Friday	Christmas Holidays Begin at Noon
January 2, Monday	Classes Resumed
January 16-20, Monday-Friday	Fall Term Examinations

SPRING TERM, 1967

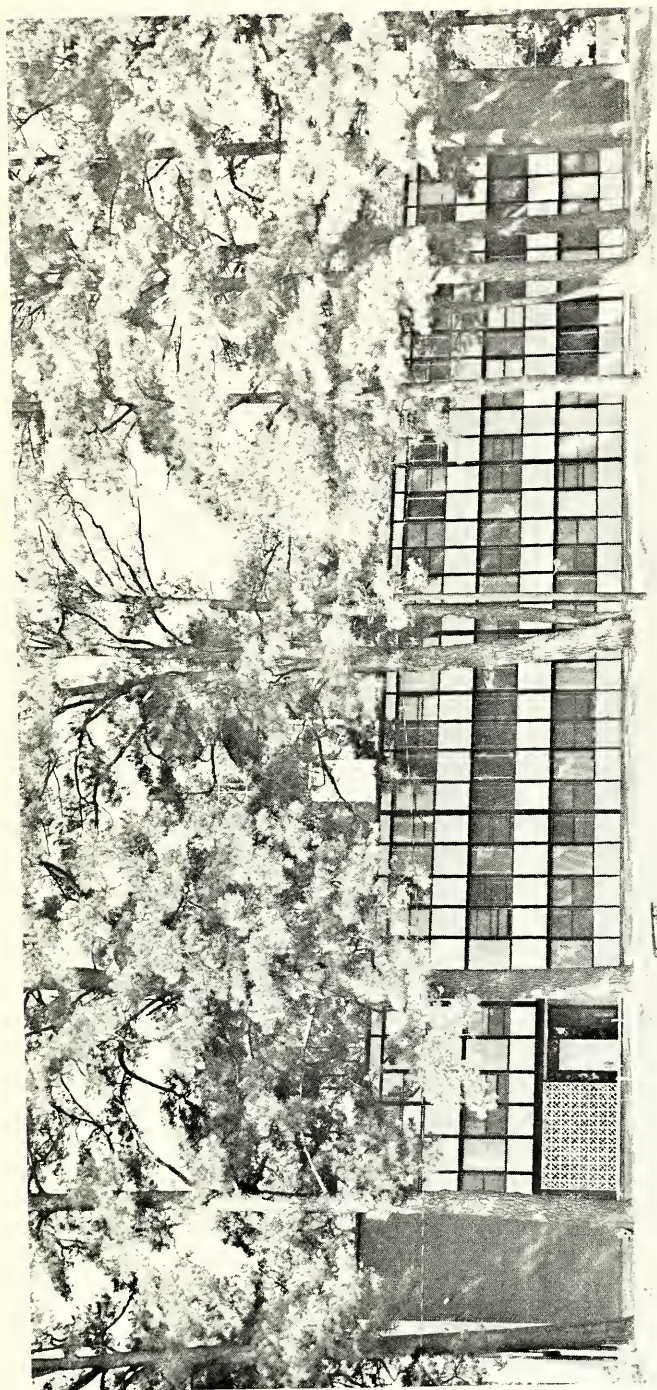
January 23, Monday	Holiday
January 24, Tuesday	Registration for Spring Term Classes
January 25, Wednesday	Spring Term Classes Begin
January 31, Tuesday	Spring Convocation
February 7, Tuesday	Last Day New Classes May be Added
March 13-17, Monday-Friday	Religious Emphasis Week
March 24, Friday	Spring Holidays Begin at Noon
April 3, Monday	Classes Resumed
May 6, Saturday	May Day, Closed Weekend
May 11, Thursday	Field Day
May 18, Thursday	Awards Day
May 22-26, Monday-Friday	Spring Term Examinations
May 28, Sunday	Baccalaureate Service
May 28, Sunday	Graduation Exercises



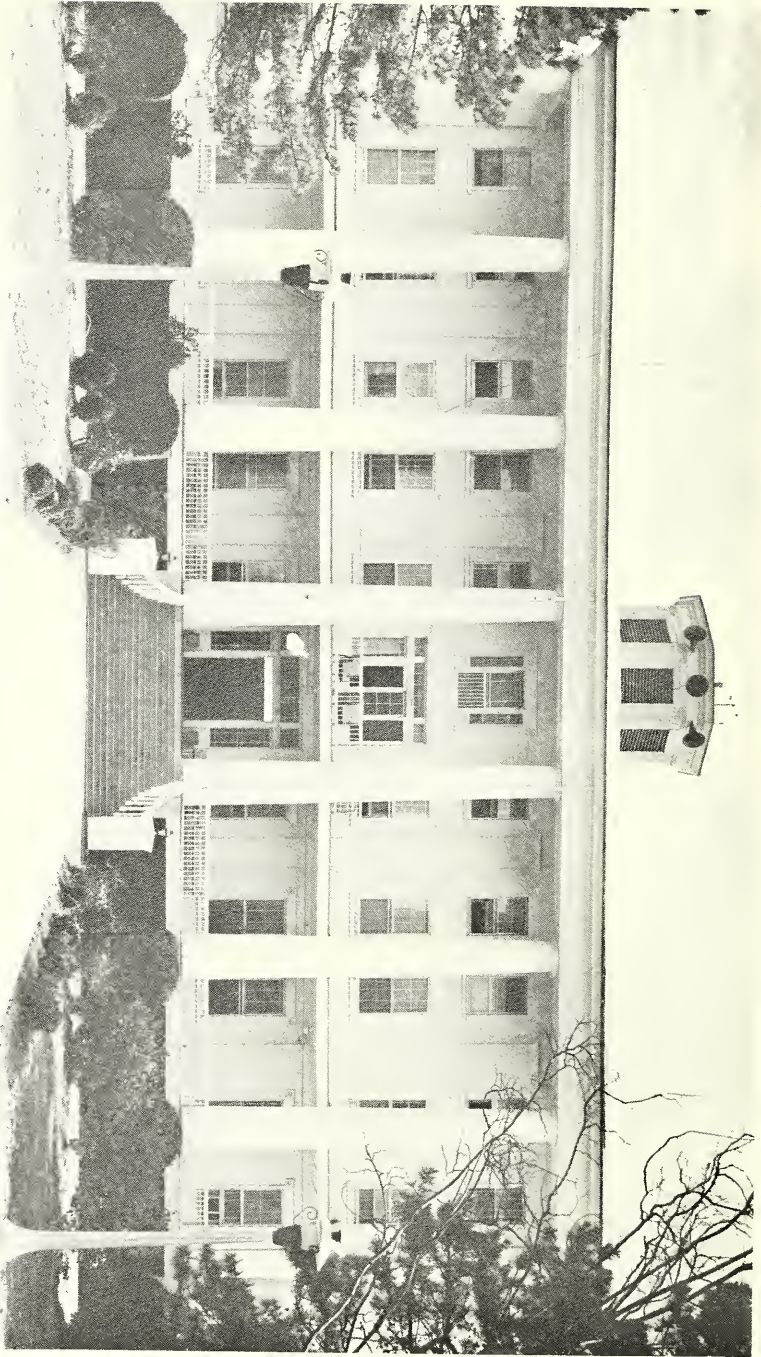
CAMPUS WALKWAY THROUGH THE PINES



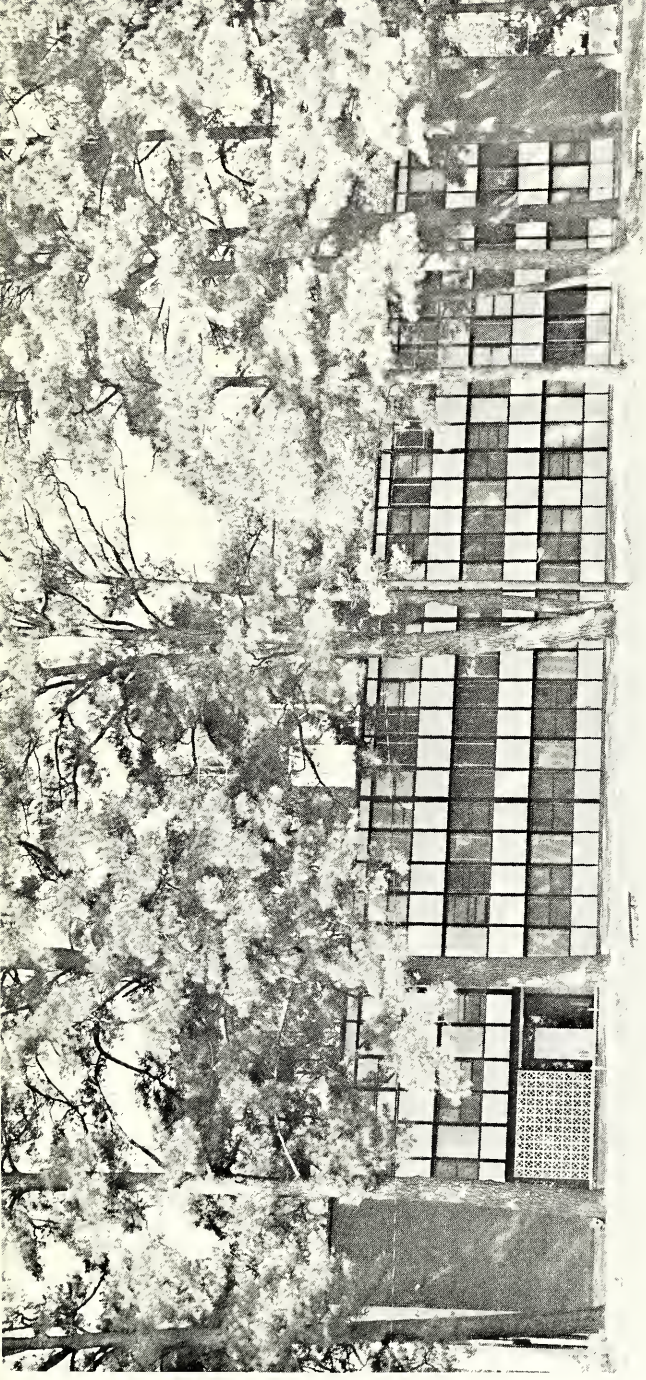
THE "COLUMNS" BUILDING ERECTED IN 1851



RESIDENCE HALL (A) FOR MEN



THE "COLUMNS" BUILDING ERECTED IN 1851



RESIDENCE HALL (A) FOR MEN



AIR-CONDITIONED RESIDENCE HALL (B) FOR MEN



F. O. MIXON RESIDENCE HALL FOR MEN



RESIDENCE HALL (A) FOR WOMEN



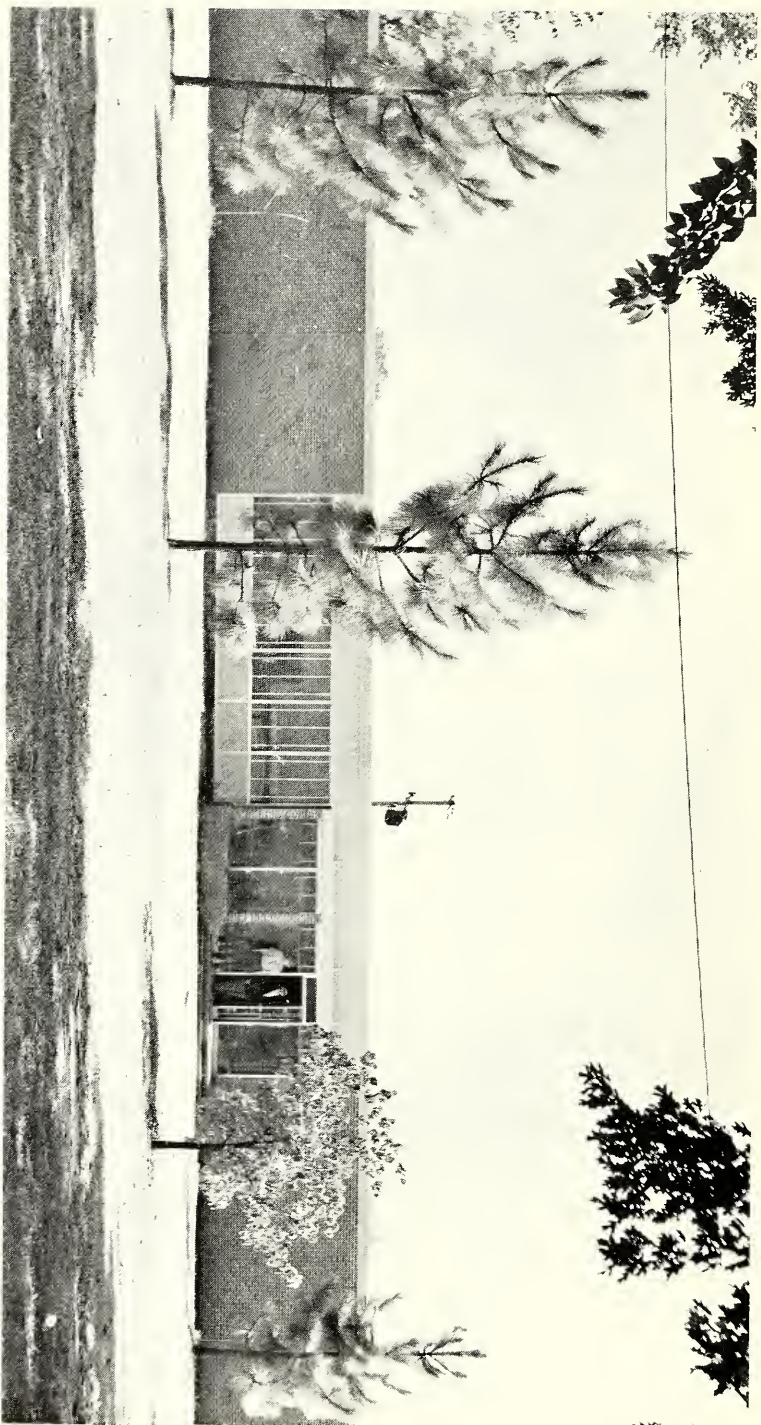
RESIDENCE HALL (B) FOR WOMEN



A COED BEAUTY ON CHOWAN'S BEAUTIFUL CAMPUS



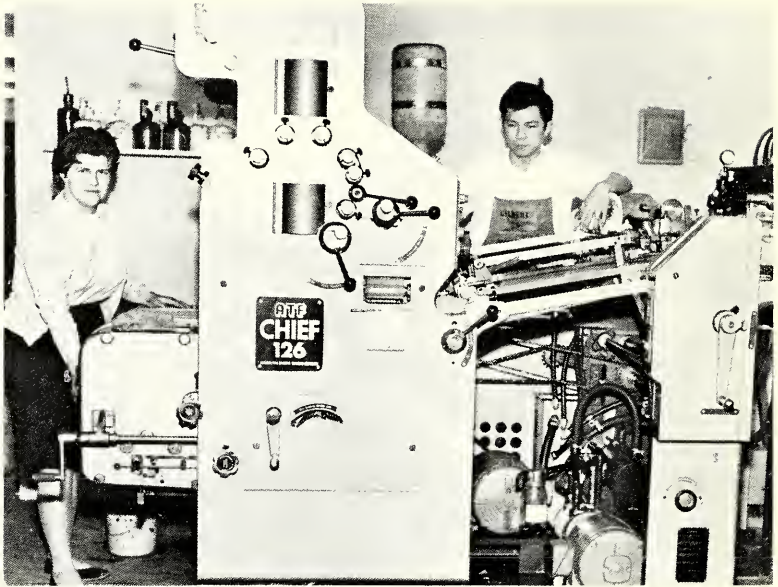
THE NEW PENNY INFIRMARY



DEPARTMENT OF GRAPHIC ARTS BUILDING



THE ELEKTRON (TYPESETTING MACHINE)



