

CHOWAN COLLEGE

Murfreesboro, North Carolina

Catalog 1989-1990

*"Learning To
Love Learning"*



Chowan College



CATALOG 1989-1990

MURFREESBORO,

NORTH CAROLINA

Student Records

Chowan College has an established policy concerning the availability of student records. This policy complies with the Family Educational Rights and Privacy Act of 1974, as amended. The Act, with which the college intends to comply fully, was designed to protect the privacy of educational records, and to provide guidelines for the correction of inaccurate or misleading data. The Chowan College policy on the availability of students' educational records is on file in the Office of the Registrar and may be obtained upon request.

Correspondence

Inquiries to the college should be addressed as indicated below:

Academic Matters	Dean of the College
Admissions	Director of Admissions
Alumni Affairs	Director of Alumni Affairs
Athletics	Director of Athletics
Catalogs	Director of Admissions
Financial Matters, Fees	Business Manager
General College Policies	President of the College
Gifts and Bequests	President of the College
Housing	Director of Housing
Public Relations	Director of College Relations
Scholarships, Financial Aid	Director of Student Financial Aid
Student Affairs	Dean of Students
Summer School	Dean of the College
Transcripts, Permanent Records	Registrar

All Addresses are:

CHOWAN COLLEGE

Murfreesboro, N.C. 27855

Telephone (919) 398-4101

The Chowanian CATALOG ISSUE—*For Academic Year 1989-90*

CHOWAN COLLEGE

Murfreesboro, North Carolina 27855

Chowan College, established in 1848, is accredited by the Commission on Colleges, Southern Association of Colleges and Schools, to offer the Associate Degree. It is a member of the American Council on Education, the Association of American Colleges, the National Association of Independent Colleges and Universities, the American Association of Community and Junior Colleges, the North Carolina Association of Colleges and Universities, and the North Carolina Association of Independent Colleges and Universities.

"The Heart of Christian Education

Is Education of the Heart"

VOLUME CXXI

SEPTEMBER, 1988

NUMBER 1

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College Calendar — Fall Semester, 1989

August 17-19, Thursday-Saturday
Faculty/Staff Workshop

August 20, Sunday
Freshman and transfer students arrive. Dormitories open at 1:00 p.m. Meet in Columns Auditorium at 6:30 p.m. Meet with advisers at 7:30 p.m.

August 21, Monday
ALL STUDENTS meet with advisers: freshman and transfers at 8:30 a.m.; sophomores at 2:00 p.m.

August 22, Tuesday
Registration continues.

August 23, Wednesday
Fall Semester classes begin.

August 28, Monday
Fall Convocation

August 30, Wednesday
Last day that Monday-Wednesday-Friday classes may be added.

August 31, Thursday
Last day that Tuesday-Thursday classes may be added.

October 6, Friday
Last day that classes may be dropped without academic penalty.

October 11, Wednesday
Founders Day.

October 13, Friday
Mid-term grading period.

October 20, Friday
Mid-term break begins at conclusion of classes.

October 25, Wednesday
Classes resume at 8:00 a.m.

October 30-November 3, Monday-Friday
Campus Evangelism Week.

November 13-17, Monday-Friday
Pre-registration for spring semester.

November 21, Tuesday
Thanksgiving holidays begin at conclusion of classes.

November 27, Monday
Classes resume at 8:00 a.m.

December 8-14, Friday-Thursday
Fall Semester examinations.

December 14, Thursday
Christmas holidays begin at conclusion of examination schedule.

1989

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College Calendar — Spring Semester, 1990

January 5, Friday
Faculty/Staff Workshop.

January 7, Sunday
Students return. Dormitories open at 1:00 p.m.

January 8, Monday
ALL STUDENTS meet with advisers: sophomores at 8:30 a.m.; freshmen at 1:30 p.m.

January 9, Tuesday
Registration continues.

January 10, Wednesday
Spring Semester classes begin.

January 15, Monday
Spring Convocation.

January 17, Wednesday
Last day that Monday-Wednesday-Friday classes may be added.

January 18, Thursday
Last day that Tuesday-Thursday classes may be added.

February 23, Friday
Last day that classes may be dropped without academic penalty.

March 2, Friday
Mid-term grading period.

March 2, Friday
Mid-term break begins at conclusion of classes.

March 7, Wednesday
Classes resume at 8:00 a.m.

March 12-16, Monday-Friday
Religious Emphasis Week.

April 6, Friday
Easter holidays begin at conclusion of classes.

April 16, Monday
Classes resume at 8:00 a.m.

April 16-20, Monday-Friday
Pre-registration for returning students.

April 21, Saturday
Spring Festival.

April 27, Friday
Awards Day.

May 4-10, Friday-Thursday
Spring Semester Examinations.

May 13, Sunday
Baccalaureate Service.

May 13, Sunday
Graduation Exercises.

1990

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DR. BRUCE E. WHITAKER



President of the College



Dr. B. Franklin Lowe, Jr.
Dean of the College

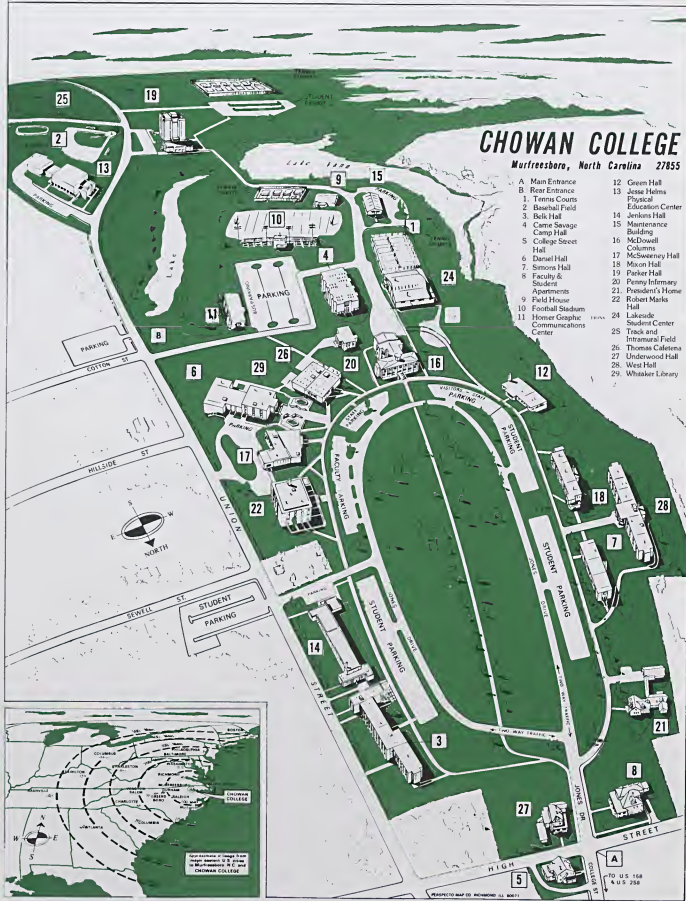


Clayton Lewis
Dean of Students

CHOWAN COLLEGE

Murfreesboro, North Carolina 27855

- | | | | |
|----|-------------------------------------|----|---------------------------------------|
| A | Main Entrance | 12 | Green Hall |
| B | Rear Entrance | 13 | Jesse Helms Physical Education Center |
| 1 | Tennis Courts | 14 | Jenkins Hall |
| 2 | Baseball Field | 15 | Maintenance Building |
| 3 | Bible Hall | 16 | McDowell Columns |
| 4 | Came Savage Camp Hall | 17 | McSweeney Hall |
| 5 | College Street Hall | 18 | Mason Hall |
| 6 | Daniel Hall | 19 | Parker Hall |
| 7 | Simons Hall | 20 | Penny Infirmary |
| 8 | Faculty & Student Apartments | 21 | President's Home |
| 9 | Field House | 22 | Robert Marks Hall |
| 10 | Football Stadium | 24 | Lakeside Student Center |
| 11 | Honor Graphic Communications Center | 25 | Track and Intramural Field |
| | | 26 | Thomas Calestena |
| | | 27 | Underwood Hall |
| | | 28 | West Hall |
| | | 29 | Whisker Library |



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MANUFACTURED BY MICHELETTI S. S. ITALY

TO U.S. 158
 & U.S. 258

General Information

Nature of the College

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

Chowan 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, sound academic instruction, economy in tuition and boarding expenses, and a definite interest in the individual on the part of faculty and administration.

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

While the enrollment of Chowan is about 900 students, with a plant evaluation of more than \$17,500,000, the trustees and administration are determined that quality rather than quantity shall always be the primary consideration.

Chowan College exists for the student and seeks to fulfill its stated purpose within a framework of academic excellence, while maintaining a genuine Christian concern for every student.

Chowan College is operated on a non-discriminatory basis as regards race, sex, color, age, creed, national origin, or handicap. This includes employment, admission, housing, scholarships and grants-in-aid, and public functions.

Purpose of the College

Chowan College, influenced by Christian ideals, endeavors to provide quality higher education and to help students gain a philosophy of life which will lead to their development into responsible Christian leaders and citizens of the world community.

The college seeks to fulfill the purpose through the following means: (1) employing faculty and staff who are compatible with the college's statement of purpose; (2) offering instruction in the standard academic disciplines for those students who plan to earn the baccalaureate degrees in senior institutions; (3) providing vocational instruction, on a liberal arts foundation, for those who complete their formal education with diplomas or associate degrees; and (4) striving to meet the personal needs of the students through academic, social and spiritual counseling.

Institutional Goals

1. To provide a qualified faculty and staff which is sympathetic to and compatible with the purpose of the college.

2. To mold all curricula so as to include a basic requirement of general education courses (the humanities and/or fine arts, the social and/or behavioral sciences, the natural sciences and/or mathematics) in which students are encouraged to develop an understanding of their cultural and physical environment.

3. To provide students with a strong program of academic advisement, and to provide academic, social, and spiritual counseling.

4. To promote throughout the campus an atmosphere that is conducive to study and learning.

5. To provide requisite courses and instruction to prepare students for transfer to senior institutions.

6. To furnish students in vocational programs with requisite skills and training to qualify them for entry level positions.

7. To evaluate continually the educational offerings of the college in terms of appropriateness, need, quality, and transferability.

8. To ensure that the completion requirements in all curricula include appropriate courses that will lead to competence in reading, writing, and basic computational skills (to include the provision of remedial/developmental work in reading, writing, and mathematics for students who may need such).

9. To provide opportunities for students to develop intellectually, socially, emotionally, physically, spiritually, and morally.

10. To provide opportunities for students to think logically and rationally, and to develop problem-solving skills.

11. To provide a varied program of extracurricular/co-curricular activities.

12. To provide an atmosphere which promotes community service and involvement.

Heritage

Chowan College first opened its doors on October 11, 1848, as a result of 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 McDowell Columns, a building which serves today as the campus administration building.

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 substantial growth. 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).

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 a 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.

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).

4—General Information

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.

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 Daniel Hall (fine arts) ready for occupancy.

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

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

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

September 10, 1978 — Ground breaking ceremonies for new gymnasium/physical education center.

September 1, 1980 — Dedication of Jesse Helms Physical Education Center.

August, 1983 — First use of Horner Graphic Communications Center.

Campus

The college's campus consists of 289 acres. 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. Fourteen of these buildings — six dormitories, five classroom buildings, cafeteria, infirmary, and library — are fully air-conditioned.

Buildings

McDowell Columns Building, erected in 1851, is a beautiful brick and concrete structure, with massive columns and broad veranda, so characteristic of the old South. The structure contains the administrative offices of the college. A later addition to "The Columns," the *South Building*, contains additional administrative offices, and an auditorium with a seating capacity of 600.

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

Daniel Fine Arts Building, erected in 1968, contains space and equipment for music, drama, and dance, including practice rooms and choral rooms for various musical organizations active on campus and functioning as part of the Department of Fine Arts. The office of the Chaplain to the College and an activities room for the Baptist Student Union — Campus Christian Fellowship are also housed in this facility.

Green Hall, erected in 1956, served as the science building until 1974, when science instruction was located in a new structure. The facility was renovated and now houses the Division of Art of the Department of Fine Arts. As a result of a bequest from former professor, Dr. David Henry Cooper, and in memory of his wife, Jo Piland Cooper, an alumna of the college, this facility was completely retrofitted in 1984-1986.

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 and 22 faculty offices. 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 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 110 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 the late 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.

6—General Information



Jesse Helms Physical Education Center, constructed between 1978-80, houses the Department of Health and Physical Education. This outstanding center contains three basketball courts, three handball courts, a weight room, training room, two classrooms, a mini-gym, locker rooms, offices and the Ruth Camp Campbell Indoor Pool. The facility is named in honor of United States Senator Jesse Helms of North Carolina.

Fieldhouse, constructed in 1977. Located adjacent to the Braves Stadium. The fieldhouse contains locker and shower facilities for home and visiting teams.

McSweeney Hall, housed the Department of Graphic Communications for a number of years and is named in honor of John McSweeney, the first Chairman of the department. When the department was moved to a new facility in 1983, McSweeney Hall was completely renovated (1983-84). It currently serves as a classroom building for instruction in computer science.

