

*Moving Forward Since 1848 in
Christian Higher Education*



CHOWAN COLLEGE

MURFREESBORO

North Carolina 27855

• 1967-1968

• SESSION

ACCREDITED BY

**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

1967 - 1968

CHOWAN COLLEGE



MURFREESBORO

North Carolina

27855

VOLUME CXIX

JANUARY, 1967

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



V. L. McBride, Director of Development

Dr. Bruce E. Whitaker, President

. Inspect Plans for New College Structure

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APRIL

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College Calendar

SUMMER SESSION, 1967

FIRST TERM, JUNE 5—JULY 11

SECOND TERM, JULY 13—AUGUST 18

FALL TERM, 1967

August 24-26, Thursday - Saturday	Faculty Workshop
August 27, Sunday	Freshmen and Transfer Students Arrive, Meet in Auditorium, 7:30 p.m.
August 28-29, Monday - Tuesday	Orientation for Freshmen and Trans- fer Students, Register with Bursar
August 28, Monday	Sophomores Arrive, Register with Bursar
August 29, Tuesday	Sophomores Meet with Advisers 8:30 a.m.
August 30, Wednesday	Registration for Fall Term Classes
August 31, Thursday	Fall Term Classes Begin
September 2-3, Saturday - Sunday	Closed Weekend
September 5, Tuesday	Fall Convocation
September 6, Wednesday	Last Day New Classes May Be Added

FALL TERM, 1967 (continued)

September 13, Wednesday	Last Day Classes May Be Dropped
October....., Saturday (Date to be announced)	Homecoming, Closed Weekend
October 10, Tuesday	Founder's Day Program
October 16-20, Monday - Friday	Campus Evangelism Week
October 20, Friday	Mid-Term Grading Period
November 22, Wednesday	Thanksgiving Holidays
November 27, Monday	Classes Resume
December 18-21, Monday - Thursday	Fall Term Examinations
December 21, Thursday	Christmas Holidays

SPRING TERM, 1968

January 14, Sunday	Students Arrive on Campus
January 15, Monday	All Students Meet with Advisers, 8:00 a.m.
January 15, Monday	Registration for Spring Term Classes, 1:00 p.m.
January 16, Tuesday	Spring Term Classes Begin
January 22, Monday	Last Day New Classes May Be Added
January 23, Tuesday	Spring Convocation
January 29, Monday	Last Day Classes May Be Dropped
March 11-15, Monday - Friday	Christian Focus Week
April 12, Friday	Spring Holidays
April 22, Monday	Classes Resume
May 2, Thursday	Awards Day
May 4, Saturday	May Day, Closed Weekend
May 7-10, Tuesday - Friday	Spring Term Examinations
May 12, Sunday	Baccalaureate Service
May 12, Sunday	Graduation Exercises

General Information

Nature of the College

CHOWAN COLLEGE is a two-year, 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 1,150 students. The plant evaluation is over \$4,700,000.00. 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 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, an 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 COLUMNS (ADMINISTRATION) BUILDING, erected in 1851, is a beautiful 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. 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 HALL, erected in 1956, is modern in all respects, having spacious laboratories, classrooms, lecture halls, and faculty offices.

THE STONE BUILDING, 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.

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.

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 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.

THE PRESIDENT'S HOME is a two-story brick house at the entrance to the campus.

NORTH HALL 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.

SOUTH HALL FOR WOMEN, erected in 1958, is an ultramodern and functional unit which provides most attractive and desirable accommodations for young women at Chowan.

COLLEGE STREET RESIDENCE FOR WOMEN, acquired in 1964, this facility was renovated completely and now provides residence for 36 female students and includes modern facilities, lounges, kitchenette and an apartment.

THE F. O. MIXON HALL, a two-story residence hall of modern design erected in 1954, accommodates 100 male students. It has lounge space and an apartment for an Assistant Dean of Men.

EAST HALL FOR MEN was erected in 1960. The three-story brick building provides the most modern living accommodations for 118 male students.

WEST HALL 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.

GIBBS RESIDENCE FOR MEN is leased by the college and houses 64 male students.

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.

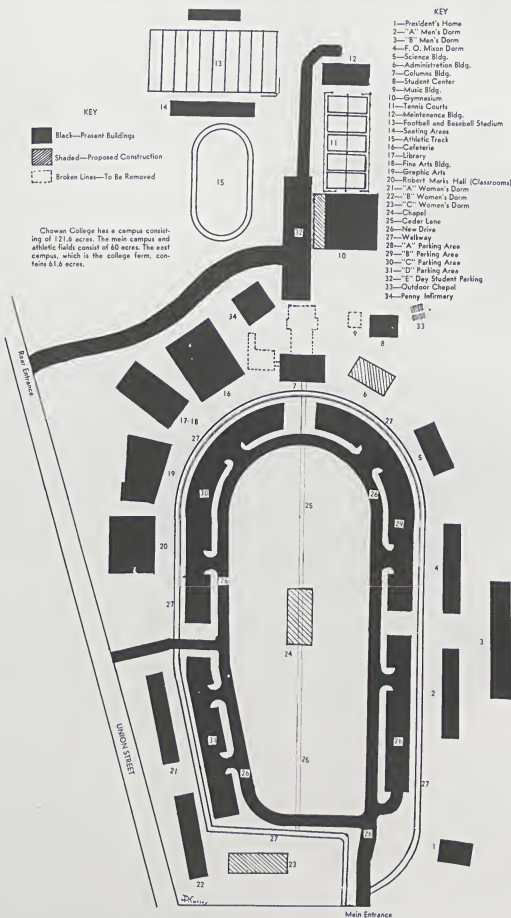
BY AUTHORIZATION of the Board of Trustees, plans for a new library-fine arts facility are now being drawn. Efforts are underway to raise funds for the construction of this facility, but the date of the construction of this building has not been set. The new library-fine arts facility is expected to house approximately 85,000 volumes and have seating space for a student body of from 1,200 to 1,600. Also, space for an extended fine arts program is included.

ADDITIONAL UNITS proposed under this program include: Administration Building, additional dormitories, athletic facilities, and a new chapel. A Long-Range Planning Committee, established by the Board of Trustees, is currently making a study of Chowan College's needs for many years to come. This committee will bring recommendations to the Board of Trustees for final approval. The new Master Plan will replace the 1958 Master Plan which has guided the development of the college since that time.



RESEARCH IMPORTANT PART OF STUDY

Diagram Chowan College Campus



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 counse-

lor 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 Christian 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 Meher-

rin 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.

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 REPUBLICANS CLUB. While composed of students who are Republicans, the Club's basic purpose goes beyond partisan politics. 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.

CHOWAN COLLEGE Chapter of the Student Nurse Association of North Carolina. Through membership in this organization, students of nursing enjoy membership in the district and state-wide Student Nurse Association of North Carolina and the National Student Nurses Association, Inc. It has as its purpose to aid in the preparation of

students of nursing for the assumption of professional responsibilities; to learn of the activities of the American Nurses Association; to learn of what society expects of the nursing profession, and to learn of opportunities for service after becoming Registered Nurses.