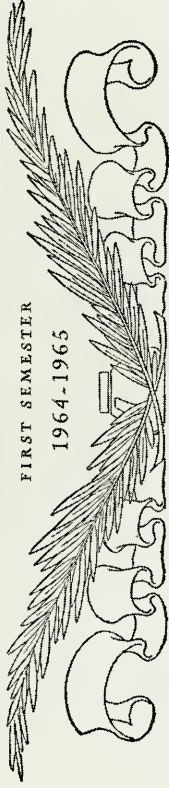
A MODERN OFFSET PRESS



MANY OPPORTUNITIES FOR TELETYPESETTERS

Associated Collegiate Press

ALL-AMERICAN NEWSPAPER CRITICAL SERVICE



The Chumtian

In recognition of its merit, is awarded

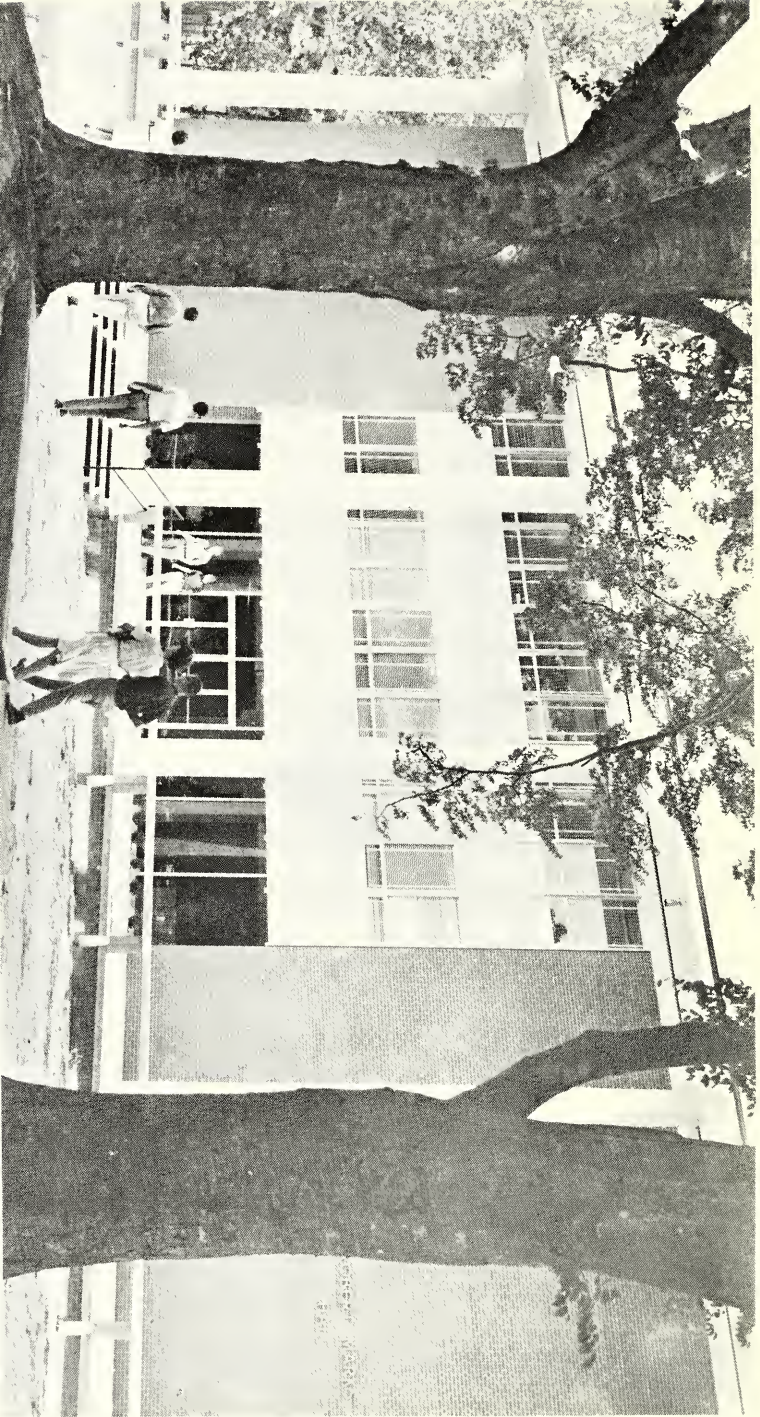
All-American Honor Rating

in the Seventy-second National Newspaper Critical Service of the Associated Collegiate Press at the University of Minnesota, School of Journalism, this Twentieth day of April, 1965.

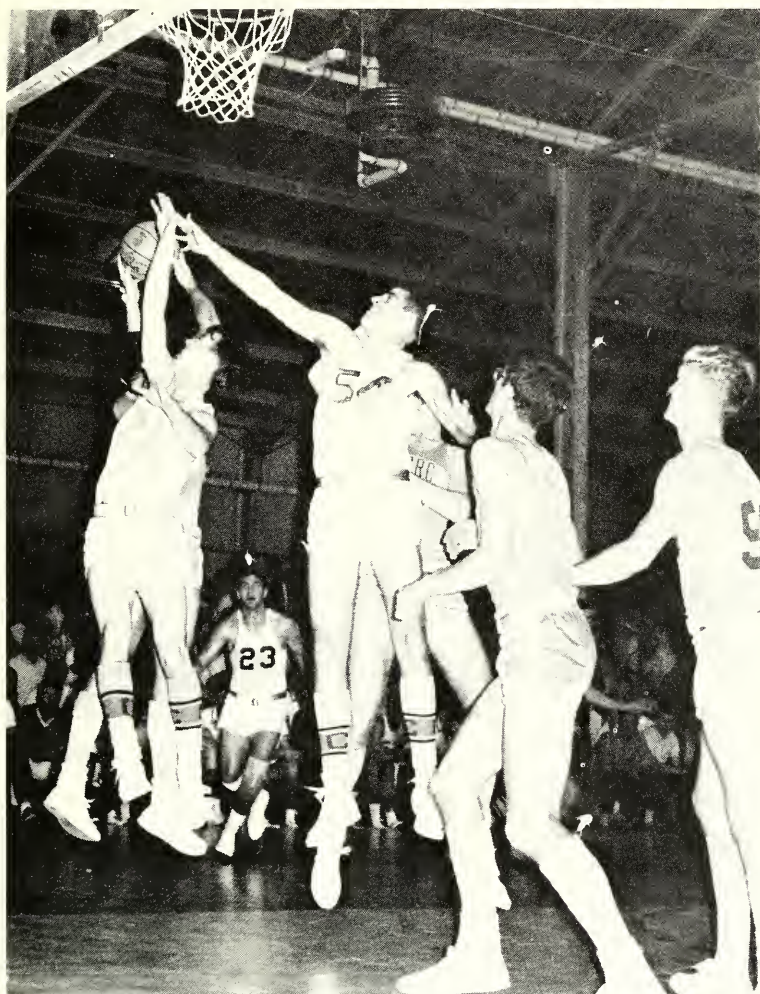
Approved by

John L. Sibley
Director

COLLEGE NEWSPAPER TOP AWARD WINNER



ROBERT MARKS CLASSROOM BUILDING



COMPETITIVE SPORTS AT CHOWAN COLLEGE



COMBO AND BEAUTY QUEEN

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 presuppositions, economy in tuition and boarding expenses, and definite interest in the individual on the part of the faculty.

Chowan is the second largest two-year college related to the Southern Baptist Convention and the second oldest (1848) of North Carolina’s seven Baptist colleges.

This co-educational institution has celebrated an unprecedented column of progress in growth and service as an institution of Christian Higher Education. The total enrollment is over 1,100 students. The plant evaluation is over \$4,000,000.00. However, 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 type of education which the larger institution can never provide for youth who are standing at the doorway of their higher educational experience.

This Christian Junior College, therefore, exists for the student, propagates with unyielding tenacity its avowed purposes, and operates within a framework of responsibility to achieve academic excellence while shouldering the responsibility of maintaining Christian commitment through its entire program.

Purposes of The College

1. To provide quality higher education which is grounded in Christian truth, and 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 to those students who are seeking vocational education and 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 62 years the institution was known as the Chowan Baptist Female Institute; in 1910 its name was changed to Chowan College.

The college was first located on the old Hertford Academy lot and it used the Banks School building and equipment. Three years later the college moved to "The Columns," a 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 and Schools in 1956.

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. Seven additional acres were added in 1963.

The main campus is monumented with ancient pines and majestic oaks. A circular drive (seven-tenths of a mile in length) provides easy access to the campus facilities and encircles a beautifully landscaped oval lawn which is divided only by historic Pine Walk, the main approach to the graceful Columns Building.

Numerous new buildings, of both contemporary and modern design, front on Pine Walk and provide comfortable space for living and study. Three of these buildings, two dormitories and the classroom building, are fully air-conditioned.

Buildings

The Cafeteria, erected in 1959, is fully air-conditioned. It provides the main dining area and private dining rooms for special meetings of students, faculty, or other groups. During the summer of

1964 an addition was made to the cafeteria which doubled the dining area and now provides a student store and related facilities underneath.

"B" Dormitory for Women, erected in 1964, is a three-story brick building. It houses 200 women students and is fully air-conditioned. The structure is completely modern in design and provides lounges on each floor as well as convenient built-in furniture.

The Columns (Administration) Building, erected in 1851, is a beautiful old brick and concrete structure, with 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 faculty offices, and an indoor swimming pool, as well as the college auditorium, which has a seating capacity of 800.

The East Building, an addition to "The Columns" in the early 1900's, contains the college library and faculty offices. The library capacity was doubled in 1964 and additional space was provided for library stacks, reading rooms, and reference volumes on two floors of this building. The department of business, formerly located on the ground floor of this building, was moved to the third floor of Robert Marks Hall. Although this renovation of the building for library space has met a current demand, it does not do so permanently and a new library facility is being planned.

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, located on the banks of a beautiful tree-studded ravine, is the headquarters for the work of the Baptist Student Union and contains a large activities room as well as the office of the college chaplain and a lounge area.

The Gymnasium is used for indoor physical education activities and athletic events. The building also has classrooms for physical education purposes, dressing rooms for physical education classes, visiting teams and home team, and offices for members of the department of physical education.

The School of Graphic Arts Building houses the department of printing. This unique department of the college was made possible by newspaper publishers of North Carolina and Tidewater Virginia. The first building (40'x70') was erected in 1953; a 40'x60' addition was completed in 1956. In 1962 members of the North Carolina Press Association contributed funds for the erection of a modern and attractive addition that doubled the floor area of the other two. The entire building was brick-veneered and now adds to the attractiveness of the campus scene.

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 Assistant Dean of Men.

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

"B" Dormitory for Men was erected in 1963. The three-story brick building houses 216 male students. It is completely modern, with lounges on each floor, lavatories in each room, convenient built-in furniture and is fully air conditioned.

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

"A" Dormitory for Women, erected in 1958, is an ultramodern and functional unit which provides most attractive and desirable accommodations for young women at Chowan.

Robert Marks Hall was erected in 1963-64 and dedicated in May of 1964. Marks Hall is a three-story building of contemporary and modern design housing 23 classrooms, 22 faculty offices and equipment for closed circuit television. An outstanding feature of this facility is a large 175 opera-type seat lecture hall. The building was provided primarily by gifts from the family of the late Robert F. Marks of Boykins, Virginia.

The Penny Infirmary, erected in 1964, was provided primarily by Mrs. W. S. Penny of Raleigh. The facility serves both men and women with two floors of space including treatment rooms, wards and complete air conditioning.

Development Plans

In 1957 the Chowan College Board of Trustees launched an enlargement-development program which proposed, as its goal, several new buildings and the up-grading of existing facilities.

Six of these buildings have been completed and are now in use: two new dormitories for women, the cafeteria, two new dormitories for men and the new classroom building. Also, the addition made to the college cafeteria doubled the seating area and provides space for a student store and related facilities underneath.

Efforts are now underway to raise funds for the construction of a new library. The date of the construction of this building has not been set. The new library is expected to house approximately 85,000 volumes and have seating space for a student body of from 1,200 to 1,600.

Other additional units proposed under this program include: fine arts building, administration building, additional dormitories and athletic facilities, and a new chapel.

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 helps the student to make an easy transition from high school to college.

Upon arrival on the Chowan campus, the new student goes through an orientation period, which serves to make him thoroughly acquainted with his new home. Every effort is made to discover the student's strengths and weaknesses through the use of tests, the study of his total high school record, and the consideration of his vocational experience and interests.

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.

Academic Advisers

On the basis of the student's expressed interest, he is assigned to a member of the faculty who acts as his adviser, not only as he begins his academic career, but as he continues to pursue his selected course of study. The adviser aids the student in planning academic programs and advises him in relation to all problems arising from academic difficulties.

Admissions Adviser

The Director of Admissions aids prospective students by advising them as to entrance requirements and by helping them make the preliminary arrangements for entering Chowan College.

Chaplain

The college has a full-time chaplain. He performs all the services of a minister and he is available for counseling with students concerning personal problems and religious questions. All religious activities on the campus are coordinated by the chaplain.

Dean of Student Affairs

The Dean of Student Affairs is responsible for the coordination of the personal and social life of the student. He acts as counselor and is in charge of the testing and housing of all students. He is Chairman of the Student Activities Committee.

Dean of Men

The Dean of Men is responsible for the personal and social guidance of men students as well as the conduct and well-being of the group. He is assisted by members of the faculty, who serve as the Student Affairs Committee; by students, who serve on the Men's Council; and by Assistant Deans of Men.

Dean of Women

The Dean of Women is responsible for the personal and social guidance of women students as well as the conduct and well-being of the group. She is responsible for the establishment of the Women's Judiciary; the establishment of and insistence upon social standards, based on good taste; and, finally, the encouragement of intellectual pursuits. The Dean of Women is assisted by members of the faculty, who serve on the Student Affairs Committee, and by Assistant Deans of Women.

Registrar

The Registrar is responsible for maintaining student records and for providing information concerning student records, academic standing, and progress toward meeting academic requirements.

Business Manager

The Business Manager is responsible for assisting the student in securing financial aid. This financial aid may be in the form of a loan, scholarship, or part-time work.

Religious Program

Students and professors assemble twice each week for chapel-assembly. These periods are 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 Emphasis 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*, the *Methodist Youth Fellowship*, and the *Canterbury Club*.

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 Recreation 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.

Circle K International. This is a club offering both service and social opportunities to the student. It is affiliated with Kiwanis International and open to male students with 1.7 grade point average.

Debate Club. This is a club offering opportunities for public speaking and argumentation in competition with other schools at forensic tournaments and is open to both male and female students.

Dramatics Club. This is an organization open to students interested in play production, acting, lighting, scene design, costuming, make-up, and staging.

Young Republican Club. While composed of students who are Republicans, the Club's basic purpose goes beyond partisan politics: for it strives to provide the student body, as well as its members, the means to keep abreast of the political issues of the day, and not just those at election time.

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.

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 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.

ALL STUDENT PUBLICATIONS MUST BE APPROVED BY THE COLLEGE BEFORE THEY CAN BE PRINTED AND CIRCULATED.

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 Cavalier-Tarheel Junior College Athletic Conference and against junior varsity clubs of senior colleges.

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 make 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 responsibility 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 advisers for these groups.

Point System

Although Chowan College encourages participation in extra-curricular 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
Publication Business Manager	10
Participation in Major Sport	10
Debating, Dramatics	10
Secretary of Student Body	8
Publication 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 18,000 volumes. It is well equipped with encyclopedias, bound volumes of magazines, and other reference material. Also available are leading magazines of literary, scientific, musical, and artistic value, as well as outstanding newspapers.

Health Service

The Penny Infirmary houses both male and female students and is 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 for medi-

cal care 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 without specifying any further reason for exclusion. In some 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.

Furthermore, the college reserves the right to change its policies upon proper notice.

1. The use of profanity is considered a violation of decent rules of conduct.
2. The drinking or possession of intoxicants is not permitted. Students convicted of the possession and use of alcoholic beverages will be summarily dismissed from the college.
3. Gambling, theft, and vandalism are considered to be violations of decent rules of conduct, and are causes for which a student may be dismissed.
4. The possession of firearms, firecrackers, or explosives of any kind is prohibited on the campus.
5. Dancing on the campus of Chowan College is neither sanctioned nor permitted by the college administration.
6. 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.
7. Students are held responsible for 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. Students responsible for damaging a room or any college property will be required to pay for the repairing or the replacing of the damaged property. He must pay for the damage within two weeks after he has been notified of the cost. Failing to care for the matter satisfactorily will be cause for disciplinary action.
8. 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.
 9. Hazing is prohibited by the laws of the State of North Carolina and by the administration of Chowan College.
 10. Cheating is a violation of decent rules of conduct and a student who is convicted of cheating will be dismissed.

Automobile Regulations

1. No boarding student will be allowed to have a car on the campus or in Hertford County for the first two semesters that he attends Chowan College. After he has attended Chowan College for two semesters, in order for him to be eligible to register a car he must have an accumulated "C" average on all work attempted at this institution. Further, no student will be able to register a car belonging to someone other than himself, his parents, or legal guardian.
2. When a student earns the right to have a car on campus, a student car application must be secured and completed in the office of the Registrar. The parking and registration fee is \$5.00 each semester. All cars, including those of commuting and boarding students, must be registered.
3. **TRAFFIC FINES:** A student is expected to observe the car regulations given him at the time he registers his car. If a student is given a traffic ticket, he has the privilege of paying the amount of the fine to the Business Manager of the College. If the student feels that he should not pay the fine and would like to discuss his case, he will have the privilege of appearing in Traffic Court, which will be held in the auditorium each Friday at 4:00 p.m. Failure to pay the fine in advance of Traffic Court or failure to appear in Traffic Court may result in disciplinary action. The Business Manager will act as Judge of the Court and the Chief of Campus Police will be present.