Horner Graphic Communications Center, constructed in 1982-83, houses the Department of Graphic Communications, a unique department of the college made possible by newspaper publishers of North Carolina and Tidewater, Virginia. The structure, containing 17,000 square feet, is fully air-conditioned and contains modern facilities for printing technology, photographic darkrooms, a studio, newswriting laboratory, classroom, student locker room, and a lobby area containing a display of historical items. Members of the North Carolina Press Association made significant contributions to assist in the construction of the facility.

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 house at the entrance of 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. Irwin Belk, Charlotte, North Carolina.

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

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. It is named in memory of Dr. F.O. Mixon, a former president of Chowan College.

Simons Hall for Men, was erected in 1960. This three-story brick building provides living accommodations for 118 students. It is named in

8—General Information

memory or W.L. (Roy) Simons and in honor of M.E. Valentine, Sr.

West Hall for Men was erected in 1963. The three-story brick building houses 216 students. It contains 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 dormitory, built in 1970. This beautiful building, located on Union Street, is fully air-conditioned. It houses 280 men, and is named in honor of Elwood W. Parker, of Murfreesboro.

Lakeside Student Center was originally constructed in 1954 as a physical education facility. It was completely renovated in 1981. Available within this facility are an area for roller skating, the college post-office, a laundry facility, lounge areas, TV room, conference room, game room, SGA offices, and office of the Director of Student Activities.

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 138 year old campus. This exciting development program, which has been labeled a "modern miracle", is being accomplished within the frame-work of comprehensive long-range planning and sound fiscal management. Leaders from North Carolina, Virginia and other states give wise counsel and direction to the college.

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. The college makes every effort to gain the maximum educational mileage out of every dollar entrusted to it. In addition to brick-and-mortar, Chowan has projected the financial resources needed to keep plant and program operating at top efficiency, to meet the intellectual and spiritual requirements of its students, to supply an adequate library and



equipment needed to accommodate them, and to support the quality faculty necessary to lead them. Through the Annual Giving Fund Program, the college seeks annual support from a variety of sources to help underwrite the day-to-day operation of the College.

In February 1986, the college launched a \$4,000,000 campaign to raise funds for additional student aid, scholarship assistance, new and/or updated programs, and the renovation of facilities. The major emphasis of this campaign centers on endowment for student aid (including endowed scholarships) and endowment for teaching and administration (including endowed professorships and academic department funds.)

The college actively seeks and encourages planned gifts through wills and trust agreements. Opportunities are available for endowed scholarships; faculty, student and departmental funds; academic programs and departments; and for equipment, buildings and grounds.

The college encourages interested persons to give in support of the continuing work and mission of the institution, and welcomes the opportunity to discuss any question with such persons and/or their financial advisers. Please call or write to the Director of Development, Chowan College, P. O. Drawer 37, Murfreesboro, N. C. 27855.



10—General Information



Campus Life

Orientation

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

College Committees

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



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 and the weekly campus calendar.

Student Government

All students are automatically members of the Student Government Association of Chowan College. The organization offers them opportunities to become meaningfully involved in college-sponsored activities, to gain experience in democratic procedures and to participate in the operation of the college. Through the legislative, executive and judicial branches of the SGA, students have an opportunity to voice their points of view and recommendations to the administration. Also, within limitations of power granted to the SGA by the President of the College, elected student leaders administer and enforce policies which regulate life within the college community.

Religious Activities

A full-time chaplain 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 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. Opportunities for effective service, spiritual growth, and social fellowship are provided for students through the activities of the Baptist Student Union — Campus Christian Fellowship, Fellowship of Christian Athletes, and the Ministerial Alliance. During Evangelism Week and Christian Emphasis Week, students have the opportunity to hold individual and small group conferences with guest speakers.

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, Episcopal and Assembly of God 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. The closest synagogue is located in Weldon, North Carolina.

Campus Clubs

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

Students Against Drunk Driving. This organization is open to all students who are interested in making citizens aware of problems associated with drinking and driving.

Voices of Inspiration. This is an organization for students interested in Christian fellowship and gospel music.

Social Science Club. 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.

Data Processing Management Association. DPMA is an organization for students interested in the field of information processing. It is dedicated to the advancement of the profession in all areas of business, industry, science, education and government. It seeks to encourage high standards of competence and to promote a professional attitude among its members. DPMA sponsors activities which focus on self-improvement of the individual members.

Phi Beta Lambda (Mu Zeta Chapter) is an organization for all students enrolled in business programs. It is a professional organization with state and national affiliations whose primary purpose is to develop the business and civic leadership qualities that will enable young men and women to be highly successful in tomorrow's world of work.

Rotaract. Governed by standards of Rotary International, members of Rotaract are encouraged to practice high ethical standards, promote international understanding and peace and sponsor service projects. Rotaract is open to both men and women.

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 College Day Student Organization. All students classified as commuting are members of this organization. While this organization serves many functions, its primary objective is to encourage the involvement of day students in college sponsored activities. The organization has official representation in the Student Government Association.

Chowan College Art Society. This organization is sponsored by one or more professors in the Division of Art. The society promotes interest in art through workshops, lectures, demonstrations, critiques, exhibitions and field trips. Campus-based workshops involving professional artists are also sponsored by the Art Society.

Interest Organizations. These organizations vary according to the common identifying concerns and interests of students.

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.

Alpha Pi Epsilon (Alpha Pi Chapter) is a national honorary, scholarship society for secretarial students. Its ultimate purpose is to professionalize the status of college-trained young men and women. Motto: "First in Scholarship, Leadership, and Cooperation." To be eligible for membership in the organization, a student must possess the qualities of accuracy, dependability, and initiative; be recommended by the Department of Business faculty; and earn a three point-plus average in business and in the liberal arts.

Alpha Mu Gamma is a national collegiate foreign language honor society. Candidates for membership shall have received in the same language at least two grades of "A" in unrepeated courses that give at least three hours credit each. Associate membership may be granted to any student who has met part of the qualifications for membership.

Alpha Beta Gamma is a national business honor society for students enrolled in a business curriculum in two-year colleges. The society provides an opportunity for the development of leadership and service, an intellectual climate for the exchange of ideas, fellowship, and stimulation of interest in continuing academic excellence. To be eligible for membership in the organization, a student must have completed at least 15 credit hours with a 3.0 QPA in business courses, as well as a 3.0 overall average.

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 Communications.

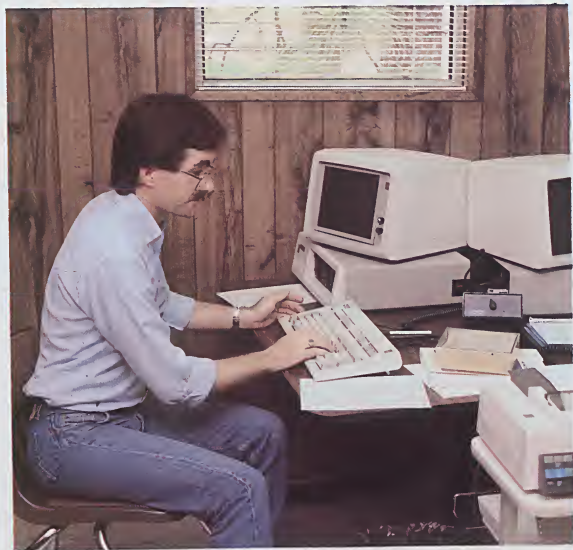
The Chowanian. This is a pictorial periodical disseminating information about Chowan College to alumni, high schools in North Carolina and Virginia, and friends of the college.

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.



Drama

For students interested in theatrical activities, Chowan Players offer opportunities for helping to produce plays for the college community. Plays ranging from classic to modern are selected.

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.

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

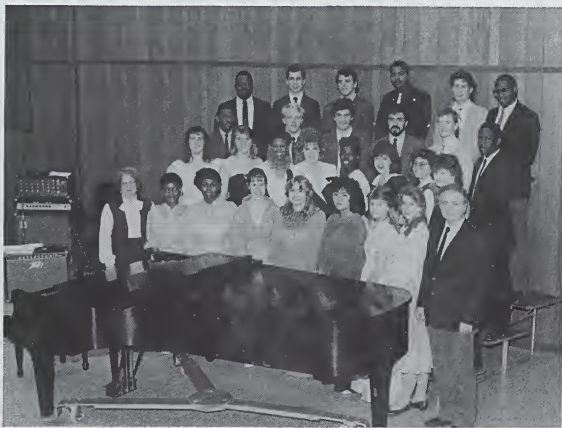
Membership in the *College-Community Chorus* is open to all students and persons from the surrounding communities. This organization presents two concerts, one in the fall and one in the spring, each accompanied by orchestra.

Membership in the *College Stage 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 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.



Cultural Activities

Through the combined facilities of the college and the community, students have the opportunity to attend numerous programs — lectures, plays, concerts, receptions, 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.

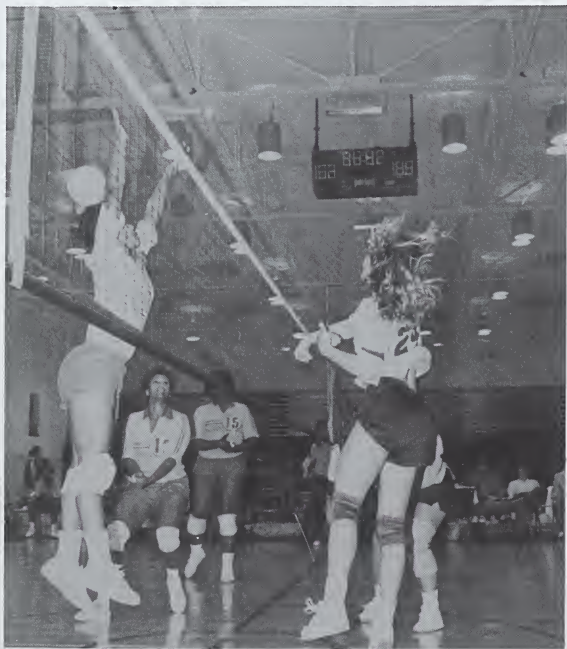
Social Life

Many occasions for individual and group expression are offered by college-sponsored student organizations. Included are motion pictures, a comprehensive intramural program, 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.

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 convocations, banquets, civic clubs, commencements, PTA meetings, social affairs, and church activities. The Speakers Bureau serves as a link between the college and friends of the college.





Intramural Sports

Recognizing the importance of physical education in maintaining good health, Chowan makes available to every student an extensive program in intramural athletics. This program is conducted under the supervision of the Department of Athletics and Student Development staff. Intramural teams are organized according to residence halls and are highly competitive. Men and women compete in flag football, volleyball, basketball, and softball. Other programs for men include football skills, cross country, tennis, pool, ping pong, foul shooting, wrestling, weight lifting, and swimming. Other programs for women include tennis, ping pong, cross country, and swimming. The intramural sports program helps the college to advance its purpose by promoting physical recreation and good sportsmanship.



Intercollegiate Athletics

The Director of Athletics has general supervision of intercollegiate activities. Chowan College is a member of the National Junior College Athletic Association, the 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.

The intercollegiate program at Chowan is divided into sports for women, sports for women and men, and sports for men. Varsity competition for women includes volleyball, basketball and softball. Both women and men participate on the same varsity golf and tennis teams. The varsity cheerleading squad is composed of men and women and is sponsored by the Department of Athletics. The intercollegiate sports program for men consists of football, baseball, basketball and wrestling.

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 twice monthly for breakfast in Thomas Cafeteria.

Chowan Traditions

Chowan College has certain customs and events which have become a traditional part of the College.

Homecoming. Homecoming is observed in the fall in connection with a football game, and events for the day are planned by the Student Government Association and Student Development. The Alumni are honored at this event. Half-time activities at the football game include the coronation of the Homecoming Queen and the presentation of the Court.

Parents' Day. This is a day when all parents are invited to the campus. The day includes the President's Reception and a scheduled time when parents can meet with the professors of their sons and daughters. Parents' Day in the fall is observed in connection with a football game. In the spring it is scheduled concurrently with a basketball game.

Spring Festival. Activities for Spring Festival are planned by the Student Government Association and Student Development. Field events, a concert, and a formal dance are part of the activities. The highlight of the event is the crowning of the Spring Festival Queen and recognition of her Court.

Counseling and Career Development

A counselor is available to work with students in learning to cope with or resolve personal problems, to assist students in developing decision-making skills and self-understanding, and to give assistance and support in time of crisis. From time to time small-group sessions are conducted for students who have mutual concerns. All counseling sessions are regarded as confidential.



Assistance with educational planning is available to those who desire help with changing a major or when making plans to transfer to senior institutions. A collection of catalogs from schools to which Chowan graduates frequently transfer and other helpful information is maintained in the Counseling and Career Center and available to students for browsing. Vocational inventories and personality indicators are available to be administered and interpreted by the counselor to students upon request. Current information on various careers is also maintained in the Center.

Each student is assigned an academic advisor who is available for academic as well as personal counseling. Academic advisors assist their advisees with matters related to programs of study, course requirements, and class schedules. Advisor-Advisee meetings are held twice each semester and students are expected to confer individually with their faculty advisors at least once each semester.