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.

GAMMA BETA PHI. The primary purpose of The Gamma Beta Phi Society is to establish and promote an organization which has as its chief objective the enrichment of the lives and college experiences of American youth in our institutions of higher learning. Membership in this society is open to students with a 2.0 average, who are recommended by a faculty committee and approved by the student members of the organization.

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.

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.

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.

WOMEN'S RECREATION Association (WRA). The purpose of this organization shall be to provide a varied program of athletic and recreational activities for the women of this college. They include Varsity Competition in volleyball, basketball, and tennis; Intramural competition in volleyball, basketball, softball, tennis, badminton, and horseshoes; recreational clubs such as Choreography and Knitting and Varsity Pep Squads for Cheerleaders, Majorettes, and Drill Team (Bravettes).

Student Government

CHOWAN COLLEGE recognizes the educational value of student co-operation 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 21,000 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 medical 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 conform 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. Firecrackers and explosives are prohibited by the laws of the State of North Carolina.
5. *DANCING ON THE* campus of Chowan College is neither sanctioned nor permitted by the college.

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 other 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 minor 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 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 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 Traf-

fic 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.

4. *AUTOMOBILE REGULATIONS* apply to all motor vehicles, i. e., motorcycles, motorbikes, motorscooters.



MODERN STUDENT POST OFFICE



CHOWAN HAS MANY PRETTY COEDS

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 endowments 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. While the college cooperates with students in honoring their dorm and roommate choices, the college does reserve the right to make room assignments for students. Moving without prior permission from an assigned room is prohibited. (see item 7 under Financial Regulations).

A \$5.00 FINE is assessed for moving without permission. Special permission for changing rooms is given by the Dean of Student Affairs, and a fee of \$5.00 may be charged the student.

Financial Information for Year 1967-68

\$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	\$225.00	\$450.00
*General Fees	177.50	355.00
Board	160.00	320.00
Room	110.00	220.00
	\$672.50	\$1345.00

EXPENSES FOR COMMUTING STUDENTS

	Per Semester	Per Year
Tuition and Fees	\$312.50	\$625.00

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.

ADVANCE PAYMENT

(1) All students (boarding and commuting), ATTENDING CHOWAN COLLEGE FOR THE FIRST TIME, must make an 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) ALL RETURNING STUDENTS must pay \$50.00 by April 1. This payment is subject to refund due to academic deficiencies.

GENERAL INFORMATION

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, and other charges related to the curricula of the College.

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

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

(3) 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.

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

Special Fees (Per Semester)

MEDICAL SERVICES

Expense per semester \$15.00

ALL STUDENTS are required to pay this fee, which includes accident-sickness insurance (\$1,000 accident allowancee and \$15 per day room and board, \$200 surgical schedule), and services rendered by the College Infirmary.

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 will be allowed to carry a maximum of nine 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.

NON-CREDIT COURSES

ENGLISH 1, MATHEMATICS 1, Mathematics 3, Personal Typewriting 99, Typewriting 101 are non-credit courses and the fee is \$45.00 per semester. *Creative Writing* is a non-credit course and the fee is \$25.00 per semester.

Schedule of Payment

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.

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. All candidates for graduation must pay this fee by the first day of April. 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 freshman 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 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.

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, North Carolina.

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. Jennie H. Smith Scholarship. (Income from \$5,000.00 endowment fund). Donor: the late Mrs. Jennie H. Smith of Pitt County. Conditions: Recipient must be from the Baptist Children's Homes. Application should be submitted to the Treasurer, Thomasville, North Carolina.

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.

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 and grants are selected by the Chowan College administration and scholarship committee on the basis of scholastic ability, character, and financial need.

Grants-in-Aid

ATHLETIC GRANTS-IN-AID are made by Chowan College. Details and information may be obtained from the Athletic Director of the College.

AN ATHLETIC Grant of \$125.00, Donor: The Exchange Club of Murfreesboro.

MARY PEARCE Music Scholarship (an endowed scholarship—\$50) Donor: Mrs. W. S. Penny, Raleigh, N. C. Conditions: Recipient is

that student selected as the outstanding freshman musician at Chowan College. This grant is for the second year of study at Chowan.

\$100 CASH AWARD by the N. C. Press Association Mechanical Conference. Conditions: Graphic Arts Freshman for Outstanding Ability.

JOSEPH LEE PARKER Memorial Scholarship (an endowed scholarship) Donors: Mr. and Mrs. Lee Parker, Raleigh, N. C. Conditions: Recipient is that student selected as most improved in physical fitness at Chowan College. Scholarship grant is for the second year of study at Chowan.

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. All extra fees, such as music and Graphic Arts, must be paid.

***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, 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.

—**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 a \$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 Ahoskie 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:

Bennie P. Daniel Estate (1966), 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."



