



*The Chowanian*

SEPTEMBER, 1974

CATALOG ISSUE  
1975-1976

***Chowan College***

MURFREESBORO, NORTH CAROLINA 27955

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Gifts and Bequests . . . . .	President of the College
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Murfreesboro, N. C. 27855

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# **The Chowanian**

Catalog Issue — For Academic Year 1975-1976

PUBLICATION OF

# **CHOWAN COLLEGE**

**MURFREESBORO, NORTH CAROLINA 27855**

Chowan College, established in 1848, is accredited by The Southern Association of Colleges and Schools, the North Carolina State Department of Education and the Association of North Carolina Colleges and Universities. It is a member of the American Association of Junior Colleges, the Council of Protestant Colleges and Universities and the American Council on Education.

**"THE HEART OF CHRISTIAN EDUCATION  
IS EDUCATION OF THE HEART"**

VOLUME CXXVII

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NUMBER 1

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PARKER HALL . . . Residence For Men



McDOWELL COLUMNS

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# 1975

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# COLLEGE CALENDAR

## *Fall Semester, 1975*

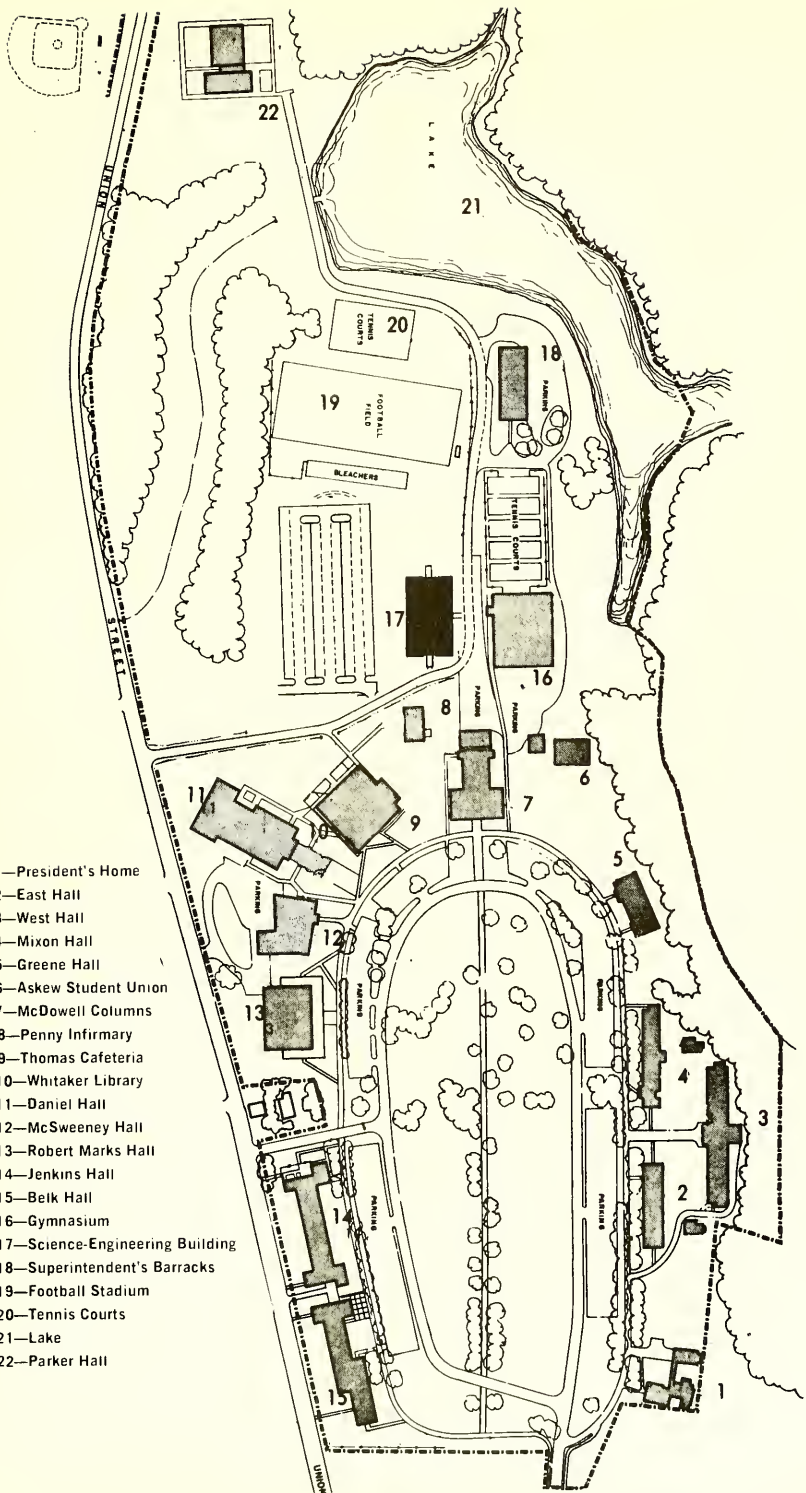
- August 21-23, Thursday-Saturday..... Faculty Workshop
- August 24, Sunday..... Freshmen and Transfer Students  
Arrive. Dormitories Open At  
2:00 P.M. Meet In College  
Stadium At 7:30 P.M.
- August 25-26, Monday, Tuesday..... Orientation For Freshmen And  
Transfer Students
- August 25, Monday..... Returning Students Arrive
- August 26, Tuesday..... Returning Students Meet With  
Advisers At 8:30 A.M.
- August 27, Wednesday..... Registration For Fall Semester  
Classes
- August 28, Thursday..... Fall Semester Classes Begin
- August 29, Friday..... Fall Convocation
- September 5, Friday..... Last Day Classes May Be Added
- October 10, Friday..... Founders Day
- October 10, Friday..... Last Day Classes May Be Dropped  
Without Academic Penalty
- October 17, Friday..... Mid-Term Grading Period
- October \_\_\_\_, Saturday..... Homecoming
- October 22, Wednesday..... Mid-Term Break Begins At Close  
Of Classes
- October 27, Monday..... Classes Resume At 8:00 A.M.
- October 27-31, Monday-Friday..... Campus Evangelism Week
- November 26, Wednesday..... Thanksgiving Holidays Begin At  
4:00 P.M.

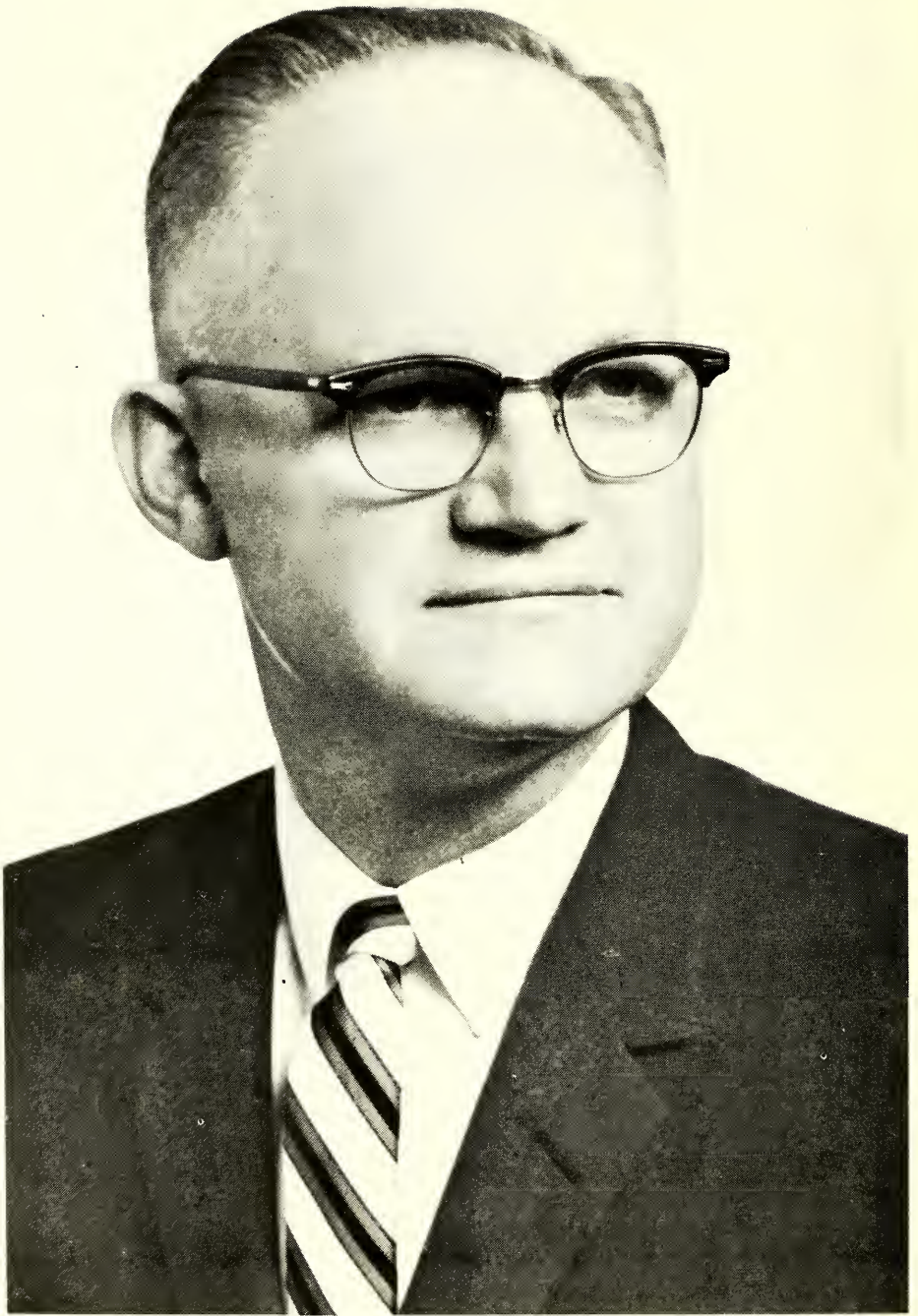
December 1, Monday.....Classes Resume At 8:00 A.M.  
 December 15-19, Monday-Friday.....Fall Semester Examinations  
 December 19, Friday.....Christmas Holidays Begin At  
 Conclusion Of Examination  
 Schedule

## **Spring Semester, 1976**

January 12, Monday.....Faculty Workshop  
 January 12, Monday.....Students Arrive. Dormitories  
 Open At 2:00 P.M.  
 January 13, Tuesday.....All Sophomores Meet With Advisers  
 At 8:30 A.M. Freshmen Meet  
 With Advisers At 1:30 P.M.  
 January 14, Wednesday.....Registration For Spring Semester  
 Classes  
 January 15, Thursday.....Spring Semester Classes Begin  
 January 23, Friday.....Last Day Classes May Be Added  
 February 27, Friday.....Last Day Classes May Be Dropped  
 Without Academic Penalty  
 March 5, Friday.....Mid-Term Grading Period  
 March 12, Friday.....Spring Holidays Begin At Close Of  
 Classes  
 March 22, Monday.....Classes Resume At 8:00 A.M.  
 March 22-26, Monday-Friday.....Religious Emphasis Week  
 April 16, Friday.....Easter Holiday Begins At Close Of  
 Classes  
 April 20, Tuesday.....Classes Resume At 8:00 A.M.  
 April 30, Friday.....Honors Day  
 May 1, Saturday.....Spring Festival  
 May 7-14, Friday-Friday.....Spring Semester Examinations  
 May 16, Sunday.....Baccalaureate Service  
 May 16, Sunday.....Graduation Service







DR. BRUCE E. WHITAKER

President of the College



**DR. B. FRANKLIN LOWE, JR., Dean of the College**



**CLAYTON LEWIS, Dean of Students**



CARRIE SAVAGE CAMP HALL . . . Science-Engineering

# GENERAL INFORMATION

## *Nature of the College*

Chowan College is a two-year, co-educational college, supported by the Baptist State Convention of North Carolina.

Chowan College follows 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 and administration.

Chowan is the second oldest (1848) of North Carolina's seven Baptist colleges.

This co-educational institution has celebrated an unprecedented period of progress in growth and service as an institution of Christian Higher Education. The total enrollment is over 1,100 students. The plant evaluation is over \$10,500,000. 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.

By action of the Board of Trustees of Chowan College, the college is operated on a non-discriminatory basis as regards race, creed or color. This includes employment, admissions, housing, scholarships and grants-in-aid, and public functions.

## Purposes of the College

1. To provide quality higher education—influenced by Christian pre-suppositions relative to the educational task—and to help the individual student to gain a philosophy of life which will lead to the development of responsible citizens and Christian leaders—both lay and professional.

2. To give thorough training in the standard disciplines to those students who wish to pursue the baccalaureate in other higher educational institutions, and to afford those whose formal education will not extend beyond an associate degree an excellent vocational instruction on the backdrop of a liberal arts education.

3. To meet the personal needs of the individual student and to make his stay at Chowan as meaningful as possible by providing him with effective academic and social counseling.

## 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 Building and equipment. Three years later the college moved to the McDowell Columns, a building which serves today as the campus administration headquarters.

Chowan College remained open during the Civil War, although a number of 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 the 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. Chowan is today recognized as one of the outstanding two-year colleges in the nation.

Following is a chronicle of some of the important events in the life of Chowan College:

May 19, 1848—Chowan Baptist Association approves establishing Chowan Female Institute; names Board of Trustees.

October 11, 1848—First session begins with Archibald McDowell, Principal; 11 girls arrive and register for classes.

November 21, 1849—Trustees approve financing of Institute through Joint Stock Company.

- July 4, 1851—Laying of cornerstone for Columns Building.
- August 10, 1853—Annie J. Ward receives first “four-year diploma”.
- July 6, 1859—Joint Stock Company relinquishes control of Institute to Board of Trustees.
- June 22, 1880—First major attempt to raise permanent endowment.
- May 10, 1910—Organization of Alumnae Association.
- May 17, 1910—Name changed to Chowan College.
- May, 1911—Publication of “Alaska Nuggets” (first yearbook).
- May, 1913—First issue of Chowanoka.
- Fall, 1914—Organization of first Student Government Association.
- May 20, 1920—Town of Murfreesboro pledges to pay indebtedness of College in amount of \$22,500.
- September 27, 1923—First issue of Chowanian.
- April 16, 1924—North Carolina Department of Education recognizes Chowan as “Standard 4-Year College”.
- September 10, 1931—First men admitted as full-time students.
- September 1, 1937—Chowan begins operation as junior college.
- May 17, 1943—Trustees recommend suspension of operations due to present emergency conditions.
- 1943-1947—College remains closed; Board holds occasional meetings.
- March 18, 1947—Special meeting of Chowan and West Chowan Baptist Associations vote to reopen Chowan (Edenton Meeting).
- March 19, 1948—“Victory Night”, \$100,000 reported raised towards reopening.
- April 29, 1948—Trustees set September, 1949, as date for reopening.
- September 13, 1949—College reopens with B. D. Bunn, President; 130 students enroll.
- July 23, 1951—F. O. Mixon succeeds Bunn as President.
- May 29, 1953—Mixon authorized to proceed with construction of a Graphic Arts Building.
- May 4, 1954—Construction underway on gymnasium; men’s dormitory (Mixon Hall).
- September 21, 1955—Excavation completed for science building (Green Hall).
- September 20, 1956—Askew Student Union ready for use.
- October 28, 1956—Death of President Mixon; Oscar Creech named Acting President.
- November, 1956—Chowan receives full accreditation by Southern Association of Colleges and Secondary Schools.
- March 25, 1957—Bruce E. Whitaker elected President.
- October 25, 1958—Dedication of new women’s dormitory (now Jenkins Hall).
- November 2, 1959—New college cafeteria dedicated. (Thomas Cafeteria)
- October 12, 1960—Dedication of new men’s dormitory (East Hall).

September 14, 1963—First use of new college stadium.

May 6, 1964—First classes held in Robert Marks Hall.

September, 1964—Enrollment passes 1,000 mark.

October 17, 1964—Dedication of men's dormitory (West Hall), women's dormitory (Belk Hall), and cafeteria annex.

February 22, 1965—Board authorizes creation of Board of Advisors.

Summer, 1965—Completion of Penny Infirmary.

July 12, 1968—Whitaker Library and new Daniel Hall (fine arts) ready for occupancy.

June 2, 1969—Contract awarded for construction of men's dormitory (Parker Hall).

February 21, 1972—Groundbreaking ceremonies for new science-engineering facility.

May 19, 1974—New science-engineering facility dedicated and named Carrie Savage Camp Hall.



BELK HALL . . . Residence for Women



# Campus

The college's campus consists of 235 acres with the main campus and athletic fields being a part of a tract of 60 contiguous acres of land.

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 by historic Pine Walk, the main approach to the graceful McDowell Columns.

Numerous new buildings, of both contemporary and modern design provide comfortable space for living and study. Nine of these buildings—three dormitories, four classroom buildings, cafeteria, and library—are fully air conditioned.

## Buildings

**McDowell 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 administrative offices, and an indoor swimming pool, as well as the college auditorium, which has a seating capacity of 800.

**Whitaker Library**, a three-story contemporary structure of modern design, was constructed in 1968 to shelve 100,000 volumes and contains space for more than 400 students and faculty in several reading areas. Also housed in this structure are items of historical interest to Chowan College and the region of Northeastern North Carolina and Tidewater Virginia.

**Daniel Fine Arts Building**, an ultra-modern structure erected in 1968, contains space and equipment for music, drama, and art, including practice rooms and choral rooms for various musical organizations active on campus and functioning as part of the Department of Fine Arts.

**Green Hall**, erected in 1956, served as the science building until 1974, when science instruction was relocated in a new structure. Green Hall is currently being renovated for other purposes.

**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 Marks of Boykins, Virginia.

**Carrie Savage Camp Hall**, constructed in 1972-73, houses the Departments of Science and Mathematics. This new, air-conditioned, three story structure contains eleven laboratories equipped for learning in biology, chemistry, botany, physics, micro-biology, and anatomy-physiology; an environmental study area; eleven classrooms; departmental and faculty offices; and a one hundred-ten seat auditorium. It contains 45,600 square feet of instructional space. Carrie Savage Camp Hall dedicated on May 19, 1974, is named in memory of Carrie Savage Camp (Mrs. J. L. Camp, Sr.), class of 1881. Miss Savage was the daughter of the Reverend Robert Risop Savage, chairman of the Board of Trustees of Chowan College, 1879-1889.

**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 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.

**McSweeney Hall** houses the Department of Graphic Arts. 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 space. The building is named in honor of John McSweeney, first chairman of the department, and now Professor-Emeritus of Graphic Arts.

**Thomas 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. This structure is named in memory of Dr. R. P. Thomas, long-time member of Chowan's Board of Trustees.

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

**Belk Hall for Women**, erected in 1964, is a three-story brick building. It houses 200 students and is fully air-conditioned. The structure is completely modern in design and provides lounges on each floor as well as convenient built-in furniture. The hall is named in honor of Mrs. Erwin Belk, Charlotte, North Carolina.

**Jenkins Hall for Women**, erected in 1958, is an ultramodern and functional unit which provides most attractive and desirable accommodations for young women at Chowan. This residence was named in memory of Charles H. Jenkins and in honor of his mother, Mrs. Olivia Benthall Jenkins.

**College Street Residence for Men**, acquired in 1964, was renovated completely and now provides residence for 36 students. It includes modern facilities, lounges, kitchenette and an apartment.

**The F. O. Mixon Hall for Men**, a two-story residence hall erected in 1954, accommodates 100 students. It has lounge space and an apartment for a dormitory resident.

**East Hall for Men**, was erected in 1960. The three-story brick building provides the most modern living accommodations for 118 students.

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

**Parker Hall** is a nine-story men's residence hall, erected in 1970. This beautiful building, located on Union Street, is fully air-conditioned and modern in every respect. It houses 280 men, and is named in honor of Elwood W. Parker, of Murfreesboro.

## Development

With faith in the support of its college family, alumni and friends, Chowan College initiated its Development Program in 1957. With the support of the college's Board of Trustees, Board of Advisors and other outstanding leaders and friends of the college, a virtually "new" Chowan has been built on this 128 year old campus.

This exciting development program, which has been labeled a "modern miracle," is being accomplished within the frame-



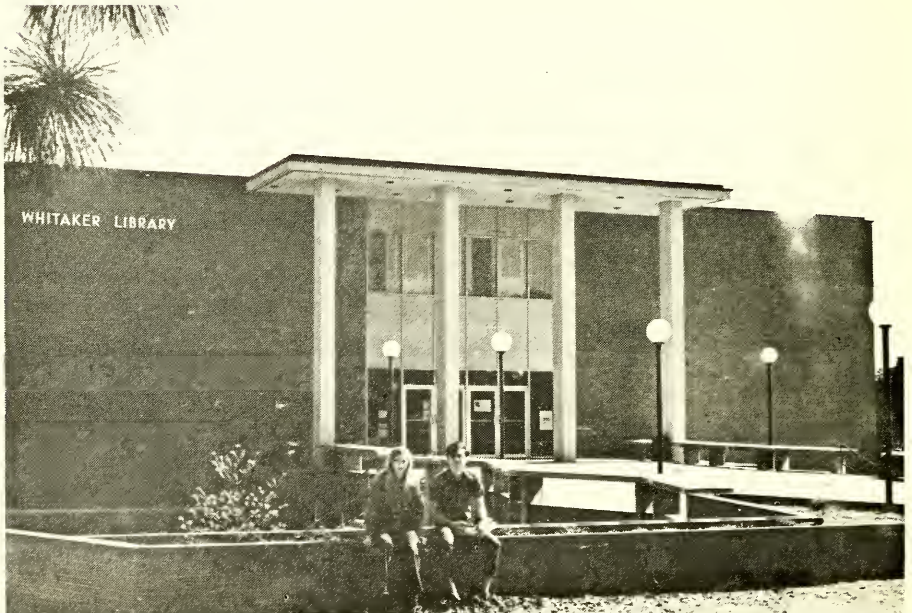
McSWEENEY HALL

work of comprehensive long-range planning and sound fiscal management. Leaders from North Carolina and Virginia give wise council and direction to the college at annual planning conferences.

It is significant that the college has operated in the black in each year of development and has kept cost to its students (tuition and fees) at the minimum level. We make every effort to gain the maximum educational mileage out of every dollar entrusted to us. In addition to brick-and-mortar facilities, Chowan has projected the financial resources needed to keep plant and program operating at top efficiency, to meet the intellectual and physical requirements of its student body, to supply the books and equipment needed to accommodate them, and to support the quality faculty needed to lead them. Therefore, the development of a strong program of annual support (supplementing the annual operating budget) is of primary importance.

DEVELOPMENT PROGRAM ATTAINMENT PROJECTION			
COST	ITEM	GRANTS-LOANS	GIFTS
\$ 850,000.00	Library-Fine Arts (completed)	\$ 600,000.00	\$ 250,000.00
1,160,000.00	Residence Hall (Parker) (completed)	975,000.00	185,000.00
275,000.00	Land Acquisition (completed)	175,000.00	100,000.00
1,500,000.00	Science-Engineering Building (completed)		1,500,000.00
450,000.00	Living Endowment		450,000.00
4,500,000.00	General Endowment		4,500,000.00
1,000,000.00	Gym-Fieldhouse		1,000,000.00
1,000,000.00	Chapel-Auditorium		1,000,000.00
1,150,000.00	Residence Hall	1,000,000.00	150,000.00
350,000.00	Administration Building		350,000.00
<b>\$12,235,000.00</b>		<b>\$2,750,000.00</b>	<b>\$9,485,000.00</b>

A program of Planned Giving has been established through the Endowment Committee of the college to increase the college endowment through gifts by will and trust agreements.



MODERN WHITAKER LIBRARY

# CAMPUS LIFE

## **COLLEGE ORGANIZATIONS**

New students are welcomed into all organizations except those whose members are invited in recognition of their eminence in scholarship, athletics, writing, music, dramatics or special phases of leadership. Announcements concerning organizational activities are posted on bulletin boards, published in the college newspaper, and noted in assembly bulletins.

## **COLLEGE COMMITTEES**

Students are currently serving on the following college committees: Chapel-Assembly, Class Absences, Scholarship, Library, Athletic, Graduation, Housing, Cafeteria, Clothing and Etiquette, Publications, Intramurals, Hospitality, Health, Events, Student Activities, and Faculty-Student Relations. The student members have voting rights and thus share in planning social, operational and academic phases of the College.

## **STUDENT GOVERNMENT**

All students are automatically members of the Student Government Association of Chowan College. The organization offers them opportunities for gaining experience in democratic procedures and for participating in the operation of the college. Through the legislature they voice their points of view and recommendations to the administration. Also, within the limitations of power granted to the association by the President of the College, the organization administers and enforces regulations governing student conduct.

## **RELIGIOUS ACTIVITIES**

A full-time chaplain, whose office is in the Askew Student Union, is a member of the college staff. He seeks to interpret the place of religion in society and in the Chowan College community. He ministers to students by helping them translate their worship into Christian living. All religious activities, including

the weekly chapel-assembly programs, are coordinated by the chaplain.

A varied program of religious activities is offered to challenge the interest of students and to meet their needs. Each semester the Baptist Student Union sponsors a lecture series by Christian laymen and scholars who relate Christianity to some phase of contemporary life. During Evangelism Week and Christian Emphasis Week, students have the opportunity to hold individual and small group conferences with guest speakers.

Opportunities for effective service, spiritual growth, and social fellowship are provided for students through the activities of the B.S.U. and the Ministerial Alliance.

Students are invited by the churches of Murfreesboro and the surrounding area to participate in their worship services. Located within Murfreesboro itself are Baptist, Methodist and Episcopal churches. Other churches located in the immediate vicinity of Murfreesboro are Roman Catholic, Presbyterian, Friends, Latter Day Saints, Free Will Baptist and Church of God.



**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.

**Student Nurse Association of Chowan College.** This organization is open to students of Nursing. Its purpose is to help students understand developments in Nursing as a profession and to help them understand the responsibilities of Registered Nurses in society.

**Circle K International.** The club offers both service and social opportunities to the student. It is affiliated with Kiwanis International and is open to both male and female students with 2.0 grade point averages.

**Chowan College Sociology Association.** This organization promotes interest in community service projects. Field trips and guest speakers are sponsored for the purpose of exposing members to information on the development, structure and function of human groups conceived as processes of interaction or as organized patterns of collective behavior.

**Spanish Club.** Composed of students who have satisfactorily completed two years of high school Spanish or two semesters of college Spanish, the club meets once a month. The purpose of the club is to encourage the use of the oral language and to learn more about the culture and customs of the Spanish-speaking countries.

**Women's Recreation Association (WRA).** See athletics.

**Chowan Motor Sports Club.** This club meets twice monthly with prepared programs on driving techniques, rallying, auto-crossing, hazards and legal restrictions. Sports car events are organized and sponsored by this organization.