Transfer to Senior Institutions

Approximately 85 percent of those graduated from Chowan College transfer to a wide variety of senior institutions. Representative of the senior colleges and universities to which Chowan's graduates are attracted are:

American University, Appalachian State University, Arkansas State University, Atlantic Christian College, Auburn University, Averett College, Baylor University, Belmont-Abbey College, Boston College, Brigham Young University, Campbell University, 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, Elizabeth City State University, Elon College, Emory and Henry College, Florida State University, Furman University, Gardner-Webb College, George Washington University, Georgia Institute of Technology, Greensboro College, Guilford College, Hampden-Sydney College, Hampton Institute, High



Point College, Hollins College, Howard University, Jacksonville State University, Longwood College, Louisiana State University, Lynchburg College, Mars Hill College, Marshall University, Mary Washington College, Memphis State University, Meredith College, Methodist College, North Carolina Central University, North Carolina State University, North Carolina Wesleyan College, North Texas State College, Northwestern State University of Louisiana, Ohio State University, Old Dominion University, Patterson State University, Pfeiffer College, Queens College, Radford College, Randolph-Macon College, Rensselaer Polytechnic Institute, Rochester Institute of Technology, Salem College, Saint Andrews Presbyterian College, Saint Paul's College, Salisbury State College, Sam Houston State University, South Dakota State University, Southern College of Optometry, Southern University, State University of New York at Buffalo, State University of New York at Stony Brook, Suffolk University, Temple University, Tennessee Technological University, Texas Technical University, Towson State University, University of Baltimore, University of California at Los Angeles, University of Connecticut, University of Delaware, University of Houston, University of Illinois at Urbana, University of Iowa, University of Kansas, University of Kentucky, University of Maryland, University of Massachusetts, University of Miami, University of North Carolina at Chapel Hill, University of North Carolina at Charlotte, University of North Carolina at Greensboro, University of North Carolina at Wilmington, University of New Hampshire, University of Pennsylvania, University of Pittsburgh, University of Richmond, University of South Carolina at Columbia, University of South Mississippi, University of Southern California, University of Tennessee at Knoxville, University of Texas at Arlington, University of Texas at El Paso, University of Utah at Salt Lake City, University of Virginia, Utah State University at Logan, Virginia Polytechnic Institute and State University, Virginia Union University, Virginia Wesleyan College, Wake Forest University, West Chester State College, Western Carolina University, West Virginia University, West Virginia Institute of Technology, Winston-Salem 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.



Student Mail and Messages

Every student, whether boarding or day, is assigned a post office box and receives mail and intra-colleges messages through the College Post Office, which is located in Lakeside Student Center.

Student Center

Originally constructed in 1954 as a physical education facility, the building was completely renovated in 1981, leaving the basketball court for large group activities and roller skating. Housed within Lakeside Student Center are the college post office, a laundry facility (washers and dryers), an equipment check-out room and the offices of the Student Government Association, the Director of Student Activities and Intramural Sports and the Director of Postal Services. Also, for the benefit and enjoyment of students, Lakeside Student Center contains lounging areas in the balcony and on the main floor with an adjoining room with a wide-screen television, a conference room, a game room and an area with ping pong and pool tables.

Health Services

Each incoming student is required to forward to the Office of Admissions a Chowan College Medical Examination and Health Report. This report is filed in the Office of the College Nurse who maintains a health record on each student.

A Registered Nurse is on duty from 7:30 a.m. until 4:00 p.m. daily, Monday through Friday. A Licensed Practical Nurse is on duty as needed at night. A member of the Student Development staff is on call during weekends. The services of local physicians are used by Chowan students. Such services and any prescriptions are the financial responsibility of each student. Hospital accommodations are available in Ahoskie, a twenty-minute drive from the College.



In keeping with the policy on class absences, boarding students who must miss classes because of illness should consult the nurse before the time the class meets to obtain a medical excuse. Day students who miss classes because of sickness must bring a note from home or from a physician in the case of prolonged illness.

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.

Student Insurance

Chowan College carries Accident Insurance on all students who are enrolled for a given semester. 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. The college strongly recommends that a student maintain a personal health insurance policy. *International students are required to purchase hospitalization insurance through the Business Office of the College before registering for classes.*

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 matters dealing with food service.

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 the 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 an authorized official of the college, or any authorized civil official.

Lost ID cards can be replaced for \$5.00.

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

Motor Vehicle Regulation

Motor vehicles may be kept on campus providing they are properly registered through the Office of the Business Manager of the College and

the Office of the Campus Safety and Security Officer. The request to register motor vehicles will be initiated through the Office of the Business Manager. Students receive a car registration decal when they register their vehicles and pay the registration fee. Decals must be displayed as designated by existing policy. The parking lot to which the car has been assigned is shown on the registration decal. Parking violation tickets are given to persons who park in unauthorized areas. Improper parking and disregard for vehicle regulations may result in the forfeiture of one's right to have a vehicle on campus. Towing and immobilizing are enforced.

The registration fee for any motor vehicle is \$15.00 for either or both semesters of the same academic year. Registration fees are non-refundable under any circumstances.

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. Transcripts are placed on a non-release status until motor vehicle fines are paid.

Bicycle Registration

The college encourages students to bring bicycles to the campus. Bicycles are registered through the Office of the Security Officer. Registration decals are given to students without charge.

Registered bicycles are:

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

Bicycles are not to be parked in residence hall rooms, halls or stairwells. Racks for parking bicycles are provided in each residence hall area.

Laundry

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

Token operated washers and dryers have been placed in Belk and Jenkins Halls. A campus-wide laundromat is available to all students in Lakeside Student Center. A privately owned laundry service is located within two blocks of the campus.

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.

A limited number of private rooms are available. Students who request and are assigned a private room are charged a private room fee of \$200.00 per semester. The private room fee is in addition to the total cost of tuition and fees and is non-refundable unless the college through a need for space is forced to assign a second student to the room.

To accommodate students who are especially sensitive to noise, sections within the residence halls have been designated as quiet areas. Double or private rooms are available in these areas.

Room assignments are made in the Office of the Director of Housing according to the date of advance payment of \$100.00 and information received through a roommate compatibility questionnaire. Chowan administers a liberal room change policy. However, no resident is permitted to change rooms without written permission from the Director of Housing. Students making unauthorized changes are subject to penalties. Residents who remove furnishings from an apartment, room, hallway, bathroom, kitchen, dining room, lounge, or any other area without permission from the Office of the Director of Physical Plant will be charged a fine.

Pets cannot be kept in residence halls.

Residents are required to keep their rooms clean and in order. Occupants are held responsible for any damage to their rooms and furnishings. The cost of damage to the building outside the occupant's room may be charged on a prorata basis to the residents of the facility.

Students who attend Chowan College should be prepared to live in a way which reflects consistency with the purpose of the College and in a manner that demonstrates respect for the rights of their fellow students and the College. Successful residential living requires all parties to be mindful



of their rights and responsibilities. Residents have a right to study, rest and relax in a pleasant, safe and clean environment. Residents have an obligation to respect these basic rights of their fellow students. The College is responsible for maintaining conditions which contribute to wholesome residential living.

Private Rooms

A limited number of private rooms have been reserved for students who prefer living in single rooms. These rooms are assigned according to the date the private room fee of \$200.00 is received. Applications for private rooms are available from the Office of Housing.

Residence Hall Programs

With assistance from the Associate Dean of Students, residence hall programs which enhance the out-of-class activities of students are planned by officers of residence halls and residence directors. Residence hall programs are presented by faculty, students and resource persons from the area. These programs vary according to the common identifying interests of students. *Drug Abuse, Self Protection and Security, The Judicial System, International Relations, Fire Safety, Hunting Safety, Law and the College Student, How Paper Is Made, How To Be A Survivor, and Computer Systems* are some of the more popular programs in recent years.

Campus Guidelines

To insure a mutual understanding and appreciation of Chowan's position on certain issues, the following campus guidelines are listed:

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 alcoholic beverages by students. Drinking or the possession of intoxicating beverages on the campus is not permitted.

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

4. Any student who, without medical prescription, possesses, transports, or engages in the illegal sale of amphetamines, barbiturates, hallucinogenics, narcotics, and marijuana will be subject to dismissal from the college.

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

6. The College maintains a system of single sex residence halls. Women live in Belk and Jenkins Halls. Men reside in West, East, Mixon and Parker Halls. Violation of the policy on single sex residence halls may be cause for suspension.

Discipline

Ultimately, college discipline is in the hands of the Student Government Association, Student Development 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 varying degrees from a call down to 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.





Financial Information

The average cost to CHOWAN COLLEGE over and above what the student is required to pay is approximately \$2,000 per student. This amount is contributed by the Baptist State Convention of North Carolina, the Independent College Fund of North Carolina, Inc., churches, individuals, corporations, foundations, and from endowment funds of the college.

As a private, church-related college, Chowan must seek additional financial support from its college family, alumni, parents, friends, businesses, 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 tuition and fees to the student at a reasonable level and strengthen the educational program of the college. Such are tax deductible and gifts should be made payable to the Chowan College Parents Association and mailed to Chowan College, Murfreesboro, North Carolina 27855.

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.

By order of the Board of Trustees, all students rooming in college dormitories are required to take their meals in the college dining hall. Such students are classified as *Boarding Students*. Board and room fees do not include holiday periods. *Boarding students* are required to live on campus. While the college cooperates with students in honoring their dorm and

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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).

An international student who has administrative approval to live off campus is charged as a boarding student, less room and board.

Financial Information for Year 1989-90

All students applying for admission should send \$10 with 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:

Student Fee Schedule For 1989-90

<i>Boarding Student:</i>	<i>Per Semester</i>	<i>Per Year</i>
Registration Fee	\$ 25.00	\$ 50.00
Tuition	1,600.00	3,200.00
General Fees	275.00	550.00
Student Activity Fee	90.00	180.00
Health Fee	75.00	150.00
*Room	480.00	960.00
*Board	700.00	1,400.00
TOTAL	\$3,245.00	\$6,490.00

(Private Dormitory Rooms are \$200 Per Semester Extra.)

<i>Commuting Student:</i>	<i>Per Semester</i>	<i>Per Year</i>
Tuition and Fees	\$ 1,325.00	\$2,650.00

Legal residents of the State of North Carolina will receive legislative tuition grants (NCLTG) which will help to offset the scheduled fees. The amount awarded to each NC student is determined annually by the NC Legislature.

*The college reserves the right to change these rates upon proper notice to its students.

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 finan-

cial aid from the Director of Financial Aid. 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 is based on the total fees for a semester or term, not the amount that may have been paid on a student's account according to the terms of one of the available payment plans.*

Advance Payment

In addition to the \$10 application fee, (1) All students must make an Advance Payment of \$100 within twenty one (21) days following notification of their acceptance. The Advance Payment is fully refundable until April 30. (2) After April 30, a student is still required to make the \$100 Advance Payment within twenty one (21) days following notification of acceptance, however, the fee is not refundable except for serious illness or death in the student's immediate family. (3) In the event a student is eligible for a refund of his Advance Payment he must submit the request by letter to the Business Manager of the College. A student making the \$100.00 Advance Payment for a spring semester is not entitled to a refund except for serious illness or death in the immediate family.

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 for the first 30 days and \$5 for each succeeding 30 day period not to exceed \$30 for a given semester.

General Information and Special Fees

(1) Special Students are normally those who live within commuting distance of the college and take less than twelve semester hours. A special student may not register as a boarding student except with special permission of the Dean of the College and the Dean of the 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 a boarding student. A special student may not represent the college in any manner, except with the special permission of the Dean of the College. The fee for a Special Student is \$100 per semester hour.

(2) 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. The audit fee is \$25 per semester hour.

(3) 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 \$100 per semester hour in excess of 18.

(4) A Music Major will pay an additional fee of \$100 per semester, which includes lessons in major and minor instruments and use of a practice room at no additional charge.

(a) Private instruction for college students is \$50 per semester.

(b) Special Music Students (non-college students) pay \$100 per semester which includes one 30-minute music lesson per week.

(5) All residence hall rooms are double rooms. However, when space permits, applications for private rooms are approved. Students assigned to private rooms are charged an additional \$200.00 per semester (\$400) per year. The private room contract when signed is for the entire academic year. If a student decides to cancel the private room contract, the Coordinator of Housing must be notified in writing by July 1. For the spring semester, the cancellation request must be made and signed prior to December 1. Students who do not cancel private room contracts by the above dates are responsible for paying the private room fee.

Students whose roommates do not matriculate or withdraw prior to the end of the fourth week of each semester will be required to pay extra private room charge of \$200.00 unless they arrange to live in a double room by: (1) locating someone who wants to room with them; (2) moving into a double room which is occupied by one who wants a roommate; or (3) accepting a room assignment or roommate assignment from the Coordinator of Housing.

(6) The expenses listed do not include books, which cost approximately \$350 per year, laundry, doctor's fees or medical emergencies, except those covered by the Student Accident Insurance Plan currently in effect.

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

(8) To qualify as a North Carolina Resident, 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.

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

(10) The Student Health Fee includes accident insurance and services rendered by the College Infirmary. Brochures describing the coverage are distributed at class registration.