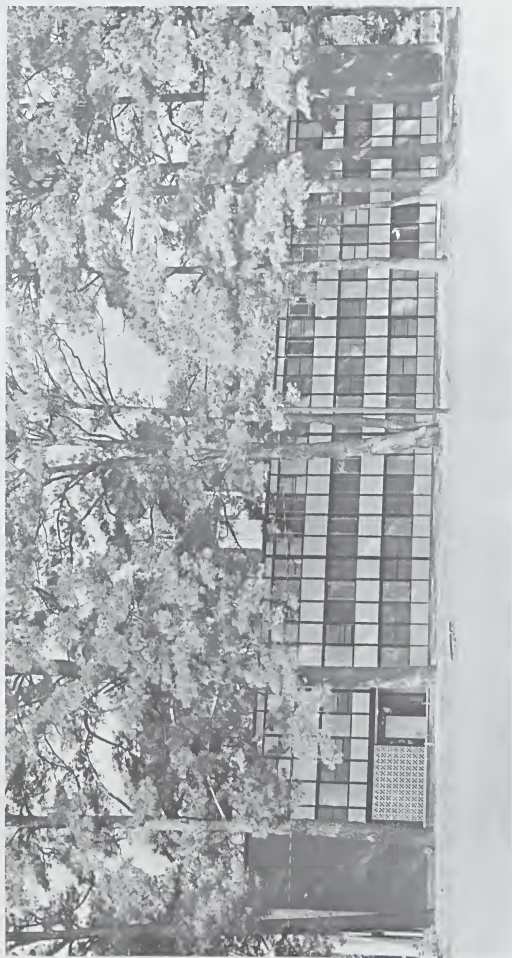
SPENDING LEISURE HOURS THINKING



THE "COLUMNS" BUILDING, ERECTED IN 1851



WEST RESIDENCE HALL FOR MEN



EAST RESIDENCE HALL FOR MEN



F. O. NIXON RESIDENCE HALL FOR MEN



SOUTH RESIDENCE HALL FOR WOMEN



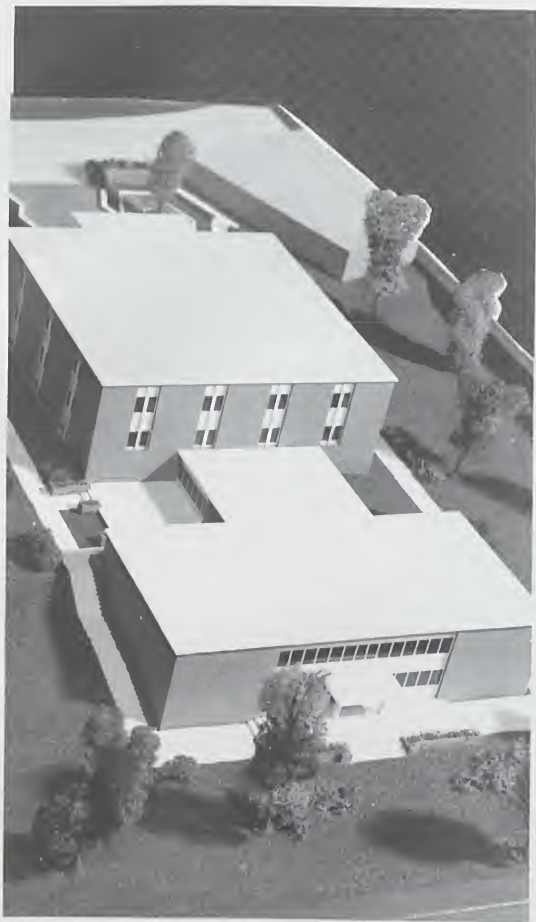
NORTH RESIDENCE HALL FOR WOMEN



ANNEX RESIDENCE HALL FOR WOMEN



THE NEW PENNY INFIRMARY



MODEL OF NEW LIBRARY-FINE ARTS BUILDING



MODERN, WELL-EQUIPPED GYMNASIUM



MODERN, WELL-EQUIPPED CAFETERIA



DEPARTMENT OF GRAPHIC ARTS BUILDING



ROBERT MARKS HALL CLASSROOM BUILDING



ASKEW BAPTIST STUDENT CENTER



GREENE SCIENCE BUILDING



SNOW COVERED CAMPUS IS PLACE OF BEAUTY

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

A TRANSFER student is any student who has been enrolled in one or more courses in some other college, either for summer school or regular term.

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.

Special Students

SPECIAL STUDENTS who wish to receive credit for courses taken should follow the same admission procedure as regular students.

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. 27855.
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. *NORTH CAROLINA* students complete the North Carolina Scholarship Application and mail along with the application for admission.
4. *HAVE THE PROPER* persons complete the remaining forms and return them to the Director of Admissions.
5. *WHEN NOTIFIED* of acceptance, make a \$50.00 (non-refundable) deposit by June 1. This is to be applied to the student's account with the college.
6. *A STUDENT WHO* desires to transfer to Chowan from another college should follow the same procedures, 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.
7. *STUDENTS WILL NOT* be notified of their acceptance until all of the preceding forms have been received by Chowan College.

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 of credit 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

6	Religion
12	English
8	Science (Biology, Physics, Chemistry)
6	Mathematics

SEM. HRS. COURSES

6	Social Science
2	Physical Education
*19	Language and/or Approved Electives
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
B—Above Average
C—Average
D—Below Average
F—Failing

WP—Withdrawal Passing
WF—Withdrawal Failing
NG—No Grade Reported
I—Incomplete

THE GRADE OF "I" is recorded only in case of illness or emergency resulting in the student'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).

REGULAR 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.

ALL REGULAR students must carry a minimum of twelve (12) semester hours credit or its equivalent. Non-credit courses will be equivalent to three (3) hours and will be counted as part of the total load of the student. For example, a student may take a minimum of nine (9) semester hours for credit plus one (1) non-credit course and the student would be considered a regular student.

SPECIAL STUDENT LOAD

SPECIAL STUDENTS are allowed to carry a maximum of ten (10) semester hours credit or its equivalent. Non-credit courses will be considered as three (3) hours and a part of the total number of hours. For example, a special student could carry a maximum of seven (7) semester hours credit plus one (1) non-credit course.

NON-CREDIT COURSES

NON-CREDIT COURSES are those subjects which carry no credit hours and quality points. For the purpose of student load and pay, they will be figured as three (3) hours. *Non-credit courses will not be considered in meeting continued residence requirements.*

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 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.

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 Chowan 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.

PROCEDURE FOR CHANGING CLASSES AND COURSES

1. *OBTAIN PROPER* form from the Office of the Registrar.
2. *SECURE THE* approval and signature of adviser.
3. *SECURE THE* approvals *and* signatures *of* the professors in whose classes changes are being made.
4. *SECURE THE* approval and signature of the Dean of the College.
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 COURSES

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.

CHANGING OF CLASSES

A STUDENT WHO finds it necessary to change from one class to another class in the same course within the first two weeks of classes will transfer all unexcused and excused absences.

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 Student Affairs 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.



CHOWAN STUDENTS AND HISTORIC PINE WALK

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	3	Religion 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
Approved Electives	6	Music Appreciation 161	3
Total	16	Approved Electives	3
		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, English 205-206, Hygiene 101.

*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	3	Religion 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
Biology 101 or 102 or Chemistry 171	4	Biology 101 or 102 or Chemistry 172	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, English 204, English 205-206.

*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	3	Religion 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
*Science Elective	4	*Science Elective	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 181-182, Chemistry 171-172, or Biology 101-102

** 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	3	Religion 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		Introduction to Music	
Literature 171	2	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	3	Religion 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	3	Religion 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 275-276, Anatomy and Physiology 221-222, Mathematics 201-202, French 101-102, World History 101-102.

!Mathematics 109 may be substituted.

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	3	Religion 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 185	5	Physics 186	5
Mathematics 201	5	Mathematics 202	5
Economics 251	3	**Mathematics 206 or elective	3
**Mathematics 205	3	Total	16
Total	19		

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

*Mathematics 109 will satisfy this requirement.

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	3	Religion 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	3	History 102	3
Mathematics 111	2	Religion 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	3	Religion 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 275	4	Economics 252	3
Physics 181 or 185	5	Approved Electives	10
Mathematics 205	2	Total	16
Economics 251	3		
Total	19		

APPROVED ELECTIVES FOR PRE-FORESTRY: Chemistry 276, Physics 182 or 186, 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	3	Religion 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 275	4	Economics 252	3
Physics 181 or 185	5	Approved Electives	10
Mathematics 205	2	Total	18
Economics 251	3		
Total	19		

APPROVED ELECTIVES FOR PRE-AGRICULTURE: Chemistry 276, Physics 182 or 186, 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
Chemistry 171	4	Chemistry 172	4
Religion 101	3	Religion 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 275	4	Chemistry 276	4
Biology 101 or 102	4	Biology 101 or 102	4
Physics 181	4	Physics 182	4
Approved Electives*	3	Approved Electives*	3
Total	18	Total	18

*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 275-276.