Financial Information

The average cost to CHOWAN COLLEGE over and above what the student is required to pay is approximately \$300 per student. This amount is contributed by the Baptist State Convention of North Carolina, the North Carolina Foundation of Church Related Colleges, churches, individuals, corporations, foundations, and from endowment funds of the college.

Classification of Students

Chowan College has two classifications of students: *Boarding* and *Commuting*. A *Commuting Student* is considered to be one who (1) is obviously a resident of Murfreesboro, (2) lives in such proximity to Murfreesboro that he drives to and from the college each day, or (3) is married and has established a residence for his family 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 must room in a home in the local community approved by the college.

By order of the Board of Trustees, all students rooming in college dormitories and cottages, as well as those rooming in the community, are required to take their meals in the college dining room. Such students are classified as *Boarding Students*. Off-campus *Boarding Students* may reside only in homes approved by the college administration.

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. Moving from the assigned room is strictly prohibited, except by special permission granted by the Dean of Student Affairs. If permission is granted there is a charge of \$5.00 (see item 7, page 19 under financial regulations).

Financial Information for Year 1966-67

\$10.00 must accompany all applications. This is an application processing fee and is **non-refundable**, nor is it included in the charges listed below.

EXPENSES FOR BOARDING STUDENTS

	Per Semester	Per Year
Tuition	\$200.00	\$400.00
*General Fees	177.50	355.00
Board	160.00	320.00
Room	110.00	220.00
	-----	-----
	\$647.50	\$1295.00

EXPENSES FOR COMMUTING STUDENTS

	Per Semester	Per Year
Tuition and Fees	\$300.00	\$600.00

BECAUSE OF FINANCIAL ASSISTANCE RECEIVED FROM NORTH CAROLINA BAPTISTS, STUDENTS WHO ARE BONA FIDE RESIDENTS OF NORTH CAROLINA MAY RECEIVE A NORTH CAROLINA SCHOLARSHIP OF \$150.00 PER YEAR UPON SUBMITTING APPLICATION TO THE SCHOLARSHIP COMMITTEE OF THE COLLEGE WITHIN 30 DAYS AFTER ACCEPTANCE AND BY JUNE 1, 1966.

*GENERAL FEES include all laboratory fees (except Graphic Arts and Music) in the Departments of Science or Business, physical education fees, athletic events, student publications, student activities, health services fee (including insurance), and other charges related to the curricula of the College.

(1) All students (boarding and commuting) must make advance payment of \$50.00 by June 1. This payment will be applied to the student's account with the college. This deposit is **not refundable** under any circumstance.

(2) None of the expenses listed includes books, which will cost approximately \$50.00—\$65.00 per year, laundry, doctor's fees of medical emergencies, except those covered by the aforementioned student medical insurance.

(3) The college reserves the right to change the price of room and board upon proper notice to its students.

(4) To qualify for the North Carolina Scholarship, it is necessary that the applicant shall have been domiciled in the State of North Carolina for at least one year immediately preceding the beginning of that semester, and the applicant or his parents must have been bona fide taxpayers to the State of North Carolina for the full calendar year immediately preceding registration. Residence in the state for the purpose of securing an education does not qualify an individual for classification as a North Carolina student.

(5) All money is handled through the College Business Office only by administrative staff bonded to receive and disburse all funds.

Special Fees (Per Semester)

GRAPHIC ARTS

Laboratory Fees \$50.00

MUSIC

Organ or Piano Lessons (two classes per week)\$47.50

Voice Lessons (two classes per week) 47.50

Organ Practice (two hours daily) 20.00

Organ Practice (one hour daily) 15.00

Piano Practice (two hours daily) 10.00

Piano Practice (one hour daily) 6.50

SPECIAL STUDENTS—\$15.00 PER SEMESTER HOUR

Students who register for less than 12 semester hours must have the permission of the Dean of the College and will be charged as indicated above. Such students may not represent the college in any manner, except by special permission.

AUDITING—\$10.00 PER SEMESTER HOUR

With the permission of the Dean of the College a person may attend the course lectures in a selected subject and participate with the class, but will not receive any credit for the course.

Schedule of Payments

Your account is due and payable at the Bursar's Office on or *before the date of registration for classes*. It is recommended that your payment be made several days in advance so that your receipt and other credentials may be returned to you before you register for classes. If you anticipate difficulty in making these two payments, please contact the Business Manager or investigate one of the loan plans outlined on page 20.

Late Registration Fee

There will be a \$5 registration fee for all students who register after the registration date listed on the calendar in this catalog.

Graduation Fee

All candidates for graduation will pay \$10.00 to cover the expense of a cap and gown, diploma, diploma cover, and other expenses related to the commencement exercises. The fee will be payable on the day the student is measured for his cap and gown and will be handed to the faculty or staff member in charge of taking measurements for caps and gowns. Moreover, *any student who is a candidate for graduation and does not appear for commencement exercises will be charged an additional \$10.00. This penalty fee must be paid to the business office before grades will be released to him, diploma issued, or transcript forwarded.*

Financial Assistance

SCHOLARSHIPS

Chowan College offers a *Competitive Honor Scholarship Program* administered by the Scholarship Committee. These scholarships are not necessarily based on financial need. However, need will be considered as one factor. Primary emphasis is upon the demonstration of academic ability, motivation, and seriousness of purpose. *Information concerning all scholarships may be obtained from the office of the Director of Admissions.*

These Competitive Honor Scholarships are:

1. Five scholarships, valued at \$1,000.00 each; awarded and made available to the recipients on the basis of \$250.00 per semester. At the end of the freshman year the holder must have a quality point ratio of 2.0 if the scholarship is renewed.
2. Eight scholarships, valued at \$500.00 each; awarded and made available to the recipients on the basis of \$125.00 each semester. At the end of the freshman year the holder must have a quality point ratio of 2.0 if the scholarship is renewed.
3. Ten scholarships of \$300.00 each; awarded on the basis of \$75.00 a semester. The holder must have a 2.0 scholastic average at the end of the freshman year for the scholarship to be continued.

NOTE: A student holding an honor scholarship who wins the \$500.00 offered by Chowan College for the highest scholastic average as a fresh-

man shall continue to receive the full amount of his honor scholarship, except that combined scholarships shall not exceed student fees.

All contestants for honor scholarships are required to complete entrance examinations, which will be reviewed by the Scholarship Committee.

Other scholarships and grants offered by Chowan College and interested friends of the College are listed below:

Several \$100.00 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 Grants-in-Aid. Donor: Chowan College.

International Students who are academically qualified for college work and who are receiving no financial assistance from civic organizations will be granted scholarships in the amount of \$100.00 a semester. This amount will be applied to tuition cost and no more than four students may be considered.

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. Jessie Smith Scholarship (Income from \$5,000.00 endowment fund). Donor: the late Mrs. Jessie Smith of Pitt County. Conditions: Recipient must be from the Mills Home, Thomasville, N. C.

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: Recipient must be from the Baptist Children's Homes of North Carolina. To qualify for this scholarship, the student must have maintained at least a "90" average throughout high school and be recommended by the Baptist Children's Home.

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

An Athletic Grant of \$125.00. Donor: The Exchange Club of Murfreesboro.

A Cash Award of \$100.00. Donor: North Carolina Press Association Mechanical Conference. Conditions: Graphic Arts Freshman for Outstanding Ability.

A Scholarship of \$500.00. Donor: Chowan College. Conditions: Highest Scholastic Average to a Chowan College Freshman who is a returning student.

F. O. Mixon Memorial Scholarship of \$100.00 (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. Francis 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 Grant-in-Aid**

Ministerial students related to the Southern Baptist Convention and who are certified by their local churches, receive full tuition for four (4) semesters, or the equivalent, if they maintain requirements for continued residence and carry a normal college load. Recipients are required to sign notes and same must be co-signed by their parents, guardians, or another responsible person. If, at the end of five years, recipients have met the conditions set forth 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 and wives of ordained ministers related to the Southern Baptist Convention receive one-half of tuition costs for a maximum of four semesters, or the equivalent, if they maintain requirements for continued residence and carry a normal college academic load. *Formal request by letter should be directed to the scholarship committee of the college.*

Students from the Baptist Children's Homes of North Carolina receive grant-in-aid of one-half their tuition each year if requirements for continued residence are maintained and they carry a normal college academic load.

An unmarried child, the wife, or the husband of a Chowan College faculty or staff member pays \$50.00 per year for tuition. Medical insurance coverage is excluded.

*NOTE: 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. Moreover, a student may be eligible for only one scholarship or for one grant-in-aid, unless otherwise indicated.

Student Employment

Approximately 100 job opportunities on the campus are available 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. Application blanks should be obtained from the Business Manager as soon as your application for admission has been approved.

Loan Funds

National Defense Education Loan Fund. Qualified students may borrow up to \$1,000.00, but only in exceptional cases is a loan approved for this amount. Loans made from this fund do not have to be repaid until the student terminates his education. A personal interview with the Business Manager is required. Applications for the loan should be completed and forwarded to the college well in advance of the opening of the school term.

These notes do not begin to earn interest (3%) until one year from the date borrower terminates his college education.

Joseph Lee Parker Loan Fund of \$1,000.00. Loans from this fund are made only to "A" students from the Roanoke-Chowan area. This is a short-term loan.

The Mamie A. Crawley Memorial Trust Fund is available on a loan basis to any interested student. The fund is administered by the Peoples Bank and Trust Company of Rocky Mount, North Carolina, and bears interest at 4%, beginning six months after graduation or termination of study. This fund has been made available by the Harris Chapel Baptist Church of Hollister, North Carolina.

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

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

Education Funds, Inc., Providence, Rhode Island, is a national organization which provides programs for parents to defray the cost of schooling through loans which are repaid in convenient low cost monthly payments. Chowan College participates in the **EFI Program** and, upon request, will furnish complete details of this sound financing plan which meets the budgeting requirements of our students.

NORTH CAROLINA BANKERS STUDENT LOAN PLAN

Established by the North Carolina Bankers Association, in 1962, at the request of Governor Terry Sanford and administered by the College Foundation, Inc., in Raleigh. North Carolina students may borrow up to \$500.00 per academic year. Direct inquiries to P. O. Box 1487 Raleigh, N. C. Applications may be obtained from the Director of Admissions, Chowan College.

JAMES E. and MARY Z. BRYAN FOUNDATION STUDENT LOAN PLAN

Established by Mary Z. Bryan, in 1953, as a memorial to her husband and administered by the College Foundation, Inc., in Raleigh. North Carolina students may borrow up to \$1,000.00 per academic year. Direct inquiries to P. O. Box 1487, Raleigh, N. C. Applications may be obtained from the Director of Admissions, Chowan College.

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 application fee, which must accompany the student's application for admission, is not refundable under any conditions.
3. In addition to the \$10.00 application processing fee, a \$50.00 prepayment on student charges (which is credited to the student's account at the beginning of the academic year) must be made by June 1. Students who apply after June 1, must send this prepayment totaling \$60.00. In no case is this prepayment refundable.
4. Students who formally withdraw from the college within two weeks after the beginning of a semester are entitled to a refund of 80% of the fees paid; those who withdraw later than two weeks after a semester begins, but not later than three weeks, are entitled to a refund of 60% of the fees paid; those who withdraw later than three weeks after a semester begins, but not later than four weeks, are due a refund of 40% of the fees paid; *and those who withdraw as late as five weeks after the beginning of a semester 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 Business Manager. *If damages or losses are not individually accounted for, all students will be charged pro rata for such damages or losses.*
7. A student who moves from the room assigned *with permission* from the Dean of Student Affairs will be charged \$5.00. Moving is strictly prohibited without permission.
8. A deposit of \$5.00 is charged for the key to each room. The deposit is refunded when the original key is returned.
9. A student eligible to keep an automobile on the campus, or in Murfreesboro or vicinity, is charged \$5.00 *fee per semester* for the registration and parking of his automobile. Failure to register a car will result in a fine being levied upon the negligent student, not to exceed \$10.00, and may also result in the forfeiture of the privilege

of keeping his car with him at college. Moreover, to be eligible a student must complete 2 semesters at Chowan College and have an accumulated "C" average on all work attempted at this institution. Further, no student will be allowed to register a car belonging to someone other than himself, his parents, or his legal guardian.

General Endowment of The College

The General Endowment of Chowan College is gradually increasing, and is carefully safeguarded as to its investment. The Planters National Bank and Trust Company of Rocky Mount and Ahsokie is the agent of the Chowan College General Endowment Fund.

The College Board of Trustees has begun a concentrated effort to procure a minimum of \$2,000,000.00 for the General Endowment. 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. The Book Value of the Endowment Fund passed the \$100,000.00 mark in 1964, not only reaching a new high but making the most significant growth in the history of the college.

Principal donors and the years in which the contributions were made are listed for information and as an evidence of appreciation:

Charles H. Jenkins Estate (1963), Miss Grace L. Sykes Estate (1962), D. N. Evans Estate (1962), Lizzie C. Pritchard Estate (1961), H. A. Eure Estate (1961), W. S. Pritchard Estate (1958), and a gift in 1927 by B. N. Duke. Also, the Meherrin Valley Bank of Boykins, Virginia, has made several substantial gifts to the Endowment Fund.

Chowan College has been and can be benefited greatly by bequests of friends and alumni, including gifts to the College for the Book of Memory, whereby friends and relatives memorialize deceased loved ones through contributions to the General Endowment Fund. Many others should make Chowan College 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. The legal name to be used for this purpose is *Chowan College*.

SUGGESTED WORDING FOR THOSE WHO WISH TO REMEMBER CHOWAN COLLEGE IN THEIR WILLS:

"I give, devise, and bequeath to Chowan College, Murfreesboro, Hertford County, North Carolina, (Here insert the amount of money and/or describe the personal property or real estate) for the general purposes of Chowan College."

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

Two 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, vocational programs for students who wish to enter specialized employment after graduation from Chowan.

Requirements for Admission

1. 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, seriousness of purpose, and desirable personal traits will be considered of first importance.
2. Every applicant for admission to the freshman class is required to take the Scholastic Aptitude Test of the College Entrance Examination Board. The test is given in December, January, March, May, and July. It is recommended that the Scholastic Aptitude Test be taken early in the senior year.

Students wishing to make application to take the tests should procure application forms from their secondary schools, or write directly to the College Entrance Examination Board, Box 592, Princeton, New Jersey, or Box 1052, Berkeley 1, California, for the *Bulletin of Information*, which includes an application form and is available without charge. The bulletin lists test centers and gives complete information concerning the tests.

Because of deadlines for filing application to take the College Board tests, the student must make his arrangements well in advance of the testing date so that his application may be received in Princeton or Berkeley by the closing date.

An applicant taking the tests later than February will necessarily delay action on his application for admission. Low scores on the College Board will not automatically be the basis for rejection of an applicant, but careful consideration will be given to the candidate's scholastic record in high school, evidences of character, purposes in life and motivation, and general fitness for college life at Chowan.

3. The basic academic requirement for admission is graduation from an approved high school with a minimum of sixteen (16) units. It

is desirable, but not mandatory, that a liberal arts student submit:

English	4 units
Algebra	2 units
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 transcripts sent to the Director of Admissions before being admitted. *No course with grades lower than C will be accepted to meet the requirements for graduation at Chowan College.*

A transfer student will not be allowed to register at Chowan College for a regular term if he is academically ineligible to return to the institution from which he is transferring. A transfer student who earns a minimum of six semester hours and six quality points during a summer session or nine semester hours and nine quality points during both summer sessions may be allowed to register for the following semester.

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 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 processing fee, which is not refundable, to the Director of Admissions.
3. Have the proper persons complete the remaining forms and return them to the Director of Admissions.

4. When notified of acceptance, he will be required to make a \$50.00 (non-refundable) deposit by June 1. This is to be applied to the student's account with the college.
5. 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 student.*

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 catalogue.
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)	*19	Language and/or Approved Electives
6	Mathematics	3	Fine Arts

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

The grade of "I" is recorded only in case of illness or emergency resulting in the student's 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. All courses taken at the end of the "drop-add" period will be considered work attempted, with the last grade on repeat courses taking preference.

Academic Distinctions

Students enrolled for a minimum of twelve semester hours and who have a 2.5 average on all work attempted for a semester will be placed on the Dean's List. Students enrolled for a minimum of twelve semester hours and who have a 2.0 average on all work attempted will be placed on the Honor Roll.

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

1. A regular student must earn a minimum of nine semester hours and nine quality points each semester in order to be in good academic standing.
2. A regular student who fails to earn nine semester hours and nine quality points in a semester but who earns a minimum of six semester hours and six quality points will be allowed to enter the succeeding semester on academic probation. Such probation requires the student to earn a minimum of nine semester hours and nine quality points, to relinquish all privileges, and prevents him from representing the college in the following ways: as an officer of clubs and organizations, through participation in major sports, cheerleaders, debating club and team, dramatics (non-credit), State Student Legislature, voting delegate to conventions, officer and staff member of student publications, library or office assistant, committee chairman, queen and queen's court, public speaking.
3. A transfer student must earn a minimum of nine hours and nine

quality points during his first regular semester at Chowan College. He must earn a minimum of nine hours and nine quality points each semester thereafter.