(11) The Student Activities Fee is charged each student to provide a variety of extra-curricular activities throughout the year. The fee is distributed to and includes student publications, religious activities, drama, athletics and intramurals, music and special student events. The Student

Activities Committee has responsibility for promoting and administering these events.

(12) Any student who registers after the announced registration date for any term must pay a \$5 penalty.

(13) All candidates for GRADUATION pay \$15 to cover the cost of cap and gown, diploma and other expenses related to the commencement exercises. All candidates for graduation who do not participate in the exercises will be charged an additional \$10 as an Absentia Fee. This Absentia Fee must be paid to the Business Office before grades will be released, diploma issued or transcript forwarded.

(14) International Students must show evidence of illness/hospitalization insurance at least equal to the plan offered by Chowan College, or they will be required to purchase the College Plan and pay the premium due at the time of class registration for the term of the insurance contract.

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. In such cases, a student's transcript is placed on a non-release basis.

2. The \$10 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 ALL STUDENTS ATTENDING CHOWAN COLLEGE FOR THE FIRST TIME MUST MAKE AN ADVANCE PAYMENT OF \$100 BY APRIL 30. If accepted after April 30, payment must be made immediately upon acceptance. The payment will be applied to the student's account with the College. It is refundable until April 30, if requested by letter prior to that date; or it may be refunded after that date for one of the following reasons: (1) serious illness or death in the student's immediate family; (2) academic deficiency. EVERY STUDENT is expected to make the \$100 ADVANCE PAYMENT.

4. REFUND POLICY. The refund policy presupposes that all fees have been paid prior to class registration. 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 but prior to mid-term, are entitled to a pro-rata refund of room and board only. There will be no refund after mid-term each semester. The advance payment (\$100) is not included in the refund. ANY STUDENT WHO IS ASKED TO WITHDRAW FROM THE COLLEGE FOR SOME INFRACTION OF THE RULES MAY EXPECT A REFUND OF A PRO RATA SHARE OF ROOM AND BOARD FEES IF THE SUSPENSION OCCURS WITHIN

THE FIRST FOUR WEEKS OF A SEMESTER, (or its equivalent) ASSUMING THAT ALL FEES HAVE BEEN PAID.

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 the 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.

7. A student who moves from the room assigned *with permission* from the Director of Housing will be charged \$10. Moving *without permission* will incur a \$10 fine and may result in the student's return to the room originally assigned.

8. Upon issuance of the key to his room, a student is required to deposit \$35 as a Contingency-Key Fee. Upon return of the original key and after the deduction of any damage fees assessed to the student, any remaining portion of this fee will be refunded.

9. All students who keep an automobile on the campus or who will drive to the campus are charged a \$15 fee per year 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, 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.

Financial Aid

The primary purpose of the financial aid program at Chowan is to provide assistance for those students who could not otherwise attend college. Assistance is available in several forms: scholarships, grants-in-aid, loans, and part-time employment.

To be considered for financial aid, the student must:

1. File a need analysis form with either American College Testing (Family Financial Statement) or College Scholarship Service (Financial Aid Form). List Chowan to receive the results. This information is used in determining the amount of assistance to be offered. Preference is given to those who file prior to March 1.

2. Check on the need analysis form to be considered for Pell Grant. When the Student Aid Report is received, send all three copies to Chowan College.

3. Apply for State Student Incentive Grant.

4. Be accepted for admission to Chowan College or be making satisfactory academic progress. (See Below.)

5. Transfer students must submit Financial Aid Transcripts from each college attended.

A need analysis form with the request for consideration for Pell Grant must be filed for each academic year.

Consideration for aid is given to citizens and permanent residents of the United States regardless of race, creed, color, national origin, or sex.

The Director of Financial Planning is available to counsel with students and prospective students about financial aid.

A full-time student will be academically eligible to receive financial assistance through the federal Title IV programs (Pell, SEOG, NDSL, CWSP, SSIG, GSL, and PLUS) and the North Carolina Contractual Grant Program for three and one-half (3½) years if he meets the conditions given below. A student who enrolls for less than full-time will have the period of time he or she can receive assistance pro-rated.

The first condition is that a full-time student must pass at least eighteen (18) hours per academic year, unless he is enrolled in non-credit courses. Students enrolled in non-credit courses must pass one additional hour for each non-credit course attempted. Part-time students and students not enrolled for a full academic year will be required to pass a pro-rated share of semester hours. (Some state programs and guarantors for GSL will have stricter requirements.)

The second condition is that a student must maintain an acceptable quality point ratio:

<u>HOURS ATTEMPTED</u>	<u>QPA</u>
1-32	1.20
33-49	1.40
50-66	1.60
67-83	1.80
Over 83	2.00

Records will be reviewed at the end of each academic year.

If a student breaks tenure for at least one year, he will automatically be eligible for renewal of financial aid for the first academic year of re-enrollment. Exception, students under academic suspension are not eligible to receive aid. The above conditions will not be used until a subsequent year has been completed.

A student who does not meet the above requirements for renewal of his financial aid and who attends Chowan without aid can have his records reviewed at the end of each enrollment period (semester or summer session).

Non-credit courses will count as three hours attempted. Grades of "S" will count as 6 quality points. A grade of "U" will count as "0" quality points.

A student who fails to meet the Standards for Academic Progress will not be eligible to receive financial assistance.

A student denied financial aid may make an appeal in writing to the Financial Aid Committee if:

1. The student thinks an error has been made in determining he is not making satisfactory progress; and/or
2. The student feels there are mitigating circumstances which affected his meeting the satisfactory progress standards for financial aid.

Financial Aid Refund Policy

If a student receiving financial aid withdraws from the college during the official refund period as designated in this catalog and if there is a refund to be made, the financial aid programs will be refunded before any actual refund is given the student.

Scholarships

Chowan College offers *Academic Honors Scholarships* administered by the Scholarship Committee. These scholarships are not necessarily based on financial need. However, need may 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 Financial Planning.*

Presidential Scholarships.

The college offers five Presidential Scholarships valued at actual tuition. To be considered, the student must have a high school average of 3.3 or better, have an SAT score of 850 or better, and rank in the upper ten percent of the graduating class. These awards are renewable for a second year of study upon attainment of an academic average of 3.2 or better on all work attempted in the freshman year. Recipients are jointly recommended by the Director of Admissions and the Director of Financial Planning to the President of the College.

Academic Honors Scholarships.

A. The college offers five scholarships valued at three-fourths tuition. To be considered, the student must have a high school average of 3.2 or better, have an SAT score of 820 or better, and rank in the upper twenty-five percent of the graduating class. These awards are renewable for a second year of study upon attainment of an academic average of 3.0 or better on all work attempted in the freshman year. Recipients are jointly recommended by the Director of Admissions and the Director of Financial Planning to the Dean of the College.

B. The college offers ten scholarships valued at one-half tuition. To be considered, the student must have a high school average of 3.0 or better and rank in the upper twenty-five percent of the graduating class or have a satisfactory score on the SAT. These awards are renewable for a second year of study upon attainment of an academic average of 3.0 or better on all work attempted in the freshman year. Recipients are jointly recommended by the Director of Admissions and the Director of Financial Planning to the Dean of the College.

NOTE: College funded scholarships and grants shall not exceed scheduled fees.

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

Trustee Grants. The college, through the Director of Financial Planning, has available several awards up to a maximum of \$500 to those students who demonstrate the potential to make a positive contribution to the college. Renewal for the sophomore year is dependent upon the student's having a C average or better at the end of the freshman year and at the discretion of the Director of Financial Planning.

A Scholarship of \$500. Donor: Chowan College. Condition: Highest scholastic average by a Chowan College Freshman who is a returning student.

D.F. and Ada C. Adams Memorial Scholarship. \$700. This scholarship honors the memory of Mr. D.F. Adams and Mrs. Ada C. Adams, the late parents of Professor Esther A. Whitaker. Funds have been made available by members of the family and friends. This scholarship is awarded annually by the Scholarship Committee to a worthy and deserving student who desires the benefits of Christian higher education.

George I. Alden Scholarship. \$900. This award is made to a worthy, needy student enrolled in the Department of Graphic Communications and recommended by the faculty of this department. These endowed funds were provided by the George I. Alden Trust of Worcester, Massachusetts.

Alpha Pi Epsilon Scholarship Award. \$50. Donor: Alpha Pi Chapter, Alpha Pi Epsilon. A scholarship award given to a two-year Business Education or Office Administration student, who has the highest academic average and who has shown outstanding loyalty, dedication, and service to Alpha Pi Chapter.

Two Scholarships of \$100 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.

David L. Boone Memorial Scholarship of \$400. (An endowed scholarship.) Donor: His mother, Mrs. Francis B. Boone, Beaufort, N.C. A one-year award.

Braves Club Scholarships. Two scholarships in the amount of \$500 each, with funds provided by the Braves Club of Chowan College. Awarded annually to a rising sophomore male and female student athlete on the basis of contribution to the team, school spirit, leadership potential, and scholarship. Awarded by the Scholarship Committee on the recommendation of the Braves Club.

J. Grady and Maggie Boone Bridgers Scholarship. \$500. An endowed scholarship established by Lanny B. Bridgers of Atlanta, Georgia, in memory of his father and in honor of his mother, a Distinguished Alumna of Chowan College. The recipient is chosen by the College Scholarship Committee.

Bryan Scholarship Trust of \$4,000. 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.

Ross A. Cadle Memorial Scholarship of \$200. An endowed scholarship funded by the family and friends of the late Mr. Cadle, Director of Admissions at Chowan College from

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1954-1966. Awarded by the Scholarship Committee of the college to a deserving student who is making satisfactory academic progress.

Ella Cobb Camp Scholarship - \$1,200. An endowed scholarship established by Mrs. Texie Camp Marks of Boykins, Virginia, in honor and memory of her mother. The scholarship is determined by the College Scholarship Committee and is awarded to a deserving student from the southeastern region of Virginia. Mrs. Marks is a long time good friend and benefactor of Chowan College.

Ella Cobb Camp and Paul Douglas Camp Scholarships - \$1,200. An endowed scholarship established by the Reverend J. Felix Arnold and his wife, Frances Marks Arnold, granddaughter of the late Mr. and Mrs. Camp. Mr. Arnold served for many years as a member of the Chowan College Board of Trustees including several terms as chairman. The scholarship is awarded by the College Scholarship Committee.

Thomas H. and Ann Baird Caulkins Scholarship - \$500. Funds for this scholarship provided by family and friends of the Reverend and Mrs. Caulkins, to be awarded by the College Scholarship Committee to a ministerial student, or to a child of an ordained minister of any denomination. Mr. Caulkins has served for many years as pastor of the Murfreesboro Baptist Church.

Frances White Coleman and H. Gordon Coleman Memorial Scholarship - \$500. An endowed scholarship funded through the will of the late Frances White Coleman, who was a former member of the faculty (1953-1968) of Chowan College. Recipients are worthy young people designated by the Scholarship Committee of Chowan College, with preference given to students from Virginia and North Carolina.

Creech Ministerial Scholarship. \$500. An endowed scholarship in memory of the Reverend Oscar Creech and his wife, Martha Gully Creech. Provided by Mr. and Mrs. M.E. Valentine of Raleigh, NC, and numerous friends of the late Reverend Creech, who served as pastor of the First Baptist Church in Ahoskie, NC, for 27 years and as a member of the Chowan College staff for 10 years. He died in 1974. This scholarship provides assistance to ministerial students, with preference given to those coming from churches in the West Chowan Baptist Association.

Bobby S. Cross Memorial Scholarship - \$500. An endowed scholarship in memory of the late Mr. Bobby S. Cross, who served effectively as Director of Development at Chowan College for a period of 18 years. Funds for this scholarship have been provided by many friends and colleagues of Mr. Cross. It is awarded each year to a needy and deserving student.

Fred Dove, Sr. Memorial Scholarship. A scholarship in the amount of \$200 awarded by the Scholarship Committee of Chowan College to a worthy sophomore student majoring in the area of Sociology or Social Work. Donors: Dr. and Mrs. John W. Gosnell in memory of Dr. Fred Dove, Sr., former Professor of Sociology and Psychology at Bridgewater College.

Durrett Scholarship - \$6,000. This endowed scholarship has been funded by Mr. and Mrs. William W. (Eloise Scruggs) Durrett for worthy and deserving students selected by the Scholarship Committee of the college.

J. B. Early Scholarship - \$500. An endowed scholarship provided by Mr. and Mrs. Lawrence Wood Myers of Ahoskie, N. C., in memory of the father of Mrs. Myers. Recipients are worthy students selected by the Scholarship Committee, with preference given to young people from the Roanoke-Chowan area of North Carolina.

Eva Ethridge Scholarship - \$3,500. An endowed scholarship provided by the estate of Mrs. Eva Ethridge Miller of Bertie County. This scholarship is administered by the Scholarship Committee of the College, to provide one or more scholarships to worthy students.

Connie W. Evans Scholarship - \$2,000. Funds for this award provided by E.R. Evans, Jr. in honor of his mother. The recipient will be named by the College Scholarship Committee each year, and the conditions for the scholarship are on file in the Business Office.