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	3	Religion 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	3	English 202	3
Anatomy 221	4	Sociology 205	3
World History 101	3	Physiology 222	4
Psychology 201	3	World History 102	3
Approved Elective *	3	Biology 241	4
Total	16	Total	17

*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 curriculum 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. He 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 one full year in high school typewriting 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 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.



TEARS OF HAPPINESS ON GRADUATION DAY

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	3	Religion 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 103 or 105	3
Approved Elective	3	Total	17
Total	17-18		

SECOND YEAR

First Semester		Second Semester	
English 201, 202, 205 or 206	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; Government 108 or Geography 151; United States History 201 or 202 Sociology 205; English 202, 204, 205, or 206; 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	3	Religion 102	3
Mathematics 161 or 103	3	Mathematics 103 or 105	3
Typewriting 102	2	Typewriting 203	2
Office Machines 105	1	Office Machines 106	1
Foreign Language 101 or		Foreign Language 102 or	
Approved Elective	3	Approved Elective	3
Nancy Taylor 100 or		Physical Education 102 or	
Physical Education 151	1-2	152	1
Total	16-17	Total	16

SECOND YEAR

First Semester		Second Semester	
English 201, 202, 205, or 206	3	English 202, 205, 206, or	
Shorthand 111 or 112	4	Speech 203	3
Accounting 141	4	Shorthand 112 or Advanced	
Economics 251	3	Dictation 211	4
Foreign Language 201 or		Accounting 142	4
Approved Elective	3	Economics 252	3
Total	17	Foreign Language 202 or	
		Approved Elective	3
		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	3	Religion 102	3
Mathematics 161 or 103	3	Accounting 141	4
Business Organizations 131 or Approved Elective	3	Mathematics 103 or 105	3
Typewriting 102	2	Physical Education 152 or 102	1
Office Machines 105	1	Approved Electives	3
Physical Education 151, or Nancy Taylor 100	1-2	Total	17
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 State History 201, 202; Sociology 205; 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	3	Shorthand 112 or 211	4
Shorthand 111 or 112	4	Typewriting 203	2
Typewriting 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 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	3	Mathematics 161	3
Shorthand 111 or 112	4	Religion 102	3
Typewriting 102	2	Shorthand 112 or 211	4
Office Machines 105	1	Typewriting 203	2
PE 151 or Nancy Taylor 100	1-2	Introduction to Transcription 122	3
Approved Elective	3	Total	18
Total	17-18		

SECOND YEAR

First Semester		Second Semester	
English 201, 205, or Speech 203	3	English 206 or Speech 204	3
Economics 251	3	Psychology 201 or Business Law 282	3
Accounting 141	4	Music Appreciation 161 or Economics 252	3
Business Law 281	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; 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 141	4
Mathematics 161	3	Typewriting 203	2
Introduction to Transcription 122	3	Advanced Dictation 211	4
Typewriting 102	2	Economics 251	3
Nancy Taylor 100	2	Bus Mach Cal—Rotary 105	1
Total	17	Total	17

SECOND YEAR

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

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

Medical Secretarial Administration

LEADING TO THE ASSOCIATE OF FINE ARTS DEGREE

FIRST YEAR

First Semester		Second Semester	
English 101	3	English 102	3
Mathematics 161	3	Physiology 222	4
Anatomy 221	4	Shorthand 111, 112 or	
Religion 101	3	Typewriting 203	2
Typewriting 102	2	Advanced Dictation 211	4
Physical Education 151 or		Economics 251	3
Nancy Taylor 100	1-2	Office Machines 105	1
Total	16-17	Total	17

SECOND YEAR

First Semester		Second Semester	
Religion 102	3	English 201, 202, or	
Economics 252 or		Speech 203	3
Approved Elective	3	Psychology 201	3
Shorthand 112 or		Business Law 281	3
Advanced Dictation 211 or 212 ..	4	Medical Terminology 214	3
Medical Terminology 213	3	Advanced Dictation 212 or	
Accounting 141	4	Office Procedures 223	4-3
Total	17	Office Machines 106	1
		Physical Education 152 or 102 ..	1
		Total	17-18

THIRD YEAR

—MEDICAL SECRETARIAL ADMINISTRATION is planned for college residency of two years plus an additional internship of six to nine 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 doctor's offices. An Associate of Arts degree will be awarded upon completion of the internship training. In addition, a Professional Certificate will be issued jointly by the hospital involved and Chowan College.

—AN INTERNSHIP fee of \$50 is paid to the college prior to April 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: Sociology 205; World History 101, 102; foreign language sequence; any fine arts, Science, Mathematics, or business elective.

One-Year Secretarial

First Semester		Second Semester	
English 101	3	Religion 101	3
Mathematics 161	3	Introduction to Transcription 122 ..	3
Business Organizations 131		Shorthand 112 or 211	4
or Approved Elective	3	Typewriting 203	2
Shorthand 111 or 112	4	Accounting 141	4
Typewriting 102	2	Office Machines 106	1
Office Machines 105	1	Total	17
Nancy Taylor 100 or PE 151 ..	2-1		
Total	18-17		

One-Year General Clerical

First Semester

English 101	3
Mathematics 161	3
Business Organizations 131 or Approved Elective	3
Accounting 141	4
Typewriting 102	2
Office Machines 105	1
Total	16

Second Semester

Religion 101 or 102	3
Accounting 142	4
Organization and Management 261 or Approved Elective	3
Office Machines 106	1
Physical Education 152 or Nancy Taylor 100	1-2
Economics 251 or Approved Elective	3
Total	15-16

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.



STUDENTS STUDYING IN ACCOUNTING LAB

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 to 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 TELETYPESSETTER.* 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.

Two Year Graphic Arts

A *CERTIFICATE* of Proficiency is offered to students who successfully complete the two-year graphic arts program.

FRESHMAN YEAR

General Orientation

First Semester

English 101	3
English for Printers 70	2
Religion 101	3
Printing 80	3
Printing 81 or 85	6

Total17

Linotype and Typography Major

Second Semester

English 102	3
English for Printers 71	2
Religion 102	3
Printing 82	3
Printing 84	6

Total17

Offset and Letterpress Major

English 102	3
English for Printers 71	2
Religion 102	3
Printing 83	6
Printing 86	3

Total17

SOPHOMORE YEAR

Linotype and Typography Major

First Semester

Mathematics 101 or Government 108	3
Economics 251	3
Printing 90	6
Printing 93	6

Total18

Offset and Letterpress Major

Mathematics 101 or Government 108	3
Economics 251	3
Printing 91	6
Printing 92	6

Total18

Linotype and Typography Major

Second Semester

Economics 252 or Organization & Management 261	3
Printing 95	6
Printing 97	3
Printing 98	6

Total18

Offset and Letterpress Major

Economics 252 or Organization & Management 261	3
Printing 94	6
Printing 96	6
Printing 97	3

Total18

THE PRIMARY PURPOSE of this course is to train young men and women for positions of responsibility in the Graphic Arts Industry. 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