**Chowan College Surfing Association.** Open meetings are held with prepared lectures on such subjects as the history of surfing, beginning techniques, safety in surfing, dangerous marine animals, local surfing areas, legal restrictions and hazards. The club sponsors surfing movies for the enjoyment of all citizens of the college community.

**Chowan Science Club.** This is a campus organization which is affiliated with the North Carolina Collegiate Academy of Science. Its purpose is to stimulate interest in the sciences by introducing the lesser known fields through informative programs and projects.

**Chowan Aviation and Parachute Association.** Members of this organization use the facilities of the Halifax County Airport in Roanoke Rapids. The purpose of the organization is to promote interest and advancement among Chowan students in aviation and parachuting.



**Chowan College Scuba Diving Club.** This club brings together students with a common interest in scuba diving. Demonstrations are held in the college pool. Occasional field trips are taken to different areas of Tidewater Virginia.

**Chowan College Soccer Club.** This organization promotes the game of soccer, friendship and sportsmanship on the Chowan campus. Members of the club participate in matches with schools or private clubs in North Carolina and Virginia. Soccer at Chowan is recognized as a club activity and not considered a varsity team sport for intercollegiate competition.

## **ATHLETICS**

### **INTERCOLLEGIATE ATHLETICS**

The intercollegiate sports program for men consists of basketball, baseball, cross country, golf, football, tennis, wrestling, and track. For women the intercollegiate program includes volleyball, basketball, and tennis. Every intercollegiate activity is under the personal supervision of qualified coaches.

The Director of Athletics has general supervision of intercollegiate athletic activities. Chowan College is a member of the National Junior College Athletics Association, the Cavalier-TarHeel Junior College Athletic Conference and the Coastal Football Conference and is governed in matters of eligibility by the constitution and bylaws of these organizations.

### **INTRAMURAL SPORTS**

Recognizing the importance of physical education in maintaining good health, Chowan makes available to every student an extensive program of intramural athletics. This program, conducted under the supervision of the Athletic Department and Student Personnel, includes flag football, volleyball, basketball, softball, tennis, horseshoes, ping pong, golf, basketball foul shooting, track, badminton and wrestling.

### **WOMEN'S RECREATION ASSOCIATION**

A varied program of athletic and recreational activities for women is provided by the Women's Recreation Association under the supervision of the Department of Athletics. Intramural competition is held in volleyball, basketball, softball, tennis, badminton, and horseshoes. Recreational clubs such as Choreography, Knitting, and Varsity Pep Squads for Cheerleaders, Majorettes, and Drill Team (Bravettes) are also sponsored by WRA. The Spring Festival Pageant and Spring Festival are planned, organized and sponsored annually by this organization.

### **FELLOWSHIP OF CHRISTIAN ATHLETES**

A chapter of Fellowship of Christian Athletes is sponsored



by faculty members and coaches in the Department of Athletics. Members of this group meet weekly for breakfast in the President's Room of Thomas Cafeteria.

### DRAMA

For students interested in theatrical activities, Chowan Players offers opportunities for helping to produce plays for the student body, Roanoke-Chowan communities, and for high schools. Plays ranging from classic to modern are selected. For instance, **South Pacific, Our Town, Pygmalion, Diary of Ann Frank, Showboat, Summer and Smoke, A Thurber Carnival, J. B., Kiss Me Kate, and You're a Good Man, Charlie Brown** have been produced in the past few years.

**High School Tours.** A variety of one-act plays are produced each year for high school audiences. Workshop sessions are offered to interested students in each school.

**One-Act Plays.** Four one-act plays will be presented in the small thrust theatre. Plays for the 1973-74 session were selected from contemporary playwrights.

### 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.

The **Chowan Drum and Bugle Corps** is open to all students with the permission of the director.

Membership in the **Chowan Touring Choir** is selected by audition from the College Choir. The Touring Choir takes an extended off-campus tour in the Spring of the year as well as making several off-campus and television appearances throughout the year.



Membership in the **College-Community Chorus** is open to all students and persons from the surrounding communities. This organization presents two concerts, one in the fall and one in the spring, each accompanied by orchestra.

Membership in the **College Band** is open to all students who are interested in playing band music.

The **Chowan College Orchestra** is open to all students, faculty and community persons with the permission of the director.

Other **Ensembles** are organized from time to time as the demand exists.

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

### HONOR SOCIETIES

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

**Phi Beta Lambda** is an organization which is affiliated with both state and national organizations, open to all students who are enrolled in the Department of Business and maintain a "C" average. It provides a means for social contacts within the department. Programs are designed to prepare students for useful citizenship and to promote those qualities that will insure effective participation in business, professional, and community life.

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

**Delta Psi Omega** is an honorary dramatic fraternity for those students who do a high standard of work in dramatics. It also provides a wider fellowship in the college theatre throughout the United States and Canada.

### CULTURAL ACTIVITIES

Through the combined facilities of the college and the community, students have the opportunity to attend numerous programs—lectures, plays, concerts, recitals, motion pictures, and art exhibits—designed to enrich their educational experiences.

The **Chowan Student Government Association**, through the help of the Student Activities Committee sponsors an entertainment series which brings popular groups to the campus.

### PROGRAM OF VISITING SCHOLARS

The visiting scholars program is sponsored by the various academic departments. This program brings outstanding scholars

to the campus. They lecture at student convocations, lead seminars, visit classes, and meet informally with students and faculty. The Visiting Scholars Program serves as a supplement to existing curricular offerings since the distinguished scholars come from different parts of the country and from a wide range of academic disciplines.

### SOCIAL LIFE

Many occasions for individual and group expression are offered by College-sponsored student organizations. Included are motion pictures, a comprehensive intramural program, weekend tours, and a variety of residence hall and club events. The Student Government Association is actively engaged in sponsoring a broad range of social and entertainment events.

### COLLEGE PUBLICATIONS

All Chowan College publications, brochures and booklets, are produced by students under the instruction and supervision of faculty members in the Department of Graphic Arts.



**The Chowanian:** This is a pictorial periodical disseminating information about Chowan College to alumni, high schools in North Carolina and Virginia, and friends of the college.

**The Chowanoka:** This is the yearbook, edited by a staff of students with the guidance of a committee of faculty advisors. Student staff members are responsible for the layout and design of this publication.

**Smoke Signals:** This is a bi-monthly newspaper edited by students under the supervision of a faculty advisor. It carries news and pictures of student activities.

**The Student Handbook:** This publication contains information about social rules and regulations for Chowan College students. It is distributed and studied during orientation programs.

All student publications must be approved by the administration before they can be printed and circulated.

### CHOWAN COLLEGE SPEAKERS BUREAU

Students, faculty, and staff members are available as speakers through the Office of College Relations. Citizens of the Chowan College Community serve as guest speakers at conventions, banquets, civic clubs, commencements, PTA meetings, social affairs, and church activities. The Speakers Bureau serves as a link between the college and the communities of Chowan College students and friends.

### STUDENT SERVICES

#### COUNSELING

Chowan College maintains an active counseling relationship with each of its students through an advisory system. Each student is assigned to a faculty advisor, who is available for academic and personal counseling. Advisor-advisee meetings



are held twice each semester, and students are expected to confer individually with their advisors at least once each semester.

Counseling in non-academic matters is provided by the Dean of Students, Associate Dean of Students for Women, Associate Dean of Students for Men, the Chaplain, and the Counselor who is housed in the College Counseling Center.

Professional counseling services are oriented to early identification of the assistance with academic, vocational, and personal problems. Testing facilities of a vocational and diagnostic nature are available.

Because Chowan College is a two-year institution with ninety per-cent of the enrollment participating in transfer programs, professional counseling is available to students transferring to senior colleges and universities. A college day program with representatives from senior institutions in North Carolina, Virginia, and neighboring states is held annually on the Chowan College campus for the benefit of transferring students.

### **TRANSFER TO SENIOR INSTITUTIONS**

Chowan College graduates—over 85 per cent—transfer to a wide variety of senior institutions. Representative of the senior colleges and universities to which Chowan's graduates are attracted are Appalachian State University, Arkansas State University, Atlantic Christian College, Averett College, Baylor University, Belmont-Abbey College, Campbell College, Carnegie Institute of Technology, Carson-Newman College, Catawba College, Clemson University, College of William and Mary, Columbia College, Davidson College, Duke University, East Carolina University, East Tennessee State University, Elon College, Emory and Henry College, Florida Southern College, Florida State University, Furman University, Gardner-Webb College, George Washington University, Georgia Institute of Technology, Greensboro College, Guilford College, Hampden-Sydney College, High Point College, Hollins College, Jacksonville State University, Longwood College, Lynchburg College, Mars Hill College, Marshall University, Mary Washington College, Memphis State University, Meredith College, Methodist College, North Carolina State University, North Carolina Wesleyan College, North Texas State College, Old Dominion University, Patterson State College, Pembroke State University, Pfeiffer College, Queens College, Radford College, Randolph-Macon College, Rochester Institute of Technology, Salem College, Saint Andrews Presbyterian College, Salisbury State College, Sam Houston State University, South Dakota State University, Southern College of Optometry, Stratford College, Temple University, Texas Technical University, University of Connecticut, University of Delaware, University of Florida, University of Georgia, University of Hawaii, University of Kentucky, University of Maryland, University of Miami, Universities of North Carolina at Asheville, at Chapel Hill, at Charlotte, at Greensboro, and at Wilmington, University of Pennsylvania, University of Richmond, University

of South Carolina, University of Southern Mississippi, University of Tennessee, University of Virginia, University of West Virginia, Virginia Commonwealth University, Virginia Polytechnic Institute, Virginia Wesleyan College, Wake Forest University, Westchester State College, Western Carolina University, West Virginia State University. This is, of course, only a partial listing. The individual's curriculum, preference and grade-point average will determine, in most cases, the senior institution to which a Chowan graduate will transfer. Last year's graduates transferred to 56 different colleges and universities.

### **HEALTH SERVICES**

Each incoming student is required to forward to the Director of Admissions a physical examination and health report. This report is made available to the college nurse, who maintains a health record on every student.

Nurses are on twenty-four hour duty in Penny Infirmary. A Registered Nurse is on duty from 7:30 a.m. to 4:00 p.m. daily, Monday through Friday. A Licensed Practical Nurse is on duty at night, Monday through Friday, and on call during weekends.

Beds in Penny Infirmary are used primarily for acutely ill students who respond rapidly to rest and conservative treatment. If the student's condition worsens or response to treatment is slow, arrangements are made for treatment and laboratory studies according to instructions from parents.

Hospital accommodations are available in Ahoskie, North Carolina, a twenty-minute drive from the college. The services of local physicians are used by Chowan students. Such services and any prescriptions are the financial responsibility of the student.

Dormitory students who find it necessary to miss classes because of illness should consult the nurse before the time the class meets in order to obtain an official excuse. Day students who miss classes must bring a note from home or a physician in case of a prolonged illness.

### **HOSPITAL AND ACCIDENT INSURANCE**

Chowan College carries Hospital and Accident Insurance on all students. After the insurance is in force, it applies at all times, on and off the campus. The individual student is responsible for seeing that his claim is filed.

### **STUDENT CENTER**

For the convenience of all Chowan College students, there is provided in the Student Center, located on the ground floor of Thomas Cafeteria, a book store, the post office, and a recreation room containing a snack bar operated by the cafeteria management.

### **STUDENT MAIL AND MESSAGES**

Every student, whether boarding or day, is assigned a post office box and receives mail and intra-college messages through the College Post Office.

## LAUNDRY

Arrangements have been made with a local linen supplier to furnish a dormitory student two sheets, one pillow case, and three bath towels each week. These linens are distributed weekly to individual lockers in the dormitories. Further information and a reservation card will be mailed to students prior to the opening of the fall term. There is a fee for this service and students participate on a voluntary basis.

## THOMAS CAFETERIA

Thomas Cafeteria seats 750 persons. All resident students and students staying in approved homes are required to take their meals in Thomas Cafeteria.

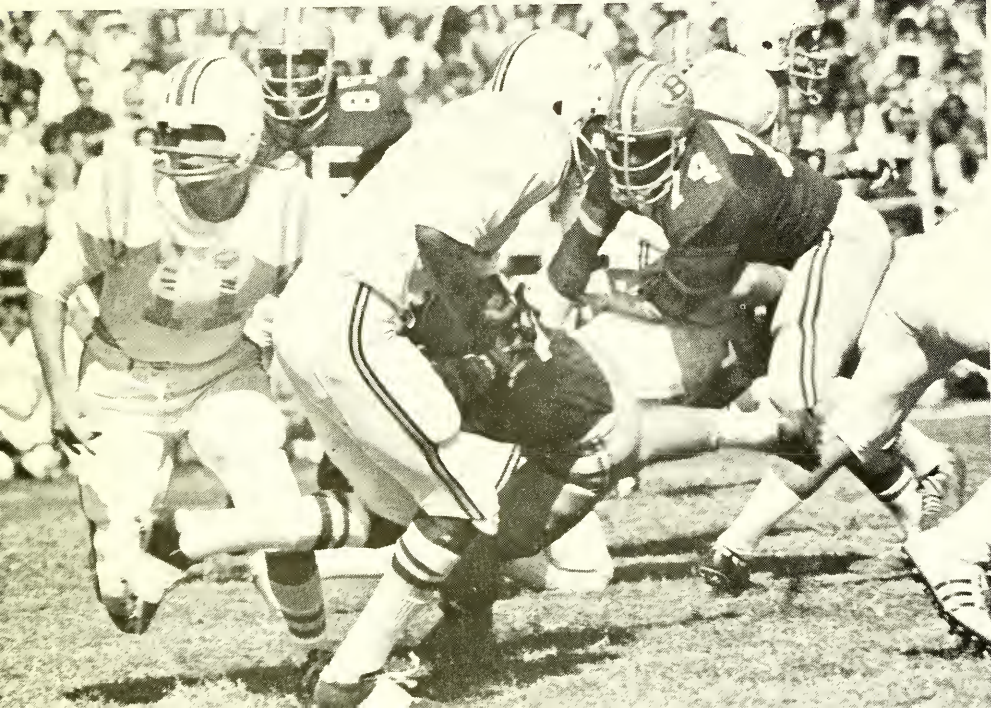
Students and faculty serve on the **Cafeteria Committee**, which meets monthly with the Food Service Director to discuss all matters dealing with food service.

## WHITAKER LIBRARY

Whitaker Library, dedicated in 1968, is a handsome, efficient, modern building designed to be the center of the educational process. It provides seating space for more than 400 students, including space at 176 individual study tables. Here also is the Antiquities Room, which serves as a despository for old and rare books.

The book collection numbers approximately 45,000 volumes and is growing at the rate of 3,000 volumes yearly. Periodicals, microfilm, and books are selected by the teaching faculty and are readily accessible on open shelves.

Action on the Chowan Gridiron



Whitaker Library is open 76 hours per week and is well staffed to provide complete services to students.

### **CAMPUS VISITS AND ORIENTATION**

An admissions interview by applicants is not normally required by the Committee on Admissions, but it strongly recommends that candidates visit the College if possible. With sufficient notice, the Admissions Office will make arrangements for overnight accommodations and meals on campus for visiting applicants.

Prior to enrollment all new students will receive a letter informing them when to arrive on the campus for an orientation program. Orientation affords new students the opportunity to become acquainted with rules and regulations, the aims and objectives of the college, its traditions and customs, the curriculum, extracurricular activities, student leaders, and faculty and staff members.

### **DISCIPLINE**

Ultimately, college discipline is in the hands of the Student Government Association, the Faculty Judiciary, Student Personnel Deans and the President, who administer policies adopted by the Board of Trustees. The purpose of discipline is to maintain order in the institution and to develop good character in its students. At Chowan discipline is guidance oriented. Fortunately, other means are seldom needed to secure good conduct, but when necessary, they are used in the form of probation, suspension, or expulsion.

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.

### **CAMPUS GUIDELINES**

Among the guidelines of the college are:

1. The College will not tolerate student disorders. Any student found guilty of violating the Chowan College Policy on Student Disorders, a policy explained during orientation programs, will be subject to suspension or expulsion, depending upon the nature of the violation.

2. The College is opposed to the use of alcohol beverages by students. Drinking or the possession of intoxicating beverages on the campus is not permitted.

3. Gambling, lying, cheating, stealing, and using profanity are forms of unacceptable behavior, and may be cause for suspension.

4. Any student who without medical prescription, possesses, transports, or engages in the illegal sale or use of amphetamines,



barbiturates, hallucinogenic narcotics, and marijuana will be subject to dismissal from the college.

5. The possession of firearms and pyrotechnics, whether in the dormitory or at any other place on the campus, is prohibited both by College policy and state law.

### **IDENTIFICATION CARDS**

Until permanent ID cards are issued, the Bursar's receipt serves as a temporary means of identification. Once ID cards have been received, students are responsible for having them in their possession at all times, on and off campus.

Since students are required to present ID cards when eating in Thomas Cafeteria and cashing checks in Murfreesboro, caution should be taken in caring for the card.

Any Chowan student must produce his identification card when called upon to do so by any authorized official of the college, or any authorized civil official.

Lost ID cards can be replaced for \$3.00.

Lending an ID card or using another student's ID card is forbidden and is considered an act of falsification.

### **LIVING ACCOMMODATIONS**

All students who do not live in Murfreesboro or near Murfreesboro with their parents must live on campus unless given permission in writing to seek rooming accommodations in conveniently located private homes which have been approved by the Director of Housing.

Room assignments are made in the office of the Director of Housing on a non-discriminatory basis as regards to race, color, or creed. No one is permitted to change rooms without written permission from the Director of Housing. A fee of \$5.00 is charged for an authorized room change. Students making unauthorized changes are subject to penalties. No furnishings may be taken from a room in any residence hall without permission of the Head Resident.

No student is allowed to keep pets in residence halls.

Students are required to keep their rooms clean and in order. The occupants are held responsible for any damage to their rooms, both furnishings and to the buildings. The cost of damage to the building outside the occupants' room may be charged on a pro rata basis to the residents of the building.

The misuse of a radio, television, record player, or tape recorder may necessitate confiscation.

Residence Halls are to provide the wholesome influence of a well-ordered Christian home and should afford conditions favorable to study and group living.

### **MOTOR VEHICLE REGULATIONS**

The college encourages students not to bring motor vehicles to the campus. In the event, however, a student feels that a car is needed, he will be permitted to bring one providing it is pro-

perly registered through the Office of the Security Officer and the Business Manager of the College. The request to register motor vehicles will be initiated through the Office of the Security Officer. Registration decals will be given to the student when he pays his motor vehicle registration fee in the Office of the Business Manager and must be displayed as designated by existing policy. At such time the student will be assigned a specific parking lot and a student will be permitted to park only in the lot to which he is assigned. Improper parking will result in parking violation tickets and may result in the forfeiture on one's rights to have a car on campus. Towing is also enforced.

Motor vehicle registration fees are as follows: (1) \$15 for nine months (two semesters in the same academic year), or (2) \$10 per semester. In summer school the registration fee will be \$5 per each term of the summer session. These fees are non-refundable under any circumstances.



Students on preliminary suspension, social campus, or disciplinary probation may have a car only with the permission of the Dean of Students. The Dean of Students may revoke the automobile privileges of any student when there is due cause.

While the college will, through its normal security measures, attempt to patrol parking areas, the college assumes no liability for personal property of others; moreover, the college has no insurance to cover losses the owner may experience.

A student is expected to observe the car regulations given him at the time of registration. If a student is given a campus traffic ticket, he is expected to pay the amount of the fine in the Business Office of the College. Unpaid fines will become a part of the individual's College account.

### **BICYCLE REGISTRATION**

The college encourages students to bring bicycles to the campus. Bicycles are registered with the college through the Office of the Security Officer and the Business Manager of the College. Registration decals are given students when they pay the bicycle registration fee in the Office of the Business Manager.

Registered bicycles are:

1. More easily found in case of theft.
2. Stored, upon request of the owner, by the Superintendent of Buildings and Grounds during vacations and between semesters.
3. Provided spaces in bicycle racks.

Bicycles are not to be parked in residence hall rooms, halls, or stairwells.

Bicycle registration fees are as follows: (1) \$3 for nine months (two semesters in the same academic year), or \$2 per semester. For summer school the registration fee is \$1 per each term of the summer session. These funds are non-refundable under any circumstances.



# FINANCIAL INFORMATION

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

As a private, church-related college, Chowan is compelled to seek financial support from its college family, alumni, parents, friends, businesses and corporations and foundations to provide special funds needed for projects over and above those which tuition and endowment sources can support. These gifts have permitted Chowan College to keep its tuition and fees at a minimum level while elevating its educational program toward a position of esteem among independent liberal arts institutions. Every effort is made at Chowan College to keep student fees and tuition at the lowest possible level, realizing that actual instructional and service costs exceed the stated charges. We encourage parents and others who are able and willing to make gifts through the Chowan Parents Association to assist in keeping costs and fees to the student at a level and strengthen the educational program of the college. Such gifts should be made payable to the Chowan College Parents Association and mailed to Chowan College, Murfreesboro, North Carolina 27855, and are fully tax deductible.

## *Classification of Students*

Chowan College has two classifications of students: **Boarding** and **Commuting**. A **Commuting Student** is considered to be one (1) who is obviously a resident of Murfreesboro, (2) whose permanent residence is in such proximity to Murfreesboro that he drives to and from the college each day, or (3) who 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. Board and room fees do not include holiday periods.

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).

### FINANCIAL INFORMATION FOR YEAR 1975-76

All students applying for admission should send \$10.00 with the completed application to the Director of Admissions. This is an application-processing fee and is non-refundable nor is it included in the charges listed below:

#### Tuition and Fees—Boarding Student

	Per Semester	Per Year
Registration Fee . . . . .	\$ 10.00	\$ 20.00
Tuition . . . . .	412.50	825.00
General Fees . . . . .	140.00	280.00
Student Activity Fee . . . . .	55.00	110.00
Student Health Fee . . . . .	30.00	60.00
Board . . . . .	250.00	500.00
Room . . . . .	200.00	400.00
Total . . . . .	\$1,097.50	\$2,195.00

**ADD OUT-OF-STATE FEE \$150.00 PER YEAR**

#### COMMUTING:

**Tuition and Fees \$507.50 per semester — \$1,015.00 per year**

**ADD OUT-OF-STATE FEE \$150.00 PER YEAR**

Any student who desires to take more than 18 semester hours must have special permission from the Dean of the College and there will be an additional charge of \$30 per semester hour over 18 hours.

## **SCHEDULE OF PAYMENT**

Tuition, fees and other costs for the full semester are payable at the time of registration except for students who have definite commitments of financial aid from the Student Aid Office of the College. Even in these cases, the difference between the total cost of the semester and the financial aid commitment is due at the time of registration. THE REFUND POLICY PRESUPPOSES THAT ALL FEES HAVE BEEN PAID PRIOR TO CLASS REGISTRATION.

### **ADVANCE PAYMENT**

In addition to the \$10 application fee, (1) All students must make an advance payment of \$50.00 by April 1. If accepted after April 1, payment must be made immediately upon acceptance. The payment will be applied to the student's account at the college. It is refundable IN FULL only in the case of serious illness or death in the student's immediate family. (2) All returning students must make a \$50.00 advance payment by April 1. It is subject to refund due to academic deficiencies or as above. (3) In the event that a student is eligible for a refund of his advance payment he must make WRITTEN APPLICATION BY THE DATE FOR CLASS REGISTRATION FOR THE SEMESTER TO WHICH THE PAYMENT APPLIES.

### **DEFERRED PAYMENT FEE**

Although it is the policy of the College, as authorized by its Board of Trustees, to collect all tuition and fee payments before a term begins, it is recognized that upon occasion some parents and students may experience unexpected problems in complying with this policy. Therefore, when satisfactory terms are requested and arranged with the Business Office for a delayed payment, there will be administered a DEFERRED PAYMENT FEE of \$10.00 for the first 30 days and \$5.00 for each succeeding 30 day period not to exceed \$20.00 for a given semester. This fee is not to be considered an interest charge, but instead covers the cost of administering a student's account on an individual basis.

### **BUDGET PAYMENT PLAN**

College policy, as authorized by the Board of Trustees, requires payment of all fees prior to class registration unless satisfactory arrangements for the payment of fees is made well in advance of a term with the College Business Office. One method suggested for your consideration is the 10 month Budget Plan which provides that parents may enter into agreement with the college to pay any amount up to the full cost of tuition and fees in ten equal installments. Every monthly payment must be made by the fifth day of the month commencing June 1 or the agreement may be cancelled. There are no interest charges, and the agreement is not to be considered a loan. A LATE MONTHLY PAYMENT MAY RESULT IN A DEFERRED PAYMENT FEE CHARGE (see paragraph above).

**GENERAL INFORMATION**

General fees include all laboratory fees (except Graphic Arts, Photography, Art, Dance and Music) in the Departments of Science or Business, Physical Education and other charges related to the curricula of the college.

The Student Activities Fee is charged each student to provide a variety of extra-curricular activities throughout the year. The Student Activities Committee, made up of students, faculty and staff, is charged with the responsibility of promoting and administering these various events. The fee is distributed to and includes student publications, religious activities, drama, athletics and intramurals, music and special student events.

(1) The expenses listed do not include books, which will cost approximately \$100.00 per year, laundry, doctor's fees or medical emergencies, except those covered by the Student Health Insurance.

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

(3) To qualify as a North Carolina Resident and thereby be exempt from the OUT OF STATE FEE, it is necessary that the applicant and-or his parents 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.

(5) The Student Health Fee includes health insurance and services rendered by the College Infirmary.

(6) All rooms in the residence halls are double rooms; when space is available and requested, a student may live alone in a double room subject to the payment of an additional charge equal to 50 percent of the regular semester room rate as stated in the current catalog.



**SPECIAL FEES (Per Semester)**

**GRAPHIC ARTS**

Laboratory Fees . . . . .	\$50.00
Photography Fee . . . . .	\$25.00

**MUSIC**

Music Majors' Fees . . . . .	\$75.00
(Includes lessons in major and minor instruments and use of practice room at no additional charge.)	
Private Instruction for college students . . . . .	\$40.00



(Includes lessons in voice or instruments and use of practice room at no additional charge.)

Special Music Students (non-college students)

\$20.00 per month for 2 lessons per week

\$15.00 per month for 1 lesson per week

### ART

Students who are enrolled in studio courses will pay the following special fees: 1 course, \$20.00 per semester; 2 courses, \$40.00 per semester; more than 2 courses, \$50.00 per semester.