Ezell-Whitaker Scholarship - \$800. Given in memory of Dr. S.J. Ezell, J. Clint and Della Swain Ezell, and Fay Alvin Whitaker, and in honor of Oveda Ezell Whitaker (great uncle, grandparents, father and mother respectively of Bruce E. Whitaker). Recipients are chosen by the Scholarship Committee with preference given to students who have rural and/or small town backgrounds. At the discretion of the Scholarship Committee this award may be renewed for a second year of study at Chowan.

Sara Marian Fisher Memorial Scholarship. A \$200 scholarship for use by students in the

area of secretarial science, business administration or related fields. The award is made by the Scholarship Committee of the College, with the approval of the President of the College and the North Carolina Baptist Foundation, Inc., serves as Trustee of this endowed scholarship fund.

Freeman Memorial Scholarship Fund - \$4,300. An endowed scholarship fund in memory of Lecausey P. and Lula H. Freeman and in honor of their five daughters who attended Chowan College and who were teachers: Alma Freeman White, Ethel Freeman Jarvis, Ruth Freeman Singleton, Lucile Freeman Anderson and Thelma Freeman Glass. Given by Gary H. Singleton. Recipient chosen by the Scholarship Committee of the College with preference given to female students demonstrating academic competence who need financial assistance. Preference is also given to, but not limited to, students from Hertford, Bertie, Northampton, or Gates County, North Carolina.

Adalia Futrell Scholarship of \$600. (An endowed scholarship) Donor: Her son, William Futrell of Rich Square, NC. This scholarship is awarded for one academic year. Preference is given to ministerial students.

Futrell/Revelle Scholarship - \$600. An endowed scholarship provided by Mr. and Mrs. Riddick Revelle, Fayetteville, N. C., in honor and memory of his parents and other relatives. The scholarship is not limited to need and the recipient is determined by the College Scholarship Committee.

Roland L. Garrett Scholarship - \$300. For needy and deserving students. This scholarship, administered by the College Scholarship Committee, was made possible by the late Mr. Garrett, long time trustee and benefactor from Elizabeth City, N.C.

Garrison Football Scholarship of \$100. Awarded to that freshman football player who is adjudged to be the outstanding freshman football student athlete. It is applicable to the recipient's fees in his second year of study at Chowan. This scholarship is awarded by Chowan College in honor of Coach James G. Garrison.

Bernice Kelly Harris Memorial Scholarship in Creative Writing and English - \$500. Funded by friends of the late Dr. Harris, including the Roanoke-Chowan Group of northeastern North Carolina.

Hawkins Baseball Scholarship of \$100. Awarded to that freshman baseball player who is adjudged to be the outstanding freshman baseball athlete. This scholarship is awarded by Chowan College in honor of Coach Jerry Lee Hawkins.

Myra Vann Holland Memorial Scholarship of \$700. 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.

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 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.

Johnson Scholarship. (A \$2,400 endowed scholarship.) Donors: Mr. Henry S. Johnson, Jr., and Mr. Mike H. Johnson of Hamilton, N.C. Recipient chosen on the 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 the recommendation of the Scholarship Committee of the College.

William F. "Buck" and Fannie G. Jones Endowed Scholarship - \$600. Given by their daughter, Frances Jones Bass, and her husband, Oakel B. Bass, the scholarship is awarded by the Scholarship Committee to a deserving student with preference given to a student from Northampton County (NC).

Justice Memorial Scholarship - \$400. 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. This award is based on need and motivation and is a one year scholarship designated by the scholarship committee.

P.E. Kee - Elam Baptist Church Scholarship - \$1000. An annual scholarship funded by the Elam Baptist Church of Gumberry, NC. The recipient is chosen by the Scholarship Committee of the College. The student must be a resident of Northampton or Halifax County,

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North Carolina; a professing, dedicated Christian; and must demonstrate financial need. The recipient must maintain an academic average of 2.0.

Knight Scholarship - \$5,000. An endowed scholarship provided by the Knight Charitable Trust and named in honor of James L. Knight, Chairman of the Board, Knight-Ridder Newspapers, Inc., Miami, Florida, to provide two or more scholarships to worthy and needy students majoring in Printing Technology. Recipients are selected by the Scholarship Committee upon the recommendation of the faculty in the Department of Graphic Communications. Recipients may be either first or second year students, but must maintain a 2.0 academic average for renewal.

Connie Harrelson Lewis Scholarship - \$800. An endowed scholarship provided by the R. Clayton Lewis family of Murfreesboro, N. C., for students chosen on the basis of academic ability, leadership potential and financial need. Preference may be given to South Carolina residents, especially from Chester, Fairfield, Horry and Richland Counties.

Herbert Hugh Lewis Memorial Scholarship of \$1,600. An endowed scholarship provided by the R. Clayton Lewis family of Murfreesboro, N.C., for students chosen on the basis of academic ability, leadership potential and financial need. Preference may be given to South Carolina residents, especially from Chester, Fairfield and Horry Counties.

Texie Camp Marks Scholarship - \$11,000. These scholarships were made possible by the Ruth Camp Campbell Foundation of Southampton County, Virginia, for students from this general area with preference given to students from Southampton and Isle of Wight counties in Virginia and Tidewater, Virginia. These scholarships are not limited to need, and the choice of recipients will be left to the discretion of the college Scholarship Committee.

Don G. Matthews, Jr., Memorial Scholarship of \$500. Donor: Mrs. Don G. Matthews, Jr., Hamilton, N.C. Condition: Character, financial need, and academic ability. The recipient may be eligible to receive this award for the second year of study at Chowan College.

Don G. Matthews, Sr., Memorial Scholarship of \$500. Donor: Mrs. Don G. Matthews, Jr., Hamilton, N.C. Condition: Character, financial need, and academic ability. The recipient may be eligible to receive this award for the second year of study at Chowan College.

Wilma L. McCurdy Memorial Fund. Annual scholarship to worthy students who desire to attend Chowan College. This trust fund is administered by the First National Bank of Albemarle, N.C. The Trustees have sole discretionary power to designate the recipients. The Chowan College Scholarship Committee makes recommendations to the Trustees. Preference is given to students from Stanly County, N.C.

Matilda S. McDonald Scholarship Fund - \$3,500. An endowed scholarship awarded by the Scholarship Committee of the College. The scholarship was established by the estate of Martha Hawkins Steinmetz of Raleigh. Conditions of this scholarship are on file in the Business Office of the College.

F. O. Mixon Memorial Scholarship of \$800. (An endowed scholarship.) Donor: Friends of the late Dr. Mixon, a former president of Chowan College. A one year award.

Murfreesboro Rotary Club Scholarship - \$500. This scholarship is awarded by the Chowan College Scholarship Committee to a student who has demonstrated good citizenship, who has been active in extra-curricular activities, and who supports the Chowan College Rotaract Club. A satisfactory academic average must be maintained, and the scholarship may be renewed for a second year of study.

John Newton Ogletree Scholarship - \$400. Mrs. Charles F. Ogletree in honor of their son, and for the benefit of future generations of students majoring in Graphic Communications. This scholarship award to such a deserving student is determined by the Scholarship Committee of the College, upon the recommendation of the Graphic Communications Faculty.

Dorothea Van Deusen Opdyke Scholarship. Awarded by the Education Commission of the Southern Baptist Convention to needy Southern Baptists who are natives of a mountain area of the United States. Recommendations are made to the Education Commission by the Director of Financial Aid.

Alta Chitty Parker Scholarship - \$2,000. This Scholarship, funded by the late Mrs. Parker, is awarded annually by the Scholarship Committee of the college to a student or students on the basis of scholastic ability, financial need and the desire of the student to obtain a Christian education.

Elwood W. Parker Scholarship - \$1,500. This scholarship was established to honor the memory of one of the truly great men who has influenced and contributed substantially to the life and work of Chowan College. The recipient is determined by the College Scholarship Committee and will be awarded on the basis of merit and need.

Joseph Lee Parker Scholarship for Physical Fitness \$1000. (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.

Pepsi-Cola Scholarship - \$500. An endowed scholarship made possible by McPherson Beverages, Inc., of Roanoke Rapids. The scholarship is awarded by the Scholarship Committee of the College to a student who is a good citizen of the college and one who shows potential of becoming a community/civic leader.

Pickett Scholarship of \$1,800. An endowed scholarship, established by Mr. Neil Pickett, Hampton, Virginia, an alumnus of the college, to honor his father, The Reverend Wilbur W. Pickett. This scholarship is administered by the Scholarship Committee of the college. Recipient must be studying towards service in a full-time church vocation, must be of good moral character and in agreement with those Christian principles set forth in the Report of the Committee on Baptist Faith and Message (1963)—as attested in a letter of recommendation from the local church of which he/she is a member. Preference will be given to a student who plans to enter the pastoral ministry and/or who is a member of a church affiliated with the Peninsula (VA) Baptist Association. This scholarship is renewable for a second year of study at Chowan.

Ella J. Pierce Memorial Scholarship of \$900. An endowed scholarship provided by Mr. and Mrs. William G. Lawrence of Murfreesboro, N.C. and numerous friends of the late Dr. Pierce, former professor of English and chairman of the Department of English. This award is made annually to a worthy student specializing in English.

C. B. Pond, Jr., Memorial Scholarship - \$500. An endowed scholarship awarded annually by the College Scholarship Committee to a student enrolled in the Department of Business. Scholarship funds provided by Charles B. Pond, III, of Suffolk, Virginia, in memory of his father.

Betty Spivey Pritchard Memorial Scholarship - \$400. In memory of the aunt of Mary P. Askew of Lewiston, N.C., this endowed scholarship is administered by the Scholarship Committee of the College. Application should be made through the Office of the Director of Financial Planning.

Betty Spivey Pritchard Scholarship of \$400. An endowed scholarship from the Estate of her daughter, Elizabeth P. (Mrs. O. P.) Snipes of Lewiston. To help worthy young people in securing an education, preferably a young woman.

John Wesley Raymond Memorial Scholarship - \$600. An endowed scholarship fund established by the family and friends of the late Dr. Raymond, a Chowan alumnus, and his father, John Wesley Raymond, Sr. The scholarship is to be awarded to deserving students in the science program, upon recommendation of the science faculty.

J. Guy Revelle, Sr., and Pearla Futrell Revelle Scholarship. (A \$900 endowed scholarship.) Donor: Mr. and Mrs. J. Guy Revelle, Sr. Conditions: Recipient chosen on the basis of merit and need. Preference given to students from Northampton and Hertford Counties, North Carolina. 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 Planning. Recipient may apply for a second year award.

Rachael Spivey Memorial Scholarship - \$500. Established by the late Mary P. Askew of Lewiston, N.C., to honor the memory of her mother. This endowed scholarship is administered by the Scholarship Committee of the College, and applications should be directed to the Director of Financial Aid.

Dorothy D. Stallings Memorial Scholarship in Pre-Nursing - \$200. Established by Mr. and Mrs. M. E. Valentine, Raleigh, N.C. Preference is given to students in the pre-nursing curriculum.

Henry and Emma Louise Steinmetz Scholarship Fund - \$3,500. An endowed scholarship

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awarded by the Scholarship Committee of the College. The scholarship was established by the estate of Martha Hawkins Steinmetz of Raleigh. Conditions for the awarding of this scholarship are on file in the Business Office of the College.

Henry Straughn Stokes and Eloise Brown Stokes Memorial Scholarship - \$4,500. An endowed scholarship established by Walter B. and Julia Stokes Elsee of Smithfield, NC, in memory of her parents. The scholarship award may be made to one or more deserving students as determined by the Scholarship Committee.

Mary P. Thomas Scholarship - \$1,200. An endowed scholarship established by the late Mary P. Thomas of Cofield, an alumna and long-time benefactor of Chowan College. This scholarship is awarded to a deserving student or students approved by the deacons of the Bethlehem Baptist Church.

George T. Underwood Scholarship - \$1,600. Given in memory of George T. Underwood, distinguished leader, friend and benefactor of Chowan College, by his wife, Mrs. Anne T. Underwood. This scholarship award may be made to one or more deserving students determined by the Scholarship Committee.

The Reverend Benjamin Bascom and Sarah Elizabeth Howell Ussery Scholarship - \$800. An endowed scholarship established by Mr. and Mrs. Ben B. Ussery of Richmond, VA, in memory of the father and in honor of the mother of Mr. Ben B. Ussery. Recipients are selected by the Scholarship Committee on the basis of financial need and satisfactory academic standing, and must be from the State of Virginia, with preference given to students from Boykins, Southampton County, Suffolk, or Nansemond County.

Fred A. Vann Memorial Scholarship Fund - \$3,200. An endowed scholarship provided by the estate of Mr. Fred A. Vann of Isle of Wight County, Virginia. This fund is administered by the Scholarship Committee of the College to provide two or more scholarships to worthy and needy students at Chowan College. Awards are renewable for a second year upon approval of the Scholarship Committee and providing that recipient maintain an average of 2.00 on all work attempted.