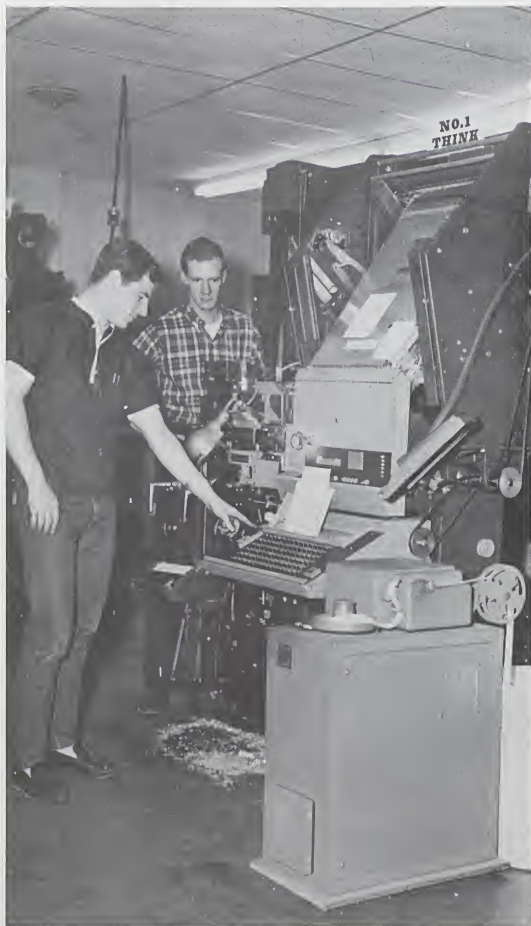
Religion 101	3
English for Printers 70	2
Printing Orientation 80	3
English 101	3
Teletypesetter Perforator 6	6

Total17

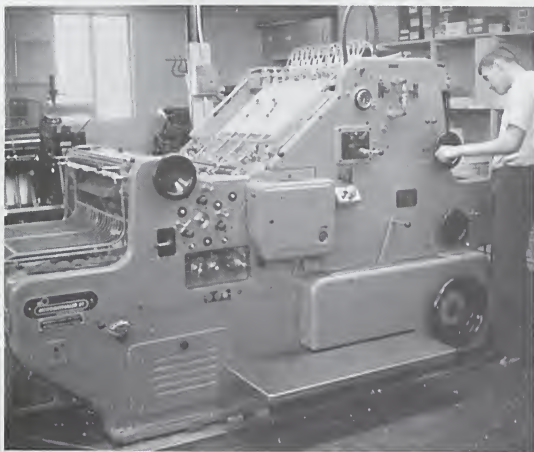
Second Semester

Religion 102	3
English for Printers 71	2
Elective	3
English 102	3
Teletypesetter Perforator 7	6

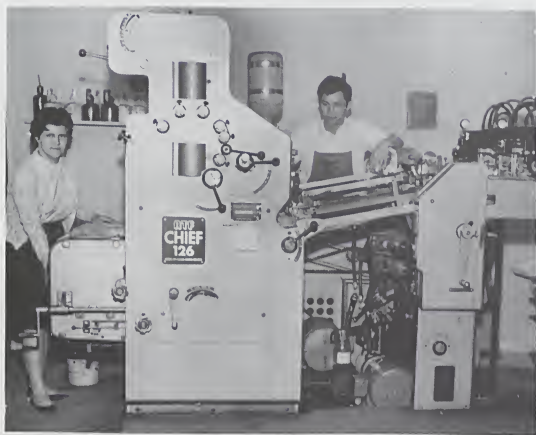
Total17



THE LINOTYPE ELEKTRON TYPESETTING MACHINE



NEW LETTERPRESS PRINTING PRESS



MODERN, HIGH-SPEED OFFSET PRINTING PRESS



TELETYPESETTER PERFORATOR OPERATION



MODERN PHOTOENGRAVING MACHINE

DEPARTMENT OF NURSING

THE AIM OF THE Department of Nursing is to offer a curriculum which will afford young men and young women the learning experiences, against a background of religious education, to become effective patient-side practitioners of Nursing. Students who complete the thirty-three month program, will be awarded an Associate of Arts degree in Nursing by Chowan College. By satisfactorily completing the licensing examination, administered by the North Carolina Board of Nursing, the graduate in Nursing becomes a Registered Nurse ("R. N.")

THE CURRICULUM in Nursing is designed to help the student of Nursing understand basic scientific principles related to patient care; understand some aspects of normal behavior and abnormal behavior through courses in social sciences, literature and in religion; and develop the ability to communicate with patients, physicians and associates through courses in composition and study of English.

OPPORTUNITY TO learn how to apply the knowledge gained in the formal courses indicated above are afforded in the Roanoke-Chowan Hospital, in Ahoskie, during the first summer and second year; and in the Duke Hospital, Duke Medical Center, Durham, during the second summer and third academic year.

WHILE LEARNING Nursing at Roanoke-Chowan Hospital, students live on the college campus and commute to the hospital by college bus.

DURING THE TIME students are learning Nursing at Duke Hospital, they are in residence on the campus of Duke Medical Center, in Durham.

The Curriculum

LEADING TO R. N. AND ASSOCIATE DEGREE

FIRST YEAR

First Semester		Second Semester	
English 101	3	English 102	3
Anatomy 201	4	Physiology 202	4
Chemistry 101	4	Chemistry 102	4
Psychology 200	3	Nursing 102	
Nursing 101 (Relation of Science to Nursing)	1	(Fundamentals I)	3
Nancy Taylor 100 (Behavior, Speech, Discourse)	1	Physical Education 100	1
Total	17	Total	14

SUMMER

Microbiology 201	4
Nursing 102	
(Fundamentals II)	4
Total	8

SECOND YEAR

First Semester		Second Semester	
English 201	3	English 202	3
Sociology 205	3	Religion 102	3
Religion 101	3	Nursing 202 (Maternal	
Nursing 201 (Introduction to		Child Care)	6
Med.-Surg.)	6	Nursing 203 (Preparation	
Total	15	for practice)	2
		Total	14

SECOND SUMMER

Med.-Surg. Nursing 30112
16 weeks

THIRD YEAR

Maternal-Child Care		Psychiatric Nursing 303	12
Nursing 302	12		
16 weeks		16 weeks	



NURSES LEARN CORRECT PROCEDURES

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, will 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.

101 Typewriting

No Credit

MASTERY OF THE keyboard by the touch method and the techniques of touch typing, for business majors. Students who have had less than one year of typewriting in high school should enroll in 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 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 102 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 111.

211-212 Advanced Dictation 4 semester hours each
A DICTATION COURSE for second-year secretarial students. Six hours per week.

PREREQUISITE: Business 111, 112, or equivalent.

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. Five hours per week each semester.

PREREQUISITE: Business 211.

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 200's.

1 Basic English Grammar No Credit

THIS CORUSE 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 each

THIS SURVEY OF representative American writers covers the period 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*

6-7 Teletypesetter Perforator Keyboard Practice

6 semester hours

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.