4. In order to be eligible to register for a regular term, a student having deficiencies must remove them during the summer sessions. A student will be allowed to enter only one regular semester on academic probation during his academic career at Chowan College. Thereafter, he must maintain the minimum requirements for continued residence (nine hours and nine quality points each semester).

STUDENT LOAD

A student may not carry more than 18 credit hours nor less than 15 credit hours, except by special permission of the Dean. 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.

REPORTS

At the end of each semester a report for each student is sent to the student and to his 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.

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.

EXCUSED ABSENCES

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 a student's immediate family.
4. Sickness in the family which requires the attention of the student, verified by physician.

A student who wishes to be excused from class should report to the Office of the Registrar at least two days prior to the absence or immediately upon his return to class. He will be issued a Form 50 which must be submitted to the professor for his approval and returned to the Office of the Registrar within five (5) days after his return to classes. *If this action is not taken by the student, the absence will be recorded as unexcused.*

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

UNEXCUSED ABSENCES

When the number of unexcused absences exceeds the number of times the class meets per week, one-half quality point will be deducted for each such absence. *Unexcused absences* are those which are not listed under the above reasons for excused absences, resulting from personal emergencies of the student, such as: snow bound, civil service examinations, attending weddings, car breaking down, and taking part in beauty pageants. Absences resulting from minor illnesses (headache, upset stomach) not requiring the services of the college nurse or a physician will be unexcused. Three (3) class tardies will be treated as one (1) unexcused absence. Explanation: Tardy is failure to be in class room at the time of the tardy bell. A student who enters 10 minutes after the tardy bell or later automatically receives an unexcused absence, unless an acceptable excuse is presented.

LOSS OF CREDIT

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 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.

Students with excessive absences will be asked to appear before the absence committee.

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-ASSEMBLY ABSENCES

The college requires all students to attend chapel and assembly. Each student is allowed two (2) unexcused absences with no penalty. The next three (3) unexcused absences will result in one-half ($\frac{1}{2}$) quality point for each unexcused absence being deducted from his total number of quality points. If a student is absent after the fifth unexcused absence, the student will be subject to suspension from Chohan College. Explanation: A total of 8 excused and unexcused absences may result in suspension. Absence from chapel-assembly will be excused on the same basis as class absences.

HOLIDAY ABSENCES

The college grants no absences immediately *preceding and following* stated holidays, except those listed under class absences. Any absences other than these will be recorded as two (2) unexcused absences for each class, chapel, or assembly missed.

CHANGING OF CLASSES

1. Obtain proper form from the Office of the Registrar.
2. Secure the approval and signature of adviser.
3. Secure the approval and signature of the Dean of the College.
4. Secure the approvals *and* signatures *of* the professors in whose classes changes are being made.
5. Return form to the Office of the Registrar.

A student cannot add a course after two weeks from the official date for the beginning of classes found in the calendar of this catalog.

DROPPING OF CLASSES

Courses may be dropped under the following circumstances:

1. 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.
3. Changes in class schedule during the first two weeks of the semester do not appear on the student's permanent record and incur no penalties.
4. The official withdrawals from classes after the deadline date, which is two weeks after the official beginning of classes found in the catalog calendar, will receive an "F" on each course dropped. Exceptions may be made in extreme cases, such as those reasons given in the catalog for excused absences. These exceptions must be approved by the Dean of the College, or a committee, or both. If the Dean of the College or the committee approves the dropping of a course because of extenuating circumstances, the student will receive a "WF" or "WP" on the course.
5. All withdrawals without the permission of the Dean will receive an "F" on each course dropped.

REPEATING OF COURSES

In the event that a student repeats a course, the last grade earned will be considered his final grade.

RE-EXAMINATIONS

A final semester candidate for graduation may apply for only *one* 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.

MAKE-UP TESTS

All students who desire to make up a test or tests for excused absences will be required to make up the test or tests beginning at 9:00 a.m. on the Saturday morning following their return to classes. Any exception to this policy must be approved by the Dean of the College.

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

Upon request, a 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.

Departments of Arts and Sciences

The study of the arts and sciences serves several purposes:

To Communicate. The development of the ability to communicate is greatly aided by the study of languages (including English) and related subjects.

To Inquire Accurately. The study of natural and social sciences provides students with that broad knowledge of the world and the universe which is so important to human experience.

To Understand. The study of the humanities brings an understanding of the cultural heritage of the Western World and stimulates an appreciation of other cultures as well.

To Encourage Moral Growth. The study of religion encourages the development of a mature philosophy of life, whereby one acquires worthy and personally satisfying life goals and the ability to make appropriate value judgments.

To Reason. The study of the exact sciences challenges the individual to think independently and creatively, and helps to develop his skill in using the various methods of thought, research, and judgment.

In short, studies in the liberal arts and sciences broaden the student's understanding of himself, his cultural heritage, and his universe, and, thus, provide him with a strong foundation on which he may add successfully, throughout his life, additional blocks of knowledge.

Liberal Arts

LEADING TO B.A. DEGREE

FIRST YEAR

First Semester		Second Semester	
English 101	3	English 102	3
Mathematics 103*	3	Mathematics 105*	3
Religion 101 or 102	3	Religion 101 or 102	3
Foreign Language 101	3	Foreign Language 102	3
History 101	3	History 102	3
Physical Education 151 or 101 ...	1	Physical Education 152 or 102 ...	1
Total	16	Total	16

SECOND YEAR

First Semester		Second Semester	
English 201 or 205	3	English 202 or 206	3
Laboratory Science	4	Laboratory Science	4
Foreign Language 201	3	Foreign Language 202	3
Hygiene 101	2	Music Appreciation 161	3
Approved Electives	3	Approved Electives	3
Total	15	Total	16

APPROVED ELECTIVES FOR LIBERAL ARTS: Government 108, Geography 151, Speech 203-204, Sociology 205, Psychology 201, U. S. History 201-202, Mathematics 201-202, Economics 251-252.

*Mathematics 109 may be substituted.

Pre-Education

LEADING TO TEACHER'S CERTIFICATE AND B.S. DEGREE

FIRST YEAR

First Semester		Second Semester	
English 101	3	English 102	3
Mathematics 103*	3	Mathematics* 105	3
Religion 101 or 102	3	Religion 101 or 102	3
History 101	3	History 102	3
Physical Education 151 or 101 ...	1	Physical Education 152 or 102 ...	1
Approved Elective or Language..	3	Approved Elective or Language..	3
Total	16	Total	16

SECOND YEAR

First Semester		Second Semester	
English 201	3	English 202	3
Science 101 or 102	4	Science 101 or 102	4
Psychology 201	3	Music Appreciation 161	3
Hygiene 101	2	Speech 203	3
Approved Elective or Language..	3	Approved Elective or Language..	3
Total	15	Total	16

APPROVED ELECTIVES FOR PRE-EDUCATION: Government 108, Geography 151, Sociology 205, Economics 251-252, Mathematics 201-202, U. S. History 201-202.

*Mathematics 109 may be substituted.

Pre-Ministerial

LEADING TO A BACHELOR'S DEGREE

FIRST YEAR

First Semester		Second Semester	
English 101	3	English 102	3
Religion 101 or 102	3	Religion 101 or 102	3
Mathematics 103	3	Mathematics 105	3
*Foreign Language 101	3	Foreign Language 102	3
History 101	3	History 102	3
Physical Education 151	1	Physical Education 152	1
Total	16	Total	16

* Latin or French

SECOND YEAR

First Semester		Second Semester	
English 201 or 205	3	English 202 or 206	3
Foreign Language 201	3	Foreign Language 202	3
*Natural Science	4	*Natural Science	4
**Social Science, or		**Social Science, or	
Music Appreciation 161	3	Music Appreciation 161	3
Hygiene 101	2	Speech 203	3
Total	15	Total	16

* Physics, Chemistry, or Biology

** Psychology, Sociology, Economics, Government

Pre-Law

LEADING TO A BACHELOR'S DEGREE

FIRST YEAR

First Semester		Second Semester	
English 101	3	English 102	3
Mathematics 103*	3	Mathematics 105*	3
Religion 101 or 102	3	Religion 101 or 102	3
Foreign Language 101	3	Foreign Language 102	3
History 101	3	History 102	3
Physical Education 151 or 101	1	Physical Education 152 or 102	1
Total	16	Total	16

SECOND YEAR

First Semester		Second Semester	
English 201	3	English 202	3
Laboratory Science	4	Laboratory Science	4
Foreign Language 201	3	Foreign Language 202	3
Economics 251	3	Economics 252	3
Government 108	3	Elective	3
Total	16	Total	16

APPROVED ELECTIVES FOR PRE-LAW: Geography 151, Speech 203-204, Sociology 205, U. S. History 201-202, Psychology 201.

* Mathematics 109 may be substituted.

Music

*LEADING TO THE A.B., THE B.M., AND B.S. IN EDUCATION DEGREES WITH A MAJOR IN MUSIC.

FIRST YEAR

First Semester		Second Semester	
English 101	3	English 102	3
Introduction to Music Literature 171	2	Introduction to Music Literature 172	2
Music 151	3	Music 152	3
Music 101	1	Music 102	1
Foreign Language** 101	3	Foreign Language** 102	3
Physical Education 151 or 101 ...	1	Physical Education 152 or 102 ...	1
Ensemble	½	Ensemble	½
Applied Music	3	Applied Music	3
Total	16½	Total	16½

SECOND YEAR

First Semester		Second Semester	
English 201	3	English 202	3
Religion 101 or 102	3	Religion 101 or 102	3
Music 253	3	Music 254	3
Music 201	1	Music 202	1
Foreign Language** 201	3	Foreign Language** 202	3
Ensemble	½	Ensemble	½
Applied Music	3	Applied Music	3
Total	16½	Total	16½

*The same courses in music would be required of a person who elects music as his minor.

**Approved electives may be substituted for these courses, if they are not required by the college in which the student plans to complete his work.

Science

LEADING TO B.S. DEGREE

FIRST YEAR

First Semester		Second Semester	
English 101	3	English 102	3
Mathematics* 103	3	Mathematics* 105	3
Religion 101 or 102	3	Religion 101 or 102	3
Biology 101 or Chemistry 171	4	Biology 102 or Chemistry 172	4
Physical Education 151 or 101 ...	1	Physical Education 152 or 102 ...	1
Total	14	Approved Elective	3
		Total	17

SECOND YEAR

First Semester		Second Semester	
English 201 or 205, 206	3	English 202 or 205, 206	3
Biology 101, or Chemistry 171, or Physics 181	4	Biology 102 or Chemistry 172, or Physics 182	4
Approved Electives	9	Approved Electives	9
Total	16	Total	16

APPROVED ELECTIVES FOR SCIENCE: Chemistry 273-274, Anatomy and Physiology 221-222, Mathematics 201-202, French 101-102, World History 101-102.

*Mathematics 109 will satisfy this requirement.

Pre-Engineering

LEADING TO VARIOUS ENGINEERING DEGREES

FIRST YEAR

First Semester		Second Semester	
English 101	3	English 102	3
Mathematics* 103	3	Mathematics* 105	3
Mathematics 111	2	Mathematics 112	2
Chemistry 171	4	Chemistry 172	4
Religion 101 or 102	3	Religion 101 or 102	3
Physical Education 151 or 101	1	Physical Education 152 or 102	1
Total	16	Total	16

SECOND YEAR

First Semester		Second Semester	
English 201 or 205, 206	3	History 102	3
Physics 181	4	Physics 182	4
Mathematics 201	5	Mathematics 202	5
Economics 251	3	**Mathematics 206 or elective	3
**Mathematics 205	3	Total	15
Total	18		

APPROVED ELECTIVES FOR PRE-ENGINEERING: World History 101, Sociology 205, Speech 203, English 202, Government 108, Economics 252.

*Mathematics 109 will satisfy this requirement.

**Mathematics 205 and 206 required for Civil Engineering.

Pre-Optometry

LEADING TO A BACHELOR'S DEGREE

FIRST YEAR

First Semester		Second Semester	
English 101	3	English 102	3
Mathematics 103	3	Mathematics 105	3
Biology 101 or 102	4	Biology 101 or 102	4
Religion 101 or 102	3	Religion 101 or 102	3
Physical Education 151 or 101	1	Physical Education 152 or 102	1
Total	14	Total	14

SECOND YEAR

First Semester		Second Semester	
English 201	3	English 202	3
Chemistry 171	4	Chemistry 172	4
Physics 181	4	Physics 182	4
Psychology 201	3	Sociology 205	3
History 101	3	History 102	3
Total	17	Total	17

Civil Technology

LEADING TO A.A. DEGREE AND EMPLOYMENT

FIRST YEAR

First Semester		Second Semester	
English 101	3	English 102	3
Mathematics** 103	3	Mathematics** 105	3
Religion 101 or 102	3	History 102	3
Mathematics 111	2	Religion 101 or 102	3
History 101	3	Mathematics 112	2
Science Elective*	4	Science Elective*	4
Total	18	Total	18

SECOND YEAR

First Semester		Second Semester	
Mathematics 201	5	Government 108	3
Physics 181	4	Physics 182	4
Mathematics 205	3	Mathematics 206	3
English 201 or Speech 203-204	3	Physical Education 152	1
Physical Education 151	1	Approved Electives	6
Total	16	Total	17

APPROVED ELECTIVES FOR CIVIL TECHNOLOGY: Economics 251, Mathematics 202, English 202, Hygiene 101, English 205, 206.

*Science Electives may be chosen from either: Biology 101-102 or Chemistry 171-172.

**Mathematics 109 will satisfy this requirement.

Pre-Forestry

LEADING TO B.S. DEGREE

FIRST YEAR

First Semester		Second Semester	
English 101	3	English 102	3
Mathematics* 103	3	Mathematics* 105	3
Biology 101 or 102	4	Biology 101 or 102	4
Religion 101 or 102	3	Religion 101 or 102	3
Chemistry 171	4	Chemistry 172	4
Physical Education 151	1	Physical Education 152	1
Total	18	Total	18

SECOND YEAR

First Semester		Second Semester	
Mathematics 201	5	English 202 or 205, 206	3
Chemistry 273	4	Economics 252	3
Physics 181	4	Approved Electives	10
Surveying 205	2	Total	16
Economics 251	3		
Total	18		

APPROVED ELECTIVES FOR PRE-FORESTRY: Chemistry 274, Physics 182, Mathematics 206 and Mathematics 202, either English 201, 202 or 203.

*Mathematics 109 will satisfy this requirement.

Pre-Agriculture LEADING TO B.S. DEGREE

FIRST YEAR

First Semester		Second Semester	
English 101	3	English 102	3
Mathematics* 103	3	Mathematics* 105	3
Biology 101 or 102	4	Biology 101 or 102	4
Religion 101 or 102	3	Religion 101 or 102	3
Chemistry 171	4	Chemistry 172	4
Physical Education 151	1	Physical Education 152	1
Total	18	Total	18

SECOND YEAR

First Semester		Second Semester	
Mathematics 201	5	English 202 or 205, 206	3
Chemistry 273	4	Economics 252	3
Physics 181	4	Approved Electives	10
Surveying 205	2	Total	16
Economics 251	3		
Total	18		

APPROVED ELECTIVES FOR PRE-AGRICULTURE: Chemistry 274, Physics 182, Mathematics 206, Mathematics 202, either English 201, 202 or 203.

*Mathematics 109 will satisfy this requirement.

Pre-Medical or Pre-Dental LEADING TO B.S. DEGREE OR PREPARATORY FOR MEDICAL SCHOOL

FIRST YEAR

First Semester		Second Semester	
English 101	3	English 102	3
Mathematics** 103	3	Mathematics** 105	3
Biology 101 or 102	4	Biology 101 or 102	4
Religion 101 or 102	3	Religion 101 or 102	3
Physical Education 151 or 101	1	Physical Education 152 or 102	1
Approved Elective*	3	Approved Elective*	3
Total	17	Total	17

SECOND YEAR

First Semester		Second Semester	
English 201 or 205, 206	3	English 202 or 205, 206	3
Chemistry 171	4	Chemistry 172	4
Physics 181	4	Physics 182	4
Approved Electives*	6	Approved Electives*	6
Total	17	Total	17

*APPROVED ELECTIVES FOR PRE-MEDICAL OR PRE-DENTAL: French 101-102, Spanish 101-102, Latin 101-102, History 101-102, Anatomy and Physiology 221-222, Psychology 201, Government 108, Bacteriology 241, and Sociology 205.