Bruce E. and Esther A. Whitaker Scholarship - \$500. An endowed scholarship honoring the service and leadership of Dr. Bruce E. Whitaker, President of Chowan College, and Mrs. Esther A. Whitaker, Professor of Religion. This scholarship was initiated by their sons, Barry Eugene and Garry Bruce Whitaker, and by their daughter-in-law, Rebecca Goff Whitaker. Recipients are chosen by the Scholarship Committee on the basis of academic excellence, with preference given to students who are valedictorians or salutatorians of their high school class. This award may be renewed for a second year of study at Chowan if the recipient attains a minimum average of 3.0 during the freshman year.

Carrie Bazemore White Memorial Scholarship - \$500. An endowed scholarship, established by Mr. and Mrs. Robert C. White of Windsor, North Carolina, to honor the memory of his mother, and alumna of Chowan College to assist needy and worthy students, with preference given to students from Bertie and Hertford Counties, North Carolina.

Scholarships In The Fine Arts

D. Emily Barnes Music Scholarship - \$600. An endowed scholarship provided by the estate of Miss Barnes, who was the daughter of one of the founders of the college. The scholarship will be awarded by the Scholarship Committee to an outstanding and deserving piano major.

Futrell Music Scholarship - \$600. An endowed scholarship provided by Mr. William M. Futrell, Sr., of Rich Square, North Carolina, in memory of his sister, Miss Sadie Futrell (class of 1919), and in honor of his wife, Mrs. Willa Parker Futrell (class of 1930). Miss Futrell had and Mrs. Futrell continues to have a strong interest in piano and sacred music. This award is administered by the Scholarship Committee of the college and is granted to a deserving music major.

David Henry and Jo Piland Cooper Memorial Scholarship - \$3,400. An endowed scholarship established through the generosity of the late Dr. David Henry Cooper, a former professor at the College. His substantial contributions to the College, by will, was to honor the memory of his wife, Jo Piland Cooper, an alumna of the College. The scholarship is awarded to art majors upon the recommendation of the Department of Fine Arts Faculty.

Mary Pearce Music Scholarship of \$200. An endowed scholarship provided by the estate of Mrs. W. S. Penny, Raleigh, N. C. Conditions: Recipient is that student selected as the outstanding freshman musician at Chowan College.

Lois Vann Wynn Memorial Scholarship - \$2,000. An endowed scholarship honoring the memory of a long time friend, alumna and benefactor of Chowan College, by her niece, Mrs. Charles M. (Mary Frances) Hobson of Wenonah, New Jersey. The scholarship is given to one or more students, with preference students active in dramatics, and on the basis of ability, motivation, and need. Upon the recommendation of the scholarship committee of Chowan College, it may be renewed. May be awarded to students in other Fine Arts curricula.

Music. Three freshman scholarships in the amount of \$500 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 music faculty.

Art. Two freshmen scholarships in the amount of \$500. 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.

In addition to these scholarships, the college also makes available two grants-in-aid in the amount of \$75 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.

Special Notes Concerning Scholarships

1. Commuting students are eligible to receive only half of college funded scholarships and grants-in-aid. Moreover, a student is eligible for only one college funded scholarship unless otherwise indicated.

2. College funded scholarships and grants-in-aid are not available for summer school, nor are they available for students enrolled in less than twelve semester hours.

3. Unless otherwise indicated, recipients of scholarships and grants are selected by the Chowan College Administration and Scholarship Committee and/or Scholarship Committee on the basis of scholastic ability, character, and/or financial need.

4. College funded scholarships and grants-in-aid cannot exceed the student fee schedule. Financial aid packages cannot exceed need.

Federal and State Grants

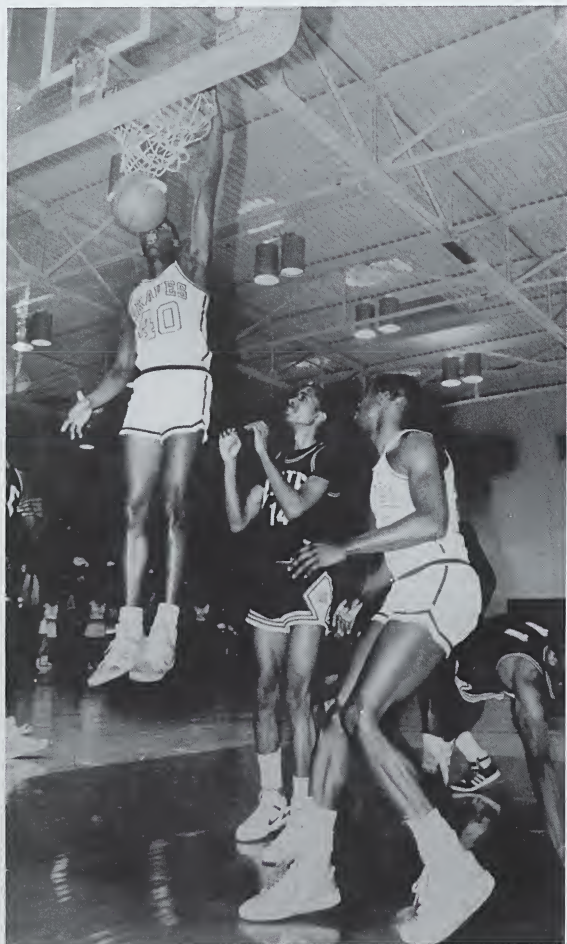
Pell Grants. This is a Federal aid program designed to provide grants to eligible students. When a student files the need analysis form, he should mark to be considered for Pell Grant. The Pell Grant office sends the student a Student Aid Report. All three copies of the SAR must be sent to the Chowan College Financial Planning Office.

Supplemental Educational Opportunity Grants. This is a Federally funded program through which Chowan College assists students who have financial need. Grants range from \$100 to \$4,000 per year.

North Carolina Contractual Grants. These grants are available for residents of the State of North Carolina who have financial need. These grants are made possible by appropriations from the North Carolina Legislature. Recipients are determined by the Financial Planning Office of Chowan College. (*Funding of this grant is based on appropriations by the North Carolina Legislature.*)

North Carolina Legislative Tuition Grants. Every student who is a resident of the State of North Carolina who is enrolled for at least twelve hours receives a North Carolina Legislative Tuition Grant in 1986-87 of \$1,100 (\$550 per semester). These grants are made possible by appropriations from the North Carolina State Legislature.

North Carolina Student Incentive Grants (NCSIG). The Legislature of North Carolina has appropriated funds to establish grants to North Carolina residents who have financial need. The North Carolina funds match federal funds. To be considered for NCSIG, a student must mark the need analysis form for the information to be released to NCSIG and enclose the appropriate fee. The deadline for applying is March 15. (*Funding for this grant is based on federal and state appropriations.*)



Student Employment

Employment opportunities are available at the College. These jobs 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 Federal College Work Study Program.

Loan Funds

Perkins Loan (formerly National Direct Student Loan) Needy students may borrow an aggregate of \$4,500 during the first two years. The loans do not have to be repaid until the student terminates his education. These notes begin to earn interest (5 per cent) 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 per cent, 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 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.

Guaranteed Student Loan Program. Under this program, eligible students may borrow up to \$2,625 per year for the first two years of study and \$4,000 for each subsequent year of undergraduate study. A student is eligible for this loan if he has demonstrated financial need. There is an origination fee of 5% and interest of 8% beginning six months after the student terminates his education. Repayment begins six months after education is terminated. Interest rate increases to 10% beginning with the fifth year of repayment.

These loans are made by banks, credit unions, and savings and loan associations in the state of the student's residence. Procedures differ in each state. In North Carolina most loans are made through College Foundation, Inc., an agency insured by the State Education Assistance Authority.

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 Financial Aid, Chowan College. Same regulations apply to this as to the Guaranteed Student Loan Program.

Supplemental Loans for Students. Undergraduate independent students may borrow an annual amount of \$4,000. Interest rate is variable - based on yearly average of T-Bill interest rate plus 3.75%. Interest may not exceed 12%. Repayment begins within 60 days after funds are received. However, payment and interest can be deferred while enrolled full time.



Parents Loans for Undergraduate Students. Parents are eligible to borrow \$3,000 per year or the cost of education less other financial assistance the student is receiving, whichever is less. The interest rate is variable - the yearly average of T-Bill interest plus 3.75%. Interest begins at the disbursement. Payments begin thirty days after disbursement.

The Education Resources Institute Supplemental Loan Program. Loans to students with parents co-signing. Maximum amount is \$7,500 per year. Interest is variable - prime plus 2%. There is a 4% guarantee fee. Payments begin 45 days after the funds are received, but may be deferred while in full-time attendance. The loan is obtained through the Bank of Boston.

Pickett and Hatcher Educational Fund, Inc. The Pickett and Hatcher Educational Fund, Inc., is a nonprofit, noncommercial educational trust fund created to assist full-time undergraduate students in fields of study other than law, medicine, or the ministry. Low interest loans with deferred payments are made to qualified residents of Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee, or Virginia. The deadline for submitting applications is June 15. For information and application forms write to: Pickett and Hatcher Educational Fund, Inc., Post Office Box 8169, Columbus, Georgia 31908.

Grants-In-Aid

Athletic. Athletic grants-in-aid are made by Chowan College in major sports. Information may be obtained from the Director of Athletics.

Nora Lee Shell Collins Memorial Scholarship - \$1,200. This is an athletic grant made possible by Clifton S. Collins, Chowan College Financial Planning Director, in memory of his mother. The grant is awarded to a female volleyball player determined by the Director of Athletics, upon the recommendation of the Volleyball Coach.

The Harwood Athletic Scholarship - \$1,200. This is an athletic grant in memory of Mr. James Coleman Harwood, Jr. and in honor of Mrs. Katherine A. Harwood by their daughter, Janet Harwood Collins, a Chowan College Faculty member. The grant is awarded to a female volleyball player upon the recommendation of the Director of Athletics.

Roy Ray Achievement Award - \$500. The N. C. Press Association Production Conference gives a cash award of \$500 to a Graphic Arts freshman who has outstanding ability.

Scholarships for North Carolina Baptist Students (Baptist Bond). A Chowan student who is certified by his pastor as being a member of a church affiliated with the Baptist State Convention of North Carolina is eligible to receive \$100 each semester he is enrolled at Chowan College. If that student has a "C" average at the end of the freshman year, he will receive \$200 per semester in the sophomore year. This award is funded from monies received by Chowan College through the Co-operative Program and is awarded in appreciation for our Baptist ties with churches affiliated with the Baptist State Convention of North Carolina.

Ministerial Grants. Ministerial students who are related to the Southern Baptist Convention and supply the college with certification by their local churches receive grants equal to fifty per cent of tuition for four (4) semesters, if they maintain requirements for continued enrollment, carry a normal college load, participate in programs and projects of the Campus Ministerial Alliance and/or Baptist Student Union, and show evidence of good citizenship as a member of the campus community. 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.

Other Church Related Vocations. Students who are pursuing a church related vocation and who are members of the Southern Baptist churches will receive grants equal to twenty-five per cent of tuition for four (4) semesters, if they maintain requirements for continued enrollment, carry a normal course load, participate in programs and projects of the campus Baptist Student Union, and show evidence of good citizenship as a member of the campus community. 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, the recipients have met the conditions set forth in the notes, the principal condition being the recipients enter the field for which they are trained, the notes are cancelled. Otherwise, the notes are paid.

Children and Spouses of Ordained Ministers. Unmarried children and spouses of ordained ministers related to the Southern Baptist Convention receive \$250 per semester for a maximum of four semesters.

Dependents of full-time employees of the Baptist State Convention of North Carolina and dependents of full-time employees of the Southern Baptist Convention and of those institutions and agencies affiliated with one of the State Conventions of the Southern Baptist Convention will receive upon proper certification, \$250 per semester for a maximum of four (4) semesters.

Graduates of the Baptist Children's Homes of North Carolina. Graduates of the Baptist Children's Homes of North Carolina receive grants-in-aid of \$250 per semester for a maximum of four semesters.

Ordained Ministers. Ordained ministers currently serving pastorates shall receive tuition and fees except for \$25 per semester, medical insurance coverage and extra fees such as music. This is on the condition that they complete financial aid papers as deemed necessary by the Director of Financial Planning.

Children and Spouses of Chowan College Faculty and Staff. Unmarried children and spouses of members of the Chowan College faculty and administrative staff shall pay \$25 per semester, file a need analysis form, and apply for any grants for which they may be eligible. These grants will be applied to their accounts. Special fees are not included in the tuition remission. 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. This fringe benefit is limited to four (4) semesters per student, and is based on commuting student fees.

Employees of the College. Any employee who meets admissions requirements may audit or take for credit any course offering that does not conflict with his work schedule.

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 one million dollar mark in 1976, not only reaching a new high but marking 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).

The Colgate W. Darden, Jr. Professorship of Business was established

in 1974 by Mr. and Mrs. W. Eldridge (Sub) Smith of Franklin, Virginia, in honor of Dr. Darden, now deceased, and in recognition of his outstanding accomplishments as a statesman, scholar, political and educational leader. The late Dr. Darden served his state as governor, and was a former president of the University of Virginia.