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 newspaper pages, periodicals and office forms. Also, layout and design, proofreading, printers' mathematics, processes and history of the industry.

81 Elementary Presswork

6 semester hours

BASIC FUNDAMENTALS are stressed in the operation of hand-fed and automatically operated letterpresses and small offset presses. Also a study of paper, inks, rollers, and common pressroom problems.

82 Linotype Composition 3 semester hours

THE OPERATION AND maintenance of typesetting machines (manually operated); setting type for newspapers and commercial forms. The operation of Teletypesetter perforators; the monitoring of automatic operating units on linecasting machines, including the Linotype Elektron.

83 Offset Production Methods 6 semester hours

A STUDY IS MADE of inks, papers, and chemicals used in the production of offset 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 6 semester hours

A STUDY IS MADE of the mechanism; cleaning, oiling and general maintenance of linecasting machines, including the Linotype Elektron, and their related parts, including the Teletypesetter Operating Unit and Liomatic Operating Unit.

85 Principles of Typography 6 semester hours

STUDY IS MADE of the Ludlow machine—setting type, spacing, indentation, study of type faces and how to use type. Laboratory periods in assembling forms for newspaper production and commercial printing, and also operation of engraving equipment.

86 Elementary Offset 3 semester hours

AN INTRODUCTION to the care and maintenance of the copying camera, and related darkroom equipment. Laboratory periods acquaint the student with line and halftone negatives, masking, and platemaking.

90 Machine Composition 6 semester hours

A CONTINUATION of 80, with additional Ludlow, Linotype and Teletypesetter composition to provide advanced experience. A study is also made in the basic fundamentals of Mixer and Ad machine operation.

91 Offset Reproduction 6 semester hours

A CONTINUATION in production methods of offset printing is offered to provide additional laboratory experience, and introduce the student to the production of four-color process printing.

92 Advanced Letterpress 6 semester hours

THE CARE AND MECHANISM of the automatically-fed cylinder press. Positioning and make-ready of commercial and newspaper forms.

93 Machine Principles 6 semester hours

LECTURE AND LABORATORY work on Linotype and Teletypesetter machine principles; also Teletypesetter operating units, monitoring

and advanced methods of typography used in newspapers and commercial forms.

94 Production Methods

6 semester hours

LECTURES AND LABORATORY experiences in letterpress and offset press production methods, and operation of bindery equipment. A further study of papers, inks and chemicals used in various types of periodicals and newspaper production.

95 Advanced Typography

6 semester hours

TOOLS AND PROCEDURE in developing layouts, copy mark-up, study of styles in display and principles of conventional and modern display. Laboratory work includes composition and makeup of newspapers and books.

96 Offset Reproduction

6 semester hours

THIS COURSE IS a study of various chemicals and film used in offset reproduction; a further study of the copying camera and its various components. Laboratory periods introduce the student to color separation techniques.

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 printing 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.

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*

STUDENTS WHO HAVE satisfactorily completed two years of a language in high school will not receive credit for 101-102 in the same language. They should take 201-202. If a student has satisfactorily completed only one year of a language in high school, he will receive credit for 102 when completed in the same language.

NO CREDIT IS given for a 101 course until the 102 semester is completed.

French

101-102 Elementary French 3 semester hours each

FOR THOSE WITH no previous study of the language. Fundamentals of grammar. Simple compositions. Constant training in pronunciation based on phonetics and the language laboratory. 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. Short stories, a play, and a novel by selected authors are read. 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 writings. Library assignments and daily reports. Offered on demand.

Latin

101-102 Elementary Latin 3 semester hours each

A COURSE INTENDED for those who have never studied Latin and for those who present one unit of Latin for entrance. A study of grammar along with a building of vocabulary. Written exercises and translations.

201-202 Intermediate Latin 3 semester hours each

RAPID REVIEW OF grammar. Some study is made of the Roman political and social institutions. Reading of selections from Petronius, Pliny, St. Augustine, Sallust, Livy, Tacitus, Suetonius, Eutropius, Ammianus Marcellinus, Seneca, Ovid and Cicero.

Spanish

101-102 Spanish

3 semester hours each

FOR THOSE WHO have had no previous study of the language. Emphasis on Spanish pronunciation, dictation, grammar, simple composition, some conversation, and reading of cultural essays. Three class periods and one laboratory period per week.

201-202 Spanish

3 semester hours each

TWO YEARS OF high school Spanish or Spanish 101-102 required. A review of grammar and the development of the ability to translate selected Spanish readings. Frequent dictations, composition, and some conversation.

251-252 Introduction to Spanish Literature

3 semester hours each

SURVEY OF SPANISH literature from the *Poema de Mio Cid* and the tales of Don Juan Manuel to the writings of Sender, Cela, and other present-day authors. Narrative poetry, lyric verse, the short story, and selections from novels and drama. Written and oral reports required for parallel readings. Prerequisite: Spanish 201-202 or its equivalent.

DEPARTMENT OF MATHEMATICS

MR. E. C. POWELL, *Acting 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 topics discussed are: the real and complex number systems; linear, quadratic, exponential, and logarithmic functions; systems of equations; matrices and inequalities. Three hours per week.

PREREQUISITE: Two years of high school mathematics which includes at least one year of 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 Analytic Trigonometry

3 semester hours

THIS COURSE IS a study of trigonometry and an introduction to infinite series. The topics discussed are: the trigonometric functions, inverse functions, radian measure, solution of triangles, and an introduction to series and probability. Three hours per week.

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. On hour lecture, 2 hours each per week.

201-202 Analytic Geometry and

Calculus

5 semester hours each

THIS COURSE IS a study of differential and integral calculus with an introduction to analytic geometry. The topics discussed are: introduction to analytic geometry; functions; limits; differentiation of algebraic and transcendental functions; anti-derivatives; formal integration; conic sections; parametric equations and polar coordinates; infinite series; partial differentiation; multiple integration; vectors; and applications. Five hours per week.

PREREQUISITES: Mathematics 105 and Mathematics 103 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 labs 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.

PREREQUISITE: 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 pre-requisite 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.

DEPARTMENT OF NURSING

MRS. ALMIRA H. OCKERMAN, *Chairman*

Nursing 101 1 semester hour

THIS COURSE IS designed to aid the student to develop some insight into why it is necessary for nurses to have a knowledge of the basic sciences of anatomy, physiology, chemistry and microbiology. The class meets one hour each week.

Nursing 102 (Fundamentals I) 2 semester hours

THIS COURSE IS planned as an introduction to Nursing. Students are afforded an opportunity to explore the historical origins of nursing and the ethical principles which guide those who care for the sick. It further aids the student to learn about the psychological and emotional factors which effect the nurse-patient relationships. The class meets twice each week for one hour.