**Mathematics 109 will satisfy this requirement.

Pre-Pharmacy

LEADING TO A BACHELOR'S DEGREE

FIRST YEAR

First Semester		Second Semester	
English 101	3	English 102	3
Religion 101	3	Religion 102	3
Mathematics 103	3	Mathematics 105	3
Chemistry 171	4	Chemistry 172	4
Biology 101	4	Biology 102	4
Physical Education 151 or 101	1	Physical Education 152 or 102	1
Total	18	Total	18

SECOND YEAR

First Semester		Second Semester	
English 201	3	English 202	3
Physics 181	4	Physics 182	4
Biology 221	4	Biology 222	4
History 101	3	History 102	3
Language*	3	Language*	3
Total	17	Total	17

* French, Latin or Spanish 101-102, 201-202 if beginning new language; 201-202 if continuing a language based on two high school units.

Approved electives: Economics 251-252, Chemistry 273-274.

Pre-Nursing

LEADING TO R. N. AND B. S. DEGREE

First Year

First Semester		Second Semester	
English 101	3	English 102	3
Biology 101-102	4	Biology 101-102	4
Religion 101-102	3	Religion 101-102	3
Chemistry 171	4	Chemistry 172	4
Physical Education 151 or 101	1	Physical Education 152 or 102	1
Total	15	Total	15

Second Year

First Semester		Second Semester	
English 201 or *		Sociology 205	3
Approved Elective	3	Physiology 222	4
Anatomy 221	4	World History 102	3
World History 101	3	Biology 241	4
Psychology 201	3	Approved Elective *	3
Approved Elective *	3	Total	17
Total	16		

*APPROVED ELECTIVES FOR PRE-NURSING: Music 161, English 202, 205, 206, Mathematics 103.

Department of Business

The basic purpose of business is to provide young men and women with the necessary specialized training for a future of self-reliance and economic opportunity. Because the student of business should know the art of living as well as working, opportunities are offered for study in the arts, humanities, and sciences.

The Department of Business offers transfer and terminal courses and curricula to serve the needs of all students.

1. *Program for Transfer Students.* Two years of studies are available to the student who plans to graduate from a four-year institution. The student who wishes to major in business administration, accounting, economics, finance, marketing, management, or secretarial administration may qualify for junior-level status at a senior college or university by completing the first two years at Chowan College.
2. *Program for Terminal Students.* For the Student who does not plan to continue his education beyond Chowan College, the Department of Business offers terminal programs in business-vocational training. The department has as its objective the preparation of the student for employment in the field of accounting, secretarial administration, or general office training. This entire program is so planned that any student who desires to transfer to a four-year institution may easily do so. You may contact the chairman of the department for additional information.

Policies

Students who have completed a year of work in content business courses in high school should not be enrolled in Modern Business Organizations 131. A course in economics may replace this requirement.

Students who have completed courses in typewriting in high school will be enrolled in Typewriting 102.

A minimum of two courses in college typewriting are required for all secretarial programs. Exceptions may be made where students achieve a speed level of more than 65 net words per minute, with no more than three errors, in a ten-minute writing, while enrolled in Typewriting 102.

Each student enrolled in a business curriculum will satisfactorily pass a proficiency test in typewriting, or complete a minimum of one course in college typewriting, prior to certification for graduation. Students who have not completed a course in typewriting during their high school experience should fulfill this requirement during the first semester in college.

Secretarial students are placed in the shorthand course levels according to placement test results. No student with shorthand on

the high school transcript will receive credit for Shorthand 111, except by special permission of the department head.

All candidates for graduation in the Business Administration, Accounting, Secretarial Administration, and Legal Secretarial Administration curricula must complete one of the following requirements: two courses in business law and two courses in economics, or one course in business law and two courses in economics, or two courses in business law and one course in economics. Exceptions may be considered when a candidate has completed a foreign language sequence or when extenuating circumstances prevail.

All students, regardless of curriculum, who complete two semesters of work in college accounting will complete the College Accounting Testing Program as sponsored by The American Institute of Certified Public Accountants. These tests are administered in January and May.

All young ladies enrolled in business curricula will complete Nancy Taylor 100 prior to certification for graduation. This requirement should be removed during the first semester at Chowan College.

Business Administration

LEADING TO B.S. DEGREE IN BUSINESS ADMINISTRATION OR ACCOUNTING

FIRST YEAR

First Semester		Second Semester	
English 101	3	English 102	3
Religion 101 or 102	3	Religion 101 or 102	3
Mathematics 161 or 103	3	Science 101, 102 or 172	4
Science 101, 102 or 171	4	Accounting 141 or	
Physical Education 151 or		Approved Elective	4
Nancy Taylor 100	1-2	Mathematics 105 or	
Approved Elective	3	Approved Elective	3
Total	17-18	Total	17

SECOND YEAR

First Semester		Second Semester	
English 201 or 202	3	Economics 252	3
Economics 251	3	Business Law 282 or	
Business Law 281	3	Psychology 201	3
Accounting 142	4	Accounting 241, 243, or	
Physical Education 152		Approved Elective	4
or 102	1	Speech 203	3
Approved Elective	3	Approved Elective	4
Total	17	Total	17

APPROVED ELECTIVES FOR BUSINESS ADMINISTRATION: World History 101, 102; Hygiene 101; Government 108 or Geography 151; United States History 201 or 202; Sociology 205; English 202 or 204; foreign language sequence; any fine arts, mathematics, or business electives.

Business Education

LEADING TO TEACHER'S CERTIFICATE AND B.S. DEGREE

FIRST YEAR

First Semester		Second Semester	
English 101	3	English 102	3
Religion 101 or 102	3	Government 108 or Geography 151	3
Shorthand 111 or 112	4	Shorthand 112 or 211	4
Typewriting 101 or 102	2	Typewriting 102 or 203	2
Physical Education 151 or Nancy Taylor 100	1-2	Physical Education 152 or 102	1
Approved Electives	4	Office Machines 105	1
Total	17-18	Approved Electives	3
		Total	17

SECOND YEAR

First Semester		Second Semester	
English 201 or 202	3	English 202 or Speech 203	3
Mathematics 161 or 103	3	Religion 101 or 102	3
Adv. Dictation 211 or 212	4	Advanced Dictation 212 or Approved Elective	4
Accounting 141	4	Accounting 142	4
Office Machines 106	1	Office Procedures 223 or Approved Elective	3
Approved Elective	2	Total	17
Total	17		

APPROVED ELECTIVES FOR BUSINESS EDUCATION: World History 101, 102; Hygiene 101; Mathematics 105; Government 108 or Geography 151; Psychology 201; United States History 201, 202; foreign language or science sequence; any fine arts or business electives.

Accounting

LEADING TO THE ASSOCIATE OF ARTS DEGREE

FIRST YEAR

First Semester		Second Semester	
English 101	3	English 102	3
Religion 101 or 102	3	Religion 101 or 102	3
Mathematics 161 or 103	3	Accounting 141	4
Business Organizations 131 or Approved Elective	3	Physical Education 152 or 102	1
Typewriting 101 or 102	2	Approved Electives	5
Office Machines 105	1	Total	16
Physical Education 151, or Nancy Taylor 100	1-2		
Total	16-17		

SECOND YEAR

First Semester		Second Semester	
English 201-202 or Speech 203	3	Organization and Management 261 or Approved Elective	3
Accounting 142	4	Business Law 282	3
Psychology 201 or Approved Elective	3	Economics 252	3
Economics 251	3	Accounting 241, 243 or Approved Elective	4
Business Law 281	3	Approved Elective	3
Office Machines 106	1	Total	16
Total	17		

APPROVED ELECTIVES FOR ACCOUNTING: Hygiene 101, World History 101, 102; Geography 151; United States History 201, 202; Sociology 205 or Economics 252; English 202 or Speech 204; any fine arts, mathematics, or business electives.

Secretarial Administration

LEADING TO THE ASSOCIATE OF ARTS DEGREE

FIRST YEAR

First Semester	Second Semester
English 101 3	English 102 3
Religion 101 or 102 3	Shorthand 112 or 211 4
Shorthand 111 or 112 4	Typewriting 102 or 203 2
Typewriting 101 or 102 2	Introduction to Transcription 122.. 3
Physical Education 151 or Nancy Taylor 100 1-2	Accounting 141 4
Approved Elective 3	Office Machines 105 1
Total 16-17	Total 17

SECOND YEAR

First Semester	Second Semester
English 201-202 or Speech 203 3	Religion 101 or 102 3
Mathematics 161 3	Psychology 201 or Business Law 282 3
Advanced Dictation 211 or 212 4	Advanced Dictation 212 or Approved Elective 4
Accounting 142 4	Economics 252 or Business Law 281 3
Business Law 281 or Economics 251 3	Physical Education 152 or 102 ... 1
Office Machines 106 1	Office Procedures 223 or Approved Elective 3
Total 18	Total 17

APPROVED ELECTIVES FOR SECRETARIAL ADMINISTRATION: Same as listed for the accounting curriculum.

Church Secretarial Administration

LEADING TO THE ASSOCIATE OF ARTS DEGREE

FIRST YEAR

First Semester	Second Semester
English 101 3	English 102 3
Religion 101 or 102 3	Mathematics 161 3
Shorthand 111 or 112 4	Religion 101 or 102 3
Typewriting 101 or 102 2	Shorthand 112 or 211 4
Office Machines 105 1	Typewriting 102 or 203 2
PE 151 or Nancy Taylor 100 1-2	Introduction to Transcription 122.. 3
Business Organization 131 or Approved Elective 3	Total 18
Total 17-18	

SECOND YEAR

First Semester	Second Semester
English 201 or Speech 203 3	English 202 or Speech 204 3
Psychology 201 or Approved Elective 3	Sociology 205 or Business Law 282 3
Accounting 141 4	Music Appreciation 161 3
Business Law 281 or Economics 251 3	Advanced Dictation 212 or Approved Elective 4
Adv. Dictation 211 or 212 4	Physical Education 152 or 102 ... 1
Office Machines 106 1	Office Procedures 223 or Approved Elective 3
Total 18	Total 17

APPROVED ELECTIVES FOR CHURCH SECRETARIAL ADMINISTRATION: World History 101, 102; Geography 151; Economics 251, 252; Government 108; foreign language sequence; any fine arts or business electives.

Legal Secretarial Administration

LEADING TO THE ASSOCIATE OF ARTS DEGREE

FIRST YEAR

First Semester		Second Semester	
English 101	3	English 102	3
Shorthand 112	4	Accounting	4
Mathematics 161	3	Typewriting 102 or 203	2
Introduction to Transcription		Advanced Dictation 211	4
122	3	Economics 251	3
Typewriting 101 or 102	2	Bus Mach Cal—Rotary 105	1
Nancy Taylor 100	2	Total	17
Total	17		

SECOND YEAR

First Semester		Second Semester	
Religion 101 or		English 201, 202, or	
Religion 102	3	Speech 203	3
Advanced Dictation 212	4	Religion 101 or	
Economics 252	3	Religion 102	3
Business Law 281	3	Income Tax Accounting 243	4
Accounting 142	4	Business Law 282	3
Office Machines—Duplicating		Office Procedures 223 or	
106	1	Approved Elective	3
Total	18	Physical Education 152 or 102	1
		Total	17

APPROVED ELECTIVES FOR LEGAL SECRETARIAL ADMINISTRATION: Any social science, fine arts, or business course.

Medical Secretarial Administration

LEADING TO THE ASSOCIATE OF ARTS DEGREE

FIRST YEAR

First Semester		Second Semester	
English 101	3	English 102	3
Mathematics 161	3	Accounting 141	4
Shorthand 111 or 112	4	Introduction to Transcription	
Typewriting 101 or 102	2	122	3
Bus. Mach. Cal.—Rotary 105	1	Shorthand 112 or Advanced	
Nancy Taylor 100	2	Dictation 211	4
Total	15	Typewriting 102 or 203	2
		Physical Education 152 of 102	1
		Total	17

SECOND YEAR

First Semester		Second Semester	
Religion 101 or 102	3	English 201, 202, or	
Advanced Dictation 211 or 212	4	Speech 203	3
Psychology 201	3	Religion 101 or	
Medical Biology 123	3	Religion 102	3
Medical Terminology 213	3	Business Law 281 or Economics	
Office Machines—Duplicating		251	3
106	1	Advanced Dictation 212 or	
Total	17	Office Procedures 223	4-3
		Medical Terminology 214	3
		Total	15-16

THIRD YEAR

MEDICAL SECRETARIAL ADMINISTRATION is planned for college residency of two years plus an additional internship of nine or more months in hospitals approved by the college.

The Medical Secretarial Internship involves on-the-job experience in all types of activities associated with records in hospitals and doctors' offices. A PROFESSIONAL Certificate will be awarded jointly by the hospital involved and Chowan College to students who complete total requirements for the internship.

An internship fee of \$50 is paid to the college prior to July 1. This fee is designed to cover expenses necessary for complete professional certification and assistance in placement of the student.

APPROVED ELECTIVES FOR MEDICAL SECRETARIAL ADMINISTRATION: World History 101, 102; Sociology 205, foreign language sequence; any fine arts, Science, Mathematics, or business elective.

One-Year Secretarial

First Semester	Second Semester
English 101 3	Religion 101 or 102 3
Mathematics 161 3	Introduction to Transcription 122. 3
Business Organizations 131 or Approved Elective 3	Shorthand 112 or 211 4
Shorthand 111 or 112 4	Typewriting 102 or 203 2
Typewriting 101 or 102 2	Accounting 141 4
Office Machines 105 1	Office Machines 106 1
Nancy Taylor 100 or PE 1512-1	Total17
Total18-17	

One-Year General Clerical

First Semester	Second Semester
English 101 3	Religion 101 or 102 3
Mathematics 161 3	Accounting 142 4
Business Organizations 131 or Approved Elective 3	Organization and Management 261 or Approved Elective 3
Accounting 141 4	Office Machines 106 1
Typewriting 101 or 102 2	Physical Education 152 or Nancy Taylor 1001-2
Office Machines 105 1	Approved Elective 3
Total16	Total15-16

APPROVED ELECTIVES FOR ONE-YEAR GENERAL CLERICAL COURSE: any elective approved by adviser.

Courses as prescribed in both one-year programs will fit into the two-year curriculum planning. Consult your adviser for full information.

Department of Graphic Arts

There is a growing demand for well-trained, well-educated young men and women in the interesting field of newspaper mechanical production. The pay is exceptionally good, at least equal to and many times greater than compensation paid by other industries.

Good health, curiosity, respect for facts, more than average intelligence, adaptability, ability to get along with others, and a desire to keep moving ahead to improve, plus education and training in the production skills, are required of those who would succeed in this field of great opportunities.

The Chowan College Department of Graphic Arts teaches many of the skills and newspaper production methods needed for job placements. Its graduates are in such demand by publishers, the school of printing always has had many more requests than could be filled.

The Two-Year Printing Program offers a Certificate of Proficiency after completion. Those who complete this program are prepared for immediate employment.

The Chowan College Department of Graphic Arts was established in 1952 by newspaper publishers and commercial printers who saw the need for the education and training of young people for the industry. The Department of Graphic Arts is now recognized throughout the country and its graduates are advancing in the industry—some now in supervisory-management positions. It is one of the best equipped schools of printing and offers an industrial curriculum on a backdrop of liberal arts courses.

The Chowan College Department of Graphic Arts newspaper mechanical production training includes:

- *Offset printing.* In this process, the printing impression is made from a plane, or nearly smooth, printing surface instead of from a raised surface, such as in letterpress printing, which is also taught. The copying camera, masking platemaking, color separations are subjects in the offset program.
- *Composition and Typesetting.* Learning to operate the Linotype machine and understand its mechanics. This is the machine which “sets” the type, used in your newspaper. The “Compositor” or “Floorman” takes the type, advertisements, heads for the various stories, and “makes up” the newspaper page.
- *The Teletypesetter.* This machine, very much like a typewriter, perforates tape that is used to automatically operate Linotype typesetting machines. The Teletypesetter Perforator, and Teletypesetter Operating Unit Monitoring, offer men and women excellent job opportunities.
- *The Newspaper.* Chowan College Department of Graphic Arts produces THE CHOWANIAN, college monthly newspaper. In its production, students learn many of the skills needed for their start up the newspaper production job ladder.

Curriculum for Two-Year Printing Program

A Certificate of Proficiency is offered to students who successfully complete a two-year vocational printing program.