### SPECIAL STUDENTS

Special students are normally those who live within commuting distance of the college and take less than 12 semester hours. No special student may register as a boarding student except with special permission of the Dean of the College and the Dean of Students. In the event that such a student is permitted to live in a dormitory, he will pay full fees as described in the catalog for boarding students. No special student may represent the college in any manner, except with special permission of the Dean of the College. Regular fee is \$30.00 per semester hour.

#### AUDITING—\$15.00 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.

#### 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 absentia fee must be paid to the business office before grades will be released, diploma issued, or transcript forwarded.

### FINANCIAL ASSISTANCE

To receive the full amount of a scholarship or special grant, the recipient must be a boarding student. Commuting students are eligible to receive only half the amount of a scholarship or special grant. Moreover, a student may be eligible for only one scholarship unless otherwise indicated. This policy is applicable to the academic year only; scholarships and grants-in-aid are not available for summer sessions, nor do they apply to a student enrolled for less than twelve semester hours.

**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 Student Financial Aid.**

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 3.0 for the scholarship to remain in effect.
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 3.0 for the scholarship to remain in effect.
3. Ten Scholarships, of \$300.00 each; awarded on the basis of \$75.00 a semester. The holder must have a 3.0 scholastic average at the end of the freshman year for the scholarship to remain in effect.

**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 competitive 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. These scholarships are applicable to the first year's expenses only.

**JUSTICE MEMORIAL SCHOLARSHIP \$200.00.** An endowed scholarship provided by Mrs. J. M. Justice, Boone, N.C., in memory of her husband and his mother, Mrs. Susie Latimer Mitchell Justice. The award is based on need and motivation and is a one year scholarship designated by the scholarship committee.

**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 for four (4) semesters. This amount will be applied to tuition cost and no more than four students may be considered. Two scholarships may be awarded each year.

**JOSEPH LEE PARKER SCHOLARSHIP FOR PHYSICAL FITNESS \$175.00.** (An endowed scholarship). Donors: Mr. and Mrs. Lee Parker, Raleigh, N.C. Conditions: Recipient is that male student selected as most improved in physical fitness at Chowan College. Scholarship grant is for the second year of study at Chowan College.

**TWO SCHOLARSHIPS OF \$500.00 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 Homes. The recipient may be eligible to receive this award for the second year of study at Chowan College.

**TWO DON G. MATTHEWS, SR., COMPETITIVE SCHOLARSHIPS OF \$500.00 EACH.** Donor: Don G. Matthews, Jr., Hamilton, N.C. Condition: Character and financial need. Recipients are selected by Chowan College on the basis of competitive examinations. The recipient may be eligible to receive this award for the second year of study at Chowan College.

**WILLIAM CARR ROBERTS MEMORIAL SCHOLARSHIP OF \$1,000.00.** Donor: His wife, Mrs. Lessie Hill Roberts. A scholarship of \$1,000.00 is awarded by the Scholarship Committee, based primarily on need and motivation. Preference is given to graduates of the Baptist Children's Homes of North Carolina, Inc.

**A SCHOLARSHIP OF \$500.00** Donor: Chowan College. Conditions: Highest scholastic average by a Chowan College Freshman who is a returning student.

**F. O. MIXON MEMORIAL SCHOLARSHIP OF \$200.00.** (An endowed scholarship.) Donor: Friends of the late Dr. Mixon, a former president of Chowan College. A one year award.

**MYRA VANN HOLLAND MEMORIAL SCHOLARSHIP OF \$300.00.** An endowed scholarship provided in the will of Mrs. Myra Vann Holland (Edenton). Conditions: To assist worthy, ambitious and outstanding young men and women, residing in Chowan County, N.C., in furthering their education at Chowan College. The scholarship may be divided for the purpose of award to two qualified students.

**DAVID L. BOONE MEMORIAL SCHOLARSHIP OF \$100.00.** (An endowed scholarship.) Donor: His mother, Mrs. Francis B. Boone, Beaufort, N.C. A one-year award.

**MRS. JENNIE H. SMITH SCHOLARSHIP.** (Income from an endowment fund established by the late Mrs. Smith of Pitt County.) Conditions: Recipient must be from the Baptist Children's Homes. Application should be submitted to the Director of Student Aid. Recipient may apply for a second year award.

**TWO SCHOLARSHIPS OF \$100.00 EACH.** Donor: Baptist Woman's Missionary Union of Bertie County. Conditions: Recipient must be from Bertie County, and is selected by the donor. Recipient may apply for a second year award. Apply directly to the W.M.U. of Bertie County, Windsor, N.C.

**BETTY SPIVEY PRITCHARD SCHOLARSHIP OF \$100.00.** An endowed scholarship from the Estate of her daughter, Elizabeth P. (Mrs. O. P.) Snipes of Lewiston. To help worthy young women in securing an education.

**MARY PEARCE MUSIC SCHOLARSHIP OF \$100** (An endowed scholarship.) Donor: Mrs. W. S. Penny, Raleigh, N.C. Conditions: Recipient is that student selected as the outstanding freshman musician at Chowan College.

**THE REVELLE SCHOLARS.** (A \$300.00 endowed scholarship.) Donor: Mr. and Mrs. J. Guy Revelle, Sr. Conditions: Recipient chosen on basis of merit and need. Preference given to students from Northampton and Hertford Counties, North Carolina. A one year award.

**WILMA L. McCURDY MEMORIAL FUND.** Annual scholarship of \$750.00 to worthy students who desire to attend Chowan College. This trust fund is administered by the First National Bank of Albermarle, N.C. The Trustees have sole discretionary power to designate the recipients.

**ROSS A. CADLE MEMORIAL SCHOLARSHIP OF \$100.000.** An endowed scholarship funded by the family and friends of the late Mr. Cadle, Director of Admissions at Chowan College from 1954-1966. Awarded by the Scholarship Committee of the college to a deserving student who is making satisfactory academic progress.

**JOHNSON SCHOLARSHIP.** (A \$300.00 endowed scholarship.) Donors: Mr. Henry S. Johnson, Jr., and Mr. Mike H. Johnson of Hamilton, N.C. Recipient chosen on basis of scholastic ability, character and financial need, and must be a student majoring in the area of business. Preference will be given to a student from the Hamilton area of N.C. A one year award, but may be continued for a second year on recommendation of the Scholarship Committee of the College.

**BRYAN SCHOLARSHIP TRUST,** an endowed scholarship honoring the memory of James E. and Mary Z. Bryan. The award is made by the Scholarship Committee of the College to either young men or women who are bona fide residents of North Carolina, and who are worthy and need financial assistance to obtain or complete their education. The scholarship may be renewed for a second year of study at Chowan College.

**ALPHA PI EPSILON SCHOLARSHIP AWARD.** (\$50.00) Donor: Alpha Pi Chapter, Alpha Pi Epsilon, National Honor Society at Chowan College. A scholarship award given to a two-year Secretarial Administration or Business Education student who has the highest academic average at the end of two years of study at the college.

**JOSEPH FRANKLIN ELLIS, III, MEMORIAL SCHOLARSHIP OF \$500.00.** An annual scholarship to a sophomore student in Graphic Arts; awarded on the basis of scholarship and financial need. The recipient is selected by the College Scholarship Committee upon the recommendation of the Chairman of the Department of Graphic Arts. The funds are provided by The Clarksdale Press Register, Mr. Joseph F. Ellis, Jr., editor and publisher.

**JOHN NEWTON OGLETREE SCHOLARSHIP OF \$100.00.** An endowed scholarship to a sophomore student in Graphic Arts; awarded on the basis of motivation, vocational skills and need. The recipient is selected by the College Scholarship Committee, and the funds are provided by Mr. and Mrs. Charles F. Ogletree of Roanoke Rapids.

## SCHOLARSHIPS IN THE FINE ARTS

**KEYBOARD.** Two freshmen scholarships in the amount of \$250.00 each. Renewable for a second year on approval of the Scholarship Committee. Award based primarily on talent, with audition required. Recipients recommended to Scholarship Committee by the faculty of the Department of Fine Arts.

**VOICE.** Two freshmen scholarships in the amount of \$250.00 each. Renewable for a second year on approval of Scholarship Committee. Award based primarily on talent, with audition required. Recipients recommended to Scholarship Committee by the faculty of the Department of Fine Arts.

**BAND-ORCHESTRA.** Two freshmen scholarships in the amount of \$250.00 each. Renewable for a second year on approval of the Scholarship Committee. Award based primarily on talent, with audition required. Recipients recommended to the Scholarship Committee by the faculty of the Department of Fine Arts.

**ART.** One freshman scholarship in the amount of \$250.00. Renewable for a second year on approval of the Scholarship Committee. Award based primarily on talent. Applicants should furnish art faculty with samples of work for viewing and evaluation. Recipients recommended to Scholarship Committee by the faculty of the Department of Fine Arts.

**DRAMA.** A one year award in the amount of \$250.00 Applicants should have had experience in high school dramatics. The Director of Dramatics will make recommendations to the Scholarship Committee.

In addition to these scholarships, the college also makes available two grants-in-aid in the amount of \$75.00 per semester, one of which will be awarded to the college choir accompanist and the other to a student music librarian. Recipients are recommended to the Scholarship Committee by the faculty of the Department of Fine Arts.

**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.

\$100.00 Cash Award by the N.C. Press Association Mechanical Conference. Conditions: Graphic Arts Freshman for Outstanding ability.

A \$600.00 grant-in-aid is made to the editor of the college yearbook (the Chowanoka); a \$400.00 grant-in-aid goes to the associate editor. A \$600.00 grant-in-aid is made to the editor of the college newspaper (the Smoke Signals); a \$400.00 grant-in-aid goes to the associate editor. Details and information may be obtained from the Chairman, Department of Graphic Arts.

Supplemental Educational Opportunity Grants (Range from \$200.00 to \$1,500.00 per year.) The primary consideration for this award is FINANCIAL NEED. The College must match these grants in the form of loan, scholarships, work opportunities or other grants-in-aids.

Ministerial students related to the Southern Baptist Convention and who are certified by their local churches, receive \$325.00 per semester for four (4) semesters, if they maintain requirements for continued residence and carry a normal college load. Recipients are required to sign notes which 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. (Commuting students receive \$162.50 per semester for four (4) semesters.)

Children and wives of ordained ministers related to the South-

ern Baptist Convention receive \$162.50 per semester for a maximum of four semesters, 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.

Graduates of the Baptist Children's Homes of North Carolina receive grants-in-aid of \$162.50 per semester for four semesters if requirements for continued residence are maintained and they carry a normal college academic load.

An unmarried son or daughter, the wife or husband of a member of the Chowan College faculty or administrative staff pays \$25.00 per semester tuition and fees, subject to the completion of a parents' confidential statement. Medical insurance coverage and extra fees such as music, art, and Graphic Arts are not included. The same policy will apply to secretarial staff and employees classified as supervisory personnel who have completed three years of continuous service with the College. All employees who meet admissions requirements may audit or take for credit any course offering that does not conflict with their work schedules.

### STUDENT EMPLOYMENT

Employment opportunities are available at the College. These work grants are made available on the basis of financial need and on the basis of the student's willingness and ability to perform the work assigned. The College participates in the Work Study Program of the Economic Opportunity Act, and PACE, Inc. (Plan Assuring College Education in North Carolina.)

Applications for Employment may be obtained from the Director of Student Aid.

### LOAN FUNDS

**Educational Loans for Medical and Related Studies** are available from the N.C. Medical Care Commission, Raleigh, N.C. Conditions: Must be a resident of N.C. Loans are available in the following specialties: Dental Hygiene, Dentistry, Medicine, Nursing and other related studies. Nurses pursuing the Associate Degree may borrow \$1,000.00 for the second year. Applications and information may be obtained from the Medical Care Commission.

**National Direct Student Loan.** Qualified students may borrow an aggregate of \$2500.00 during the first two years. The loans do not have to be repaid until the student terminates his education. Applications for the loan should be completed at the earliest possible date, but no later than thirty days before a term begins. These notes begin to earn interest (3 percent) nine months from the date borrower terminates his college education.

**The Mamie A. Crawley Memorial Trust Fund** is available on a loan basis to any North Carolina Baptist student entering the Christian ministry. The fund is administered by the People's Bank and Trust Company of Rocky Mount, North Carolina, and bears interest at 4 percent, 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.

**North Carolina Scholarship-Loan for Prospective Teachers.** North Carolina grants a limited number of \$600.00 scholarship-loans to prospective teachers who are legal residents of North Carolina. Those who receive these awards will be credited toward payment of these loans for each year they teach in North Carolina public schools during a period of five years after receiving their teaching certificate. Write: Department of Public Instruction Board of Higher Education, Raleigh, North Carolina prior to March 1.

### DEFERRED PAYMENT OF EDUCATION COSTS

For parents desiring to pay education expenses in monthly installments, a low deferred payment program is available through Education Funds, Inc., a nationwide organization specializing in education financing.

All EFI plans include insurance on the life of the parent, plus trust administration in event of the parent's death or disability.

Parents desiring to use this financing plan should write to the Director of Student Aid, Chowan College or Education Funds, Inc., 36 South Wabash St., Chicago, Illinois 60603

#### THE TUITION PLAN, INC.

A national student loan fund organization that specializes in providing low cost programs for education cost. The funds are made available to Chowan College students in any amount necessary for the financing of educational expenses. Arrangements for participating in this plan can be made by writing direct to Tuition Plan, Inc., 575 Madison Avenue, New York, New York 10022 or by communication with the Director of Student Aid of the College.

#### NORTH CAROLINA BANKERS STUDENT LOAN PLAN

Established by the North Carolina Bankers Association, 1962, at the request of Governor Terry Sanford and administered by the **College Foundation, Inc.**, in Raleigh. North Carolina students may borrow up to \$2,500.00 per academic year. Direct inquiries to 714 St. Mary's Street, Raleigh, N.C. Applications may be obtained from the Director of Student Aid, Chowan College.

#### T. M. STANBACK STUDENT LOAN FUND

Established by Mr. and Mrs. T. M. Stanback of Salisbury, N.C. Administered by College Foundation, Inc., Raleigh, N.C. Direct inquiries to the Director of Student Aid, 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 \$1,500.00 per academic year. Direct inquiries to 714 St. Mary's Street, Raleigh, N.C. Applications may be obtained from the Director of Student Aid, Chowan College.

APPLICATIONS FOR FINANCIAL AID (scholarships, loans, grants, employment) SHOULD BE REQUESTED AFTER BEING NOTIFIED 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 application fee, (1) ALL students ATTENDING CHOWAN COLLEGE FOR THE FIRST TIME must make an advance payment of \$50.00 by April 1. If accepted after April 1, payment must be made immediately upon acceptance. The payment will be applied to the student's account at the college. It is refundable only in case of serious illness or death in the student's immediate family. (2) ALL returning students must pay a \$50.00 advance payment by April 1. It is subject to refund due to academic deficiencies or as above. APPLICATION FOR REFUND MUST BE MADE IN WRITING BY THE STUDENT IN ALL CASES BY THE DATE FOR CLASS REGISTRATION FOR THE SEMESTER TO WHICH THE PAYMENT APPLIES.

(Refer to page 27 "Advance Payment".)

4. Students who formally withdraw from the college within two weeks after the beginning of a semester are entitled to a refund of 80 per cent 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 per cent 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 per cent of the fees paid; **and those who withdraw as late as five weeks after the beginning of a semester are entitled to no refund.** The advance payment (\$50) is not included in the 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 may lose his scholarship, special grant or financial aid 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 Director of Housing will be charged \$5.00. **Moving without permission** will incur a \$5.00 fine and may result in the student's return to the room originally assigned.
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. All students who keep an automobile on the campus or who drive to the campus are charged a \$15.00 fee per year, \$10.00 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. Further, no student will be allowed to register a car belonging to someone other than himself, his parents, or his legal guardian. **All students are required to register their cars.**
10. **Personal Possessions** — Although students may leave personal possessions in their rooms over vacations during the regular academic year, they are not permitted to do so over the summer months. The college reserves the right to dispose of any and all belongings left in the residence halls after the closing of school in May.
11. **Insurance Coverage on Possessions** — Chowan College does not carry insurance on student's personal belongings and is not responsible for loss or damage from any cause. Students are advised to check their family's Home Owners insurance



to see if it covers belongings at college. If not, students may wish to secure personal coverage.

### 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 increase the General Endowment to five million dollars. Gilbert W. Francis, attorney of Boykins, Virginia, is Chairman of the Endowment Committee, which is giving special time and effort to this endeavor. The book value of the Endowment Fund passed the \$500,000 mark in 1972, not only reaching a new high but making the most significant growth in the history of the College.

James Henry and Susan Fleetwood Stephenson Memorial. Established in loving memory of his parents by will of the late Dr. Gilbert T. Stephenson, long time friend, benefactor and Chairman of the College Endowment Committee. Dr. Stephenson was the driving force and strong advocate of General Endowment for Chowan College and for almost two decades lent his influence, and gave legal advice to many people that they might follow his example of remembering Chowan College in their will. Additional gifts to this Memorial were made by his sons, Thomas W. and James H. Stephenson, and his beloved wife, Grace White Stephenson. (1973)

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

James E. and Mary Z. Bryan Foundation, Inc. (1974); Dr. J. Clyde Turner Estate, Greensboro and Raleigh (1974); William Herbert McDowell (1956) and wife Emily Biggs McDowell, Scotland Neck (1974); Mary P. (Mrs. W. Clarence) Askew, Lewiston (1973); Mrs. Mary Powell Murphy Estate, Boston, Mass. (1973); Elizabeth P. (Mrs. O. P.) Snipes Estate, Lewiston (1973); David J. Prichard Estate, Hertford (1973); Grady D. Askew Estate, Harrellsville (1972); Dr. Gilbert T. Stephenson Estate, Pendleton (1972); E. Lee Fagan, Standardville, Va. (1972); Edwin P. Brown, Sr., Estate, Murfreesboro (1972); Mrs. Lennie G. Hoggard (Mrs. Linwood L.) (1972) Suffolk, Va.; Miss Emily Barnes Estate, Southampton County, Va. (1971); Dr. and Mrs. R. Kelly White, Conway (1971); Mrs. Neith Osborn, Arlington, Va. (1971); Dr. Victor R. Small Estate, Clinton (1971); Susie Latimer Mitchell Justice (Mrs. J. M.) Boone (1971); Mrs. Lucy Hofler Spivey, Sunbury (1971); Mr. and Mrs. T. M. Stanback, Salisbury (1971); Mrs. Wilma L. McCurdy Estate, Albemarle (1971); George L. Vann, Estate, Murfreesboro (1971); H. C. Ferebee, Camden (1970); Dr. and Mrs. Gilbert T. Stephenson, Pendleton (1970);

Mr. and Mrs. Charles F. Ogletree, Roanoke Rapids (1970); Mrs. Mimie Cox (Herbert, Sr.) Jenkins, Aulander (1969); Mr. and Mrs. J. Guy Revelle, Sr., Northampton County (1969); Samuel A. Adams Estate, Merry Hill (1969); Dr. Donald S. Daniel Estate, Richmond, Virginia (1969); Sallie M. Boettcher Estate, Pasquotank County (1969); Mrs. Myra Vann Holland Estate, Edenton (1968); Mrs. Willie Phelps Coleman Estate, Henderson (1968); Grady D. Askew Foundation, Harrellsville (1967)-a trust fund administered by the Wachovia Bank and Trust Company; George T. Underwood, Murfreesboro (1967); Mrs. Olivia Benthall Jenkins Estate, Aulander (1967); Bennie P. Daniel Estate, Wake Forest (1966); J. H. Boyd, Jr. Estate, Greenville (1965); Charles H. Jenkins Estate, Aulander (1963); R. C. Holland Estate, Edenton (1962); J. H. Dempsey Estate, Windsor (1962); Miss Grace L. Sykes Estate, Woodland (1962); D. N. Evans Estate, Harrellsville (1962); Lizzie C. Pritchard Estate, Windson (1961); H. A. Eure Estate, Corapeake (1961); Mrs. Francis B. Boone, Beaufort (1959); J. M. Camp, Franklin, Virginia (1959); W. S. Pritchard Estate, Windsor (1958); Kimball Endowment Fund (1957); Mrs. F. O. Mixon, Murfreesboro (1957); Mr. and Mrs. Lee Parker, Raleigh (1954); Mrs. W. S. Penny, Raleigh (1953); Mrs. Jennie H. Smith Estate, Pitt County (1952); and a gift in 1927 by B. N. Duke, New York. Also, the Virginia National Bank, formerly the Meherrin Valley Bank of Boykins, Virginia, has made several substantial gifts to the General Endowment Fund.

Chowan College has been and can be benefitted 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 to their estates through legacies, insurance policies, and trusts. College officials, 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. President Bruce E. Whitaker stands ready to counsel with such parties at their convenience. The legal name to be used for this purpose is **Chowan College**.

**Suggested wording for those who wish to remember Chowan College in their wills:** "I give, devise, and bequeath to Chowan College, Murfreesboro, Hertford County, North Carolina, (here insert the amount of money and/or describe the personal property or real estate) for the general purposes of Chowan College."

# ACADEMIC PROGRAM

## *Degrees Offered*

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

## *Programs of Study*

Two programs of study are offered at Chowan: one, the first two years of college, leading to the B.S., B.A., and the various professional degrees in four-year colleges and universities; two, vocational programs for students who wish to enter specialized employment after graduation from Chowan. **All students must follow a curriculum as outlined in the college catalog.**

**Department Honors Program:** Some departments in the college offer specialized honors programs for highly qualified students. Participation in these courses is by invitation only. Information on these is given under the departmental headings listed in the Courses of Instruction. Interested students should contact the chairman of the department in which they wish to study.

## *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 November, 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 08540, or Box 1052, Berkeley, California 94701, 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 eighteen (18) units. It is desirable, but not mandatory, that a liberal arts student submit:

English . . . . .	4 units
Algebra . . . . .	2 units
Foreign Language . . . . .	2 units
Plane Geometry . . . . .	1 unit
Lab. Science (other than general)	1 unit
Other Courses . . . . .	8 units

A student who does not offer any one of the foregoing units and who 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.

The Board of Trustees of the College reserves the right to change Admission Requirements at any time.

## *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. Chowan College will accept "D's" in transfer from other colleges if the student has a "C" average on all work attempted.

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. Such students may, however, be granted admission to the summer session. If the student earns a minimum of six semester hours and twelve quality points or if he earns nine semester hours and eighteen quality points, he may be permitted to register for the following regular 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.

## *International 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. Have the proper persons complete the remaining forms and return them to the Director of Admissions.
4. When notified of acceptance, make a \$50.00 (non-refundable) deposit by April 1. This is to be applied to the student's account with the college.
5. A student who desires to transfer to Chowan from another college should follow the same 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.

- Admission decisions will be rendered within ten days after the receipt of all application papers (application, high school transcript, medical report, and references).

**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:

- The student must have completed satisfactorily two years of college work, and must have obtained a minimum of 60 semester hours of credit in college work, **exclusive of physical education**. He must have completed at least 2 semester hours of credit in Physical Education.
- A minimum quality point ratio of 2.0 is required for graduation. This means an average of "C" (2.0 quality point ratio) on all work attempted.
- The student must have pursued and completed a prescribed or approved curriculum as outlined in this catalog.
- All students are required to take a minimum of one religion course for the first two consecutive semesters, unless the curriculum in which they are enrolled requires that it be taken during the sophomore year.
- 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 2.0 or better, at Chowan College.
- Chowan College will accept a maximum of nine semester hours in correspondence courses from accredited institutions to be counted toward **requirements for graduation**.
- Chowan College will accept in transfer a maximum of 9 semester hours of a student's last semester's work, in his prescribed curriculum at Chowan College, for graduation.



# System of Grades

- A—Excellent
- B—Above Average
- C—Average
- D—Below Average
- F—Failing
- W—Withdrawal (Medical)
- 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.

**All grades are final three (3) months after the date of issuance.**



## Quality Point System

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

- A—Four quality points per semester hour credit
- B—Three quality points per semester hour credit
- C—Two quality points per semester hour credit
- D—One quality point per semester hour credit
- F—No quality points or semester hour credit

A 2.0 quality point ratio is required for graduation. **This means that a student must have at least two quality points for every hour attempted. All courses taken at the end of the "drop" period will be considered work attempted, with the last grade on repeat courses taking preference. Repeat courses will be considered "work attempted".**

## Academic Honors

The attainment of the following cumulative grade point average entitles the graduating students to honors at Commencement:

Summa Cum Laude . . . . .	3.80 to 4.00
Magna Cum Laude . . . . .	3.50 to 3.79
Cum Laude . . . . .	3.20 to 3.49

The following semester grade point averages entitle the student to honors in the academic year:

President's List . . . . .	4.00
Dean's List . . . . .	3.50 to 3.99
Honors List . . . . .	3.00 to 3.49

Any grade below "C" will disqualify a student from placement on the President's List, Dean's List, or Honor's List, or from an honors at Commencement.

## 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 ENROLLMENT

1. After a regular student has been enrolled at Chowan for two semesters, he must have earned a minimum of 18 semester hours and 36 quality points before enrolling for a third semester. (NOTE: A regular student is any student who in a given semester enrolls in 12 or more semester hours of work.)
2. After a regular student has been enrolled at Chowan for three semesters, he must have earned a minimum of 27 hours and 54 quality points before enrolling for a fourth semester.



3. If a regular student chooses to enroll at Chowan for a fifth semester, he must have accumulated a minimum of 36 hours and 72 quality points before enrollment.
4. If a regular student chooses to enroll at Chowan for a sixth semester, he must have accumulated a minimum of 45 hours and 90 quality points before enrollment.
5. No regular student who completes six semesters at Chowan will be permitted enrollment for additional study unless he has a "C" average on all work attempted.
6. A transfer student must earn a minimum of 9 semester hours and 18 quality points during his first regular semester at Chowan and 9 semester hours and 18 quality points each semester thereafter.

### REGULAR STUDENT LOAD

The normal academic load for a regular student is 15-16 credit hours per semester. No student may carry more than 18 semester hours except by special permission from the Dean of the College. ALL REGULAR STUDENTS MUST CARRY A MINIMUM OF TWELVE HOURS PER SEMESTER. NON-CREDIT COURSES WILL NOT BE CONSIDERED IN MEETING CONTINUED ENROLLMENT REQUIREMENTS.

### SPECIAL STUDENT LOAD

Special students are allowed to carry a maximum of 11 hours per semester. These may be credit hours, non-credit hours, or a combination of both.

### 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 hours and 50 quality points.

### CLASS ABSENCES

Students are expected to attend all meetings of their classes. Professors will keep class attendance records and these records become a part of the student's official transcript. An excused absence may be allowed for the following reasons:

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

**Excused Absences for Illness—Boarding Students:** In order to be excused from classes for reason of personal illness, a



Boarding Student must report to the infirmary, prior to missing any class for which he seeks to be excused. The student must be confined to the infirmary or to his room for such period of time as the College Nurse deems necessary.