The E. Lee Oliver Fagan Chair of Bible and Religion was established in 1975 by Lee Fagan of Stanardsville, Virginia, in honor and memory of his mother. The late Mrs. Fagan was an alumna of the college, class of 1893. The college Board of Trustees recognized Mr. Fagan's gift as being the largest single contribution ever received for Endowment purposes, as of that date.

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

Georgia-Pacific Corporation, Murfreesboro (1988); H. D. White, Rocky Mount (1988); Mrs. Deryl L. (Mary J.) Hart, Durham (1987); Mr. and Mrs. Benjamin B. Ussery, Jr., Richmond, VA (1987); Mr. and Mrs. Lawrence Wood Myers, Ahoskie (1987); Charles Pond, III, Suffolk, VA (1987); Barry, Garry and Rebecca Whitaker, Abingdon, VA and Winston-Salem, NC (1987); Dr. L. R. Doffermyre, Dunn (1987); Bessye M. Harrell Estate, Ahoskie (1987); E. R. Evans and Sons, Ahoskie (1987); Oakel B. and Frances Jones Bass, Durham (1987); A. J. Watkins, Henderson (1986); George F. and Sybil H. Fuller Foundation, Worcester, MA (1986); Mrs. Texie Camp Marks, Boykins, VA (1986); The Rev. and Mrs. J. Felix Arnold, Enfield (1986); Mr. and Mrs. Robert W. Spivey, Windsor (1986); The Knight Charitable Trust, Akron, Ohio (1986); Grace W. Parker Estate, Murfreesboro (1986); Martha Hawkins Steinmetz Estate, Raleigh (1986); Mr. and Mrs. A. J. Watkins, Henderson (1986); Senator and Mrs. Vernon E. White, Winterville (1986); George I. Alden Trust, Boston, Massachusetts (1986); The North Carolina National Bank (NCNB), Murfreesboro/Woodland (1986); Eastern North Carolina Press Association (1986); McPherson Beverage Company, Inc., Roanoke Rapids (1986); A.L. Waters Estate, Wilson (1986); The Rev. and Mrs. Thomas H. Caulkins, Murfreesboro (1986); Mr. and Mrs. Charles L. Revelle, III, Murfreesboro (1986); Charles L. Dunn, Jr., Littleton (1986); Francis White Coleman Estate, Boykins, Va. (1985); Elwood W. Parker, Murfreesboro (1985); Mrs. George T. (Anne) Underwood, Murfreesboro (1984); Mr. and Mrs. William Durrett, Richmond, Va., (1984); Mrs. Bruce Taylor (J.H. Sr.) Boyd, Greenville (1984); Dr. G. Fred Hale, Raleigh (1984); Ruth Camp Campbell Charitable Trust, Southampton County, VA (1984); Mrs. Elizabeth Stephenson Fleming, Raleigh (1984); E. Neil Pickett, Newport News, VA (1984); Dan P. Boyette, Ahoskie (1984); Keiji Iwamoto Estate, Osaka, Japan (1984); Mrs. John Wesley Raymond, Sr., Gloucester, VA (1984); Anne N. Treacle Estate, Norfolk, VA (1983); Lucile W. Beasley Estate, Colerain (1983); Dr. W. Raleigh Parker Estate, Woodland (1983); Helen P. Gilbert Estate, Raleigh (1983); Ada C. Adams Estate, Murfreesboro (1983); Mr. and Mrs. Walter B. Eelse, Smithfield (1983); Hinton T. Smith Estate, Boykins, VA (1983); Helen Wood Scott Estate, Waynesburg, PA (1983); Mary Lawrence Davenport, Wake County (1982); Mr. and Mrs. Robert C. White, Windsor, NC (1982); Mrs. Vesta Benthall White Estate, Conway (1981); Estate of Professor Emeritus William Irvine Marable, Murfreesboro (1981); Fred M. Taylor Estate, Williamston (1981); Heather Nelson Memorial Fund, Murfreesboro, (1981); David Henry Cooper Estate, Romney, West Virginia (1981); Mrs. Grace W. Stephenson Estate, Pendleton (1981); Mr. and Mrs. William G. Lawrence, Murfreesboro, N.C. (1980); R. Clayton Lewis family, Murfreesboro, N.C. (1980); Roanoke-Chowan Group, N.C. (1980); Mr. and Mrs. M. E. Valentine, Raleigh, N.C. (1980); John R. Jordan, Jr., Raleigh, N.C. (Mitchell Memorial Fund) (1980); Miss Emma Gay Stephenson for Class of 1931, Pendleton (1980); Sidney P. Maddrey Estate, Severn (1980); Mary P. Thomas Estate, Cofield (1980); Harvey W. Reinhardt, Mount Olive (1980); Roland L. Garrett, Elizabeth City (1979); Mr. and Mrs. Gary H. Singleton, Raleigh (1979); Fred A.

Vann Estate, Isle of Wight County, Virginia (1979); R. Hunter Pope, Enfield (1979); Mrs. Alta Chitty Parker, Murfreesboro (1978); W. L. (Roy) Simons Estate, Ahoskie, NC (1978); Rev. W. V. (Mrs. Letha Carter) Tarlton, Shelby (1978); Mr. and Mrs. J.E. Ferebee, Camden (1977); Addie Mae Cooke Estate, Cherokee County (1977); Dr. Luther Butler Estate, Greensboro (1977); Bennie P. Hedspeth Estate, Suffolk, Va. (1977); Mrs. Lois Vann Wynn Estate, Murfreesboro, (1976); Mrs. Charles Hobson, Wenonah, N.J. (1976); William M. Futrell, Rich Square (1976); Alta Chitty Parker Estate Murfreesboro (1976); John McSweeney, St. Petersburg, Fla. (1976); Don G. Matthews, Jr., Estate, Hamilton (1976); William Hersey Miller and Eva Ethridge Miller Estates, Bertie County (1975); Rosalind H. Richardson Estate, High Point (1975); Mr. and Mrs. W. Eldridge Smith, Franklin, Virginia (1974); 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); Lee O. Fagan, Standardsville, Va. (1972); Edwin P. Brown, Sr., Estate, Murfreesboro (1972); Mrs. Lennie G. Hoggard (Mrs. Linnwood L.) Suffolk, Va. (1972); Daisy B. Bowers Estate, Littleton (1972); 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 (Mrs. J. M.), Justice 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.



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Ferebee, Camden (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, Va. (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, Corapeake (1961); Mrs. Francis B. Boone, Beaufort (1959); J. M. Camp, Franklin, VA (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, N. Y. Also, the Virginia National Bank, formerly the Meherrin Valley Bank of Boykins, VA, has made several substantial gifts to the General Endowment Fund.

Chowan College has been and can be benefited greatly by bequests of friends and alumni, including gifts to the College for the Book of Memory, whereby friends and relatives memorialize deceased loved ones through contributions to the General Endowment Fund. Many others should make Chowan College a beneficiary 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."



Admission and Academic Information

Degrees Offered

Chowan College offers various Associate degrees, as well as certificates and diplomas in business, graphic communications (Printing), and art.

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. Any exception to this policy must be approved in writing by the Dean of the College, upon recommendation of the student's academic adviser.*

Admissions Policy

General Expectations and Considerations

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 admissions is encouraged to take the Scholastic Aptitude Test (SAT) of the College Entrance Examination Board. Scholastic Aptitude Test scores are used for advising and do not have to be filed for admissions purposes unless specifically requested by the Admissions Committee. It is recommended that the Scholastic Aptitude Test be taken early in the senior year.

When evaluating an applicant's qualifications for acceptance, careful

consideration is given to the candidate's scholastic record in high school, rank in class, Scholastic Aptitude Test scores if available, recommendations of the Principal or Counselor, evidence of character, purpose in life, motivation, and ability to identify with the objectives, purposes and philosophy of Chowan College.

3. American College Testing (ACT) scores will be acceptable in lieu of SAT scores.

4. The basic academic requirement for admission is graduation from an approved high school with a minimum of eighteen (18) units. Recommended high school preparation might include:

English	4 units
History or Social Studies	2 units
Algebra	2 units
Geometry	1 unit
Foreign Language (for Liberal Arts Students)	2 units
Lab. Science (in addition to general)	1 unit
Other Courses	6 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.

Specific Requirements for Admission

1. The basic requirement for admission is graduation from high school with a 2.00 or better average on all academic work completed. In general, high school credits earned in vocational courses, band, glee club, and the like will not be used in computing the high school average. Students who pass the GED test may also be considered for admission.

2. Applicants who have a high school average of 1.99 - 1.50 on all academic work completed may be admitted on a reduced load of credit courses, but may be required to take additional non-credit work of a remedial/developmental nature. Such students should not enroll in more than sixteen (16) hours, including both credit and non-credit courses, during the first semester.

3. Applicants with a high school average of 1.49 - 1.00 on all academic work completed will be referred to the summer school at Chowan College. Such students must earn a C average on at least two academic courses in order to gain admission. Those students who qualify for admission on this basis will be admitted on a reduced course load, as in item 2 above.

4. Applicants with less than a 1.00 average on academic work completed in high school will be denied admission to Chowan College.

5. Exceptions to the above may be made in cases in which students achieve a score of 800 or better on the SAT or a score of 17 or better on the ACT.

Pre-Admission Campus Visit and Interview

Candidates for admission and their parents are strongly urged to schedule a campus visit and interview. Appointments are arranged through the Office of Admissions (919/398-4101). Visits and interviews are welcomed during office hours from 8:30 a.m. until 5:00 p.m. on weekdays and from 8:30 a.m. until 12:00 noon on Saturdays. Experience indicates that students who visit prior to enrolling identify with the college environment more easily. During campus tours prospective students visit residence halls as well as academic, recreational, and medical facilities. A conference with an admissions representative gives one an opportunity to ask questions about policies of the college. Such conferences provide the ideal setting for students and parents to become familiar with ways Chowan can assist them in reaching their personal and education goals as well as their professional and career objectives. With sufficient notice arrangements can be made for overnight accommodations and meals on campus.

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. File a request with the high school Guidance Counselor for a copy of the high school transcript to be forwarded to the Director of Admissions, Chowan College, Murfreesboro, N.C., 27855.



4. Take the Scholastic Aptitude Test and have scores sent directly to Chowan College (Code No. 5107) from the College Entrance Examination Board, Box 592, Princeton, N.J. 08540. Chowan does not require the SAT for admission purposes, but does use the score for advising and placement.

5. Upon acceptance to Chowan, make a \$100 Advance Tuition Deposit. This deposit is credited to the student's account, reserves space for housing, and is refundable until April 30. After this date applicants are required to remit this deposit within 30 days of their acceptance.

6. Expect to receive an admissions decision within ten to fifteen days after the Director of Admissions has received the application, application fee of \$10.00 and high school transcript.

7. In addition to the procedures listed above, international students are to file an official financial statement form and must be able to think, study, and communicate in English as a second language.

Candidates for admission by transfer should follow the procedures listed above and *request that an official transcript from each institution of higher education attended be forwarded to the Director of Admissions, Chowan College, Murfreesboro, N.C. 27855.*

Medical Report — A complete medical report is required of all students before they matriculate. The student should return this report as soon as possible after he is granted acceptance by the Director of Admissions. This provides the college nurse and her associates an opportunity to study the medical reports of incoming students prior to their actual enrollment.

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.

Since English as a second language is not taught at Chowan College, International students must be able to read, write, speak, listen, and think in English at the time of enrollment. Chowan College reserves the right to require International students who upon arrival demonstrate deficiencies in English to enroll in an ELS program before registering for classes. In such cases, the individual will be provided guidance by members of the college staff while gaining acceptance into an ELS program.

Before Internationals can be evaluated for admission to Chowan College, the following credentials with English translations, if necessary, must be provided: (1) The applicant's completed application for admission and the application fee in United States currency; (2) the applicant's high school transcript and transcripts from all institutions of higher education attended since being graduated from high school; (3) the applicant's official results on the TEST OF ENGLISH AS A FOREIGN LANGUAGE (TOEFL) if the primary language of the person is not English; and (4) a completed FINANCIAL STATEMENT FORM FOR INTERNATIONAL

We are sincerely appreciative of your interest in Chowan College. Please type or print in completing this application. Request your Counselor or Registrar to have copies of your academic work sent directly to the Office of Admissions. A \$10 application fee is required with your application. Your admission to the college is determined without regard to sex, race, marital status, religion, age, handicap, or national origin. This information is requested for statistical purposes and to enable the college to provide appropriate student services.

Social Security Number _____

When do you wish to enroll? _____ Housing: Expect to live on campus _____ at home _____

Name _____
last first middle name you wish to be called

Mailing Address (Current) _____
Street/Route City State Zip

Residential Address _____
Street/Route City State Zip

Telephone () _____ Are you A United States Citizen? _____ If not, what country? _____

Date of Birth _____ Age _____ Race _____ Sex _____ Marital Status _____

Place of Birth _____ State of legal residence _____ County _____

Are you presently employed? _____ Occupation _____ Work Phone () _____

FATHER

MOTHER

Name _____ Name _____

Address _____ Address _____

Occupation _____ Business Phone _____ Occupation _____ Business Phone _____

Social Security Number _____ Social Security Number _____

Employer _____ Employer _____

Are both parents living? _____ Father deceased _____ Mother deceased _____ Divorced _____ Separated _____

Legal Guardian (if other than parent) _____
Name _____

Address _____ Home Phone () _____
Street/Route City State Zip

Occupation _____ Business Phone _____ Employer _____

School Record

Indicate last high school attended _____

Address: _____ Graduation Day _____
Street/Route City State Zip

Colleges Attended _____ Dates Attended _____
Name State

Intended Field of Study _____ Expected date of graduation from Chowan _____

Name any relatives or friends who have attended Chowan and indicate relationship to you:

What Scholastic honors or distinctions have you won?