FRESHMAN YEAR

First Semester	Credit	Second Semester	Credit
English Composition 101	3	English Composition 102	3
English for Printers 70	2	English for Printers 71	2
Religion 101	3	Religion 102	3
Printing 80	3	Printing 82	3
Printing 81	3	Printing 83	3
Printing 85	3	Printing 84	3
Total	17	Total	17

SOPHOMORE YEAR

First Semester	Credit	Second Semester	Credit
Mathematics 101 or Government 103	3	Principles of Economics 252 or Organization and Management 261	3
Principles of Economics 251	3	Printing 94	3
Printing 90	3	Printing 95	3
Printing 91	3	Printing 96	3
Printing 92	3	Printing 97	3
Printing 93	3	Printing 98	3
Total	18	Total	18

The primary purpose of this course is to train young men and women for positions of responsibility in the newspaper production field. There are numerous career opportunities in the publishing industry for young people with broad fundamental training.

One-Year Teletypesetter Perforator

A Certificate of Proficiency is offered to students who successfully complete a one-year Teletypesetter Perforator program.

First Semester	Credit	Second Semester	Credit
Religion 101	3	Religion 102	3
English for Printers 70	2	English for Printers 71	2
Printing Orientation 80	3	Elective	3
English 101	3	English 102	3
Teletypesetter Perforator 6	6	Teletypesetter Perforator 7	6
Total	17	Total	17

Nursing

The basic aims and purposes of Nursing are to provide young men and women with the necessary specialized training for a future in the field of nursing, grounded in Christian truth on the backdrop of a liberal arts education; to provide an opportunity to those students who wish to receive an Associate in Arts degree in Nursing and to those who wish to continue their education in other higher institutions in pursuit of a Bachelor's Degree.

These aims and purposes of the Department of Nursing are accomplished by the combined faculties and facilities of Chowan College, Roanoke-Chowan Hospital, and Duke University.

At Chowan College, the student will receive courses in the arts, sciences, and nursing to provide him with an Associate in Arts degree from the college.

At Roanoke-Chowan Hospital, the student will receive clinical laboratory experience relating to the nursing courses at Chowan College in such a manner as to provide meaningful experience for the classroom instruction provided at the college.

At Duke University Medical Center, additional instruction and experience will supplement the learning and experience provided the student nurses at Chowan College and Roanoke-Chowan Hospital.

The student will attend Chowan College and Roanoke-Chowan Hospital for the Freshman and Sophomore years. For the Junior year, he will attend Duke University.

An Associate in Arts degree will be awarded at the end of the thirty-three month period by Chowan College. Eligibility for examination for registration by the Board of Nursing Examiners would be achieved at the end of the thirty-three month period. A certificate of clinical experience will be provided with signatures from the institutions involved in the program.

The Curriculum

LEADING TO R. N. AND ASSOCIATE DEGREE

FIRST YEAR

First Semester		Second Semester	
English 101	3	English 102	3
Anatomy 221	4	Physiology 222	4
Chemistry 171	4	Chemistry 173	4
Psychology 201	3	Nursing Fundamentals 102	5
Physical Education 101	1	Physical Education 102	1
Total	15	Total	17

Summer

Bacteriology 241	4
Nursing Fundamentals Laboratory 103	<u>2</u>
Total	6

SECOND YEAR

First Semester		Second Semester	
English 201	3	English 202	3
Sociology 205	3	Elective	3
Religion 101	3	Religion 102	3
Introduction to Medical and Surgical Nursing 201	6	Introduction to Maternal and Child Nursing 202	6
Total	15	Total	15

THIRD YEAR (Duke)

Medical and Surgical Nursing—DUMC 145	6
Maternal and Child Nursing—DUMC 125	3
Psychiatric Nursing —DUMC 175	3
Total	12

Courses of Instruction

Course Numbers

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

Vocational or terminal courses are numbered from 1 to 99.

Chowan College reserves the right to change its course offerings upon proper notice.

DEPARTMENT OF BUSINESS

MR. THOMAS E. RUFFIN, JR., *Chairman*

Business Administration

131 Modern Business Organizations 3 semester hours

A survey of various types of business organizations, together with related areas. Particular emphasis is placed on economic factors in conditioning the progress of our nation. Main events and leading personalities from the colonial period to the present are related. Three hours per week.

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. Six hours per week.

161 Financial Mathematics 3 semester hours

Comprehensive course in arithmetical problems of today's world as applied to general business practice, accounting, and finance. Three hours per week.

162 Sales Management 3 semester hours

A study of the psychology and advertising techniques of modern-day selling, together with problems of sales management; planning of quotas and territories, organizations of sales staff, training methods, sales research, and supervision of the sales personnel. Three hours per week.

Prerequisite: Business 131 or 251 and 141.

241 Advanced Accounting Theory 4 semester hours

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. Six hours per week.

243 Income Tax Accounting 4 semester hours

A course designed to acquaint the student with preparation of individual, partnership, corporation, and estate and trust 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.

Economics

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. Three hours per week.

261 Organization and Management 3 semester hours

A course designed to enable students to understand and apply the basic principles relating to the efficient management of a business organization. Three hours per week.

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 business today. Three hours per week.

282 Business Law 3 semester hours

A continuation of Business 281, study of law pertaining to corporations, real property, landlord and tenant, personal property, mortgages, debtor and creditor, wills and estates, wrongs, and remedies, as applied to business life. Three hours per week.

Secretarial Administration

99 Personal Typewriting No Credit

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. Three hours per week.

100 Nancy Taylor 2 semester hours

Deals fundamentally with the means of gaining understanding of self-realization. It is a study of personality, speech, grooming, physical, mental, and social improvement pertaining to business and daily relationships with others. The Nancy Taylor techniques and textbooks are used for this course. Required of all secretarial students; recommended for all young women regardless of curriculum. May fulfill requirements for one semester hour of physical education. Three 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. Four hours per week.

102 Typewriting 2 semester hours

Instructions are given in manuscript typing, letters, and business forms. Three hours per week.

203 Advanced Typewriting 2 semester hours

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

Prerequisite: Business 101, 102, or equivalent.

**105 Business Machine Calculation:
Rotary Calculators** 1 semester hour

The student is thoroughly acquainted with mathematical principles involved in operation of calculators. Open to all students. One hour per week.

**106 Office Machines:
Duplicating Machines** 1 semester hour

A basic skill of operation, together with techniques, is developed in the use of the stencil and fluid process duplicators. One hour per week.

Prerequisite: Business 101 or equivalent.

111-112 Shorthand 4 semester hours each

Gregg Shorthand Methods are used to develop reading and writing skills. Six 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.

211-212 Advanced Dictation 4 semester hours each

A dictation course for second-year secretarial students. Six hours per week.

Prerequisite: Business 111, 112.

213-214 Medical Terminology and Transcription 3 semester hours each

Intensive practice in medical prefixes and suffixes and their meanings, transcribing case histories, medical articles, and dictated medical material. Machine transcription is provided. Four hours per week each semester.

Prerequisite: Business 212.

223 Secretarial Office Procedures 3 semester hours

Designed for secretarial students only. The theory of office practice is studied, together with office filing. Students are assigned to various offices and exposed to actual on-the-job experience. Restricted to sophomore level.

DEPARTMENT OF ENGLISH

DR. ELLA JANET PIERCE, *Chairman*

A grade of "C" on both English 101 and 102 is required before a student may take any course numbered in the 200s.

1 Basic English Grammar No Credit

This course is designed for freshmen whose records and/or placement tests indicate deficiencies in English grammar. The course includes a thorough review of fundamentals of English grammar and spelling, with some attention to paragraph writing. Three hours per week.

101 English Composition 3 semester hours

This is the regular course for properly qualified freshmen meeting the requirements of standard placement tests in English grammar. Emphasis is on the whole expository theme—the paragraph, outline, organization, and content illustrated in selected essays. Library assignments are frequent. Three hours per week.

102 English Composition 3 semester hours

This is a continuation of English 101, with emphasis on advanced composition, including critical research papers on topics related to masterpieces of literature. Three hours per week.

201, 202 English Literature 3 semester hours

This survey of representative British writers covers the periods from *Beowulf* to Oliver Goldsmith and from the Pre-Romantic Poets to the present. Courses need not be taken in sequence.

203 Voice and Diction 3 semester hours

This course is designed to assist the student in developing a pleasing and effective voice and in improving his articulation. Attention is given to phonetics. Three hours per week.

204 Public Speaking 3 semester hours

This course in the elements of effective speaking is designed to develop skill in extemporaneous speaking. It stresses the preparation, organization, and delivery of various types of speeches in a variety of speech situations. Three hours per week.

205-206 American Literature 3 semester hours

This survey of representative American writers covers the periods from Colonial Days to the present. Courses need not be taken in sequence. Recommended for terminal students. Elective for liberal arts and pre-education students. May be taken in lieu of 201-202. Three hours per week each semester.

DEPARTMENT OF GRAPHIC ARTS

MR. JOHN MCSWEENEY, *Chairman*

70-71 English for Printers 2 semester hours

A course designed for the students in 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. Includes both first and second semester English for printers.

80 Printing Orientation 3 semester hours

Students are taught the basic fundamentals of printing, including elements of hand, Ludlow, Linotype and Teletypesetter composition; imposition, lock-up of forms including newspapers, periodicals and office forms. Also, layout and design, proofreading, typography, printers' math, processes and history of the industry.

81 Elementary Presswork 3 semester hours

Basic fundamentals are stressed in the operation of hand-fed and automatically-fed letterpresses and small offset presses. Also methods used in darkroom work and platemaking are given.

82 Linotype Composition 3 semester hours

The operation and maintenance of typesetting machine manually operated. The operation of teletypesetter perforators and the monitoring of teletypesetter operating units on linecasting machines.

83 Offset Production Methods 3 semester hours

A study is made of ink, paper, and chemicals used for the pro-

duction of printing. Basic fundamentals are stressed in operation and maintenance of large offset presses, using production of periodicals and newspapers in the process.

84 Linotype Maintenance 3 semester hours

A study is made in the basic operation and maintenance of the linecasting machine including adjustments, repairs, and history of linecasting machines.

85 Headliner - Cold Type Systems 3 semester hours

A study is made of the operation of the Varityper Headliner and instruction is given in cold type paste-up procedures of offset newspapers.

90 Machine Composition 3 semester hours

A review of 80, and additional Ludlow, Linotype, and Teletypesetter composition to provide laboratory experience.

91 Offset Lithography 3 semester hours

A continuation in production methods of offset printing is offered to provide additional laboratory experience.

92 Photocomposition 3 semester hours

This course is a study of the theory of photocomposition. Students are given the fundamentals of various processes and practices.

93 Machine Principles 3 semester hours

Lecture and laboratory work on Linotype and Teletypesetter machine principles; also Teletypesetter operating units, monitoring, advanced methods of typography.

94 Press Production Methods 3 semester hours

Lectures and laboratory experiences in letterpress and offset press production methods; a further study of papers, inks, and chemicals used in various types of periodicals and newspaper production.

95 Advanced Typography 3 semester hours

A continuation of 93 including lecture and laboratory work on composition and makeup of newspapers and books.

96 Photo Lithography 3 semester hours

This course is a study of various chemicals and film used in offset lithography; a study of the copying camera and its various components.

97 Supervisory Practices 3 semester hours

This course offers a study in supervisory responsibilities such as safety, quality control, cost, working conditions, discipline, leadership, cooperation, advancement, and new developments in the newspaper publishing industry.

98 Newspaper Production Review 3 semester hours

This course is for second year students to reactivate their knowledge and experience in all areas of newspaper production. Laboratory work will be demonstrations of production abilities.

6-7 Teletypesetter Perforator Keyboard Practice

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.

DEPARTMENT OF HEALTH AND PHYSICAL EDUCATION

MR. JAMES G. GARRISON, *Chairman*

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

101-102 Basic Physical Education for Women 1 semester hour each

Basic course requirements consisting of big muscle, finer muscles, and coordinating activities through participation of team and individual sports. Physical fitness, poise, gracefulness, and wholesome attitude toward physical, mental, social, and emotional development are the desired objectives of this course. Activities which will be offered are volleyball, basketball, softball, speedball, tennis, badminton, tumbling, trampoline, basic rhythms, interpretative dance, and table tennis. Two hours per week.

103 Recreational Activities 1 semester hour

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

121 Beginning Swimming 1 semester hour

A beginner's course in swimming which teaches elementary water activities and starts teaching the various strokes. Two hours per week.

122 Elementary and Advanced Swimming 1 semester hour

Teaches various strokes, water ballet, and elementary life saving fundamentals. Senior life saving course will be given for those who qualify. Two hours per week.

Men

151-152 Basic Physical Education 1 semester hour each

Basic courses consisting of conditioning activities of low and high organization, individual and team games to develop fundamental skills. The course is designed also to teach the basic rules and skills of at least three of the following games per semester—touch football, volleyball, basketball, soccer, softball, tennis, badminton, table tennis. Two hours per week.

153 Elementary Swimming 1 semester hour

The fundamental skills in executing various strokes are emphasized. Two 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, YMCA, Boy Scout, or school work. Two hours per week.

157 Tumbling and Apparatus 1 semester hour

Primarily basic work on mats, horizontal bars, and trampoline. Two hours per week.

258 Advanced Swimming 1 semester hour

Physical Education 153 or its equivalent is a prerequisite for this course. A certificate for senior life saving goes with this course. Two hours per week.

DEPARTMENT OF LANGUAGES

MR. M. EUGENE WILLIAMS, *Chairman*

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 twentieth century, with particular emphasis upon seventeenth century selected texts. Library assignments. Offered on demand.

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

For those with no previous study of the language. Emphasis on grammar, the verb system, simple composition, and pronunciation. Reading of cultural essays.

201-202 Intermediate Spanish 3 semester hours each

Two years of high school Spanish or Spanish 101-102 required. Continuation of grammar. Frequent dictations, outside readings, some conversation.

251-251 Introduction and Literature 3 semester hours each

Rapid review of most difficult parts of grammar. Survey of Spanish literature with particular emphasis upon the masters. Library assignments. Outside readings. Class reports. Offered on demand.

DEPARTMENT OF MATHEMATICS

MR. L. L. BISHOP, JR., *Chairman*

1 Mathematics Review No 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 103. Three hours per week.

3 Plane Geometry No 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 students whose transcripts indicate a deficiency and who are candidates for the associate degree. Four hours per week.

103 College Algebra 3 semester hours

This course is the standard freshman course in college algebra. The work includes fundamental operations, factoring, solution of equations, radicals, ratio and proportion, permutations and combinations, probability, complex numbers, progression, and infinite series. It meets the needs of mathematics, physical science, and engineering majors.

Prerequisite: One and one-half years of high school 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.

109 Algebra and Trigonometry 5 semester hours

This is an integrated course in algebra and trigonometry. The topics are: the real and complex number systems; linear, quadratic, exponential, logarithmic, trigonometric, and inverse functions; inequalities, matrices, series, probability, and the slide rule. Five hours per week.

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. One hour lecture, 2 hours each per week.

112 Descriptive Geometry 2 semester hours

Topics discussed are edge and normal views, straight lines and planes, curved lines, curved and warped surfaces, intersections, developments and vector geometry. One hour lecture, 2 hours each 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 differentia-

Prerequisite: Mathematics 103 and Mathematics 105 or Mathematics 109.

205 Surveying 3 semester hours

Construction, care and use of surveying instruments. Theory and practice in the elements of plane surveying. Two hours lecture, one two-hour lab per week.

206 Surveying 3 semester hours

Construction and route surveys, earthwork computations, and related topics. Two hours lecture, one two-hour lab per week.

DEPARTMENT OF MUSIC

MR. JAMES M. CHAMBLEE, *Chairman*

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.

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. Two 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.

171-172 Introduction to Music Literature 2 semester hours each

A course for the music major designed to acquaint him with representative examples of the types, forms, and styles of music with which he will have experience during his lifetime. Emphasis is placed on good listening techniques. Offered in 1965-66 and in alternate years. Required of all music majors.

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.

Prerequisite: Music 171-172 or permission of the instructor. Offered only upon demand.

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. No cuts will be allowed in applied music.

100A Preparatory Voice ½ semester hour

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

111A-112A First-Year

Voice 1 or 2 semester hours per week

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

211A-212A Second-Year

Voice 1 or 2 semester hours per week

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	C. Organ	D. Saxophone	E. Trombone	F. Clarinet
100B	100C	100D	100E	100F
111B-112B	111C-112C	111D-112D	111E-112E	111F-112F
211B-212B	211C-212C	211D-212D	211E-212E	211F-212F

113A Class Instruction in Voice 1 semester hour

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

113B Class Instruction in Piano 1 semester hour

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

Ensembles

191, 192; 291, 292 College Choir ½ semester hour

Membership is open to any college student. Performances include fall, Christmas, and spring concerts, as well as numerous other on-campus engagements throughout the year. Three rehearsal hours per week.

191T, 192T; 291T, 292T Touring Choir ½ semester hour

Membership selected from the College Choir by the director. Performs various off-campus programs throughout the year, including an extensive tour in the spring. One additional rehearsal hour per week.