PREREQUISITES: Anatomy 221; Chemistry 171; Psychology 201

Nursing 103 (Fundamentals II) 6 semester hours

A STUDY OF the fundamental principles of the care of the sick which provides the student with a knowledge of skills in the care of patients and affords an opportunity for the student to utilize his skills in direct patient care. The student has the opportunity to relate the theory of the behavioral and natural sciences to her approach to nursing situations.

PREREQUISITES: Anatomy 221; Physiology 222; Chemistry 171, 173

Nursing 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.

PREREQUISITE: Nursing 103.

Nursing 202 Introduction to Maternal and Child Nursing 6 semester hours

THE 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.

PREREQUISITE: Nursing 201.

Nursing 203 Preparation for Practice 2 semester hours

THIS COURSE IS planned to prepare the student not only for the affiliation at Duke Hospital which requires living in residence on

Duke University campus, but also to aid the student to prepare herself to practice as a Registered Nurse after graduation and licensure with respect to the ethics and amenities of employment; the importance of identification with professional organizations; and the legal responsibilities and limitations of Registered Nurses.

PREREQUISITE: Nursing 201.

302 Maternal and Child Nursing 12 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.

301 Medical and Surgical Nursing 12 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.

303 Psychiatric Nursing 12 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. E. C. POWELL, *Acting 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 isolations, culturing, staining and identifying microorganisms. Designed primarily for students who plan to enter medicine, nursing, dentistry, public health or medical technology. Three lectures and 2 hours laboratory per week.

PREREQUISITE: Biology 101 and Chemistry 171.

Chemistry

171-172 Chemistry

4 semester hours each

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

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.

275-276 Organic Chemistry

4 semester hours each

THIS COURSE WILL include a systematic study of the various aliphatic and aromatic hydrocarbons and their derivatives with emphasis on modern theories of structure and reactivity. The laboratory will include the synthesis, purification and identification of organic compounds. Three lecture and three laboratory hours per week.

PREREQUISITES: Chemistry 171-172.

Physics

181-182 General Physics

4 semester hours each

THIS IS AN introductory course in college physics. It includes a study of mechanics, heat, sound, magnetism, electricity, light, and optics, with a brief survey of modern physics. Practical uses of the principles of physics are emphasized by the solution of numerous problems and by laboratory experiments. Three lecture and 3 laboratory hours per week.

PREREQUISITES OR corequisites: Mathematics 103 and 105, or 109.

185-186 Physics

5 semester hours each

THIS IS A MORE thorough and rigorous introduction to the fundamental principles of physics than is offered in Physics 181, 182. It is especially designed for engineers and for physics, chemistry, or mathematics majors. Emphasis is placed on an analytical study of the fundamental principles of mechanics, heat, sound, electricity, light, and modern physics, with much stress being laid on the solution of problems involving engineering applications of these principles. Three lecture hours and 6 problem-drill and laboratory hours each week.

COREQUISITES: Mathematics 201, 202.

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 Renaissance, the Reformation, 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 Americans 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 interrelationship 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.



DOGWOOD TREES, PRETTY COEDS ADD BEAUTY TO CAMPUS

The Directory

The Board of Trustees

Officers of the Board, 1966

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 1966

Rev. J. Felix Arnold	Enfield
Don O. Bullock, Jr.	Rocky Mount
Rev. Oscar Creech	Ahoskie
E. R. Evans	Ahoskie
George 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
Rev. Billy T. Mobley	Jacksonville
M. E. Valentine, Sr.	Raleigh
C. Urbin Rogers	Williamston

Term Expiring 1968

Joe E. Eagles.....	Macclesfield
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

Term Expiring 1969

Mrs. C. W. Beasley.....	Colerain
Roland L. Garrett.....	Elizabeth City
Rev. Clarence E. Godwin.....	Oxford
Dr. W. Raleigh Parker.....	Woodland
H. Douglas White.....	Rocky Mount
A. B. Whitley.....	Greenville
Edwin L. Williams.....	Kinston



Executive Committee of the Board, 1966

J. L. Darden, Sr., Chairman	Ahoskie
J. Felix Arnold	Enfield
Oscar Creech	Ahoskie
E. R. Evans	Ahoskie
George Gibbs	Murfreesboro
Don G. Matthews, Jr.	Hamilton
J. Guy Revelle, Jr.	Murfreesboro
Dewey Wells	Elizabeth City
H. D. White	Rocky Mount

The Board of Advisors, 1966

Mr. John K. Barrow, Jr.	Ahoskie
<i>President, Barrow Manufacturing Company</i>	
Senator Irwin Belk	Charlotte
<i>President, Belk Enterprises, Inc.</i>	
Mr. E. P. Brown, Sr.	Murfreesboro
<i>President, American Timber Products Company, Division of Georgia-Pacific Corporation</i>	
Mr. Charles C. Cameron	Charlotte
<i>Vice Chairman of the Board, First Union National Bank</i>	
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<i>Union Camp Corporation</i>	
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<i>Johnston-Willis Hospital</i>	
Mr. Braxton B. Dawson	Washington
<i>President, Coca Cola Bottling Company</i>	
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<i>Senior Vice President, Gaddy Real Estate Company</i>	
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Mrs. A. M. Hart	Portsmouth, Virginia
Mr. H. Dail Holderness	Tarboro
<i>President, Carolina Telephone & Telegraph Company</i>	
Mrs. Robert F. Marks	Boykins, Virginia
Dr. A. T. Mayo	Portsmouth, Virginia
<i>Mayo-Barham Clinic</i>	
Mr. A. H. (Pete) McDowell, Jr.	Richmond, Virginia
<i>President, Virginia Electric and Power Company</i>	
Mrs. L. Richardson Preyer	Greensboro
Mr. T. B. Rose, Jr.	Henderson
<i>Chairman of the Board, Rose's Stores, Inc.</i>	
Mr. W. Mercer Rowe, Jr.	Wilmington
<i>President, Carolina Nitrogen Corporation, Division of W. R. Grace</i>	
Senator George M. Wood	Camden
Rev. J. Felix Arnold	Enfield
<i>Chairman, Board of Trustees, Chowan College</i>	
Mr. Don G. Matthews, Jr.	Hamilton
<i>Vice-Chairman, Board of Trustees, Chowan College</i>	
Mr. J. L. Darden, Sr.	Ahoskie
<i>Chairman, Executive Committee, Chowan College</i>	

COLLEGE COMMITTEES

Endowment Committee, 1966

Dr. Gilbert T. Stephenson, Chairman	Pendleton
John O. Askew, III	Harrellsville
Mrs. C. W. Beasley	Colerain
Edwin Branch	Enfield
E. P. Brown, Sr.	Murfreesboro
Gilbert Francis	Boykins, Virginia
Roland Garrett	Elizabeth City
Herbert Jenkins, Jr.	Aulander
H. S. James, Jr.	Franklin, Virginia
Cohen W. Parker	Aulander
R. Hunter Pope	Enfield
William R. Raynor	Ahoskie
J. Guy Revelle, Jr.	Murfreesboro
Russell Stephenson	Wilson
George T. Underwood	Murfreesboro
H. D. White	Rocky Mount
B. M. White-Hurst	Roanoke Rapids