**Excused Absences for Illness—Day Students;** In order to be excused from classes for reasons of personal illness, a Day Student must bring an excuse from a parent or physician, certifying his illness.

2. Representation of the college, when such representation is reported by the appropriate faculty or staff member and approved by the Dean of the College.
3. Death of a member of a student's family.
4. Sickness in the family which requires the attention of the student, verified by a physician.
5. Selective Service Pre-induction Examination, when verified by a letter from a local Selective Service Board.

Appeals for excused absences other than those cited above can only be approved by the Dean of the College.

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.**

### UNEXCUSED ABSENCES

Unexcused absences are those which are not listed under the above reasons for excused absences. Students may take the following number of unexcused absences without penalty:

In no class is a student permitted more than four unexcused absences. In classes that meet twice a week, the student will be permitted only three unexcused absences, in classes that meet only one time per week, two unexcused absences. No unexcused absences are permitted in laboratories. As an exception to this policy, honor students are permitted twice the number of unexcused absences listed above.

- a. After a first excessive unexcused absence, the student's grade in the class will be lowered by one letter grade.
- b. After a second excessive unexcused absence, the student will be given a grade of "F" on the course. Once a student has accumulated two excessive unexcused absences in a class, he no longer has the option of dropping the class without penalty.

A student may appeal any of the above actions to the Absence Committee by written application, co-signed by the professor. Such application should be submitted to the Chairman of the Absence Committee within (5) days after the student's return to class. If the committee agrees to permit credit, the student will be granted the privilege of making up the time and work in a manner satisfactory to the professor.

Three (3) class tardies will be treated as (1) unexcused absence. Tardiness is the failure to be in the classroom at the time of the tardy bell. A student who enters (10) minutes or later after the tardy bell automatically receives an unexcused absence, unless an acceptable excuse is presented.

It is always the student's responsibility to keep up with his absences, excused and unexcused, in his classes. In every case, the professor's record will be considered official as regards the number of absences a student has taken.

### **LOSS OF CREDIT**

Normally a student who misses any class more than (12) times (to include both excused and unexcused absences) will not receive credit for the course. In a class which meets twice per week, the student may not miss in excess of eight (8) times and still receive credit; in a class that meets one time per week, a total of four (4) absences.

Excessive unexcused absences may result in a student being dismissed from the college.

### **CHAPEL-ASSEMBLY ABSENCES**

All full-time regular students (those who carry 12 or more semester hours) are required to register for and to attend the chapel-assembly programs. Each student may accumulate as many as four (4) unexcused absences in a given semester without penalty. When a student accumulates five (5) unexcused absences, he will be placed on preliminary suspension. The accumulation of six (6) unexcused absences may result in suspension from the college.

### **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.
6. A student who finds it necessary to change from one class to another class in the same course or from one course to another within the Drop-Add period listed in the Chowan College Catalog Calendar will transfer all unexcused and excused absences.

A student may be charged a fee of \$5.00 for each class change, if such a change is primarily for the personal convenience of the student. The Registrar of the College will determine whether or not this fee will be charged, based on the merit of each case.

### **DROPPING OF COURSES**

Courses may be dropped under the following circumstances:

1. Classes may be dropped without academic penalty as late as one week prior to the mid-term grading period. The last date for dropping a course without academic penalty is listed in

the catalog calendar. Courses dropped within this period are not listed on the student's permanent record.

2. Withdrawal from a course after the official drop period as listed in the catalog calendar will result in a grade of "F" on each course dropped.
3. Exceptions to item 2 may be made in extreme cases, such as the reasons given in the catalog for excused absences. These exceptions must be approved by the Dean of the College, the Absence Committee, or both. If the Dean of the College or the Absence Committee approves the dropping of a course because of extenuating circumstances, the student will receive a "WF" or "WP" on the course, unless the drop is medical, in which case the grade will be recorded as "W". A physician's certificate is required for a medical drop.
4. In order for a student to officially withdraw from a course, he must follow the "Procedure for Changing Classes and Courses", as outlined above. Unofficial withdrawals result in a grade of "F" on each course dropped.

### REPEATING OF COURSES

1. In the event that a student repeats a course, the last grade earned will be considered his final grade, and will be considered work attempted.
2. Courses in which "D's" are earned will transfer to many senior institutions if the student has a "C" average on all work attempted at Chowan College.
3. Students in terminal programs should repeat any courses in which "D's" are earned if they are in their major area of concentration. However, any student will be allowed to continue if he does not repeat the course in which a "D" is earned.
4. It will be the responsibility of the student to determine if a "D" should be repeated. The college will not be responsible for "D's" that do not transfer to senior institutions.

### 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.

### MAKE-UP TESTS

All students who desire to make up a test or tests which were

missed due to excused absences will be required to make up the test or tests as specified by either the individual professor or departmental policy.

### **COLLEGE LEVEL EXAMINATION PROGRAM**

Chowan College participates in the College Level Examination Program (CLEP) of the College Entrance Examination Board. Credits are granted on the basis of both General Examinations and Subject Examinations in cases where the student scores at or above the level most recently recommended by the Council on College-Level Examinations of the College Entrance Examination Board. For information of specific CLEP credits acceptable at Chowan College, contact the Registrar of the College.

All students who seek credit by CLEP should be aware of the following matters:

1. No student may receive credit for a Subject or General Examination if it duplicates in part or total any college level course for which he has already received credit.
2. Credit granted by CLEP will be reflected on the student's transcript in terms of semester hours only. No letter grade will be recorded and no quality points assigned. The actual score achieved on a CLEP examination will be recorded on the transcript. A student's quality point average will be determined by grades achieved in regular college courses.
3. Credits by CLEP will be recorded on the student's transcript only after he has matriculated at the college and earned a minimum of 18 semester hours.
4. While more than 1,000 American colleges now participate in CLEP, all do not participate to the same degree, nor do all necessarily accept the credit level as recommended by CLEP. In every case, any student who seeks credit by CLEP does so on his own responsibility, so far as transfer of credit is concerned.

### **WITHDRAWAL FROM THE COLLEGE**

1. A student who finds it necessary to withdraw from the college must consult with the Dean of the College and the Bursar and arrange for regular withdrawal. Unless this is done, honorable dismissal will not be granted. All withdrawals are initiated in the Office of the Dean of the College.
2. Students who withdraw after the mid-term grading period, which is designated in the Calendar of the catalog, will receive an "F" on all courses being taken at the time of withdrawal and hours will be counted as work attempted. Exceptions to this policy will be the following reasons:
  - a. Illness, in which case a physician's certificate must be presented and approved by the Dean of the College.
  - b. Death of a member of a student's family which would place a hardship on the family.
  - c. Sickness in a family which requires the attention of the student, verified by a physician.
  - d. Induction into the Armed Forces.

For students withdrawing from the college for the above reasons, semester hours will not be counted as work attempted and will be recorded as withdrawals from the college on the date indicated on the withdrawal form. For other withdrawals prior to the mid-term grading period, work will not be recorded as work attempted but will be recorded as withdrawals from the college on the date specified on the withdrawal form. When a student withdraws from the college after mid-term for any reason other than those listed above, the faculty members involved should submit to the office of the Registrar the student's grade card showing an "F" on the course which will be recorded on the transcript of the student. Also, the professor would show the student's actual grade which would be used by the Admissions Committee in determining the student's eligibility for re-admission to the College.

### TRANSCRIPTS

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



# THE CURRICULA

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 worth and personally satisfying life goals and the ability to make appropriate value judgements.

**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* or 101 . . . . .	3	Mathematics 105* or 102 . . . . .	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
<b>Total . . . . .</b>	<b>16</b>	<b>Total . . . . .</b>	<b>16</b>

## SECOND YEAR

First Semester		Second Semester	
English 201 or 203 . . . . .	3	English 202 or 204 . . . . .	3
Laboratory Science . . . . .	4	Laboratory Science . . . . .	4
Foreign Language 201 . . . . .	3	Foreign Language 202 . . . . .	3
Approved Electives . . . . .	6	Music Appreciation 161 or Art 161 . . . . .	3
<b>Total . . . . .</b>	<b>16</b>	Approved Electives . . . . .	3
		<b>Total . . . . .</b>	<b>16</b>

SUGGESTED ELECTIVES FOR LIBERAL ARTS: Government 108, Geography 151, Sociology 205, 207, 210, Economics 251-252, Mathematics 210, 211, 212, History 201-202, English 211, Art 163, Philosophy 201, 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* or 101 . . . . .	3	Mathematics 105* or 102 . . . . .	3
Religion 101 . . . . .	3	Religion 102 . . . . .	3
History 101 or 201 . . . . .	3	History 102 or 202 . . . . .	3
Physical Education 151 or 101 . . . . .	1	Physical Education 152 or 102 . . . . .	1
**Approved Elective or Language 3	3	**Approved Elective or Language 3	3
<b>Total . . . . .</b>	<b>16</b>	<b>Total . . . . .</b>	<b>16</b>

## SECOND YEAR

First Semester		Second Semester	
English 201 . . . . .	3	English 202 . . . . .	3
Biology 101 or Chemistry 102 . . . . .	4	Biology 111 or 121 or Chemistry 103 4	4
Psychology 201 . . . . .	3	Music Appreciation 161 or	
Hygiene 101 . . . . .	3	Art Appreciation 161 . . . . .	3
Approved Elective or Language 3	3	Speech 210 . . . . .	3
<b>Total . . . . .</b>	<b>16</b>	Approved Elective or Language 3	3
		<b>Total . . . . .</b>	<b>16</b>

SUGGESTED ELECTIVES FOR PRE-EDUCATION: Government 108, Geography 151, Speech 210-211, Sociology 205, 207, 210, Mathematics 210, 211, 212, Economics 251-252, English 203-204, Philosophy 201.  
 \*Mathematics 109 may be substituted

\*\*Students wishing a teacher's certificate in science should take Biology in their first year instead of this elective and take Chemistry the second year. Others should choose Biology over Chemistry in the second year.

# Pre-Ministerial

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*Leading to a Bachelor's Degree*

## FIRST YEAR

### First Semester

English 101 . . . . .	3
Religion 101 . . . . .	3
Mathematics 103 or 101 . . . . .	3
Foreign Language 101 . . . . .	3
History 101 . . . . .	3
Physical Education 151 . . . . .	1
Total . . . . .	16

### Second Semester

English 102 . . . . .	3
Religion 102 . . . . .	3
Mathematics 105 or 102 . . . . .	3
Foreign Language 102 . . . . .	3
History 102 . . . . .	3
Physical Education 152 . . . . .	1
Total . . . . .	16

## SECOND YEAR

### First Semester

English 201 or 203 . . . . .	3
Foreign Language 201 . . . . .	3
*Science Elective . . . . .	4
Music Appreciation 161 . . . . .	3
Hygiene 101 . . . . .	3
Total . . . . .	16

### Second Semester

English 202 or 204 . . . . .	3
Foreign Language 202 . . . . .	3
*Science Elective . . . . .	4
**Social Science Elective . . . . .	3
Speech 210 . . . . .	3
Total . . . . .	16

\*Any laboratory science.

\*\*Psychology 201, Sociology 205, Economics 251-252, Government 108, Philosophy 201.

# Pre-Law

*Leading to a Bachelor's Degree*

## First Year

### First Semester

English 101 . . . . .	3
Mathematics 103* or 101 . . . . .	3
Religion 101 . . . . .	3
Foreign Language 101 . . . . .	3
History 101 . . . . .	3
Physical Education 151 or 101 . . . . .	1
Total . . . . .	16

### Second Semester

English 102 . . . . .	3
Mathematics 105* or 102 . . . . .	3
Religion 102 . . . . .	3
Foreign Language 102 . . . . .	3
History 102 . . . . .	3
Physical Education 152 or 102 . . . . .	1
Total . . . . .	16

## SECOND YEAR

### First Semester

English 201 . . . . .	3
Laboratory Science . . . . .	4
Foreign Language 201 . . . . .	3
Economics 251 . . . . .	3
Government 108 . . . . .	3
Total . . . . .	16

### Second Semester

English 202 . . . . .	3
Laboratory Science . . . . .	4
Foreign Language 202 . . . . .	3
Economics 252 . . . . .	3
Elective . . . . .	3
Total . . . . .	16

SUGGESTED ELECTIVES FOR PRE-LAW: Geography 151, Speech 210-211, Sociology 205, History 201-202, Psychology 201, Philosophy 201.

\*Mathematics 109 may be substituted.

# Music

*Leading to the B.A. Degree with a Major in Music*

## FIRST YEAR

First Semester		Second Semester	
English 101 . . . . .	3	English 102 . . . . .	3
Math 103 or 101 . . . . .	3	Math 105 or 102 . . . . .	3
Foreign Language . . . . .	3	Foreign Language . . . . .	3
Music Literature 171 . . . . .	2	Music Literature 172 . . . . .	2
Music Theory 151 . . . . .	3	Music Theory 152 . . . . .	3
Sight Singing 101 . . . . .	1	Sight Singing 102 . . . . .	1
Applied Music . . . . .	2	Applied Music . . . . .	2
Ensemble . . . . .	1	Ensemble . . . . .	1
Physical Education . . . . .	1	Physical Education . . . . .	1
<b>Total . . . . .</b>	<b>19</b>	<b>Total . . . . .</b>	<b>19</b>

## SECOND YEAR

First Semester		Second Semester	
English 201 . . . . .	3	English 202 . . . . .	3
Religion 101 . . . . .	3	Religion 102 . . . . .	3
Foreign Language . . . . .	3	Foreign Language . . . . .	3
Advanced Music Theory 253 . . . . .	3	Advanced Music Theory 254 . . . . .	3
Advanced Sight Singing 201 . . . . .	1	Advanced Sight Singing 202 . . . . .	1
Applied Music . . . . .	2	Applied Music . . . . .	2
Ensemble . . . . .	1	Ensemble . . . . .	1
<b>Total . . . . .</b>	<b>16</b>	<b>Total . . . . .</b>	<b>16</b>

# Music

*Leading to the B.S. in Music Education*

## FIRST YEAR

First Semester		Second Semester	
English 101 . . . . .	3	English 102 . . . . .	3
Music Literature 171 . . . . .	2	Music Literature 172 . . . . .	2
Music Theory 151 . . . . .	3	Music Theory 152 . . . . .	3
Sight Singing 101 . . . . .	1	Sight Singing 102 . . . . .	1
Physical Education . . . . .	1	Physical Education . . . . .	1
Ensemble . . . . .	1	Ensemble . . . . .	1
Applied Music . . . . .	2	Applied Music . . . . .	2
Class methods, Music 121 . . . . .	1	Class methods, Music 122 . . . . .	1
Math 101 . . . . .	3	Math 102 . . . . .	3
<b>Total . . . . .</b>	<b>17</b>	<b>Total . . . . .</b>	<b>17</b>

## SECOND YEAR

First Semester		Second Semester	
English 201 . . . . .	3	English 202 . . . . .	3
Religion 101 . . . . .	3	Religion 102 . . . . .	3
Music Theory 253 . . . . .	3	Music Theory 254 . . . . .	3
Sight Singing 201 . . . . .	1	Sight Singing 201 . . . . .	1
Ensemble . . . . .	1	Ensemble . . . . .	1
Applied Music . . . . .	2	Applied Music . . . . .	2
Class Methods, Music 221 . . . . .	1	Class Methods, Music 222 . . . . .	1
History 101 or 201 . . . . .	3	History 102 or 202 . . . . .	3
<b>Total . . . . .</b>	<b>17</b>	<b>Total . . . . .</b>	<b>17</b>



*Leading to the B.M. with Major in Performance*

### FIRST YEAR\*

First Semester		Second Semester	
English 101 . . . . .	3	English 102 . . . . .	3
Music Literature 171 . . . . .	2	Music Literature 172 . . . . .	2
Music Theory 151 . . . . .	3	Music Theory 152 . . . . .	3
Sight Singing 101 . . . . .	1	Sight Singing 102 . . . . .	1
Physical Education . . . . .	1	Physical Education . . . . .	1
Ensemble . . . . .	.2-1	Ensemble . . . . .	.2-1
Applied Music . . . . .	.4-3	Applied Music . . . . .	.4-3
**Class Methods, Music 121 . . . . .	1	**Class Methods, Music 122 . . . . .	1
Total . . . . .	.17-15	Total . . . . .	.17-15

### SECOND YEAR\*

First Semester		Second Semester	
English 201 . . . . .	3	English 202 . . . . .	3
Religion 101 . . . . .	3	Religion 102 . . . . .	3
Advanced Music Theory 253 . . . . .	3	Advanced Music Theory 254 . . . . .	3
Advanced Sight Singing 201 . . . . .	1	Advanced Sight Singing 202 . . . . .	1
Ensemble . . . . .	.2-1	Ensemble . . . . .	.2-1
Applied Music . . . . .	.4-3	Applied Music . . . . .	.4-3
**Class Methods, Music 221 . . . . .	1	**Class Methods, Music 222 . . . . .	1
Total . . . . .	.17-15	Total . . . . .	.17-15

\*The addition of a foreign language is strongly recommended for students whose major instrument is voice.

\*\*Not required, but strongly recommended.

# Dance

*Leading to a Bachelor's Degree*

### FIRST YEAR

First Semester *		Second Semester	
English 101 . . . . .	3	English 102 . . . . .	3
Language or Elective . . . . .	3	Language or Elective . . . . .	3
Biology 101 . . . . .	4	Biology 111 or 121 . . . . .	4
Mathematics 101 or 103 . . . . .	3	Mathematics 102 or 105 . . . . .	3
Dance 101 (Ballet I) . . . . .	1	Dance 102 (Ballet II) . . . . .	1
Dance 111 (National Dance) . . . . .	1	Dance 112 (Contemporary Dance) . . . . .	1
Total . . . . .	15	Total . . . . .	15

### SECOND YEAR

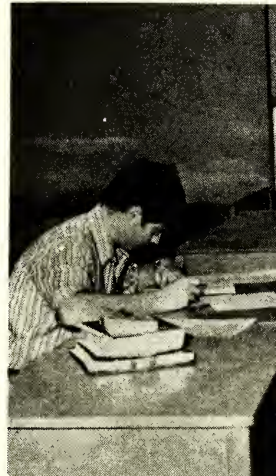
First Semester		Second Semester	
English 201 or 203 . . . . .	3	English 202 or 204 . . . . .	3
Language or Elective . . . . .	3	Language or Elective . . . . .	3
Religion 101 . . . . .	3	Religion 102 . . . . .	3
Psychology 201 . . . . .	3	Music or Art 161 . . . . .	3
Chemistry 102** . . . . .	4	Chemistry 103** . . . . .	4
Dance 201 (Ballet III) . . . . .	1	Dance 202 (Ballet IV) . . . . .	1
Dance 211 (Modern Dance I) . . . . .	1	Dance 212 (Modern Dance II) . . . . .	1
Total . . . . .	18	Total . . . . .	18

\*Students who cannot pass the swimming test should take the beginning swimming course in addition to the regular curriculum during the first semester.

\*\*An approved elective may be substituted for Chemistry 102-103 if the college to which the student plans to transfer does not require chemistry.

NOTE: A special fee of \$75.00 per semester is charged to all dance students.

It is strongly recommended that all dance majors take French as their foreign language.



# Drama

*AA Leading to the BA with a major in drama  
and  
AS Leading to the BS in education with a major in drama*

## FIRST YEAR

First Semester		Second Semester	
English 101 . . . . .	3	English 102 . . . . .	3
Drama Appreciation 161 . . . . .	3	Foreign Language* . . . . .	3
Foreign Language* . . . . .	3	Religion 102 . . . . .	3
Religion 101 . . . . .	3	History 102 or 202 . . . . .	3
History 101 or 201 . . . . .	3	Drama 181 . . . . .	3
Drama Workshop 107 . . . . .	1	Drama Workshop 107 . . . . .	1
P. E. 104 (Dance) . . . . .	1	Physical Education 105 (Dance) . . . . .	1
Total . . . . .	17	Total . . . . .	17

## SECOND YEAR

First Semester		Second Semester	
English 201 or 203 . . . . .	3	English 202 or 204 . . . . .	3
Foreign Language* . . . . .	3	Foreign Language* . . . . .	3
Biology 101 . . . . .	4	Biology 111 or 121 . . . . .	4
Drama 211 . . . . .	3	Drama 212 . . . . .	3
Math 101 or 103 . . . . .	3	Math 102 or 105 . . . . .	3
Drama Workshop 107 . . . . .	1	Drama Workshop 107 . . . . .	1
Total . . . . .	17	Total . . . . .	17

\*Students enrolled in the AS Degree Program may substitute an approved elective for this course.

# Art

*Leading to Various Art Degrees  
(Bachelor of Arts, Bachelor of Art Education)*

## FIRST YEAR

First Semester		Second Semester	
English 101 . . . . .	3	English 102 . . . . .	3
Foreign Language* . . . . .	3	Foreign Language* . . . . .	3
Religion 101 . . . . .	3	Religion 102 . . . . .	3
Introduction to Art 171 . . . . .	3	Arts and Crafts 131** . . . . .	3
Fundamentals of Drawing 101 . . . . .	2	Fundamentals of Drawing 102 . . . . .	2
History 101 . . . . .	3	History 102 . . . . .	3
Physical Education 101 or 151 . . . . .	1	Physical Education 102 or 152 . . . . .	1
Total . . . . .	18	Total . . . . .	18

## SECOND YEAR

First Semester		Second Semester	
English 201 or 203 . . . . .	3	English 202 or 204 . . . . .	3
Foreign Language* . . . . .	3	Foreign Language* . . . . .	3
Biology 111 or 121** . . . . .	4	Biology 101** . . . . .	4
Painting 201 . . . . .	2	Painting 202 . . . . .	2
Art History 211 . . . . .	3	Art History 212 . . . . .	3
Mathematics 101 or 103 . . . . .	3	Mathematics 102 or 105 . . . . .	3
Total . . . . .	18	Total . . . . .	18

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

\*\*This course is designed for the Art Education student. An approved elective can be taken in its place.

*Leading to Bachelor of Fine Arts Degree*

## FIRST YEAR

First Semester		Second Semester	
English 101 . . . . .	3	English 102 . . . . .	3
History 101* . . . . .	3	History 102* . . . . .	3
Religion 101 . . . . .	3	Religion 102 . . . . .	3
Biology 101* . . . . .	4	Biology 111 or 121* . . . . .	4
Introduction to Art 171 . . . . .	3	Arts and Crafts 131 or Art Elective . . . . .	2
Fundamentals of Drawing 101 . . . . .	2	Fundamentals of Drawing 102 . . . . .	2
Physical Education 101 or 151	1	Physical Education 102 or 152	1
Total . . . . .	19	Total . . . . .	18

## SECOND YEAR

First Semester		Second Semester	
English 201 or 203 . . . . .	3	English 202 or 204 . . . . .	3
Painting 201 . . . . .	2	Painting 202 . . . . .	2
Ceramics 151 . . . . .	2	Sculpture 252 . . . . .	2
Art History 211 . . . . .	3	Art History 212 . . . . .	3
Approved Electives . . . . .	6	Art Problems 291 . . . . .	2-4
Total . . . . .	16	Approved Electives . . . . .	2-4
		Total . . . . .	14-18

\*Approved electives may be substituted for either of these courses if they are not required by the senior college in which the student plans to complete his degree.

# Communications Art

*A Program leading to the Associate Degree*

## FIRST YEAR

First Semester		Second Semester	
English 101 . . . . .	3	English 102 . . . . .	3
Introduction to Art 171 . . . . .	3	Fundamentals of Drawing 102 . . . . .	2
Fundamentals of Drawing 101 . . . . .	2	Photography 101 . . . . .	3
Introduction to Graphic Arts . . . . .	3	Printmaking 191 . . . . .	2
Lettering Design 181 . . . . .	2	Financial Mathematics 161 . . . . .	3
Typewriting 101 . . . . .	2	Physical Education 101 or 151	1
Physical Education 101 or 151	1	Electives . . . . .	3
Total . . . . .	16	Total . . . . .	17

## SECOND YEAR

First Semester		Second Semester	
English 201 . . . . .	3	English 202 . . . . .	3
Advertising Design 261 . . . . .	3	Advertising Design 262 . . . . .	3
Religion 101 . . . . .	3	Religion 102 . . . . .	3
Illustration 271 or Interior Design 275 . . . . .	2	Art Problems 291 . . . . .	4
Art Electives . . . . .	6	Approved Electives . . . . .	4
Total . . . . .	17	Total . . . . .	17

# 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 or Physics 101 . . . . .	4	Biology or Physics 102 . . . . .	4
Chemistry 102 . . . . .	4	Chemistry 103 . . . . .	4
Total . . . . .	17	Total . . . . .	17

## SECOND YEAR

First Semester		Second Semester	
English 201 or 203 . . . . .	3	English 202 or 204 . . . . .	3
Biology or Physics 101 . . . . .	4	Biology or Physics 102 . . . . .	4
Approved Electives . . . . .	9	Approved Electives . . . . .	9
Physical Education 151 or 101 . . . . .	1	Physical Education 152 or 102 . . . . .	1
Total . . . . .	17	Total . . . . .	17

SUGGESTED ELECTIVES FOR SCIENCE: Chemistry 275-276, Chemistry 202, Anatomy 221, Physiology 222, Mathematics 210, 211, 212, French 101-102, History 101-102, Government 108, Economics 251-252, Sociology 205, Philosophy 201, Geography 151.

\*Mathematics 109 may be substituted.

# Mathematics

*Leading to B.S. or B.A. Degree in Mathematics*

## FIRST YEAR

First Semester		Second Semester	
Mathematics 109* . . . . .	5	Mathematics 210 . . . . .	4
English 101 . . . . .	3	English 102 . . . . .	3
Science Elective or Foreign Language . . . . .	3-4	Science Elective or Foreign Language . . . . .	3-4
Religion 101 . . . . .	3	Religion 102 . . . . .	3
Physical Education 101 or 151 . . . . .	1	Physical Education 102 or 152 . . . . .	1
Total . . . . .	15-16	Elective . . . . .	3
		Total . . . . .	17-18

## SECOND YEAR

First Semester		Second Semester	
Mathematics 211 . . . . .	4	Mathematics 212 or Elective . . . . .	3-4
English 201 or 203 . . . . .	3	English 202 or 204 . . . . .	3
Physics 101 . . . . .	4	Physics 102 . . . . .	4
Social Science Elective . . . . .	3	Social Science Elective . . . . .	3
Fine Arts Elective . . . . .	3	Elective . . . . .	3
Total . . . . .	17	Total . . . . .	16-17

\*Mathematics 103-105 may be substituted for Mathematics 109. Elective must be approved by student's advisor.