103, 104; 203, 204 College Band ½ semester hour each

Open to all qualified instrumentalists on the campus. During the fall semester the band presents music at all home football games. Three rehearsal hours per week.

NURSING

102 Fundamentals of Nursing 5 semester hours

A study of fundamentals of patient care which provides the stu-

dent with a basic knowledge and understanding of the principles and skills of nursing care. The student has correlated experience in patient care and has the opportunity to relate the theory of the behavioral and natural sciences to her approach to nursing care situations.

103 Nursing Fundamentals Laboratory 2 semester hours

A continuation of experiences in patient care with related conferences designed to correlate the students' experiences and observations with the theory of patient care practice.

201 Introduction to Medical and Surgical Nursing 6 semester hours

Classes and experiences designed to develop in the student a concept of the patient care needs of medical and surgical patients and to enable her to begin the development of her nursing skills to meet these needs. Laboratory experience is provided on the patient care floors of Roanoke-Chowan Hospital.

202 Introduction to Maternal and Child Nursing 6 semester hours

This course aids the student in gaining understanding and knowledge of maternal and infant care and of illness relating to children. Laboratory experience is provided in the obstetrical, pediatric, and nursery units of Roanoke-Chowan Hospital.

125 Maternal and Child Nursing 3 semester hours

This course focuses on the more complex nursing problem involved in the nursing of mothers, infants and children. Emphasis is placed upon the special skills required to identify the individual needs of the child and the expectant mother. Experiences are provided on the appropriate patient units of the Duke University Medical Center.

145 Medical and Surgical Nursing 6 semester hours

Classes and clinical experience of this course enable the student to study and participate in the more complex problems encountered in nursing care of medical and surgical patients. During this course the student is provided the opportunity to develop her skills in patient care management. Experiences are provided on the medical and surgical units of the Duke University Medical Center.

175 Psychiatric Nursing 3 semester hours

The classes and clinical experiences in this course are designed to aid the student in developing a concept of psychiatric nursing therapy and an understanding of the needs of patients with psychiatric disorders. Laboratory experiences are provided on the psychiatric units of the Duke University Medical Center.

DEPARTMENT OF RELIGION

MRS. DAISY LOU MIXON, *Chairman*

101 Introduction to the Old Testament 3 semester hours

A survey is made of the Old Testament for the purpose of giving to the student an understanding of the history, literature and religion of the ancient Hebrews. Three hours per week.

102 Introduction to the New Testament 3 semester hours

A survey is made of the environment, literature and thought of the early Christian Community for the purpose of introducing the student to the meaning of the ministry of Jesus and the origin of the Christian Church. Three hours per week.

DEPARTMENT OF SCIENCE

MR. L. L. BISHOP, JR. *Chairman*

Biology

101 General Biology (Botany) 4 semester hours

This course emphasizes the fundamental facts of the structure and growth of plants, beginning with the simple and continuing through the complex. Stress will be placed upon plant nomenclature. Laboratory work and field trips consist of the study of representatives from the plant kingdom. Every attempt will be made to demonstrate to the student that Botany is more than a subject of academic interest. Three lecture and 3 laboratory hours per week.

102 General Biology (Zoology) 4 semester hours

An introductory study of animal biology with emphasis directed toward appreciation, scientific method, and basic understanding of general principles and laws of the animal kingdom.

Laboratory work consists of important zoological principles and the study of representatives from the animal kingdom. Three lecture and 3 laboratory hours per week.

123 Medical Biology 3 semester hours

This course is a survey of human biology, with emphasis upon anatomy and physiology. Some pathology is considered in connection with the various systems of the body. The course is open only to students enrolled in the Medical Secretarial program. Three 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. Three lecture and 3 laboratory hours per week.

Prerequisite: Biology 102.

241 Bacteriology 4 semester hours

A study of microorganisms, with emphasis on familiarizing the student with the characteristics of microorganisms, their relation to disease and sanitation and the place they occupy in everyday life. Laboratory work consists of isolation, culturing, staining and identifying microorganisms. Designed primarily for students who plan to enter medicine, nursing, dentistry, public health or medical technology. 3 lectures and 2 hours laboratory per week.

Prerequisite: Biology 101 and Chemistry 171

Chemistry

171-172 Chemistry 4 semester hours

This course emphasizes the fundamental principles, theories, laws and basic facts of chemistry. Special consideration is given to writing and balancing equations. The 172 laboratory includes semimicro qualitative analysis. Three lecture and 3 laboratory hours per week.

Prerequisite: Math 103

173 Chemistry 4 semester hours each

An introductory course in basic chemistry designed to meet the needs of nurses. This course surveys principles of inorganic, organic and biological chemistry as related to human health. Restricted to nursing students only. Three lecture and 3 laboratory hours per week.

273 Qualitative Analysis 5 semester hours

A study of analytical principles and procedures employed in the separation and identification of the more common inorganic ions. Semimicro methods are used. Two lecture and 6 laboratory hours per week.

Prerequisites: Chemistry 171-172 and Math 103

274 Quantitative Analysis 5 semester hours

An introduction to the theory and procedures involved in quantitatively analyzing inorganic substances. Volumetric methods are used and other analytical techniques are introduced. Two lecture and 6 laboratory hours per week.

Prerequisites: Chemistry 171-172 and Math 103

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. Three lecture and 2 laboratory hours per week.

Prerequisites or corequisites. Mathematics 103, 105.

DEPARTMENT OF SOCIAL SCIENCE

MR. CALVIN DICKINSON, *Chairman*

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 Middle Ages, the Reformation, the Renaissance, and the Enlightenment, through 1945. Three hours per week.

201, 202 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 in primary and secondary sources. Three hours per week.

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. Three hours per week.

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. Three hours per week.

Geography

151 World 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, Asia, Africa, North America, South America, and the Pacific World, showing the interrelationships between peoples, nations, etc., in the age of scientific development. Three hours per week.

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 study in psychology. Three hours per week.

The Directory

THE BOARD OF TRUSTEES

Officers of the Board, 1965

Dr. Bruce E. Whitaker*	President of the College
J. Felix Arnold	Chairman
Don G. Matthews, Jr.	Vice-Chairman
Ben C. Sutton	Secretary
Mrs. Marie Landing	Assistant Secretary

* Ex-Officio



Term Expiring 1965

J. E. Ferebee	Camden
J. Henry Jones	Red Oak
Leon Mills	Wilson
Charles L. Revelle, Sr.	Murfreesboro
Charles Lee Smith, Jr.	Raleigh
M. E. Valentine	Raleigh
The Reverend B. M. White-Hurst	Roanoke Rapids

Term Expiring 1966

The Reverend J. Felix Arnold	Enfield
Don O. Bullock, Jr.	Rocky Mount
The Reverend Oscar Creech	Ahoskie
E. R. Evans	Ahoskie
George E. Gibbs	Murfreesboro
McDaniel Lewis	Greensboro
A. J. Watkins	Henderson

Term Expiring 1967

Edwin Branch	Enfield
J. L. Darden, Sr.	Ahoskie
John R. Jordan, Jr.	Raleigh
Don G. Matthews, Jr.	Hamilton
The Reverend Billy T. Mobley	Jacksonville
The Reverend J. L. Walter Moose	Seaboard
C. Urbin Rogers	Williamston

Term Expiring 1968

Joe E. Eagles	Macclesfield
The Rev. John C. Gill, Jr.	Williamston
Herbert Jenkins, Jr.	Aulander
William R. Raynor	Ahoskie
J. Guy Revelle, Jr.	Murfreesboro
Russell Stephenson	Wilson
Dewey Wells	Elizabeth City

Executive Committee of the Board, 1965

J. L. Darden, Sr., Chairman	Ahoskie
J. Felix Arnold	Enfield
Oscar Creech	Ahoskie
E. R. Evans	Ahoskie
J. E. Ferebee	Camden
Don G. Matthews, Jr.	Hamilton
Charles L. Revelle, Sr.	Murfreesboro
J. Guy Revelle, Jr.	Murfreesboro
Dewey Wells	Elizabeth City



COLLEGE COMMITTEES

Endowment Committee, 1965

Dr. Gilbert T. Stephenson, Chairman	Pendleton
John O. Askew, III	Harrellsville
Mrs. C. W. Beasley	Colerain

E. P. Brown, Sr.	Murfreesboro
Herbert Jenkins, Jr.	Aulander
Cohen W. Parker	Aulander
R. Hunter Pope	Enfield
William R. Raynor	Ahoskie
J. Guy Revelle, Jr.	Murfreesboro
George T. Underwood	Murfreesboro
H. D. White	Rocky Mount
B. M. White-Hurst	Roanoke Rapids

☆ ☆ ☆

Grounds Committee, 1965

A. O. George, Sr., Chairman	Murfreesboro
Oscar Creech, Vice-Chairman	Ahoskie
Mrs. T. J. Benthall	Ahoskie
Mrs. Bynum Brown, Sr.	Murfreesboro
Mrs. M. H. Mitchell	Ahoskie
Mrs. G. B. Storey	Murfreesboro

☆ ☆ ☆

General Counsel, 1965

J. Guy Revelle, Jr.	Murfreesboro
L. Frank Burleson, Jr., Asst.	Murfreesboro

☆ ☆ ☆

Alumni Officers, 1966

John Griffin, President	Norfolk
Mrs. T. J. Benthall, Vice-President	Ahoskie

The Administration

Bruce E. Whitaker.....	President of the College
W. Clayton Morrisette.....	Dean of the College
A. Paul Thompson.....	Dean of Student Affairs
Ben Sutton.....	Business Manager
Virgil L. McBride.....	Assistant to the President and Director of Development
Harvey W. Harris.....	Director of College Relations
R. Hargus Taylor	Chaplain
Ross A. Cadle.....	Director of Admissions
Miss Arelia Adams.....	Bursar
James R. Masters.....	Registrar and Dean of Men
Mrs. Sybil Grimes.....	Dean of Women
Mrs. Ann Evans	College Nurse

Administrative Assistants

Miss Anna Belle Crouch.....	Dormitory Advisor
Mrs. A. O. George.....	Dormitory Advisor
Mrs. Alva Bowling.....	Dormitory Advisor
Mrs. G. F. Pappendick.....	Dormitory Advisor
L. M. Wallace, Jr.....	Dormitory Advisor
G. F. Pappendick.....	Dormitory Advisor
Jack Hassell	Superintendent of Buildings and Grounds
Mrs. Marie Landing	Secretary to the President
Mrs. Marjorie Sewell	Secretary to the Dean of the College
Miss Peggy Rascoe	Secretary, Business Manager
Mrs. Rose Drake	Secretary, Director of College Relations
Mrs. Wanda Pierce	Secretary, Director of Admissions
Mrs. Elaine Cooke	Assistant to the Bursar
Mrs. Jean Houghton	Assistant to the Registrar
Mrs. Ruth Marks	Secretary, Director of Graphic Arts
Mrs. Edith Parker	Switchboard Receptionist

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
- W. CLAYTON MORRISSETTE, (1960), *Dean of the College*
B.S., M.A., East Carolina College
Additional Graduate Study, Duke University, University
of Michigan
- DOROTHY M. ADKINS, (1965), *Business*
B.S., Radford College
M.S., Virginia Polytechnic Institute
- UNDINE W. BARNHILL, (1965), *English*
B.A. Meredith College
M.A., East Carolina College
Additional Graduate Study, Lafayette College,
Harvard University
- BETTY N. BATCHELOR, (1961), *English, Spanish*
B.A., Atlantic Christian College
M.A., Additional Graduate Study, University of North
Carolina at Chapel Hill
- LIONEL L. BISHOP, JR., (1956), *Chairman, Department
of Mathematics and Science*
B.S., M.A., East Carolina College
M.A., Louisiana State University
Additional Graduate Study, East Carolina College, Florida
State University, Clemson University, University of Michigan
- ROBERT W. BROWN, (1963), *Music*
B.A., Atlantic Christian College
M.Ed., Florida State University
Additional Graduate Study, Catholic University, Wake
Forest College
- LOIS C. CADLE, (1955), *Assistant Librarian*
B.A., Westhampton College
B.M.T., Southern Baptist Theological Seminary
- TRELLES G. CASE, (1964), *Music*
B.M., University of Southern Mississippi
M.M., Florida State University
Additional Graduate Study, Southwestern of Memphis,
Salzburg, Austria

JAMES M. CHAMBLEE*, (1959), *Chairman, Department of Music*
B.A., University of North Carolina at Chapel Hill
M.A., Columbia University
Additional Graduate Study, University of North Carolina
at Chapel Hill

JANET A. COLLINS, (1964), *Physical Education*
B.A., Westhampton College of the University of Richmond
Graduate Study, Southeastern Baptist Theological Seminary,
University of North Carolina at Chapel Hill

ANNA BELLE CROUCH, (1958), *Business, English*
B.S., Southeast Missouri State College
M.R.E., Additional Graduate Study, Southern Baptist
Theological Seminary
Additional Graduate Study, East Carolina College, Union
Theological Seminary, Columbia University

JAMES A. DAUGHETY, (1965), *English*
B.S., East Carolina College
M.A., Scarritt College

W. CALVIN DICKINSON, (1961), *Chairman,*
Department of Social Science
B.A., M.A., Baylor University
Additional Graduate Study, University of North Carolina
at Chapel Hill

PATRICIA B. EDWARDS, (1961), *Business*
B.S., M.A., Appalachian State Teachers College

DEATON F. FAUCETTE, (1965), *Science*
B.S., Longwood College
M.A., Converse College
Additional Graduate Study, Louisiana Polytechnic Institute

JAMES G. GARRISON, (1959), *Chairman, Department of*
Physical Education
A.A., Gardner-Webb College
B.A., Western Carolina College
M.A., East Carolina College
Additional Graduate Study, University of North Carolina
at Chapel Hill

HERMAN W. GATEWOOD, (1963), *Graphic Arts*
Attended Danville Technical Institute, Va., Chowan College

TED W. GOODMAN, (1961), *Mathematics*
B.S., Graduate Study, Appalachian State Teachers College
M.A., Wake Forest College

- HAZEL GRIFFIN, (1965), *English*
 B.A., Chowan College
 M.S., North Carolina State University at Raleigh
 Additional Graduate Study, University of North Carolina
 at Chapel Hill, Wake Forest College
- JOHN P. HARRIS, (1964), *Science*
 A.A., Louisburg College
 B.S., M.A., East Carolina College
 Additional Graduate Study, Worcester Polytechnic Institute,
 North Carolina State University
- ANN L. HARTER, (1964), *Librarian*
 B.A., M.A., University of Kentucky
 Additional Graduate Study, Florida State University
- JERRY LEE HAWKINS, (1958), *Physical Education*
 A.A., Gardner-Webb College
 B.S., M.A., Western Carolina College
- CHARLES A. HELMS, (1961), *Business*
 B.S., M.A., Appalachian State Teachers College
- OPEY D. JEANES, (1961), *Science*
 B.A., Atlantic Christian College
 M.A., George Peabody College for Teachers
 Additional Graduate Study, Georgia Institute of Technology,
 Emory University
- WILSON JOHNSON. JR., (1965), *Science*
 B.S., Howard College
 Graduate Study, University of Alabama, Old Dominion College,
 Medical College of Virginia
- JEAN F. KING, (1964), *English*
 B.A., M.A., West Virginia University
 Additional Graduate Study, University of North Carolina at
 Chapel Hill, University of Chicago
- CLIFFORD S. KOONTZ, (1963), *Mathematics*
 B.S., Appalachian State Teachers College
 M.Ed., University of North Carolina at Chapel Hill
 Additional Graduate Study, North Carolina State University
 at Raleigh
- EDITH LARSON, (1965), *English, Drama*
 B.A., University of Illinois
 M.A., University of North Carolina
- SYLVIA H. LIVERMAN, (1964), *Business*
 B.S., M.A., East Carolina College

- B. FRANKLIN LOWE, JR., (1964), *Religion, History*
 B.A., Furman University
 B.D., Southeastern Baptist Theological Seminary
 Ph.D., Emory 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, Registrar, Dean of Men*
 B.S., Berea College
 M.S., Additional Graduate Study, University of Tennessee
- WILLIAM P. McCRAW, (1963), *Physical Education*
 B.S., Old Dominion College
 Graduate Study, University of Georgia, College of William
 and Mary, University of North Carolina at Chapel Hill
- JOHN McSWEENEY, (1952), *Chairman, Department of Graphic Arts*
 B.S., 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., Southern Baptist Theological Seminary
 Additional Graduate Study, New York University, Union
 Theological Seminary
- ROBERT G. MULDER, JR., (1965), *English*
 A.A., Chowan College
 B.S., M.A., East Carolina College
 Additional Graduate Study, University of North Carolina
 at Chapel Hill
- ALMIRA H. OCKERMAN, (1964), *Nursing, Chairman,
 Department of Nursing*
 B.S., M.N.A., University of Minnesota
 Additional Graduate Study, Washington University,
 New York University
- CHARLES L. PAUL, (1963), *Social Science*
 A.A., Chowan College
 B.A., Carson-Newman College
 B.D., Southeastern Baptist Theological Seminary
 M.A., East Carolina College
 Additional Graduate Study, University of North Carolina
 at Chapel Hill