Grounds Committee, 1966

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, 1966

J. Guy Revelle, Jr., <i>General Counsel</i>	Murfreesboro
L. Frank Burleson, Jr., <i>Assistant General Counsel</i>	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
Ben C. Sutton.....	Business Manager
Virgil L. McBride.....	Assistant to the President and Director of Development
R. Hargus Taylor	Chaplain
Miss Arelia Adams.....	Bursar
James R. Masters.....	Registrar and Dean of Men
Harvey W. Harris.....	Director of College Relations
Mrs. Katherine D. Moore	Dean of Women
A. Paul Thompson.....	Dean of Student Affairs
E. Frank Stephenson, Jr.	Director of Admissions
Mrs. Ann Evans	College Nurse



Administrative Assistants

Mrs. Frank W. Barrett	Dormitory Advisor
Mr. Frank W. Barrett	Dormitory Advisor
Mrs. Alva Bowling	Dormitory Advisor
Mrs. Irma Leigh Callis	Dormitory Advisor
Mrs. Ann P. Falkener	Dormitory Advisor
Mrs. A. O. George	Dormitory Advisor
Mrs. G. F. Pappendick	Dormitory Advisor
Mr. G. F. Pappendick	Dormitory Advisor
Mr. Clifton Collins	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
Mrs. Elaine Cooke	Assistant to the Bursar
Miss Peggy Rascoe	Secretary, Business Manager
Mrs. June Powell	Secretary, Dean of Student Affairs
Mrs. Jeanette West	Secretary, Assistant to the President and Director of Development
Mrs. Rose Drake	Secretary, Director of College Relations
Mrs. Wanda Pearce	Secretary, Director of Admissions
Mrs. Jean Houghton	Assistant to the Registrar
Mrs. Ruth Marks	Secretary, Director of Graphic Arts
Mrs. Edith Parker	Switchboard Receptionist



"MISS NORTH CAROLINA" CROWNS HOMECOMING QUEEN

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 MORRISETTE, (1960), *Dean of the College*
B.S., M.A., East Carolina College
Additional Graduate Study, Duke University,
Michigan State University
- DOROTHY M. ADKINS, (1965), *Business*
B.S., Radford College
M.S., Virginia Polytechnic Institute
- ERNEST L. BADGETT, (1966), *English*
B.A., St. Andrews Presbyterian College
M.A., Appalachian State Teachers College
- 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*
B.A., Atlantic Christian College
M.A., Additional Graduate Study, University of North
Carolina at Chapel Hill
- ROBERT W. BROWN, (1963), *Music*
B.A., Atlantic Christian College
M.Ed., Florida State University
Additional Graduate Study, Catholic University, Wake
Forest College
- MARYIVA CARPENTER, (1966), *Nursing*
B.S.N., Whitworth College
M.N.A., Syracuse University
- MORRIS E. CARSON, (1966), *Spanish*
B.A., Lynchburg College
M.A., University of Mississippi
Additional Graduate Study, Universidad Interamericana
- 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
 Ph.D., University of North Carolina at Chapel Hill
- GEN SEN CHU, (1966), *Assistant Librarian*
 B.A., Tankong College of Arts and Science
 M.A., Appalachian State Teachers College
- JANET A. COLLINS, (1964), *Physical Education*
 B.A., Westhampton College of the University of Richmond
 Graduate Study, Southeastern Baptist Theological Seminary,
 M.A., 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
- W. CALVIN DICKINSON, (1961), *Chairman,*
Department of Social Science
 B.A., M.A., Baylor University
 Ph.D., University of North Carolina at Chapel Hill
- PHYLLIS DUDLEY, (1966), *Science*
 A.B., East Carolina College
 M.S.T., Illinois Wesleyan University
- ROBERTA SUE EAGLES, (1966), *English, Business*
 B.A., Salem College, Atlantic Christian College
 M.A., East Carolina College
- 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
 Graphic Arts Diploma, Chowan College

- GERALDINE L. HARRIS, (1966), *Assistant to the Librarian*
B.S., Additional Study, East Carolina 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, University of North
Carolina at Chapel Hill
- 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
Additional Graduate Study, East Carolina College,
University of North Carolina at Chapel Hill
- GEORGE L. HAZELTON, (1966), *Science*
B.S., East Carolina College
M.A., Wake Forest College
Additional Graduate Study, West Virginia University
- CHARLES A. HELMS, (1961), *Business*
B.S., M.A., Appalachian State Teachers College
Additional Graduate Study, University of Missouri
- 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
- MARY ANNETTE JORDAN, (1966), *Mathematics*
B.A., Furman University
M.A., University of South Carolina
- 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
- EDITH LARSON, (1965), *English, Drama*
B.A., University of Illinois
M.A., University of North Carolina
- MARY R. LAWRENCE, (1964), *Music*
B.A., Meredith College
M.A., East Carolina College
- 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
- J. L. WALTER MOOSE, (1966), *Social Science*
 B.A., Wake Forest
 B.D., Duke Divinity School
 M.A., Wake Forest
 Additional Graduate Study, University of North Carolina
 at Chapel Hill
- WILLIAM P. McCRAW, (1963), *Physical Education*
 B.S., Old Dominion College
 M.A., Additional Graduate Study, University of North Carolina
 at Chapel Hill
 Additional Study, University of Georgia, College of William and
 Mary
- 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
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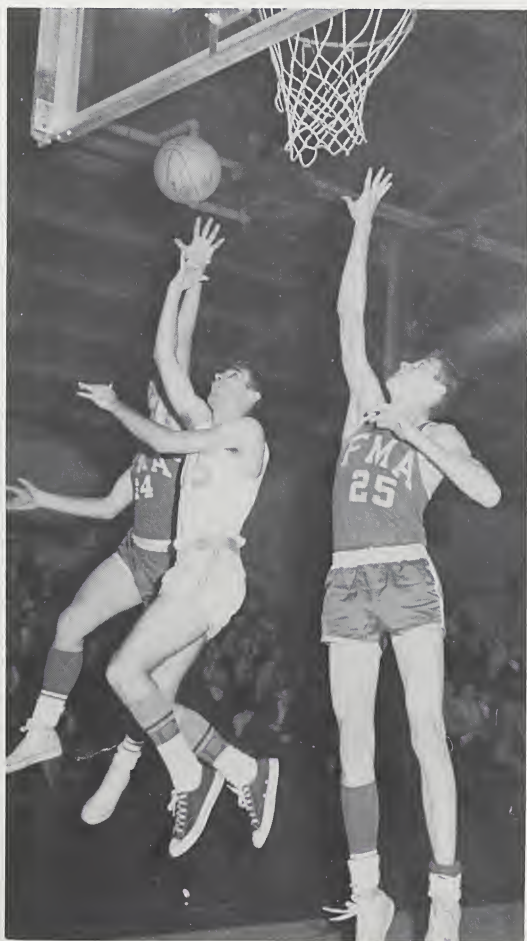
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