# Pre-Engineering

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*Leading to Various Engineering Degrees*

## FIRST YEAR

First Semester		Second Semester	
English 101 . . . . .	3	English 102 . . . . .	3
Mathematics 109* . . . . .	5	Mathematics 210 . . . . .	4
Mathematics 111 . . . . .	2	Physics 102 . . . . .	4
Chemistry 102 . . . . .	4	Chemistry 103 . . . . .	4
Physical Education 151 or 101	1	Physical Education 152 or 102	1
Total . . . . .	15	Total . . . . .	16

## SECOND YEAR

First Semester		Second Semester	
English 201 or 203 . . . . .	3	History 102 . . . . .	3
Physics 203 . . . . .	4	Physics 204 . . . . .	4
Mathematics 211 . . . . .	4	Mathematics 212 or Elective . .	4
Economics 251 . . . . .	3	Approved Elective . . . . .	3
Religion 101 . . . . .	3	Religion 102 . . . . .	3
Total . . . . .	17	Total . . . . .	17

SUGGESTED ELECTIVES FOR PRE-ENGINEERING: History 101, Sociology 205, Speech 210, English 202, Government 108, Economics 252, Physics 204A, English 204, Psychology, Chemistry 275-276, Mathematics 112, \*Mathematics 103-105 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 . . . . .	4	Biology 111 or 121 . . . . .	4
Chemistry 102 . . . . .	4	Chemistry 103 . . . . .	4
Physical Education 151 or 101 . . . . .	1	Physical Education 152 or 102 . . . . .	1
Total . . . . .	15	Psychology 201 . . . . .	3
		Total . . . . .	18

## SECOND YEAR

First Semester		Second Semester	
Chemistry 275 . . . . .	4	Chemistry 276 . . . . .	4
Physics 101 . . . . .	4	Physics 102 . . . . .	4
Sociology 205 . . . . .	3	Microbiology 241 . . . . .	4
Religion 101 . . . . .	3	Religion 102 . . . . .	3
History 101 . . . . .	3	History 102 . . . . .	3
Total . . . . .	17	Total . . . . .	18

\*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 . . . . .	4	Biology 121 . . . . .	4
Chemistry 102 . . . . .	4	Chemistry 103 . . . . .	4
Physical Education 151 . . . . .	1	Physical Education 152 . . . . .	1
<b>**Total . . . . .</b>	<b>15</b>	<b>**Total . . . . .</b>	<b>15</b>

## SECOND YEAR

First Semester		Second Semester	
Mathematics 210 . . . . .	4	Mathematics 211 . . . . .	4
English 210 . . . . .	3	English 202 or 203, 204 . . . . .	3
Physics 101 . . . . .	4	Physics 102 . . . . .	4
Economics 251 . . . . .	3	Economics 252 . . . . .	3
Religion 101 . . . . .	3	Religion 102 . . . . .	3
<b>Total . . . . .</b>	<b>17</b>	<b>Total . . . . .</b>	<b>17</b>

\*Mathematics 109 will satisfy this requirement.

\*\*Elective may be added, upon approval of academic advisor.

# Pre-Pulp and Paper Science and Technology

*Leading to B. S. Degree*

## FIRST YEAR

First Semester		Second Semester	
English 101 . . . . .	3	English 102 . . . . .	3
Mathematics 103* . . . . .	3	Mathematics 105* . . . . .	3
Biology or Physics 101 . . . . .	4	Biology or Physics 102 . . . . .	4
Chemistry 102 . . . . .	4	Chemistry 103 . . . . .	4
Physical Education 151 . . . . .	1	Physical Education 152 . . . . .	1
<b>Total . . . . .</b>	<b>15</b>	<b>Total . . . . .</b>	<b>15</b>

## SECOND YEAR

First Semester		Second Semester	
Religion 101 . . . . .	3	Religion 102 . . . . .	3
Chemistry 275 . . . . .	4	Chemistry 276 . . . . .	4
Mathematics 210 . . . . .	4	Economics 251 . . . . .	3
Mathematics 111 . . . . .	2	Mathematics 211 . . . . .	4
Physics or Biology 101 . . . . .	4	Physics or Biology 121 . . . . .	4
<b>**Total . . . . .</b>	<b>17</b>	<b>Total . . . . .</b>	<b>18</b>

\*Mathematics 109 will satisfy this requirement.

\*\*Elective may be added, upon approval of academic advisor.

# 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 or Physics 101 . . . . .	4	Biology or Physics 102 . . . . .	4
Physical Education 151 . . . . .	1	Chemistry 103 . . . . .	4
Chemistry 102 . . . . .	4	Physical Education 152 . . . . .	1
<b>Total . . . . .</b>	<b>15</b>	<b>Total . . . . .</b>	<b>15</b>

## SECOND YEAR

First Semester		Second Semester	
Religion 101 . . . . .	3	Religion 102 . . . . .	3
Mathematics 210 . . . . .	4	Mathematics 211 . . . . .	4
Chemistry 275 . . . . .	4	Economics 252 . . . . .	3
Physics or Biology 101 . . . . .	4	Chemistry 276 . . . . .	4
Economics 251 . . . . .	3	Physics 102 or Biology 111 or 121 . . . . .	4
<b>Total . . . . .</b>	<b>18</b>	<b>Total . . . . .</b>	<b>18</b>

\*Mathematics 109 will satisfy this requirement.

# Wood Science and Technology

*Leading to B.S. Degree*

## FIRST YEAR

First Semester		Second Semester	
English 101 . . . . .	3	English 102 . . . . .	3
Chemistry 102 . . . . .	4	Chemistry 103 . . . . .	4
Mathematics 103 . . . . .	3	Mathematics 105 . . . . .	3
Physics 101 . . . . .	4	Physics 102 . . . . .	4
Physical Education 151 . . . . .	1	Physical Education 152 . . . . .	1
<b>Total . . . . .</b>	<b>15</b>	<b>Total . . . . .</b>	<b>15</b>

## SECOND YEAR

First Semester		Second Semester	
Religion 101 . . . . .	3	Religion 102 . . . . .	3
Mathematics 111 . . . . .	2	Economics 251 . . . . .	3
Mathematics 210 . . . . .	4	Mathematics 211 . . . . .	4
Biology 101 . . . . .	4	Biology 111 or 121 . . . . .	4
Chemistry 275 . . . . .	4	Chemistry 276 . . . . .	4
<b>Total . . . . .</b>	<b>17</b>	<b>Total . . . . .</b>	<b>18</b>



# Pre-Cytotechnology

*Leading to a Registered Cytotechnologist\**

## FIRST YEAR

First Semester		Second Semester	
English 101	3	English 102	3
Biology 101	4	Biology 111 or 121	4
Religion 101	3	Math 103	3
Physical Education 101 or 151	1	Physical Education 102 or 152	1
History 101	3	History 102	3
<b>Total</b>	<b>14</b>	<b>Total</b>	<b>14</b>

## SECOND YEAR

First Semester		Second Semester	
Anatomy 221	4	Physiology 222	4
Sociology 205	3	Sociology 207	3
Religion 102	3	Public Speaking 211	3
Chemistry 102	4	Chemistry 103	4
Elective**	3	Elective**	3
<b>Total</b>	<b>17</b>	<b>Total</b>	<b>17</b>

\*\*All electives are subject to approval by the adviser.

Cytotechnologists are skilled members of the health team with an indispensable role in the early detection of cancer. Working in pathology laboratories, they examine slides of human cells for abnormalities which indicate the presence of the disease. After two years of College, the student then takes six months of intensive training in an approved school of cytotechnology. In addition, a six-month apprenticeship is necessary before the person is eligible to take the examination in Exfoliative Cytology given by the Registry of Medical Technologists (ASCP).

# Pre-Dental Hygiene

*Leading to the B.S. Degree*

## FIRST YEAR

First Semester		Second Semester	
English 101	3	English 102	3
Biology 101	4	Biology 111 or 121	4
Math 103*	3	Math 105*	3
Religion 101	3	Religion 102	3
Elective**	3	Elective**	3
<b>Total</b>	<b>16</b>	<b>Total</b>	<b>16</b>

## SECOND YEAR

First Semester		Second Semester	
Chemistry 102	4	Chemistry 103	4
Psychology 201	3	Public Speaking 211	3
Sociology 205	3	Sociology 207	3
Physical Education 101 or 151	1	Physical Education 102 or 152	1
Elective**	3	Elective**	3
English 201 or 203	3	English 202 or 204	3
<b>Total</b>	<b>17</b>	<b>Total</b>	<b>17</b>

\*Math 109 will satisfy this requirement.

\*\*The following electives are recommended: History 101 and 102, or History 201 and 202, or a foreign language 101 and 102 or 201 and 202, or Art Appreciation 161 and Music appreciation 161. Other electives are subject to approval by the adviser.

# Pre-Medical, Pre-Dental, Pre-Veterinary Medicine, or Pre-Medical Technology

*Leading to B.S. Degree or Preparatory for a Professional School*

## FIRST YEAR

### First Semester

English 101 . . . . .	3
Mathematics** 103 . . . . .	3
Chemistry 102 . . . . .	4
Biology or Physics 101 . . . . .	4
Physical Education 151 or 101 . . .	1
Total . . . . .	15

### Second Semester

English 102 . . . . .	3
Mathematics** 105 . . . . .	3
Chemistry 103 . . . . .	4
Biology or Physics 102 . . . . .	4
Physical Education 152 or 102 . . .	1
Total . . . . .	15

## SECOND YEAR

### First Semester

Religion 101 . . . . .	3
Chemistry 275 . . . . .	4
Physics or Biology 101 . . . . .	4
Approved Electives* . . . . .	6
Total . . . . .	17

### Second Semester

Religion 102 . . . . .	3
Chemistry 276 . . . . .	4
Physics or Biology 111 . . . . .	4
Approved Electives . . . . .	6
Physical Education 152 or 102 . . .	1
Total . . . . .	17

\*SUGGESTED ELECTIVES! French 101-102, History 101-102, Anatomy and Physiology 221-222, Psychology 201, Government 108, Bacteriology 241, Sociology 205, Geography 151, Public Speaking 211, Art Appreciation 161, Music Appreciation 161, Math 210, 211, 212, Philosophy 201, History 201, 202, Sociology 207, English 201-202, English 203-204, Chemistry 202.

# Pre-Pharmacy

*Leading to a Bachelor's Degree*

## FIRST YEAR

### First Semester

English 101 . . . . .	3
Religion 101 . . . . .	3
Mathematics 103 . . . . .	3
Chemistry 102 . . . . .	4
Biology 101 . . . . .	4
Physical Education 151 or 101 . . .	1
Total . . . . .	18

### Second Semester

English 102 . . . . .	3
Religion 102 . . . . .	3
Mathematics 105 . . . . .	3
Chemistry 103 . . . . .	4
Biology 111 or 121 . . . . .	4
Physical Education 152 or 102 . . .	1
Total . . . . .	18

## SECOND YEAR

### First Semester

English 201 . . . . .	3
Physics 101 . . . . .	4
History 101 . . . . .	3
Language* . . . . .	3
Chemistry 275 . . . . .	4
Total . . . . .	17

### Second Semester

English 202 or Economics 251 . . .	3
Physics 102 . . . . .	4
History 102 . . . . .	3
Language* . . . . .	3
Chemistry 276 . . . . .	4
Total . . . . .	17

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

# Pre-Nursing

*Leading to B.S. Degree\*\**

## FIRST YEAR

First Semester		Second Semester	
English 101 . . . . .	3	English 102 . . . . .	3
Biology 101 . . . . .	4	Biology 111 . . . . .	4
Religion 101 . . . . .	3	Religion 102 . . . . .	3
Chemistry 102 . . . . .	4	Chemistry 103 . . . . .	4
Physical Education 151 or 101 . . . . .	1	Mathematics 103 . . . . .	3
<b>Total . . . . .</b>	<b>15</b>	Physical Education 152 or 102 . . . . .	1
		<b>Total . . . . .</b>	<b>18</b>

## SECOND YEAR

First Semester		Second Semester	
English 201 . . . . .	3	English 202 . . . . .	3
Anatomy 221 . . . . .	4	Sociology 205 . . . . .	3
History 101 . . . . .	3	Physiology 222 . . . . .	4
Psychology 201 . . . . .	3	History 102 . . . . .	3
Approved Elective* . . . . .	3	Biology 241 . . . . .	4
<b>Total . . . . .</b>	<b>16</b>	<b>Total . . . . .</b>	<b>17</b>

\*SUGGESTED ELECTIVES FOR PRE-NURSING: Music 161, English 203, 204.

\*\*\*All colleges and universities do not have the same admission requirements. Therefore, students should apply at once to the senior college of their choice so that adjustments in the above curriculum can be made to meet the requirements of the senior institution.

# Pre-Journalism

*Leading to Bachelor's Degree*

## FIRST YEAR

First Semester		Second Semester	
English 101 . . . . .	3	English 102 . . . . .	3
Mathematics 103* or 101 . . . . .	3	Mathematics 105* or 102 . . . . .	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
<b>Total . . . . .</b>	<b>16</b>	<b>Total . . . . .</b>	<b>16</b>

## SECOND YEAR

First Semester		Second Semester	
English 201 or 203 . . . . .	3	English 202 or 204 . . . . .	3
Laboratory Science . . . . .	4	Laboratory Science . . . . .	4
Foreign Language 201 . . . . .	3	Foreign Language 202 . . . . .	3
Approved Electives . . . . .	6	Approved Elective . . . . .	3
<b>Total . . . . .</b>	<b>16</b>	Music Appreciation 161 . . . . .	3
		<b>Total . . . . .</b>	<b>16</b>

APPROVED ELECTIVES FOR PRE-JOURNALISM: Government 108, Geography 151, Speech 210-211, Sociology 205, Sociology 207, Psychology 201, History 201-202, Mathematics 210-211, Economics 251-252, Hygiene 101, Art 161, Philosophy 201.

\*Mathematics 109 may be substituted.

# Pre-Physical Therapy

*Leading to the Bachelor of Science in Physical Therapy*

## FIRST YEAR

### First Semester

English 101	3
Biology 101	4
Chemistry 102	4
Mathematics 103**	3
Physical Education 151 or 101	1
<b>Total</b>	<b>15</b>

### Second Semester

English 102	3
Biology 111	4
Chemistry 103	3
Mathematics 105**	3
Physical Education 152 or 102	1
<b>Total</b>	<b>15</b>

## SECOND YEAR

### First Semester

Physics 101	4
Psychology 201	3
Religion 101	3
Electives	6-7
<b>Total</b>	<b>17</b>

### Second Semester

Physics 102	4
Sociology 205	3
Religion 102	3
Electives	6-7
<b>Total</b>	<b>16-17</b>

Approved Electives: French 101-102; Spanish 101-102; History 101-102; United States History 201-202; Economics 251; Sociology 207; Philosophy 201; Anatomy 221; Physiology 222; English 211 (Speech); American Literature 203-204; English Literature 201-202; Music Appreciation 161; Art Appreciation 161.

\*All colleges and universities do not have the same requirements. It is, therefore, advisable that students entering this program decide early the senior college they wish to attend so that adjustments in the above curriculum can be made to meet the requirements of that institution.

\*\*Math 109 will satisfy this requirement. Because Math 109 is only five hours credit, students taking this course in lieu of 103-105 will have to take an additional elective course.







# 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 vocational courses and curricula to serve the needs of all students.

- 1. Program for Transfer Students.** Two years of studies are available to the student who plans to graduate from a four-year institution. The student who wishes to major in business administration, accounting, economics, finance, marketing, management, or secretarial administration, may qualify for junior-level status at a senior college or university by completing the first two years at Chowan College.
- 2. Program for Vocational Students.** For the student who does not plan to continue his education beyond Chowan College, the Department of Business offers vocational 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

### Typewriting:

Each student enrolled in the Department of Business is advised to complete A MINIMUM OF ONE COLLEGE-LEVEL COURSE IN TYPEWRITING.

Placement in the typewriting course levels is as follows:

- (a) A student with no previous experience in typewriting will enroll in Typewriting 101.
- (b) A student with no more than one year of high school typewriting, with a grade below "C" will enroll in Typewriting 101.
- (c) A student with one complete year of high school typewriting, with a grade of "C" or better, will enroll in Typewriting 102.
- (d) A student with more than one year of high school typewriting, with a grade of "C" or better, will enroll in Typewriting 201.

Any exceptions to the above guidelines are to be approved by the student's adviser, the instructor concerned, and the departmental chairman.

A minimum of two courses in college typewriting is

normally required for all secretarial programs. Exceptions may be made where students achieve exceptional speed and accuracy levels. An approved substitution report will be executed by the student's adviser where such exceptions are made.

**Shorthand:**

Secretarial students are placed in the shorthand course levels as follows:

(a) A student with no previous experience in shorthand will enroll in Shorthand 111

(b) A student with one year of high school experience in shorthand, or less, with a grade below "C" will enroll in Shorthand 111.

(c) A student with one year of high school experience in shorthand, with a grade of "C" or better, will enroll in Shorthand 112.

(d) A student with two years of high school experience in shorthand, with a grade below "C" will enroll in Shorthand 112.

(e) A student with two years of high school experience in shorthand, with a grade of "C" or better, will enroll in Advanced Dictation 211.

Any exceptions to the above guidelines are to be approved by the student's adviser, the instructor concerned, and the departmental chairman.

Students enrolled in an associate secretarial curriculum normally complete as a minimum requirement shorthand through Advanced Dictation 211. Those students who begin in Advanced Dictation 211 normally will complete the Advanced Dictation 212.

**The Certified Professional Secretary**

The Certified Professional Secretary (CPS) rating is recognized as the measurement standard of proficiency for the secretarial profession. The only way to achieve the CPS rating is by taking the two-day, six-part examination.

Associate degree candidates are eligible to apply for this examination and subsequent certification. The following courses are recommended as minimum preparatory requirements: Economics 251-252; Accounting 141-142, 243; Business Law 281-282; Psychology 201; Financial Mathematics 161; Business Communications 202; Secretarial Procedures 223; and Data Processing 271 and 272.

Students who are interested should confer with their advisers.

# Business Administration

*Leading to the Associate of Science Degree and the  
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	Mathematics 103 or 105 . . . . .	3
Laboratory Science . . . . .	4	Laboratory Science . . . . .	4
Physical Education 151 or Personal Development 100 . . . . .	1-2	Accounting 141 . . . . .	4
Approved Elective . . . . .	3	Total . . . . .	17
Total . . . . .	17-18		

## SECOND YEAR

First Semester		Second Semester	
English 201, 202, 203, or 204 . . . . .	3	Economics 252 . . . . .	3
Economics 251 . . . . .	3	Business Law 282 or Approved Elective . . . . .	3
Business Law 281 or Approved Elective . . . . .	3	Accounting 240, 241, 243 or Approved Elective . . . . .	3
Accounting 142 . . . . .	4	Speech 210 . . . . .	3
Physical Education 152 or 102 . . . . .	1	Psychology 201 or Approved Elective . . . . .	3
Approved Elective . . . . .	3	Total . . . . .	15
Total . . . . .	17		

SUGGESTED ELECTIVES FOR BUSINESS ADMINISTRATION: History 101-102, Government 108, Geography 151, History 201-202, Sociology 205, Sociology 207, foreign language sequence, any fine arts, mathematics of business electives.

# Business Education

*Leading to Associate of Science Degree,  
Teacher's Certification 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; or Shorthand 111, 112 . . . . .	3-4
Typewriting 101, 102 . . . . .	3	Typewriting 102, 203 . . . . .	3
Business Machines 105 . . . . .	1	Duplicating Machines 106 . . . . .	1
Foreign Language 101, History 101, or Approved Elective . . . . .	3	Foreign Language 102, History 102, or Approved Elective . . . . .	3
Personal Development 100 or Physical Education 151 . . . . .	1-2	Physical Education 152 or 102 . . . . .	1
Total . . . . .	17-18	Total . . . . .	17-18

## SECOND YEAR

First Semester		Second Semester	
English 201, 202, 203, or 204 . . . . .	3	Speech 210 . . . . .	3
Shorthand 111, 112, or Advanced Dictation 211 . . . . .	4	Shorthand 112, Advanced Dictation 211, 212, or Approved Elective . . . . .	4
Accounting 141 . . . . .	4	Accounting 142 or Approved Elective . . . . .	4
Economics 251 . . . . .	3	Economics 252 or Approved Elective . . . . .	3
Business Communications 201, 202, or Approved Elective . . . . .	3	Introduction to Transcription 122 . . . . .	3
Total . . . . .	17	Total . . . . .	17

APPROVED ELECTIVES FOR BUSINESS EDUCATION: Mathematics 105; Government 108 or Geography 151; Psychology 201; Sociology 205, 207; History 201, 202; Philosophy 201; foreign language or science sequence; any fine arts or business electives.

# Accounting

*Leading to the Associate of Science 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
Accounting 141 . . . . .	4	Accounting 142 . . . . .	4
Typewriting 101, 102, or Approved Elective . . . . .	3	Economics 251 . . . . .	3
Physical Education 151 or Personal Development 100 . . . . .	1-2	Total . . . . .	16
Total . . . . .	17-18		

## SECOND YEAR

First Semester		Second Semester	
English 201, 202 or Speech 210 . . . . .	3	Psychology 201 or Approved Elective . . . . .	3
Accounting 240 or 241 . . . . .	3	Business Law 282 or *Approved Elective . . . . .	3
Economics 252 . . . . .	3	Accounting 241, 243 or Approved Elective . . . . .	3
Business Law 281 . . . . .	3	Business Machines 105 . . . . .	1
Data Processing 271 or *Approved Elective . . . . .	3	Data Processing 272, Business Communications 202, or Approved Elective . . . . .	3
Total . . . . .	15	Physical Education 152 or 102 . . . . .	1
		Total . . . . .	14

\*Foreign Language sequence preferred.

Approved Electives for Accounting: History 101-102, Geography 151, History 201-202, Sociology 205, 207, Philosophy 201, Speech 211, any fine arts, mathematics, or business elective.

# Secretarial Administration

*Leading to the Associate of Science Degree*

## FIRST YEAR

First Semester		Second Semester	
English 101 . . . . .	3	English 102 . . . . .	3
Shorthand 111, 112 or Advanced Dictation 211 . . . . .	4	Shorthand 112 or Advanced Dictation 211, 212 . . . . .	4
Typewriting 101, 102 . . . . .	3	Typewriting 102, 203 . . . . .	3
Transcription 122 or Mathematics 161 . . . . .	3	Transcription 122 or Mathematics 161 . . . . .	3
Business Machines 105 . . . . .	1	Economics 251 . . . . .	3
Physical Education 151 or Personal Development . . . . .	1-2	Physical Education 152 or 102 . . . . .	1
Total . . . . .	15-16	Total . . . . .	17

## SECOND YEAR

First Semester		Second Semester	
Religion 101 . . . . .	3	Religion 102 . . . . .	3
Advanced Dictation 211 or 212 . . . . .	4	Speech 210 . . . . .	3
Accounting 141 . . . . .	4	Advanced Dictation 212 Accounting 142, Business Communications 202, or Approved Elective . . . . .	4-3
Business Law 281 . . . . .	3	Data Processing 271, 272, Economics 252 or Approved Elective . . . . .	3
Data Processing 271, Business Communications 201 or Approved Elective . . . . .	3	Office Procedures 223 . . . . .	3
Total . . . . .	17	Duplicating Machines 106 . . . . .	1
		Total . . . . .	16-17

SUGGESTED ELECTIVES FOR SECRETARIAL ADMINISTRATION: History 101-102, 201-202, Geography 151, Sociology 205, 207, Philosophy 201, English 202, Speech 211, Psychology 201, any fine arts, mathematics, or business electives.

# Church Secretarial Administration

*Leading to the Associate of Science Degree*

## FIRST YEAR

First Semester		Second Semester	
English 101 . . . . .	3	English 102 . . . . .	3
Religion 101 . . . . .	3	Religion 102 . . . . .	3
Shorthand 111, 112 or Advanced Dictation 211 . . . . .	4	Shorthand 112, Advanced Dictation 211 or 212 . . . . .	4
Typewriting 101 or 102 . . . . .	3	Typewriting 102 or 203 . . . . .	3
Mathematics 161 . . . . .	3	Introduction to Transcription 122	3
Physical Education 151 or Personal Development 100 . . . . .	1-2	Business Machines 105 . . . . .	1
Total . . . . .	17-18	Total . . . . .	17

## SECOND YEAR

First Semester		Second Semester	
Speech 210 . . . . .	3	Speech 211 or Psychology 201 . . . . .	3
Economics 251 . . . . .	3	Business Law 281 . . . . .	3
Psychology 201 or Data Processing 271 . . . . .	3	Sociology 205 or 207, or Data Processing 272 . . . . .	3
Accounting 141 . . . . .	4	Office Procedures 223 . . . . .	3
Art Appreciation 161 or Approved Elective . . . . .	3	Music Appreciation 161 or Approved Elective . . . . .	3
Physical Education 152 or 102 . . . . .	1	Duplicating Machines 106 . . . . .	1
Total . . . . .	17	Total . . . . .	16

SUGGESTED ELECTIVES FOR CHURCH SECRETARIAL ADMINISTRATION:  
History 101, 102; Geography 151; Government 108; Philosophy 201; foreign language sequence; any fine arts or business electives.

# Legal Secretarial Administration

*Leading to the Associate of Science Degree*

## FIRST YEAR

First Semester		Second Semester	
English 101 . . . . .	3	English 102 . . . . .	3
Mathematics 161 . . . . .	3	Accounting 141 . . . . .	4
Shorthand 111, 112 or Advanced Dictation 211 . . . . .	4	Shorthand 112 or Advanced Dictation 211, 212 . . . . .	4
Typewriting 101 or 102 . . . . .	3	Typewriting 102 or 203 . . . . .	3
Business Machines 105 . . . . .	1	Transcription 122 or Business Communications 201 . . . . .	3
Personal Development 100 . . . . .	2	Total . . . . .	17
Total . . . . .	16		

## SECOND YEAR

First Semester		Second Semester	
Religion 101 . . . . .	3	Religion 102 . . . . .	3
Advanced Dictation 211 or 212 . . . . .	4	Speech 210 . . . . .	3
Economics 251 . . . . .	3	Accounting 240, 241 or 243 . . . . .	3
Business Law 281 . . . . .	3	Business Law 282 or Approved Elective . . . . .	3
Accounting 142 . . . . .	4	Office Procedures 223 . . . . .	3
Total . . . . .	17	Duplicating Machines 106 . . . . .	1
		Physical Education 102 . . . . .	1
		Total . . . . .	17

APPROVED ELECTIVES: Any social science, fine arts, or business course.