- ELLA J. PIERCE, (1965), *English, Chairman, Department of English*
 B.A., Meredith College
 B.M.T., Southern Baptist Theological Seminary
 M.A., Ph.D., Cornell University
 Additional Graduate Study, Columbia University, Harvard University
- ELMER C. POWELL, (1965), *Science*
 B.S., M.A., Additional Graduate Study, University of North Carolina at Chapel Hill
- THOMAS E. RUFFIN, JR., (1957), *Chairman, Department of Business*
 B.S., M.A., East Carolina College
 Additional Graduate Study, Northwestern University
- HATTIE ELIZABETH RUSSELL, (1965), *Business*
 B.S., Madison College
 M.Ed., Virginia Polytechnical Institute
 Additional Graduate Study, Anderson College, Concord College
- CHARLEY L. SANDIFER, (1959), *English*
 B.A., Mississippi College
 Th.M., New Orleans Baptist Theological Seminary
 M.A., Additional Graduate Study, University of Mississippi
- JOY Y. SANDIFER, (1959), *Assistant Librarian*
 B.A., Graduate Study, Mississippi College
 Graduate Study, New Orleans Baptist Theological Seminary, University of Mississippi
- JAMES G. SAULMON, (1965), *Science*
 B.A., Berea College
 M.A., Appalachian State Teachers College
 Additional Graduate Study, Oregon College
- WARREN G. SEXTON, (1959), *Social Science*
 A.A., Lees-McRae Junior College
 B.S., M.A., Appalachian State Teachers College
 Additional Graduate Study, University of North Carolina at Chapel Hill
- CARL H. SIMMONS, (1963), *Mathematics*
 B.S., Union University
 M.A., West Virginia University
 Additional Graduate Study, East Carolina College

- WEBSTER Z. SMITH, (1965), *Science*
 B.S., Maryville College
 M.A.T., Duke University
- WILLIAM B. SOWELL, (1955), *Graphic Arts*
 Diploma in Graphic Arts, A.A., Chowan College
 Additional Graduate Study, East Carolina College
- SARAH B. TANKARD, (1965), *Nursing*
 B.S., Radford College
 B.S.N., Medical College of Virginia
- HARGUS TAYLOR, (1963), *Chaplain and Student Counselor*
 A.A., Cumberland Junior College
 B.A., Carson-Newman College
 B.D., Th.D., Southern Baptist Theological Seminary
- A. PAUL THOMPSON, (1964), *Social Science, Dean of Student Affairs*
 B.A., William Jewell College
 B.D., Crozer Theological Seminary
 M.Ed., Additional Graduate Study, University of Virginia
- BELA UDVARNOKI**, (1952-1963)
 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
 Additional Graduate Study, Colorado State College,
 North Carolina State University at Raleigh
- ESTHER A. WHITAKER, (1957), *Religion, English*
 B.S., Appalachian State Teachers College
 M.R.E., Southern Baptist Theological Seminary
 M.A., George Peabody College for Teachers
 Additional Graduate Study, Union Theological Seminary,
 Hebrew Union College Biblical and Archaeological School
- FRANCES W. WHITE, (1953), *English, Religion*
 B.A., Radford College
 B.M.T., Southern Baptist Theological Seminary
 M.R.E., Presbyterian General Assembly Training School
 Additional Graduate Study, Duke University, Southeastern
 Baptist Theological Seminary, University of North
 Carolina at Chapel Hill

M. EUGENE WILLIAMS, (1949), *Chairman, Department of Languages*

B.A., University of Richmond

M.A., Duke University

Premier Degree, L' University de Dijon

PETER WONG, (1964), *Mathematics*

A.A., Mars Hill College

B.S., M.A., Wake Forest College

MARY WOOD, (1960), *Science*

B.A., Graduate Study, Waynesburg College

M.A., Additional Graduate Study, Columbia University

* *On Leave of Absence for academic year 1965-66.*

** *Professor Emeritus*

Student Roster

FRESHMEN

1964-1965

A

- Abendshein, Harry Michael
1507 Brandy Court
Falls Church, Virginia
- Adams, Alice Faye
Box 141, Warrenton St.
Norlina, North Carolina
- Adams, Martha Sue
8412 Chesapeake Blvd.
Norfolk, Virginia
- Agolini, Gerald Lee
4401 Clyde Street
Virginia Beach, Virginia
- Alford, Bobby Fagan
Route 2
Zebulon, North Carolina
- Allen, Harvey Wayne
208 Raymond Street
Rocky Mount, North Carolina
- Allen, Roy Jackson
5168 Overland Road
Virginia Beach, Virginia
- Allen, Thomas Edward
101 North Edison Street
Arlington, Virginia
- Alvarado, Patricio Rivas
Gamero Number 581
Santiago, Chile
- Ambrose, Kenneth Ray
219 Isabella Avenue
Washington, North Carolina
- Ames, Sallie Glinn
7 Powhatan Parkway
Hampton, Virginia
- Anderson, Harold Artie
8 Tuckahoe Drive
Newport News, Virginia
- Anderson, Judy Ann
Route 2
Sutherlin, Virginia
- Anderson, Richard Gregory
4452 Briarwood Court
Annandale, Virginia
- Andrews, Donna Jean
4418 Shop Street
Chester, Virginia
- Andrews, Jo Ann
P. O. Box 1403
Stuart, Florida
- Archer, Jesse Wayne
P. O. Box 326
Jackson, North Carolina
- Archibald, Valerie Ann
P. O. Box 353
Middleburg, Virginia
- Ashe, Linwood Herman
716 Bellwood Road
Hampton, Virginia
- Askew, Joseph Perry
Route 2, Box 108
Ahoskie, North Carolina
- Atkins, Roger Vick
Box 211
Biscoe, North Carolina
- Atkinson, Edith Faye
Box 214
Jackson, North Carolina
- Austin, Jennifer Ann
Box 145
Hatteras, North Carolina
- Ayres, Donald Lee
204 Larne Avenue
Richmond, Virginia
- Ayscue, John Allen
Route 2, Box 136
Norlina, North Carolina
- Azam, Ted Charles
417 Johnson Blvd.
Jacksonville, N. C.

B

- Baggett, Linda Gay
Route 1, Box 84
Aulander, North Carolina
- Baines, Thomas Offie
220 West Bryant Street
Enfield, North Carolina

Baird, David Francis
 Route 5
 Dunn, North Carolina

Baker, Frank Edward
 2333 Lyon Street
 Raleigh, North Carolina

Baker, Larry Talmage
 Colerain,
 North Carolina

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 Enfield, North Carolina

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 Alberta, Virginia

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 Newport News, Virginia

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 Stokes, North Carolina

Barnhill, Larry Jonathan
 RFD 1
 Scotland Neck, North Carolina

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 Portsmouth, Virginia

Basnight, Rosalind Levine
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 Virginia Beach, Virginia

Bassett, William Randolph
 8408 Yolanda Road
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Beard, Ronald Gene
 Route 2
 Herndon, Virginia

Bentley, Peggy Carol
 801 East First Street
 Greenville, North Carolina

Berry, Betty Ruth
 Aurora, N.C.

Berry, Edith Faye
 Route 4
 Elizabeth City, North Carolina

Berry, Ferrell Allen
 Engelhard, North Carolina

Best, George Donald
 514 East Walnut Street
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Beverley, Donald Russell
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 Richmond, Virginia

Bishop, Daniel Ralph
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 Magnolia, North Carolina

Bisette, Joyce Gernelle
 1500 West Gold Street
 Wilson, North Carolina

Blake, John Wilfred, III
 224 Hunterdale Road
 Franklin, Virginia

Blake, Susan Norene
 234 Hunterdale Road
 Franklin, Virginia

Blaxton, Francis Edmunds
 General Delivery
 Powhatan, Virginia

Bocholis, James, Jr.
 3840 North Main Street
 High Point, North Carolina

Bolton, Donna Paige
 Main Street
 Boykins, Virginia

Bolton, Thomas Emmett
 Rich Square,
 North Carolina

Bonner, Martha Jennings
 301 County Street
 Manteo, North Carolina

Bonner, Tom W., III
 P. O. Box 216
 Kilmarnock, Virginia

Bottoms, Cynthia Kay
 2619 North Pocomoke Street
 Arlington, Virginia

Bowen, Kenneth Ray
 Route 1, Box 75
 Bath, North Carolina

Bowen, Lee Gordon, Jr.
 225 50th Street
 Newport News, Virginia

Bowers, John W., Jr.
 RFD 3
 Graham, North Carolina

- Bowman, William Jerry
205 Linville Road
Mt. Airy, North Carolina
- Boyce, William Wheeler
2 Hemlock Street
Montvale, New Jersey
- Boyer, W. Clyde
Box 274
Williamsburg, Va.
- Boze, Fred Adwell, III
402½ South Broad Street
Suffolk, Virginia
- Bracey, Betty Reives
912 Howard Place
Suffolk, Virginia
- Bradley, Wiley Gorham
Pippen Street
Whitakers, N.C.
- Branch, Glenda Lou
1411 Beal Street
Rocky Mount, N.C.
- Bray, Sandra Page
Urbanna, Va.
- Breedlove, Thomas David
2805 Davis Avenue
Alexandria, Virginia
- Brett, James Elverton
321 North Street
Ahoskie, North Carolina
- Brewer, Marion Carlson
Route 1, Box 536
Rich Square, North Carolina
- Bridgeman, Robert Allen
Route 2, Box 599-A
Roanoke Rapids, N. C.
- Bright, David Marion
Route 3, Box 3027
Back Bay Station
Virginia Beach, Virginia
- Bristow, Phyllis Lynne
113 Orchard St.
Norfolk, Virginia
- Britton, Martha Page
103 Oliver Street
Suffolk, Virginia
- Britton, Patricia Carol
Route 1, Box 123-A
Aulander, North Carolina
- Broadwell, L. Graham
Route 1
Hillsboro, North Carolina
- Brooks, Benjamin Lee
Harkers Island,
North Carolina
- Brooks, David Lee
818 Harway Avenue
Chesapeake, Virginia
- Brooks, James L.
Route 3, Box 377
High Point, North Carolina
- Brown, Benjamin Wall
Route 1, Box 332
Murfreesboro, North Carolina
- Brown, Betty Sue
Girdletree,
Maryland
- Brown, Charles O. A. W.
4 South Columbus Street
Arlington, Virginia
- Brown, Frances Anne
104 Lumar Street
Smithfield, Virginia
- Brown, Martha L.
Route 1
Colerain, North Carolina
- Brown, Nancy Carol
Route 7, Box 64-P
Chesapeake, Virginia
- Brown, William W.
6972 Doummar Drive
Norfolk, Virginia
- Brubaker, Lowell Glenn
4347 Lafon Street
Chester, Virginia
- Brumsey, Nancy Carol
Currituck,
North Carolina
- Bryan, Arthur Wayne
Box 64
Hobgood, N. C.
- Bryan, James William
703 Morningside Drive
Fairfax, Virginia
- Buchanan, Eleanor Mae
Route 3
Roxboro, N. C.
- Buchanan, Joyce Diane
220 Chateau Road
Durham, North Carolina
- Bunting, Michael Devon
Scotland Neck,
North Carolina
- Burgess, Thomas Wilton
Sedley, Va.
- Burnette, Richard Lee
5712 8th Road, North
Arlington, Virginia
- Burr, Victoria Aleriene
200 Florida Avenue
Morehead City, North Carolina

Burriesci, Donald Carl
56-11 Roosevelt Avenue
Woodside 77, New York

Burroughs, Mary Ann
725 Jones Avenue
Kinston, N. C.

Burton, Jerryl Douglas
Saluda, Virginia

Burton, Nancy Gayle
RFD 1

Delmar, Delaware

Butler, Kathleen Etheridge
1311 Magnolia Avenue
Norfolk 8, Virginia

C

Cale, James Hatcher, Jr.
112 Parkway Drive
Newport News, Virginia

Call, Malinet Faye
2916 Lynhaven Avenue
Richmond, Virginia

Campbell, Roberta Louise
7713 Spring Valley Drive
Alexandria, Virginia

Campe, Ernest R.
2109 Grove Avenue
Richmond, Virginia

Cannon, Rudolph Sterling
Route 2, Box 150
Ayden, North Carolina

Capps, Clarence Bernard
907 Peachtree Street
Rocky Mount, North Carolina

Carroll, Dennis Ross
135 Parker Street
Henderson, N. C.

Carroll, Ellen Lane
Route 1, Box 64
Warrenton, N. C.

Carrol, Juan Keith
RFD 3
Enfield, N. C.

Carter, John Henry, II
RFD, Box 43
Sunbury, North Carolina

Carter, John W., II
231 54th Street
Newport News, Virginia

Carter, Peggy Jean
Gatesville, N. C.

Carter, Sandra Jean
1003 Randolph Street
Williamsburg, Virginia

Carter, Willie Lee, Jr.
Route 2
Scotland Neck, North Carolina

Cash, Kenneth Wadford
33 Church Street
Oxford, N. C.

Catlett, Kenneth Samuel
1545 Oakdale Circle
Henderson, N.C.

Caudle, Dorothy Ada
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Boonville, North Carolina

Chandler, Charlie Banks
110 Grove Avenue
Suffolk, Virginia

Chandler, Clifford Eugene, III
209 Hillcrest Drive
Fredericksburg, Va.

Chandler, Preston Few
129 Clayton Road
Durham, North Carolina

Chitty, Charles A., Jr.
409 Harrell Street
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607 Smithwick Street
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Clark, Jerry Ray
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Clay, Alan Edward
502 Grove Street
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1504 Beal Street
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- Cobb, James R., Jr.
Route 3
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- Cobb, Stephen Hollenbeck
1142 Lexan Avenue
Norfolk, Virginia
- Coker, Michael David
P.O. Box 717
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- Cole, Gilbert W.
406 Roosevelt Ave.
Plymouth, North Carolina
- Collins, John Wesley, Jr.
4201 Kecoughtan Road
Hampton, Virginia
- Collins, Wayne Thomas
Route 1, Box 45
Prince George, Virginia
- Coltrain, Carroll Christopher
121 Simmons Avenue
Williamston, North Carolina
- Condie, William James, Jr.
1804 Bridges Street
Morehead City, North Carolina
- Conner, Glenn Stover, Jr.
3719 Wakefield Road
Richmond, Virginia
- Conway, Richard Edward
3006 Normandy Avenue
Fredericksburg, Virginia
- Conwell, Sandra Elaine
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- Cook, Robert David
P.O. Box 38
LaCrosse, Virginia
- Cooper, William Wallace
4109 Deep Creek Blvd.
Portsmouth, Virginia
- Coppedge, Calvin Harvey
Route 1
Seaboard, North Carolina
- Cordell, Paula Gail
3739 Wedgefield Avenue
Norfolk, Virginia
- Costa, Jerome C.
Route 2, Box 278
Elm City, North Carolina
- Courson, Ginger Estelle
206 Tooley Street
Belhaven, North Carolina
- Courtney, Ben H.
409 School Drive
Williamston, North Carolina
- Coward, Martha Ann
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Virginia Beach, Virginia
- Coussens, Paula Jean
3501 Chester Street
Virginia Beach, Virginia
- Coward, Ruby Olivia
Route 1
Merry Hill, North Carolina
- Cowling, Colin Douglas, Jr.
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Eastville, Virginia
- Cox, Albert Roy
Route 2, Box 34
Leaksville, North Carolina
- Cox, Laura Josephine
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- Cox, Mildred Paulette
Route 1
Goldsboro, N.C.
- Cox, Roger O'Dell
Route 5, Box 596
Sanford, North Carolina
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- Craft, James Raynor
338 Douglas Avenue
Portsmouth, Va.
- Crane, John Phillip
605 Polk Street
Raleigh, North Carolina
- Crawford, Elizabeth Jean
401 Country Club Road
Ahoskie, North Carolina
- Crowther, David Clark
Kilmarnock,
Virginia
- Cullifer, Robert G.
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North Carolina
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- Curtis, Theodore Monroe
119 Tempsford Lane
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- Davis, Susan Elaine
66 Longstaff Street
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- Davis, Walter Lowry
116 Marvin Avenue
Colonial Heights, Virginia
- Day, Peter M.
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- DeBary, Edmond Jack Albert
5127 Amberly Road
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- Deer, Joel Walter
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- Delano, Randolph Walton
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- DeLaura, Loretta V.
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- Hundley, Ray Horatio
1901 Vernan Rd.
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NOTES

THE COVER: THE COLUMNS BUILDING
ERECTED IN 1851



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