# Medical Secretarial Administration

*Leading to the Associate of Science Degree*

## FIRST YEAR

First Semester	
English 101 . . . . .	3
Medical Terminology 213 . . . . .	3
Anatomy 221 . . . . .	4
Religion 101 . . . . .	3
Typewriting 102 . . . . .	3
Physical Education 151 or 101 . . . . .	1
Total . . . . .	17-18

Second Semester	
English 102 . . . . .	3
Shorthand 111, *112 or Advanced Dictation 211 . . . . .	4
Typewriting 203 . . . . .	3
Medical Terminology 214 . . . . .	3
Business Machines 105 . . . . .	1
Personal Development . . . . .	2
Total . . . . .	16

## SECOND YEAR

First Semester	
Economics 251 . . . . .	3
Business Law 281 . . . . .	3
Shorthand 112, Advanced Dictation 211, or 212 . . . . .	4
Business Communications 201 . . . . .	3
Accounting 141 . . . . .	4
Total . . . . .	17

Second Semester	
Business Communications 202, or Approved Elective . . . . .	3
Religion 102 . . . . .	3
Psychology 201, Sociology 205, Speech 210, or Advanced Dictation 212 . . . . .	3-4
Financial Mathematics 161 . . . . .	3
Office Procedures 223 . . . . .	3
Duplicating Machines 106 . . . . .	1
Total . . . . .	16-17

APPROVED ELECTIVES FOR MEDICAL SECRETARIAL ADMINISTRATION: Sociology 205, 207; History 101, 102; foreign language sequence; Philosophy 201; any fine arts, science, mathematics, or business elective.

Upon completion of the degree requirements as outlined above, students have the option of job placement at one of the college affiliated institutions for purpose of clinical work experience. The length of this program is determined by the particular institution; adequate remuneration is afforded each student on a contractual basis.

A Professional Certification is awarded by the affiliated hospital at the time of satisfactory completion of this phase of the program. Students will be assessed \$50 per semester which provides student status, including student insurance coverage. The affiliated institutions are: Duke University Medical Center, Durham; Louise Obici Memorial Hospital, Suffolk, Va.; Pitt County Memorial Hospital, Greenville; Norfolk General in Norfolk, Va.



# One-Year Secretarial

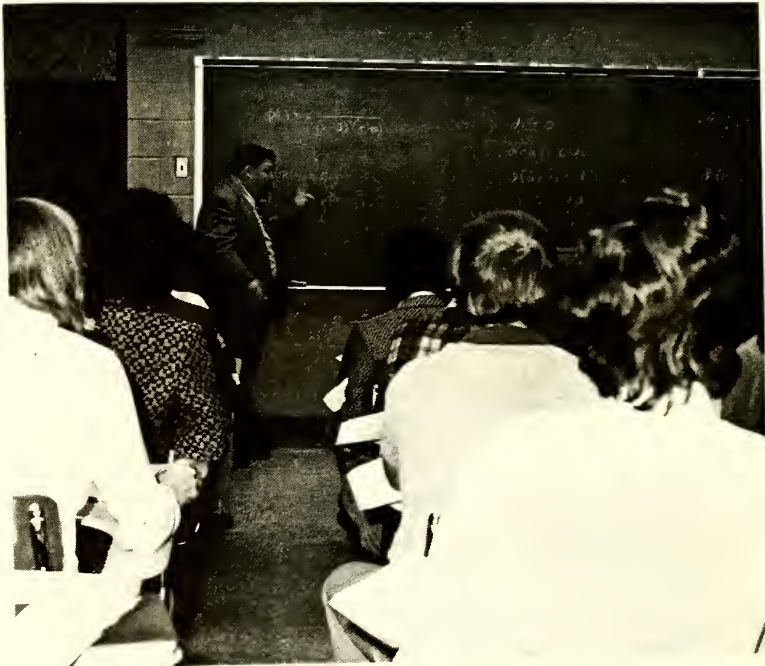
First Semester		Second Semester	
English 101	3	Religion 101	3
Introduction to Transcription 122 or Mathematics 161	3	Introduction to Transcription 122 or Mathematics 161	3
Shorthand 111, 112 or Advanced Dictation 211	4	Shorthand 112, Adv. Dictation 211 or 212	4
Typewriting 101, 102	3	Typewriting 102, 203	3
Business Machines 105	1	Accounting 141	4
Personal Development 100 or Physical Education 151	2-1	Duplicating Machines 106	1
<b>Total</b>	<b>15-16</b>	<b>Total</b>	<b>18</b>

# One-Year General Clerical

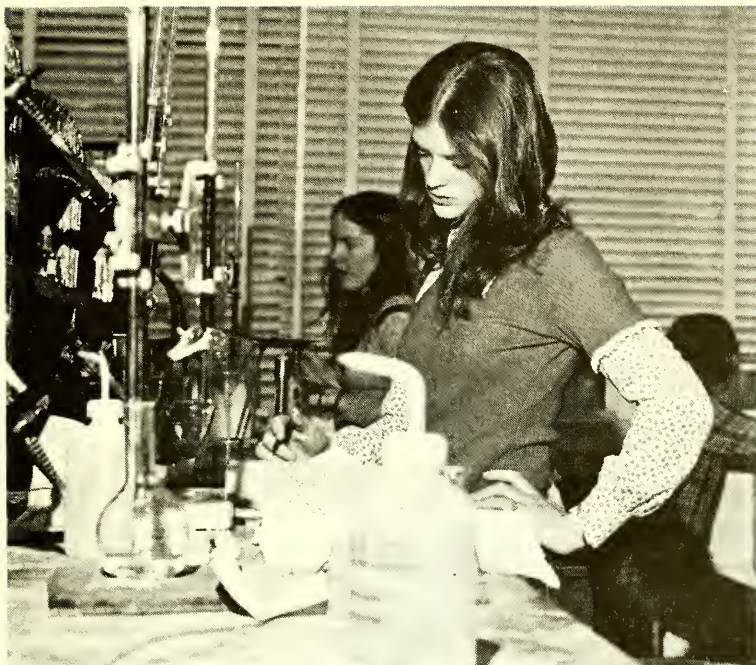
First Semester		Second Semester	
English 101	3	Religion 101	3
Mathematics 161	3	Accounting 142	4
Data Processing 271, Economics 251 or Approved Elective	3	Business Machines 105 or 107	1
Accounting 141	4	Economics 251, 252	3
Typewriting 101 or 102	3	Duplicating Machines 106	1
Business Machines 105 or 107	1	Data Processing 272 or Approved Elective	3
<b>Total</b>	<b>17</b>	Personal Development 100 or Physical Education 152	2-1
		<b>Total</b>	<b>16-17</b>

**APPROVED ELECTIVES FOR ONE-YEAR GENERAL CLERICAL COURSE:**  
Any elective approved by adviser. Courses as prescribed in both one-year programs will fit into the two-year curriculum planning. Consult your adviser for full information.

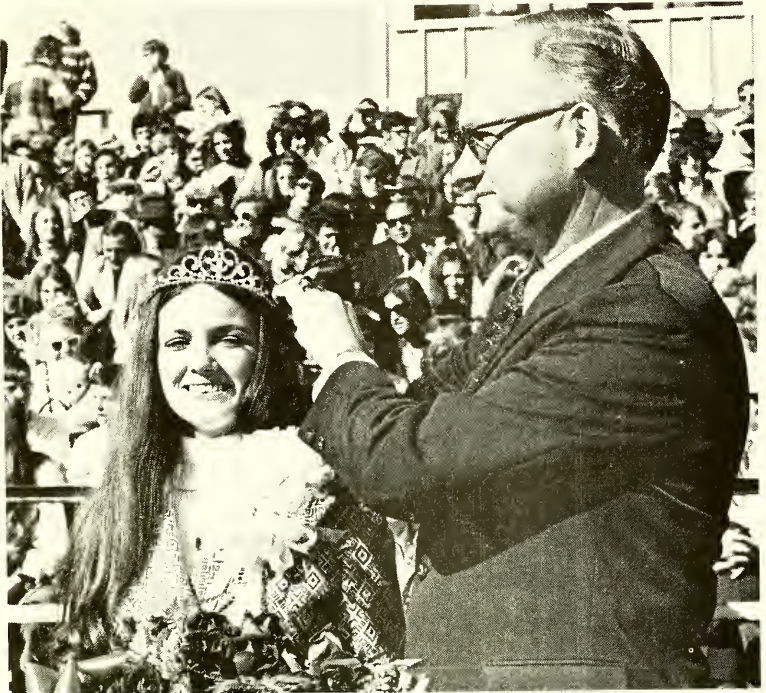


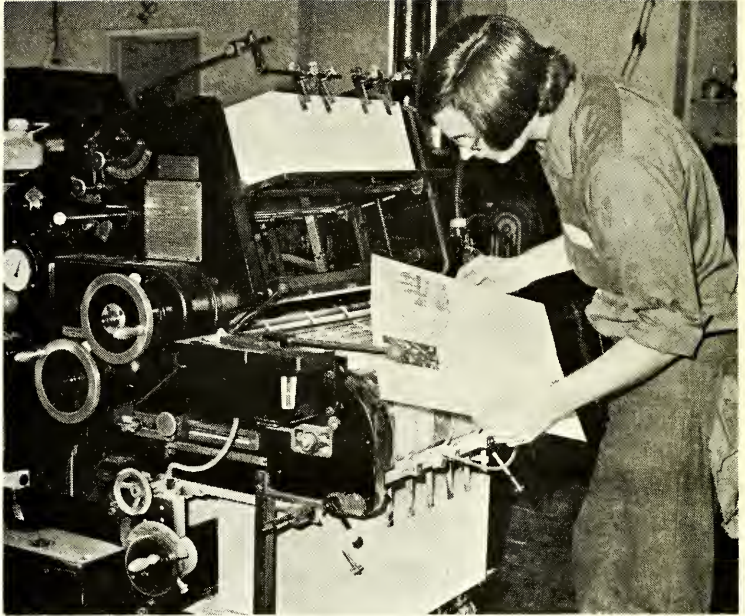












## Department of Graphic Arts

The curriculum offered in printing technology by the Department of Graphic Arts is recognized as one of the finest in the country, and credit for courses completed are accepted by the senior institutions offering degrees in graphic arts.

The department enjoys a reputation for leadership in educating young men and women for opportunities in the graphic arts and publishing industry. This reputation has grown as a result of constant updating of modern facilities and equipment, improving the curriculum and maintaining a competent and experienced faculty.

The basic objective of the Department of Graphic Arts is to prepare students for successful careers in the printing, publishing and allied industries. The program of study is specifically directed toward careers in the areas of printing technology, printing production and printing management. The entire program is offered with a backdrop of liberal arts.

### ENTRANCE REQUIREMENTS

General requirements for admission to the graphic arts program are given in the Academic Program section of this catalog. Other requisites include such things as an interest in printing, a keen and inquiring mind and industrious habits.

Of evident value to an applicant is participation in high school printing courses, extra-curricular activities in connection with a

school newspaper or yearbook or by employment in a printing establishment.

The two-year program is two-fold in that it offers the student an opportunity to prepare for a variety of positions in the printing and publishing industry. In addition, completion of the program earns the student an Associate Degree in Graphic Arts and prepares him for further study and a degree at a four-year institution.

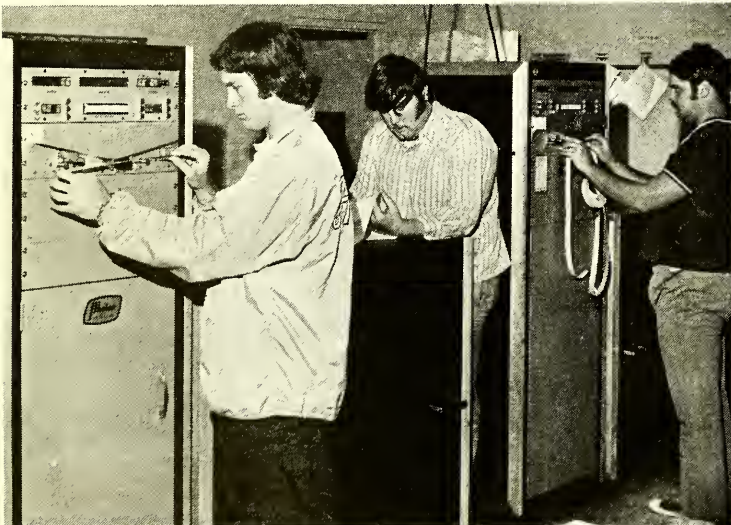
### PROGRAM OF STUDY

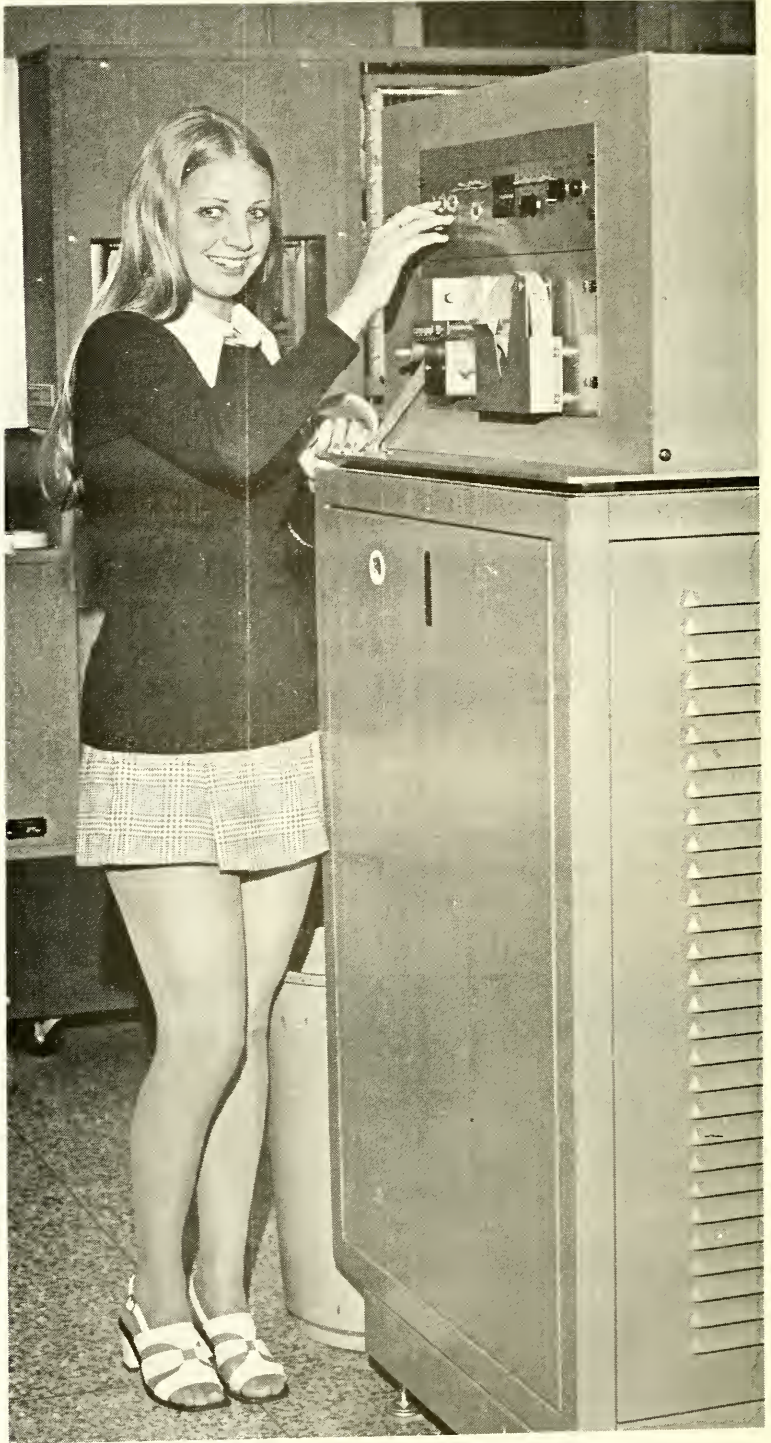
Although a description of courses in the graphic arts program follows, it is pertinent to present a brief picture of specific opportunities available to students.

Students receive training in letterpress composition and production, including advertising and page makeup as well as presswork. In this area they are taught linotype keyboarding teletypesetter perforator operation, machine maintenance and repair and monitoring of tape-operated typesetting machines.

Students are fully oriented and trained in electronic photo-setting equipment for both hot and cold type composition and paste-up. They also receive intensive study and training in offset camera and plate production as well as color separation and off-set press operation and maintenance.

Graphic arts students become proficient in their skills through participation in the production of all printing for the college, including catalogs, brochures, yearbooks and the production of a bi-weekly student newspaper and monthly college news-magazine.





Operating High-Speed Phototypesetter

# Printing Technology

AN ASSOCIATE DEGREE is awarded to students who successfully complete the two-year printing program.

## FRESHMAN YEAR

First Semester		Second Semester	
English 101	3	English 102	3
Religion 101	3	Religion 102	3
Typing 101	3	Math 101 or Financial Math 161	3
Principles of Typography 111	3	Principles of Typography 112	3
Preparatory Offset 121	3	Preparatory Offset 122	3
Elementary Presswork 131	3	Offset Methods 132	3
Physical Education	1	Physical Education	1
Total	19	Total	19

## SOPHOMORE YEAR

First Semester		Second Semester	
Advanced Typography 213	3	Advanced Typography 214	3
Preparatory Offset 223	3	Preparatory Offset 224	3
Advanced Offset Methods 233	3	Advanced Offset Methods 234	3
Approved Electives	9	Approved Electives	9
Total	18	Total	18

SUGGESTED ELECTIVES: Economics 251-252, Business Law 281-282, English 201-202, Voice and Diction 210, Public Speaking 204, College Algebra 103, Math 101, Math 102, History 201-202, Sociology 205, Government 108, Geography 151, General Psychology 201, History 101-102, Photography 101-102.

## One-Year Teletypesetter Perforator

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

First Semester		Second Semester	
Religion 101	3	Religion 102	3
English 101	3	English 102	3
Teletypesetter Perforator 6	3	Teletypesetter Perforator 7	3
Approved Electives	6	Approved Electives	6
Total	15	Total	15





Students Work on Photography Projects





# Division of Photography

The Department of Graphic Arts, through its Division of Photography, offers a comprehensive program leading to an Associate Degree in Photography, and is designed to provide a working knowledge of the creative and artistic aspects of the art.

The curriculum is tailored both to the needs of the student planning a career in photography immediately following his two years of study at Chowan College, and for the student who plans to pursue the baccalaureate degree at a senior institution.

## Photography

### *A Terminal Program Leading to the Associate Degree*

#### FRESHMAN YEAR

##### First Semester

Photography 101 . . . . .	4
English 101 . . . . .	3
Religion 101 . . . . .	3
Western Civ. 101 . . . . .	3
Math 101 or 103 . . . . .	3
Physical Ed. 151 . . . . .	1
Total . . . . .	17

##### Second Semester

Photography 102 . . . . .	4
English 102 . . . . .	3
Religion 102 . . . . .	3
Western Civ. 102 . . . . .	3
Math 102 or 105 . . . . .	3
Physical Ed. 152 . . . . .	1
Total . . . . .	17

#### SOPHOMORE YEAR

##### First Semester

Photography 201 . . . . .	4
Photography 202 . . . . .	4
Photography 203 . . . . .	3
Psychology 201 . . . . .	3
Elective . . . . .	3
Total . . . . .	17

##### Second Semester

Photography 204 . . . . .	3
Photography 205 . . . . .	3
Photography 206 . . . . .	3
Sociology or Economics . . . . .	3
Elective . . . . .	3
Total . . . . .	15

\*Elective courses must have the approval of the academic advisor.





# COURSES OF INSTRUCTION

## COURSE NUMBERS

Credit courses in the college degree programs are numbered 100 to 299.

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

## DEPARTMENT OF BUSINESS

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

### BUSINESS ADMINISTRATION AND ECONOMICS

#### **131 Economics of Personal Finance** 3 semester hours

A survey of financial problems and institutions affecting individuals as well as various types of business organizations; borrowing, saving, insurance, investment, and financial agencies. Ethics of business practices are emphasized.

#### **141-142 Principles of Accounting** 4 semester hours each

Basic courses in accounting procedures and principles used in proprietorships, partnerships, and corporations. Emphasis is placed upon analyzing, recording, and reporting business transactions; the preparation of working papers and financial statements; special books of original entry; and the decision-making process.

#### **161 Financial Mathematics** 3 semester hours

Comprehensive treatment of financial problems arising in modern living as related to accounting mathematics: statistics, asset depreciation, statement analysis, profit and loss distribution, stock and bond evaluations; retail mathematics: commercial discounts, markup, markdown, and turnover; mathe-



Thomas E. Ruffin, Jr.  
Acting Chairman

mathematics of finance: simple interest and simple discount, compound interest, annuities, sinking funds, amortizations. Three hours per week.

**240 Managerial Accounting** 3 semester hours

An intermediate course in accounting in preparation, analysis, and interpretation of accounting and financial data for decision making. Lecture and laboratory.

Prerequisites: Accounting 141 and 142.

**241 Intermediate Accounting Theory** 3 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. Lecture and laboratory.

PREREQUISITE: Accounting 141 and 142.

**243 Income Tax Accounting** 3 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. Lecture and laboratory.

PREREQUISITE: Accounting 141

COREQUISITE: Accounting 142 and Economics 251, 252

**Principles of Economics 251** 3 semester hours

Economics 251 involves macroeconomics. The objective of the course is to introduce the student to the principles essential to an understanding of fundamental economic problems and the policy alternatives society may utilize to contend with these problems.

**Principles of Economics 252** 3 semester hours

Economics 252 is from the microeconomic approach. Specific economic units are examined and a detailed consideration of the behavior of these individual units is made. Three hours per week.

**271 Introduction to Data Processing** 3 semester hours

Basic concepts and operational procedures of business data processing. Topics in automated data processing such as the punched card, key punch, sorter, accounting machine, and electronic data processing will be covered. Three hours per week.



**272 Data Processing** 3 semester hours

Theory and application of data processing equipment in the business environment. Students will participate in problem solutions and design and implementation of actual business applications.

**281 Business Law** 3 semester hours

A course dealing with law in general, contracts, negotiable instruments, sales, bailments, transportation, suretyships 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 Law 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**

**100 Personal Development** 2 semester hours

The Personal Development course is designed for today's young woman. It deals with self-improvement in the areas of personal grooming, speech, personality development, posture and poise, fashion and business and social etiquette. It is required for all young ladies enrolled in the Department of Business; optional for all college women. New textbooks and beauty supplies are mandatory for this course. This may fulfill requirements for one semester hour of physical education. Three hours per week.

**101 Typewriting** 3 semester hours

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. Three hours per week.

**102 Typewriting** 3 semester hours

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

**PREREQUISITE:** Typewriting 101 or equivalent.

**201 A, B, C Business Communications** 3 semester hours each

Designed to afford the student an intensive overview of the mechanics of machine transcription, with special emphasis on production and perfect copy in letter and report writing. Specialty areas: A, General Secretarial; B, Legal Secretarial; C, Medical Secretarial.

**202 Business Communications** 3 semester hours

Development of skills in reading, writing, listening and using

audio tapes, with emphasis on the most used types of business letters and/or reports. Emphasis is also placed on human relations as well as the underlying psychology of effective business letter writing.

**203 Advanced Typewriting** 3 semester hours

High level skill is developed in general and specialized areas. Accuracy and speed are emphasized. Three hours per week.

PREREQUISITE: Business 102 or equivalent.

**105 Business Machine Calculation** 1 semester hour

The student is thoroughly acquainted with mathematical principles involved in operation of electronic calculators. Open to all students.

**106 Duplicating Machines** 1 semester hour

A basic skill of operation, together with techniques, is developed in the use of the fluid duplicating, mimeograph, and offset processes.

PREREQUISITE: Business 102 or equivalent.

**107 Business Machines; Key punch** 1 semester hour

Purpose is to prepare students for employment as key punch operators in the field of data processing. Special emphasis is placed on programming, both normal and alternate. In addition to learning proper machine procedures, students gain practical experience in analyzing and solving problems.

PREREQUISITE: Business 101 or equivalent.

**111-112 Shorthand** 4 semester hours each

Gregg shorthand methods are used to develop reading and writing skills. Six hours per week.

**122 Introduction to Transcription** 3 semester hours

This course deals primarily with the use of business English in business correspondence but includes, in addition, condensed units in business letter writing, filing, and machine transcription. Attention is given to a review of the fundamentals of English grammar and spelling. Enroll in this course at the same time you enroll in Business 112.

PREREQUISITE: Business 111 or equivalent.

**211-212 Advanced Diction** 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 meaning, transcribing case histories, medical articles, and dic-

tated medical material. Machine transcription is provided. Six hours per week each semester.

PREREQUISITE: Business 211.

**215-216 Clinical Work Experience** 4 semester hours each

Clinical experiences in these courses are designed to aid the student in developing overall concepts involved in actual on-the-job performances in activities associated with records in hospitals and doctor's offices. Throughout this experience the student observes and actually works in designated departments within the hospital under the direct supervision of a Registered Medical Records Librarian.

**223 Secretarial Office Procedures** 3 semester hours

This course is designed for secretarial students only. It deals primarily with the theory of office practice; emphasis is given throughout the course to the handling of actual office problems and on-the-job situations. The course is generally restricted to the sophomore level. Freshmen with good academic records may enroll with permission of their advisors.

## DEPARTMENT OF ENGLISH

MR. G. KENNETH WOLFSKILL, Acting Chairman

**101 Composition** 3 semester hours

A laboratory course in expository writing, designed primarily to train the student in the writing skills necessary to do competent academic work on the college level. Primary emphasis on the various methods and techniques of developing the expository theme. Readings in general literature are also included as aids in writing themes. Three hours per week.

**102 Composition and Introduction to Literature** 3 semester hours

English 102 is a genre-studies course, concentrating on form and meaning in the literary modes, poetry, drama and fiction. Writing is emphasized as in 101, but it is aimed specifically at the interpretation of literature. The course also introduces research skills.

PREREQUISITE: English 101

**201 English Literature to 1800** 3 semester hours

A survey of major British writers from the Anglo-Saxon period through the 18th century. See note below. Three hours per week.

PREREQUISITES: English 101 and 102.

**202 English Literature since 1800** 3 semester hours

A survey of major British writers from the beginnings of Romanticism to the present day. See note below. Three hours per week.

PREREQUISITES: English 101 and 102.



G. Kenneth Wolfskill  
Acting Chairman

**203 American Literature through Whitman** 3 semester hours

A survey of American authors from the colonial period through Transcendentalism and Walt Whitman. See note below. Three hours per week.

PREREQUISITES: English 101 and 102.

**204 American Literature since Whitman** 3 semester hours

A survey of American authors from the beginnings of Realism to the present day. See note below. Three hours per week.

PREREQUISITES: English 101 and 102.

**NOTE:** In most curricula, a student may choose either sequence (English 201-202 or English 203-204) to fulfill the English requirements for his sophomore year. He must, however, complete one sequence to qualify for the associate degree. The only exemptions are those curricula requiring only 3 hours of English beyond the Freshman level.

**210 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.

**211 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.





# DEPARTMENT OF FINE ARTS

93

DR. JAMES M. CHAMBLEE, Chairman

## DIVISION OF ART

The Division of Art offers training in several fields of art which will enable the student to continue his study at the junior level in most college and university art departments, as well as professional art schools. The student can place emphasis in one of the following areas:

1. Creative studio work
2. Art history
3. Art education
4. Commercial art



Dr. James M. Chamblee  
Chairman

### **161 Art Appreciation** 3 semester hours

A selective study of the major periods in the history of Art. Emphasis is placed on helping the student to recognize and understand the major objectives and techniques which are characteristic of periods and outstanding artists and their influence on current trends and developments in Art. Supplemented by color slides and individual research.

### **171 Introduction to Art** 3 semester hours

An intense study and practice of the theories and philosophies of Art, both past and present. A blend of lecture, seminar, and design studio provide an understanding of the visual dialogue. Art majors will take this course in lieu of Art 161.

### **101-102 Fundamentals of Drawing** 2 semester hours each

Instruction and practice in the basic skills and techniques of drawing and composition. Various media such as pencil, charcoal, ink, collage, etc., are used. A terminology unique to art is used in an active dialogue both individually and as a group activity.

### **131 Arts and Crafts** 3 semester hours

Instruction and practice in the various arts and crafts as they relate to instruction in the public schools. One hour each week is spent in discussion of various methods and theories of instruction. Basic teaching experience is achieved through cooperation with area schools.

### **151 Ceramics** 2 semester hours

Instruction and practice in the technique of making pottery and other three dimensional objects from clay. Glazing and firing is an integral part of the study.

### **181 Lettering Design** 2 semester hours

An applied study of calligraphic techniques as they are related to advertising art. Combined with a survey of calligraphic theory.

- 191 Printmaking** 2 semester hours  
 Instruction and practice in the various creative printing processes. Intaglio, etching, woodcut, lithography, and serigraphy are explored for their expressive possibilities.
- 201 Painting** 2 semester hours  
 Instruction and practice in the basic media and techniques of painting. Emphasis is placed on composition and color usage. Critical awareness is developed with periodic seminar—critique activities.
- 202 Painting** 2 semester hours  
 Continuation of Painting 201 with emphasis placed on advanced painting problems which involve experimentation with color, composition, and the human figure. The development of creativity and individual style are of prime importance.
- 211-212 Art History** 3 semester hours each  
**211. Prehistoric through Gothic.** Painting, sculpture, architecture, and the minor arts are traced from prehistoric through the Gothic era. Augmented by color slides, research projects, and seminars.
- 212. Renaissance through Pre-Modern.** Painting, sculpture, and the minor arts are traced from the beginning of the Renaissance. Augmented as 211.
- 252 Sculpture** 2 semester hours  
 Instruction and practice in the various techniques of sculpture. Clay, plaster, wood, and stone are used, as well as the various methods of construction. Seminar-critiques are employed periodically.
- 261-262 Advertising Design** 3 semester hours each  
 A comprehensive introduction to the various techniques of illustration, cartooning, product and fashion design.
- 271 Illustration** 2 semester hours  
 An applied study of the various techniques of story, commercial, and fashion illustration.
- 275 Interior Design** 2 semester hours  
 An applied study of the various techniques of interior design, including an historical survey of furnishings and period styles.
- 291 Art Problems** 2-4 semester hours  
 Open to students who desire further individual research in one phase of Art. This is a highly specialized course taken by students going on to a four year program in Art. It is available only during the final semester at this institution and/or with the consent of the Division Head.

**161 Drama Appreciation** 3 semester hours  
 A study of the development of drama, play analysis, types of theatrical production, and a comparison of the stage with other forms of dramatic media.

**181 Acting and Directing** 3 semester hours  
 Basic theories and techniques of acting and directing.

**211 Theater Technology** 3 semester hours  
 Basic theories and techniques of scene design, lighting and stage technology.

**212 Dramatic Literature** 3 semester hours  
 A survey of contemporary American and European drama.

**107 Drama Workshop** 1 semester hour  
 Supervised individual projects in play performances. May be repeated for credit.

**DANIEL SCHOOL OF MUSIC**

The courses in music are designed to serve three purposes:

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

**101-102 Notation, Sight-singing, and Dictation** 1 semester hour each  
 Introductory course, intended to provide a basic knowledge of the common terminology of music, rhythms, intervals, and scales. Required of all music majors. Two 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.  
 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. Required of all music majors.



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 development 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 weekly student workshop-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 for preparatory piano, voice, or organ.

**100 A Preparatory Voice** No Credit  
One half-hour lesson and four practice hours per week.

**111A-112A First Year Voice** 1 or 2 semester hours each  
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 each  
One or two half-hour lessons per week and six or twelve practice hours per week, respectively.

**113A Class Instruction in Voice** 1 semester hour  
Beginning voice students only. One class hour and 4 practice hours per week. Offered only upon demand.

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

**B. Piano**  
100 B  
111B-112B  
211B-212B  
113B

**E. Brass**  
100E  
111E-112E  
211E-212E  
113E

**C. Organ**  
100C  
111C-112C  
211C-212C  
113C

**F. Percussion**  
100F  
111F-112F  
211F-212F  
113F

**D. Woodwind**  
100D  
111D-112D  
211D-212D  
113D

**G. Strings**  
100G  
111G-112G  
211G-212G  
113G



## Ensembles

### 191 College Choir 1 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. May be repeated for credit.

### 191T Touring Choir 1 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. Two additional rehearsal hours per week. May be repeated for credit.

### 103 College Band 1 semester hour

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. May be repeated for credit.

### 106 Drum and Bugle Corps 1 semester hour

This course is designed to give the student a foundation in brass and percussion instruments and to offer him an opportunity to participate in an ensemble that will perform publicly at parades, football games, etc. May be repeated for credit. **NOTE:** One semester of this course may be counted toward a semester of the physical education requirement.

### 181 College Orchestra 1 semester hour

Open to all students with the permission of the director. Offered only if membership is sufficient. May be repeated for credit. One two-hour rehearsal per week.

### Community Chorus No Credit

Open to all students and community persons. No audition required. Performs twice a year accompanied by orchestra. Participation is **required** of all students taking voice for credit. One rehearsal per week.

Other ensembles (no credit) are organized, from time to time for student participation.



**100 Introductory Ballet**

1 semester hour

For those with no previous ballet training or those whose techniques need strengthening in order for them to enter Ballet I.

**101 Ballet I**

1 semester hour

Barre, port de bras, basic adagio and allegro. History of dance from pre-historic times to the 15th century. Study of music, costume, decor, etc., in relation to dance forms.

**102 Ballet II**

1 semester hour

Barre, port de bras, adagio and allegro. More emphasis on work in center floor. History of dance from 16th centuries. Combined study of music, costume, decor, mime, etc., in relationship to the dance.

**111 National Dance**

1 semester hour

Presentation and performance of traditional folk dances from around the world and their influence on the national dance forms of the United States. Includes study and calling of square dances.

**112 Contemporary Dance**

1 semester hour

Study of America's most used dance forms; foxtrot, waltz, tango, rhumba, samba, twist, and follow up. Emphasis will be placed on evolution of dance forms and ethnic origins.



**201 Ballet III**

1 semester hour

Barre and centerfloor work at a more advanced level, supplemented by classes in pointe (girls), men's classes stressing the technical achievements important to the male dancer, and variations and supported adagio classes (co-ed).

**202 Ballet IV**

1 semester hour

Advanced classical ballet techniques taught with strict adherence to the principles demanded by professional companies. Includes basic human anatomy as it affects choreography.

**211 Modern Dance I**

1 semester hour

Contemporary technique, improvisational and dramatic movement. Use of techniques which include the development of all movement forms from folk through avant garde dance. Study of modern idealogies from Duncan to Graham.

**212 Modern Dance II**

1 semester hour

More advanced techniques in contemporary dance. Analysis of body movement as applicable to original choreography in contemporary vein. Study of Indian and Oriental dance and their relationship to contemporary dance.





# DEPARTMENT OF GRAPHIC ARTS

101

MR. HERMAN W. GATEWOOD, Chairman

## 6-7 Teletypesetter Perforator Operation 3 semester hours

A study of the operation of the Teletypesetter Perforator, machines similar to typewriters which are used to punch perforated paper tape to automatically operate typesetting and photo-composition machines. Course includes orientation to the printing industry; practice on operating the TTS keyboard; learning to read perforated tape; and punching tape for various compositions. Course also includes instruction in the operation of photo-composition machines, and basic "paste up" methods. Two hours lecture and four hours laboratory per week.

PREREQUISITE: Typing 101.

## 101 Introduction to Graphic Arts 3 semester hours

A survey of the history of printing from Gutenberg to the present, and a study of the various printing processes, including letterpress and offset. Course is designed especially for students majoring in Communications Art.

## 101 Basic Photography 4 semester hours

A beginning course in practical photography with emphasis on craftsmanship, theory and visual communication, including laboratory experience. Thorough instruction in the operation of cameras and the processing and printing of black and white pictures.

## 102 Photographic Materials and Processes 4 semester hours

An in-depth study of the materials and processes used in black and white photography. Standardization of processes and technique is stressed in order to develop creative control over the photographic process. This is done through study of sensitometry, various methods of development, and the many methods of exposure including the "zone system." Use of filters, basic lighting and design are also covered.

## 201 Color Photography 4 semester hours

A comprehensive study of color theory, color vision, color reversal and negative materials, and methods of processing. Proper exposure in regard to light quality and quantity will be stressed.

## 202 Color Photography 4 semester hours

A study of color theory as applied to producing color images on paper using both the subtractive and additive processes. The production of quality color prints through accurate color analysis is stressed. The latter part of the course will cover various special processes and derivations.



Herman W. Gatewood  
Chairman

**204 Commercial Photography**

3 semester hours

A study of the many aspects of commercial photography including extensive practical experience in many areas such as fashion, product, food and industrial photography. Thorough instruction in studio lighting, use of props and models and use of the view camera.

**205 Portraiture**

3 semester hours

A study of the types and variations of studio lighting and the techniques for photographing many types of portrait subjects including brides, men, women, children and pets. Much time will be spent in actual "on the job" situations.

**206 Photography Workshop**

3 semester hours

A course involving independent study and research. Students will produce and extensive portfolio of black and white prints, color prints, and color transparencies. Research and experimentation in the photographic process is stressed.



**111 Principles of Typography** 3 semester hours

A review of the history of printing and basic fundamentals of graphic arts. Course includes instruction in printers' mathematics, elements in operation of photocomposition machines, both manual and automated, to set display and body type for various printing forms. Laboratory projects cover the assembling of various forms for newspaper production and commercial printing. Two hours lecture and three hours of laboratory per week.

**112 Principles of Typography** 3 semester hours

A study of typesetting machines, "hot metal" and photocomposition, and introduction in operation of the automated equipment. Laboratory periods include operation of typesetting machines, makeup of newspaper pages and advertisements. Two hours lecture and three hours of laboratory per week.

PREREQUISITE: 111 Principles of Typography and Typing 101.

**121 Introductory Preparatory Offset** 3 semester hours

An introduction to copy preparation, operation of the copying camera and related darkroom equipment. This class acquaints the student with line negatives, masking and platemaking procedures. Two hours lecture and three hours laboratory per week.

**122 Introductory Preparatory Offset** 3 semester hours

A continuation of 121 with an in-depth study of films, screens, and halftones. Detailed instruction is given on masking and platemaking equipment and procedure. Two hours lecture and three hours laboratory per week.

PREREQUISITE: 121 Introductory Preparatory Offset.

**131 Elementary Presswork** 3 semester hours

Basic fundamentals are stressed in the operation of hand-fed platen and automatically operated platen presses, and an introduction to duplicator offset presses. Laboratory experiences include make-ready methods and procedures, imposition, lockup, and the care and maintenance of equipment. Also a study of rollers and common pressroom problems. Two hours lecture and three hours laboratory per week.

**132 Offset Methods** 3 semester hours

A study is made of inks, papers, and chemicals used in offset printing. Basic fundamentals are stressed in operation and maintenance of large offset presses, using actual production on these presses as an integral part of the course. Two hours lecture and three hours laboratory per week.

PREREQUISITE: Elementary Presswork 131

**213 Advanced Typography** 3 semester hours

Development and practice of efficient procedures in Producing layouts for newspaper advertisements, commercial forms, book work with a continuation of 112 to provide additional Ludlow, Linotype and photocomposition experience. Laboratory periods include preparation of working layouts and composition of forms ready for printing by both letterpress and offset presses. Two hours lecture and three hours of laboratory per week.

**214 Advanced Typography** 3 semester hours

Development and practice of efficient procedures in producing layouts for newspaper advertisements, commercial forms, book work, with a continuation of 112. Laboratory periods include preparation of working layouts and composition of forms ready for printing by both letterpress and offset presses. Two hours lecture and three hours of laboratory per week.

PREREQUISITE: 213 Advanced Typography.

**223 Advanced Preparatory Offset** 3 semester hours

This course is an advanced study of a copying camera and related darkroom equipment. Duotone and direct color separation; densitometry, advanced masking and platemaking are stressed. Two hours lecture and three hours laboratory per week.

**224 Advanced Preparatory Offset** 3 semester hours

A continuation of 223, this course emphasizes the indirect color separation method. Detailed study is made of color correction, registering systems, four-color masking and platemaking. Instruction is also given on the very latest mechanical and computerized methods of photo-offset. Two hours lecture and three hours laboratory per week.

PREREQUISITE: 223 Advanced Preparatory Offset.

**233 Advanced Offset Methods** 3 semester hours

This course consists of theory, practice and problems of offset work. Lectures and laboratory experience in sheet-fed and web fed offset presses. The student is introduced to two, three and four-color printing as increasingly complex jobs are produced by offset printing. Two hours lecture and three hours laboratory per week.

PREREQUISITE: Offset Methods 132

**234 Advanced Offset Methods** 3 semester hours

Provides the student an opportunity to put into practice the knowledge and experience gained in the previous courses in printing technology. More complex jobs are introduced. Special problems which are encountered in the maintenance and operation of the sheet-fed and web fed offset presses are an integral part of the course. Two hours lecture and three hours laboratory per week.

PREREQUISITE: Advanced Offset Methods 233

# DEPARTMENT OF HEALTH AND PHYSICAL EDUCATION

105

MR. JAMES G. GARRISON, Chairman

**101 Hygiene** 3 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. Three hours per week.



James G. Garrison  
Chairman

## 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 in team and individual sports. Physical fitness, poise, gracefulness, 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, interpretive dance, and table tennis. Two hours per week.

**103 Recreational Activities** 1 semester hour  
A course in indoor competitive sports, designed to be helpful in playground and church recreation. Three hours per week.

**104 Beginning Modern Dance** 1 semester hour  
This course is designed to teach body conditioning, fundamental dance movement, and the basic concepts of dance composition. Recommended for anyone interested in stage movement, fitness, or dance appreciation.

**105 Intermediate Modern Dance** 1 semester hour  
This course is a more extensive study in body movement, body conditioning, and dance composition. Improvisation and creativity are stressed.  
PREREQUISITE: Physical Education 104 or permission of the instructor.

**121 Beginning Swimming** 1 semester hour  
A beginners 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 life saving funda-

mentals. 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 course 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

Fundamental skills in executing various strokes are emphasized. Two hours per week.

### 154 Recreational Games 1 semester hour

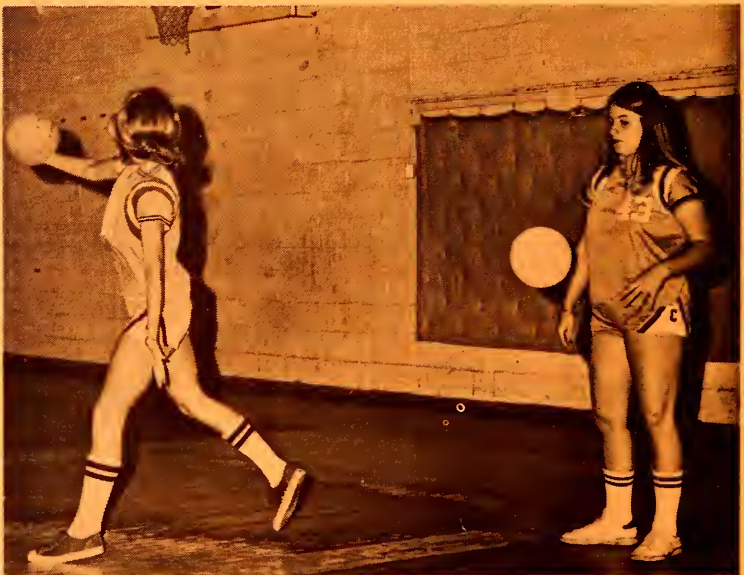
Basic course in fundamentals and rules of games and minor sports. This course is designed for those interested in church, YMCA, Boy Scout, or school work. Two hours per week.

### 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

107

DR. WILLIAM L. FELKER, Acting Chairman

A student who has completed two years of a language in high school should be ready for our 201 classes. If he has had no previous study in language, he should register for a 101 class. If he has completed only one year of a language in high school, he should enroll in a 102 class.

However, if the student, having passed his language in high school, feels the need of strengthening himself, he may take a repeat course (upon the recommendation of the professor) for which he will receive credit. For example, if he had trouble with his first year's work, he may take a 101 class and he will receive credit when he satisfactorily completes the course. A conference with the professor will indicate which class the student should take.

No credit is given toward graduation for a 101 course until the 102 course is completed.



DR. WILLIAM FELKER  
Acting Chairman

## 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. One lab period per week.

**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.

PREREQUISITE: French 201-202 or equivalent.

## Spanish

**101-102 Elementary Spanish** 3 semester hours each

This course is designed for those who wish to begin the study of language. Emphasis is placed on Spanish pronunciation, simple conversation, dictation, short compositions, and funda-

mentals of grammar. The language laboratory is used in addition to class periods.

**201-202 Intermediate Spanish** 3 semester hours

Two years of high-school Spanish or Spanish 101-102 are required. A review of Spanish conversational grammar is maintained by its utilization in the spoken language. Cultural aspects of Spanish speaking countries are brought through translations, dictations and discussions. The language laboratory is one hour per week in addition to the three class periods.

**203-204 Spanish** 3 semester hours each

Composition and conversation. Advanced training in speaking, grammar and comprehension. Intensive and methodical training in the acquisition of an active and idiomatic Spanish speaking vocabulary. Readings are from contemporary selections. Three hours a week both semesters with one hour per week in the language laboratory. Three hours credit each semester. This course is designed for students who have had three or more years of spoken Spanish. Offered on demand.





## 251 Spanish Literature from the Beginning to 1700

3 semester hours

This is a survey course designed to give students a comprehensive study of Spanish literature from its beginning up to the eighteenth century. It offers a well-rounded critical appraisal of the outstanding works and personalities of a great civilization and the political, social and artistic backgrounds that produced the literature. The main currents of Spanish literature studied include Poema de Mio Cid, and selections from Jorge Manrique, Fernando de Rojas, Miguel de Cervantes, and Lope de Vega. Written and oral reports are required from parallel readings.

PREREQUISITE: Spanish 201-202 or its equivalent.

## 252 Spanish Literature from 1700-1900

3 semester hours

This is a survey course designed to give students a comprehensive study of major Spanish writers from the eighteenth to the twentieth century. It offers a well-rounded critical appraisal of the outstanding works and personalities of a great civilization and the political, social and artistic background that produced the literature. The main currents of Spanish literature studied include Gustavo Adolfo Becquer, Benito Perez Galdos, Miguel de Uanmuno, Antonio Machado, Juan Ramon Jimenez, Frederico Garcia Lorca, Rafael Alberti and Miguel Hernandez. Written and oral reports are required from parallel readings.

PREREQUISITE: Spanish 201-202 or its equivalent.





# DEPARTMENT OF MATHEMATICS

MR. CARL H. SIMMONS, Chairman



Carl H. Simmons  
Chairman

## 3 Plane Geometry

No credit

This course is comparable to a high school course in Euclidean geometry. This course is designed to give students a collection of geometric facts, an understanding and appreciation for the deductive process of reasoning, and an opportunity to engage in original thinking.

This course is designed for students whose high school transcripts indicate a deficiency in Geometry.

## 101-102 Introduction to Mathematics 3 semester hours each

A study of basic concepts and the structure of mathematics, without undue concern for mathematical procedures. For the student with moderate secondary school training in mathematics desiring a terminal course outside the math-science curricula. Appropriate for prospective elementary school teachers.

Topics studied in Math 101: Sets, mathematical systems, development of the real number system, number bases, and truth tables.

Topics studied in Math 102: Elementary geometry, evolution of geometry, introduction to algebra, functions and relations, and concepts of logic.

## 103 College Algebra

3 semester hours

Standard college algebra course for freshmen. Topics discussed are: the real and complex number systems; sets and set operations; linear, quadratic, and exponential functions; systems of equations and inequalities, elementary matrices, and determinants; mathematical induction.

PREREQUISITE: Satisfactory score on placement test.

## 105 Analytic Trigonometry

3 semester hours

This course is a study of trigonometry. The topics discussed are: The trigonometric functions, logarithmic functions, inverse functions, radian measure, solution of triangles and applications. Three hours per week.

PREREQUISITE: Mathematics 103 and Plane Geometry.

## 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. This course will satisfy the Mathematics 103-105 requirements. Five hours per week.

PREREQUISITE: An above average score on the mathematics placement examination.

**111 Engineering Drawing** 2 semester hours

Free-hand lettering, orthographic projection, auxiliary views sectional views, use of working drawing, isometric projection, technical sketching, perspective, pencil and ink tracing. One hour lecture, 2 hours laboratory per week.

**112 Descriptive Geometry** 2 semester hours

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

**210 Analytic Geometry and Calculus** 4 semester hours

The first of three semesters of unified course in analytic geometry and calculus. The topics studied are: the real number system; cartesian coordinates; functions; limits and continuity; the derivative; differentiation of algebraic functions; application of deviratives; and antiderivatives.

PREREQUISITES: Math 109 or Math 103 and Math 105.

**211 Analytic Geometry and Calculus** 4 semester hours

The second of three semesters of unified course in analytic geometry and calculus. The topics studied are: definite integrals; application of definite integrals; conics; transcendal functions; technique of integration; popular coordinates; parameticequations; improper integrals; and indeterminate forms.

PREREQUISITE: Math 210.

**212 Analytic Geometry and Calculus** 4 semester hours

The third of three semesters of unified course in analytic geometry and calculus. The topics studied are: three-dimensional space; partial differentiation; multiple integrals; infinite series; and differential equations.

PREREQUISITE: Math 211.



# DEPARTMENT OF RELIGION AND PHILOSOPHY

113

MRS. DAISY LOU MIXON, Chairman



Mrs. Daisy Lou Mixon  
Chairman

## 101 Understanding The Old Testament 3 semester hours

This course aims to introduce the student to the range and depth of the spiritual heritage from Ancient Israel which has profoundly influenced Western Civilization.

## 102 Understanding the New Testament 3 semester hours

This course aims to introduce the student to the writings of the New Testament through a unifying approach by combining historical, theological, and literary perspectives.

PREREQUISITE: Religion 101.

## 103 Religion 3 semester hours

**TRAVEL IN ISREAL:** This course is designed to introduce the student, through travel and lecture, to the archaeology, geography, and history of Biblical lands. It is offered every two years between the fall and the spring semesters.

## 121 Honors Program in Religion 3 semester hours

A second semester freshman with an over-all average of at least 3.0 on all work attempted may elect to do a religion honor rather than take Religion 102. This program will carry three semester hours credit. This honors program will be offered during the Spring Semester of each year, the subject being announced during the preceding Fall Semester. Participants will be involved in one major research project each semester. Much of the student's work will be on an individual basis under the supervision of the professor who directs this program.

## 201 Introduction to Philosophy 3 semester hours

This course is designed to introduce students to philosophical concepts and problems through consideration of representative philosophers. Open to sophomores.



DR. GARTH D. FAILE, Chairman



Dr. Garth D. Faile  
Chairman

## Biology

### 101 General Biology

4 semester hours

This is a study of the problems common to all life. The method used by living organisms to solve these problems on the cellular, organismic, and the population levels will be stressed. Three hours of lecture and one three-hour laboratory per week.

### 111 General Zoology

4 semester hours

This is a course of the general principles and problems of animal biology, with special emphasis given to cellular organization and control, organ-systems and their physiology, evolutionary relationships among the major animal phyla, embryology, genetics, and ecology. Laboratory work will consist of the important zoological principles and the study of representatives from the animal kingdom. Three lecture hours and one three-hour laboratory per week.

PREREQUISITE: General Biology 101.

### 121 General Botany

4 semester hours

This is a study of the form, processes, evolution, classification, and interrelationships of plants. Three hours lecture and one three-hour laboratory per week.

PREREQUISITE: General Biology 101.

### 221 Anatomy

4 semester hours

A study of the human body. Emphasis is placed on the structural relationships between cells and tissues and organs and systems. Classroom and laboratory procedures enable the student to visualize and comprehend the unity and efficiency of the body as a whole. Three lecture and 3 laboratory hours a week.

### 222 Physiology

4 semester hours

An understanding of the fundamental chemical and physical processes as they occur throughout the human body is developed. The relation of function to structure is stressed. Current theories are explored in lectures and discussions. Changes in the various systems are demonstrated and measured in the laboratory in order that the student may acquire a knowledge of the mechanisms which maintain a relatively constant internal environment. Three lecture and 3 laboratory hours a week.

PREREQUISITES: Biology 221 and Chemistry 102, or permission of the department.

**241 Microbiology** 4 semester hours

A study of the morphology, fundamental physiological processes, and identification of micro-organisms with emphasis on bacteria. The relationship of bacteria to sanitation, to personal and public health, and to food preservation is stressed. Three hours lecture and 3 hours laboratory per week.

PREREQUISITES: Biology 101 and Chemistry 102, or permission of the department.

## Chemistry

**102-103 General Chemistry** 4 semester hours each

This course emphasizes the fundamental principles, theories, laws and basic concepts of chemistry. Special consideration is given to writing and balancing equations. The 103 laboratory includes semimicro qualitative analysis. Three lecture and 3 laboratory hours per week.

COREQUISITE: Eligibility to take Math 103.

**202 Quantitative Analysis** 4 semester hours

This is a one-semester course involving the theory and practice of volumetric, gravimetric, and colormetric analysis. It will be three hours of lecture and one 4-hour laboratory each week to be offered only in the spring.

PREREQUISITES: Chemistry 102-103 and Mathematics 103-105 or equivalent.

**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 102-103.

## Physics

**101 Physics. The Physical Universe** 4 semester hours

Survey of the physical universe, from galaxies to elementary particles. Uniform motion of a particle in a straight line and in a circle. Newton's laws of motion; gravitational, electric, and magnetic forces on a particle. Momentum and impulse; work and energy; physics of space exploration; motion and interference of waves. Designed for students with no previous education in physics, who are interested in learning the methods and achievements of physics and the understanding of the natural

world which it provides. Three lectures and one two-hour laboratory period per week.

**PREREQUISITE:** One unit of high school algebra and one unit of high school geometry or permission of instructor.

**102 Physics. Microphysics** 4 semester hours

Fluid statics; elementary kinetic theory of an ideal gas; heat, thermal conduction, first and second law of thermodynamics. Sound waves and acoustic phenomena. Electrostatics of point charges in free space; steady currents and circuits. Light waves, interference and diffraction phenomena, photoelectric effect. Bohr model of the atom, mechanism of lasers; radioactivity and nuclear physics. Three lectures, and one two-hour laboratory per week.

**PREREQUISITES:** Physics 101 or high school physics; one unit of high school geometry.

**203 Physics. Macrophysics.** 4 semester hours

Statics and dynamics of a particle in three dimensions; collisions; simple harmonic motion; superposition of sinusoidal waves. Capacitance; electromagnetism; magnetic forces on currents, Ampere's Law. Faraday's Law, Lenz's Law, self-inductance. Series LRC circuits with steady-state sinusoidal currents; electrical instruments and machines. Geometrical optics and optical instruments. Three lectures and one two-hour laboratory per week.

**PREREQUISITES:** Physics 102 or equivalent; three years of high school mathematics or Mathematics 103.

**204 Physics. Analytical Physics** 4 semester hours

Mechanics of a system of particles; rotational kinematics and dynamics, angular momentum, torque, dynamics of rigid bodies, fluid dynamics. Kinetic theory and specific heats of non-ideal gases; entropy, second law of thermodynamics, heat engines. Electrostatics of symmetrical conductors in free space. Gauss' Law; magnetic materials, magnetic fields due to currents; energy in electromagnetic fields. Physical optics; diffraction and polarization phenomena. Special theory of relativity. Quantum physics; beginnings of quantum theory, wave particle dualism, elementary particles. Three lectures and one three-hour laboratory per week.

**PREREQUISITES:** Physics 203 or equivalent and Mathematics 210.



# Department of Social Science

MR. WARREN G. SEXTON, Acting Chairman

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## 101-102 Western Civilization

3 semester hours each

A survey of history from the ancient times to the present. In the first course, emphasis is on major civilizations of the Near East, Greece, Rome, the Middle Ages, the Renaissance and the Reformation. The second course covers the leading events in world history from the early modern period through the present.

## 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.



Warren G. Sexton  
Acting Chairman

## Sociology

### 205 Sociology

3 semester hours

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

### 207 Marriage and the Family

3 semester hours

An intensive study of the American family as a basic institution in our culture, involving an analysis of courtship and marriage as well as the organization and function of the family. Open to freshmen with the approval of the professor.

### 210 Social Problems

3 semester hours

A study in greater depth of the major problems of society including crime, minority relations, social conflict, mental health, and poverty.

PREREQUISITE: Sociology 205 or the approval of the professor.

## Government

### 108 Government

3 semester hours

Objective is to acquaint the student with the basic principles, organization, and functions of American national government. A brief view is also taken of state governments.

## Geography

### 151 Introductory Geography

3 semester hours

This course is designed to introduce the student to the interrelationships that exist between man and his physical

environment. Elements and classifications of the physical environment, man's ability to adjust to or alter that environment, and the geographical processes resulting from that interaction will all be analyzed as they appear in major regions of the world. A textbook, class lectures, film strips, and outside reading requirements will be utilized in accomplishing this objective.

## 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.

### SOCIAL SCIENCE HONORS

An honors might be taught parallel to any course in the Social Science Department and would be designated by an "H" after the number of the course. An honors involves an intensified study of the subject matter of the regular course and would involve research projects and seminar work. The students would be a limited number chosen by the professors. The course would carry three semester hours credit. An attempt will be made to schedule one honors each year.



# NEW POETS REVIEW

## A Literary Supplement to the Chowan College Catalog

### Announces

A Poetry Contest to select poetry for inclusion in NEW POETS REVIEW: A Literary Supplement to the CHOWAN COLLEGE CATALOG.

\$25.00 first prize for best entry

\$15.00 second prize for next best entry

\$10.00 third prize for last of the prized selections

With 7 honorable mentions to be published in the REVIEW.

### Rules

1. This contest is open to those with a deep interest in poetry.
2. All entries must be completely original and never before published. Chowan College will have first publishing rights, after which the rights revert to the contributors.
3. All entries must be typed on 8 ½ by 11 inch unlined paper, with a second, unsigned.
4. Only three separate entries may be submitted by each contestant.
5. Poetry may include what is traditionally considered free verse, light verse, blank verse, etc. However, no one selection should be more than 45 lines in length.
6. Entries must be submitted by March 1, 1975. Winners of the contest and their selections to be published will be announced by March 30, 1975.

7. If return of entries is desired, a stamped, self-addressed envelope must accompany the entries.
8. Entries are to be mailed to the following:

**Editorial Board  
NEW POETS REVIEW  
Chowan College  
P. O. Drawer 37  
Murfreesboro, NC 27855**

The top three winning poems along with 7 honorable mentions will be published in the NEW POETS REVIEW: A Literary Supplement to the CHOWAN COLLEGE CATALOG. Published annually, the CHOWAN COLLEGE CATALOG, with a distribution of 25,000, reaches all the United States and a growing number of foreign countries.

# THE DIRECTORY

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Executive Vice-President for Finance	
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501 East Franklin Street	
Rachel Darden Davis, M.D.	Kinston
111 East Gordon Street	
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President  
The Planters National Bank and Trust Company
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Rose's Stores, Inc.
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President  
Duke University
- F. Morrison Smither, Optometrist . . . . . Suffolk, Virginia  
P. O. Box 706
- Mrs. Ruth L. Snyder . . . . . Wake Forest  
P. O. Box 706
- Mr. James H. Stephenson, A.I.A. . . . . Baltimore, Maryland  
Cochran, Stephenson and Donkevoet
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President  
Chowan College
- Mr. H. D. White . . . . . Rocky Mount  
Chairman, Board of Trustees  
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President Emeritus  
Belmont College
- Mr. Julian E. Winslow, Jr. . . . . Hertford  
Vice President, Winslow Oil Company  
General Manager, Albemarle Chemical Company, Incorporated
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- M. E. Valentine . . . . . Raleigh
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- A. O. George, Sr. . . . . Roanoke Rapids
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Reverend Ira Hudgins	Franklin, Virginia
J. Russell Lee	Greenville
Joel T. Lee	Ahoskie
Robert E. Lee	Gatesville
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D. G. Nichols	Greenville
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J. Guy Revelle, Jr.	Murfreesboro
Charles C. Shaw	Elizabeth City
Russell L. Stephenson	Wilson
George T. Underwood	Murfreesboro
A. J. Watkins	Henderson
H. Douglas White	Rocky Mount

**GENERAL COUNSELS**

General Counsel, J. Guy Revelle, Jr.	Murfreesboro
Assistant General Counsel, L. Frank Burleson, Jr.	Murfreesboro

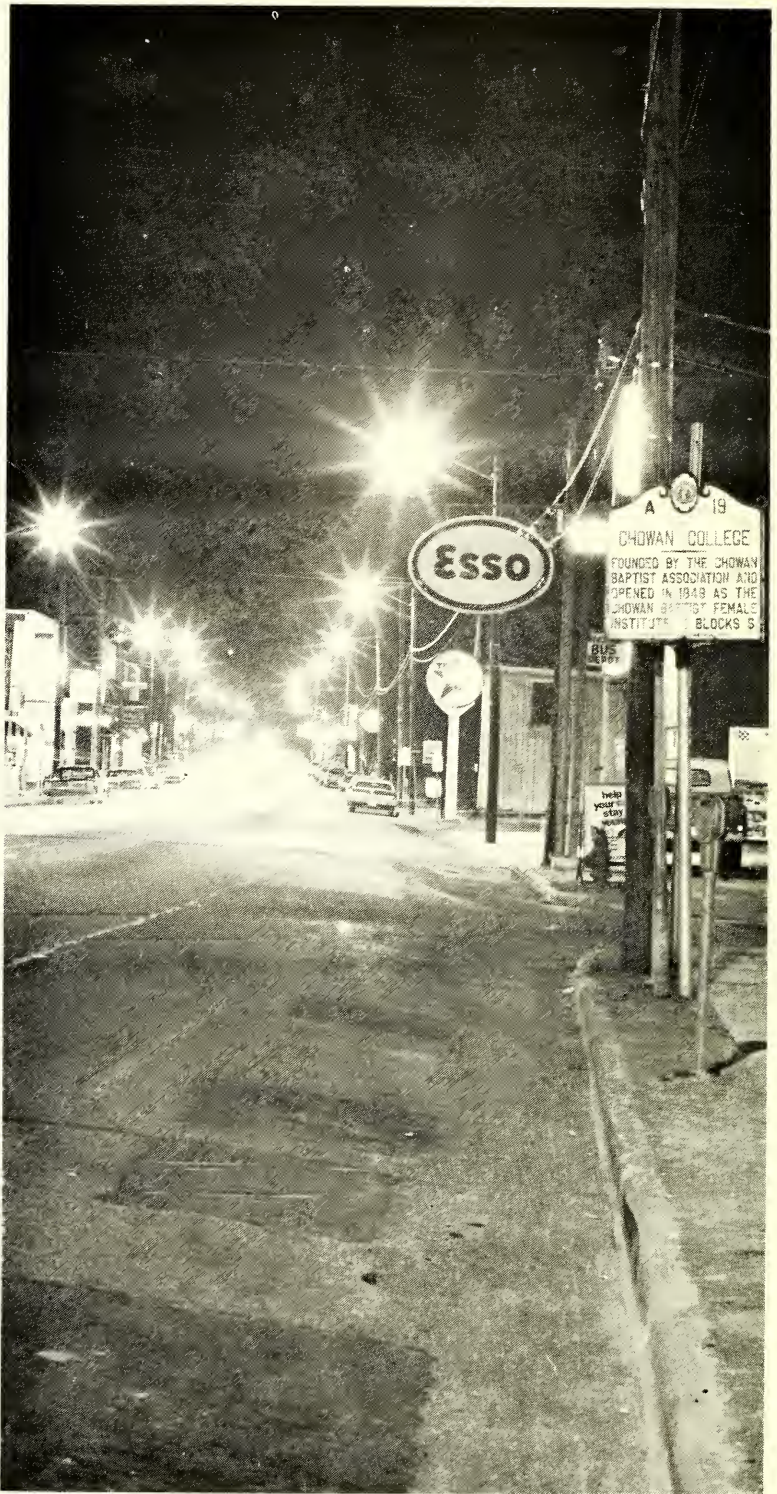


# The Administration

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Bruce E. Whitaker . . . . .	President of the College
B. Franklin Lowe, Jr. . . . .	Dean of the College
Ben C. Sutton . . . . .	Business Manager
R. Clayton Lewis . . . . .	Dean of Students
Bobby S. Cross . . . . .	Director of Development
R. Hargus Taylor . . . . .	Chaplain to the College
Phillip L. Royce . . . . .	Director of College Relations
Darrell H. Nicholson . . . . .	Registrar
E. Frank Stephenson, Jr. . . . .	Director of Admissions
Clifton S. Collins . . . . .	Director of Guidance and Counseling and Director of Student Financial Aid
Vicki Lynn Tolston . . . . .	Associate Dean of Students — Women
James Earl Dilday . . . . .	Associate Dean of Students — Men
W. J. Parker . . . . .	Bursar
George Thomas Taylor . . . . .	Assistant Director of Admissions
Kristen Rehder . . . . .	Assistant Director of Admissions
Sarah G. Wright . . . . .	College Nurse
Jack Hassell . . . . .	Superintendent of Buildings and Grounds
B. Thomas Vann . . . . .	Director of Housing





# The Faculty

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BRUCE E. WHITAKER (1957) . . . . . President of the College

B.A., Wake Forest University  
B.D., Th.M., Th.D., Southern Baptist Theological Seminary  
Additional Graduate Study, George Peabody College for Teachers

B. FRANKLIN LOWE, JR. (1964) . . Dean of the College, Religion

B.A., Furman University  
B.D., Southeastern Baptist Theological Seminary  
Ph.D., Emory University

UNDINE W. BARNHILL, (1965) . . . . . English

B.A., Meredith College  
M.A., East Carolina University  
Additional Graduate Study, Lafayette College, Harvard University,  
University of North Carolina at Chapel Hill, East Carolina  
University, North Carolina State University at Raleigh,  
University of London

BETTY N. BATCHELOR, (1961) . . . . . English, Spanish

B.A., Atlantic Christian College  
M.A., Additional Graduate Study, University of North Carolina  
at Chapel Hill, Universidad Interamericana

ROBERT W. BROWN, (1963) . . . . . Music

B.A., Atlantic Christian College  
M.Ed., Florida State University  
Additional Graduate Study, Catholic University, Wake Forest University,  
East Carolina University, Boston University

SHIRLEY WILLIAMS BOWERS, (1966) . . . . . Science

B.A., M.A., Graduate Study, East Carolina University, Additional  
Graduate Study Appalachian State University, North Carolina  
State University at Raleigh

ROBERT CARTER, (1973) . . . . . Music

B.A., Lynchburg College  
B.S., M.A., George Peabody College  
D.M., Chicago Musical College

JAMES M. CHAMBLEE, (1959) . . . . . Music

Chairman, Department of Fine Arts

B.A., University of North Carolina at Chapel Hill  
M.A., Columbia University  
Ph.D., University of North Carolina at Chapel Hill

TIMOTHY L. COGGINS, (1974) . . . . . Assistant Librarian

B.S., North Carolina Wesleyan College  
M.S.L.S., Simmons College

JANET A. COLLINS, (1964) . . . . . Physical Education

B.S., Westhampton College of the University of Richmond  
Graduate Study, Southeastern Baptist Theological Seminary  
M.Ed., University of North Carolina at Chapel Hill  
Additional Graduate Study, Texas Woman's University, University of  
North Carolina at Greensboro

ANNA BELLE CROUCH, (1958) . . . . . English

B.S., Southeast Missouri University  
M.R.E., Additional Graduate Study, Southern Baptist Theological Seminary  
M.A., Columbia University  
Additional Graduate Study, East Carolina University, Union Theological  
Seminary, Virginia State College, College of William and Mary

- JAMES B. DEWAR, (1967)** . . . . . Science  
 B.A., M.A., East Carolina University  
 Additional Graduate Study, Colorado State University, Oregon State University, Louisiana State University, Appalachian State University  
 East Texas State University
- PHYLLIS D. DEWAR, (1966)** . . . . . Science  
 A.B., East Carolina University  
 M.S.T., Illinois Wesleyan University  
 Additional Graduate Study, Louisiana State University, Oregon State University, East Texas State University
- ANDREA T. EASON, (1969)** . . . . . Business  
 A.A., Independence Community College  
 B.S., Kansas State College  
 M.Ed., Virginia Polytechnic Institute  
 Graduate Study, Kansas State College, Memphis State University
- PATRICIA B. EDWARDS, (1961)** . . . . . Business  
 B.S., M.A., Appalachian State University, Additional Graduate Study  
 University of Nebraska (correspondence)
- ANN S. EMERY (1970)** . . . . . English  
 A.A., Averett College  
 A.B., Baylor University  
 M.R.E., Southwestern Baptist Theological Seminary  
 M.A., West Virginia University  
 Additional Graduate Study, Marshall University, University of North Carolina at Chapel Hill
- DOUGLAS E. EUBANK, (1971)** . . . . . Art  
 B.A., Morehead State University  
 M.H.E., Morehead State University  
 Additional Graduate Study, East Carolina University, East Tennessee State University
- GARTH DALMAIN FAILE, (1971)** . . . . . Chemistry  
 Chairman, Department of Science  
 B.S., University of Alabama  
 M.A.T., University of Montevallo  
 M.S., Auburn University  
 Ph.D., Auburn University
- WILLIAM L. FELKER, (1973)** . . . . . Spanish  
 Acting Chairman, Department of Languages  
 B.A., M.A., University of Minnesota  
 Ph.D., University of Tennessee
- BRUCE CHARLES FRYER, (1970)** . . . . . History  
 B.A., Juniata College  
 M.A., Wake Forest University  
 Ph.D., Indiana University  
 East European Area Certificate
- JAMES G. GARRISON, (1958)** . . . . . Physical Education  
 Chairman, Department of Physical Education  
 A.A., Gardner-Webb College  
 B.A., Western Carolina University  
 M.A., East Carolina University  
 Additional Graduate Study, University of North Carolina at Chapel Hill, University of North Carolina at Greensboro, University of South Carolina, University of California-Santa Barbara Extension
- HERMAN W. GATEWOOD (1963)** . . . . . Graphic Arts  
 Chairman, Department of Graphic Arts  
 Attended Danville Technical Institute  
 Graphic Arts Diploma, Additional Study, Chowan College, Old Dominion University

- JOHN W. GOSNELL, (1971) . . . . . Social Science  
 B.A., Bridgewater College  
 B.D., Bethany Theological Seminary  
 M.A., DePaul University  
 S.T.M., Boston University  
 M.A.C.T., University of North Carolina at Chapel Hill  
 Ph.D., University of North Carolina at Chapel Hill
- J. CRAIG GREENE, (1970) . . . . . Art  
 B.A., Mars Hill College  
 M.F.A., University of North Carolina at Greensboro  
 Additional Graduate Study, East Carolina University  
 East Tennessee State University
- ACHESON A. HARDEN, JR., (1970) . . . . . Mathematics  
 B.A., Williams College  
 M.A., North Carolina State University at Raleigh, Additional Graduate  
 Study, East Carolina University, University of Maine
- GERALDINE L. HARRIS, (1966) . . . . . Head Librarian  
 B.S., M.A., East Carolina University
- JOHN P. HARRIS, (1964) . . . . . Science  
 A.A., Louisburg College  
 B.S., M.A., East Carolina University  
 Additional Graduate Study, Worcester Polytechnic Institute, North Carolina  
 State University, University of North Carolina at Chapel Hill, East  
 Carolina University
- JERRY LEE HAWKINS, (1958) . . . . . Physical Education  
 A.A., Gardner-Webb College  
 B.S., M.A., Western Carolina University  
 Additional Graduate Study, East Carolina University, University of North  
 Carolina at Chapel Hill, University of Michigan, University of Calif-  
 ornia-Santa Barbara Extension, Azusa Pacific College (correspondence)
- GEORGE L. HAZELTON, (1966) . . . . . Science  
 B.S., East Carolina University  
 M.A., Wake Forest University  
 Additional Graduate Study, West Virginia University, North Carolina State  
 University at Raleigh, University of South Carolina, East Carolina  
 University
- JOSEPH ROBERT HERFORD, (1970) . . . . . Biology  
 B.S., Samford University  
 M.S., University of Georgia  
 Additional Graduate Study, University of Virginia, North Carolina State  
 University at Raleigh
- HATTIE R. JONES, (1965) . . . . . Business  
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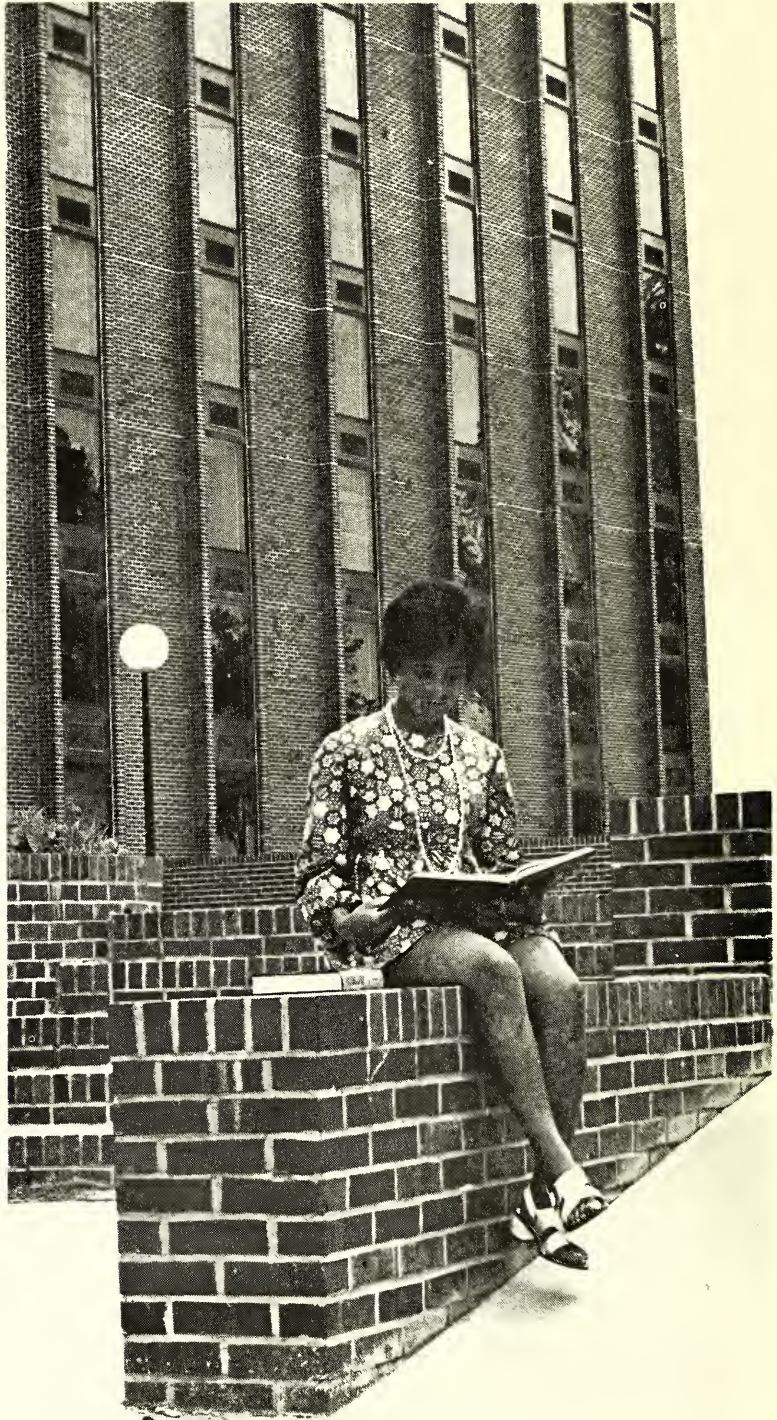
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23508
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1004 Blount St.  
Smithfield, N. C.  
27577
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Box 118  
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23316
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529 Quarterfield Rd.  
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23602
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27867
- Howe, Jeffery A.  
4815 Buraham Rd.  
Richmond, Va.  
23234
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844 St. James Dr.  
Virginia Beach, Va.  
23455
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Kinston, N. C.  
28501
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23490
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613 Locust St.  
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21613
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23417
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27897
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27607
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21146
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28001
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30467
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23038
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23434
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23502
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22180
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19803
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27944
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Va. Beach, Va.  
23452
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12320 Idlewild Rd.  
Matthews, N. C.  
28454
- Neptune City, N. J.  
07753
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6508 Barnaby St.  
Washington, Dc.
- Killmon, Mark C.  
2108 Barr Rd.  
Wilmington, Del.  
19808
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302 Cashwell Dr.  
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27530
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27610
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22150
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02146
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28340
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23224
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08060
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27855
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23111
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19803
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27576
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23860
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27330
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28387
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19901
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23230
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27957

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23434
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23060
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27609
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27910
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27703
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Norfolk, Va.  
23518
- Rothenberg, Bobbie J.  
4149 Country Club Rd.  
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23455
- Rowe, Jennings S.  
35 Dimmock Ave.  
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25601
- Rudy, John P.  
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22701
- Rushing, Mildred C.  
Rt. 3  
Laurinberg, N. C.  
28352
- Rushing, William C.  
4213 Arlington Pl.  
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23707
- Russell, Kathy O.  
1200 Mpleton Rd.  
Yax, Fla.  
32207
- Saecher, I. Edward  
115 Maury Pl.  
Surtolk, Va.  
23434
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5816 Fairway Dr.  
Hope Mills, N. C.  
23434
- Salehi, Kambooz  
Iran
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28328
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23325
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1308 Piney Green Rd.  
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28540
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27025
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27425
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7911 Kenmore Cir.  
Richmond, Va.  
23225
- Sienkiewkez, Alan R.  
2302 Gracewood Dr.  
Greensboro, N. C.  
27408
- Simkins, Steven R.  
2642 B. Marsh Rd.  
Wilmington, Del.  
19810
- Simmons, Daved C.  
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23837
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465 Greencastle L.a  
Va. Beach, Va.  
23452
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Dunn, N. C.  
28334
- Smith, Eddie W.  
612 Curtis  
Ahoskie, N. C.  
27910
- Smith, Harold, C.  
744 Tinkerbell Rd.  
Chapel Hill, N. C.  
27514
- Smith, Marvis F.  
1400 Bayview Blvd.  
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23503
- Smith, James E.  
5416 Cary St.  
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23226
- Smith, Philip G.  
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- Smith, Roy L.  
1226 Woodcroft Rd.  
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23235
- Smith, Scott C.  
3923 Traylor Dr.  
Richmond, Va.  
23235
- Smith, William A.  
2103 Faithing St.  
Durham, N. C.  
27704
- Smithson, Glenn C.  
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Aldie, Va.  
22001
- Snapp, Ronald P.  
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23606
- Soard, James R.  
500 Ethel St.  
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27576
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Glen Ridge, N. J.  
07028
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Wintree St.  
Chester Va.  
23831
- Sullivan, Leonard H.  
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28115
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23229

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22075

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19711

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28458

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23224

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27977

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23075

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23320

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23310
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28105
- Harmon, Johnny B.  
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27910
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27545
- Hart, Matthew H.  
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27820
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27876
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28540
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23462
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8622 Arran Rd.  
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23235
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28786
- Hemmila, Catherine L.  
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23666
- Henderson, Robert C.  
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23606
- Herring, Michael D.  
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28925
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23111
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19810
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19808
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23669
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45213
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28164
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23875
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19720
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