In what varsity sports do you wish to participate in college?

Church Affiliation

Denomination

Church Name

City

State

Zip

Pastor's Name

Local Newspaper

Name

Address

Have you ever visited Chowan College's campus? _____ If yes, when? _____

Who or what influenced you to apply to Chowan College? _____

Please list your involvement in the following activities, and those in which you wish to pursue at Chowan College:
(Student government, stage band, school plays, church groups, cheerleading, sports, etc.)

CONDITION OF ADMISSION

This application is made with the understanding and agreement that upon admission I will be subject to the rules and regulations of Chowan College as outlined in the catalog.

Signature _____

Date _____

Enclose \$10.00 Application Fee - Non Refundable

STUDENTS, verifying that the student has sufficient funds to meet his/her financial obligations. Applicants who are considered qualified for admission are given a letter of acceptance, and are then required to make an advance payment of \$200.00. When the advance payment is received, the college issues an I-20 to the applicant.

International students are required to purchase through Chowan College hospitalization insurance at the time of matriculation. The cost of such insurance is approximately \$250.00 per academic year.

Located in Murfreesboro, North Carolina, a small town with a population of about 3,000, Chowan College is an excellent institution for Internationals during the first two years of higher education in the United States. To facilitate the success of Internationals, Chowan College: (1) provides on-campus housing in college-operated residence halls; (2) encourages English-speaking students to room with International students whose primary language is not English; (3) offers free tutorial services to individuals who need extra help; (4) groups first-year Internationals for instruction in special sections of English 101 (the first college-level course in English); (5) teaches developmental reading and English to International students who need such help; (6) encourages students to participate in college-sponsored events; (7) provides a people-centered environment for learning and living; (8) serves meals in a college-operated cafeteria; and (9) provides on-campus housing during vacation periods.

When traveling to Murfreesboro, North Carolina, International students use the International Airport in Norfolk, Virginia. Arrangements can be made for first-time students to be met at the Norfolk International Airport, or Internationals may travel by bus from Norfolk to Murfreesboro.

Special Admission for High School Seniors

1. High school students who have completed their junior year, who rank in the upper one-third of their class, and who obtain a recommendation from their principal, are permitted to enroll in regular college classes on a special student basis during the Summer Session. These students are expected to return to their high schools for their senior year.

2. Area high school students who are in their senior year, who rank in the upper one-third of their class, and who obtain both release time and a recommendation from their principal, may enroll in college level courses on a special student basis.

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 to Chowan from other colleges must have their academic transcripts sent to the Director of Admissions before being admitted. Further, in order to gain admission a transfer student must normally be eligible for continued enrollment at the last institution attended. Exceptions may be made if the student attends the summer session at Chowan

College and earns a C average on all work attempted (minimum of six academic hours).

Chowan College will accept in transfer educational credits earned by a student in another accredited college or university, when such work is equivalent to work offered at Chowan College. Normally the college will accept in transfer only work on which the student has earned a grade of C or better. Grades of D may be accepted in transfer, however, if the student has earned an average of C or better on all work attempted at the parent institution. The Registrar is charged with the responsibility of evaluating transcripts of transfer students. For additional information concerning the awarding of transfer credits, the student should write to the Registrar, Chowan College, Murfreesboro, N.C. 27855.

Special Students

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

Readmission

Students in Good Standing. A former student who was in good standing with the college at the time of his withdrawal is eligible for readmission. Such students should request readmission by writing to the Director of Admissions, Chowan College, Murfreesboro, N.C. 27855.

If a former student has attended other institutions of higher education since leaving Chowan College, he must furnish transcripts from these institutions before being granted readmission. Further, such students must normally be eligible to return to the last institution attended in order to be granted readmission to Chowan.

Students Under Academic Suspension. A student under academic suspension must normally remove his academic deficiencies in the Chowan College summer session before being granted readmission. Any exception to this policy must be made by the Dean of the College and/or the Academic Affairs Council. Requests for readmission should be addressed to the Dean of the College, Chowan College, Murfreesboro, N.C. 27855.

Students Under Disciplinary Suspension. A student who has been suspended from Chowan College for an infraction of college social policy may request readmission at or near the end of his specified period of suspension. Any request for readmission should be directed to the Dean of the College, Chowan College, Murfreesboro, N.C. 27855. The Dean of the College shall make a decision on the readmission of the student after conferring with the Dean of Students.

Veterans

Applicants who need information concerning educational benefits for

veterans and children of veterans should consult the nearest regional office of the Veterans Administration or their county veterans service officer. Veterans Administration Regional Office for North Carolina is located in Winston-Salem, North Carolina.

Requirements for Graduation

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

1. The student must have completed satisfactorily two years of college work, and must have obtained 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 activity courses.

2. A minimum quality point average of 2.00 on all work attempted is required for graduation. In general, this means that a student must have a 2.00 average on all work attempted at Chowan. If, however, the student has an average of at least 1.90 on all work attempted at Chowan after having completed at least four semesters at Chowan, he/she may petition the Departmental Chairmen, or in their absence the Dean of the College, for permission to take work at another institution for the purpose of attempting to pull up his/her QPA to the required 2.00 average for purposes of graduation. Under no circumstances will a student be allowed to transfer back to Chowan more than 9 semester hours for this purpose.

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



4. All students are required to take a minimum of one religion course the first two consecutive semesters, unless the curriculum in which they are enrolled requires that it be taken during the sophomore year.

5. 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.

6. Chowan College will accept a maximum of nine semester hours in correspondence courses from accredited institutions to be counted toward requirements for graduation.

7. Chowan College will accept in transfer a maximum of nine semester hours of a student's last semester's work, in his prescribed curriculum at Chowan College, for graduation.

Core Course Requirement

Every student who receives an associate degree from Chowan College is required to complete as a minimum the following general college courses:

English 101-102 (6 sem. hrs.)

Religion 101-102 (6 sem. hrs.)

Speech 210 or 211 (3 sem. hrs.)

A minimum of one course in mathematics (3 sem. hrs.)

A minimum of one course in the social or behavioral sciences (3 sem. hrs.)

A minimum of 2 activity courses in physical education

(2 sem. hrs.) As an exception, students in some business curricula may substitute Professional Development 100 for one PE activity course.



Systems of Grades

A—Excellent	W—Withdrawal (Medical)
B—Above Average	WP—Withdrawal Passing
C—Average	WF—Withdrawal Failing
D—Below Average	NG—No Grade Reported
F—Failing	I—Incomplete
S—Satisfactory	
U—Unsatisfactory	

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.

Grades of "S" or "U" are issued only in non-credit courses.

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 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" in a particular semester will disqualify a student from placement on any honor's list in that semester. Further, any grade below "C" during a student's college career will disqualify him from an honors at Commencement. A grade of "U" on a non-credit course is considered less than "C" for these purposes.

Only regular students enrolled in 12 or more credit hours are eligible for placement on the President's List, Dean's List, or Honor's List.

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.

Standards for Academic Progress

1. In order to graduate, a student must accumulate at least twice as many quality points as the total number of semester hours attempted.

2. A full-time student who earns less than 6 hours and 12 quality points in a given semester will not be allowed to enroll in the subsequent semester at Chowan College. The student may enroll in the summer session of the college to make up this deficiency.

3. A full-time student who earns less than 9 hours and 18 quality points in a given semester will be placed on academic probation. (A full-time student is a student who in a given semester registers for 12 or more semester hours.)

4. A full-time student on academic probation who earns less than 9 hours and 18 quality points during his probation semester and/or who has accumulated a total of less than 18 hours and 36 quality points for two consecutive semesters will be academically ineligible to enroll for the next semester. He may return to the college only after he has made up his deficiencies in the summer session at Chowan College.

5. The following standards apply for special/part-time students. (A special part-time student is one who registers for less than 12 hours in a given semester.) After a special student has attempted 12 semester hours, he must have earned at least 6 hours and 12 quality points to be eligible for continued enrollment; after attempting 24 hours, he must have earned at least 18 hours and 36 quality points to be eligible for continued enrollment; after attempting 36 hours, he must have earned at least 27 hours and 54 quality points to be eligible for continued enrollment; after attempting 48 hours, he must have earned at least 39 hours and 78 quality points to be eligible for continued enrollment; after attempting 60 hours, he must have an average of 2.000 or better on all work attempted to be eligible for continued enrollment. As in the case of full-time students, special/part-time students who are academically suspended from the college may return to the college only after having removed deficiencies in the summer school.

6. For purposes of meeting continued enrollment requirements only, successful completion of a non-credit developmental course will be considered the equivalent of earning a grade of "C" in a three hour credit course. The college awards no actual credit for successful completion of developmental courses.

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.

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 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 Student: In order to be excused from classes for reasons 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 may 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 or the Registrar.

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

4. Illness in the family which requires the attention of the student, verified by a physician.

A student desiring to obtain an excused absence for any reason other than those listed in this Catalog must have same approved by the Registrar *prior to the absence.*

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 academic 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.) Excessive unexcused absences will result in a student's grade being reduced by one letter grade per excessive absence.

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 one (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 all classes. In every case, the professor's record will be considered official as regards the number of absences a student has taken.

Class Absences/Make-Up Work

According to college policy, a student is permitted to make up scheduled tests and assigned work missed as the result of an excused absence. No unexcused absences are permitted on days when a test, examination, or required assignment is due. A student does not have the right to make up work missed as a result of an unexcused absence and grades for such work will normally be recorded as 0. A student who desires to make up a test or tests missed due to excused absences will be required to do so as specified by the individual professor or by departmental policy.

Loss of Credit

Normally a student who misses any class more than twelve (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.

Developmental (Remedial) Courses

During orientation, all new students are required to take placement tests in the areas of English, mathematics, and reading. These tests are diagnostic in nature and are designed to determine the student's level of proficiency in the affected areas. In cases where test results indicate specific academic deficiencies, a student may be advised or required to enroll in a developmental (remedial) course or courses. Developmental courses are currently being offered in the areas of reading, English, and mathematics. Since this work is of a remedial nature, no academic credit is awarded for successful completion.

Assembly Attendance

All students who are enrolled for 12 or more semester hours are required to register for and to attend Assembly. A student may accumulate as many as four (4) unexcused absences each semester without penalty. When a student accumulates five (5) or more unexcused absences, he/she will be expected to remove all excessive absences in a manner satisfactory to the Associate Dean of Students. Further, excessive unexcused absences in assembly may result in disciplinary action.

Procedure for Changing Classes and Courses

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

A student 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 withdraw officially 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. The student's transcript will reflect all grades. In the case of a repeat course, this will include both original grade and the repeat grade.

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 vocational programs should repeat any courses in which "D's" are earned if such courses 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.

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 on 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. 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 many 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.

CEEB Advanced Placement Program

High school students enrolled in Advance Placement (AP) courses may receive college credit by taking AP examinations upon completion of the courses and forwarding the results to the Office of Admissions for evalua-



tion. In general, Chowan College awards credit for courses on which the student earns a score of three (3) or better on the appropriate Advance Placement Test.

Credit awarded by AP 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 the AP examination will be recorded. A student's quality point average will be determined by grades achieved in regular college courses.

Guidelines Concerning Course Waivers

Course Waivers (*No Credit Given*):

In the matter of non-credit course waivers for purpose of placement, the chairman of each department shall have the authority to make the decisions.

Course Waivers (*Credit Earned by Examination*):

Departmental examinations for credit hours toward graduation. (See College catalog for CLEP, and for Advanced Placement.)

In exceptional circumstances students of proven ability who have independently pursued a systematic course of study may attempt, upon recommendation of the department concerned and endorsed by the Dean of the College, an examination to establish credit.

Regulations:

1. Departmental examinations for credit may be given only on those courses which have been designated by the department.
2. The student must consult in advance with his adviser and with the head of the department concerned.
3. Applications shall be made to the Dean of the College with the written permission of the head of the department concerned.
4. A fee will be charged, payable after the application has been approved. There will be no refund of any part of this fee regardless of the outcome of the examination.
5. No more than 8 semester hours may be earned toward fulfillment of graduation requirements by this method.
6. Credit and quality points will be granted only if the level of performance is "C" or better.
7. Examinations for credit must be taken before the beginning of the last semester or before a summer session of work immediately preceding completion of requirements for graduation.
8. No examinations for credit may be taken in a course during the semester in which the student is auditing that course.
9. Each examination shall be a written examination, except in certain cases where mastery of techniques must be demonstrated either in combination with or in lieu of the written examination. The examination shall be kept on file in the office of the Dean of the College.

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.

c. Sickness in a family which requires the attention of the student, verified by a physician.

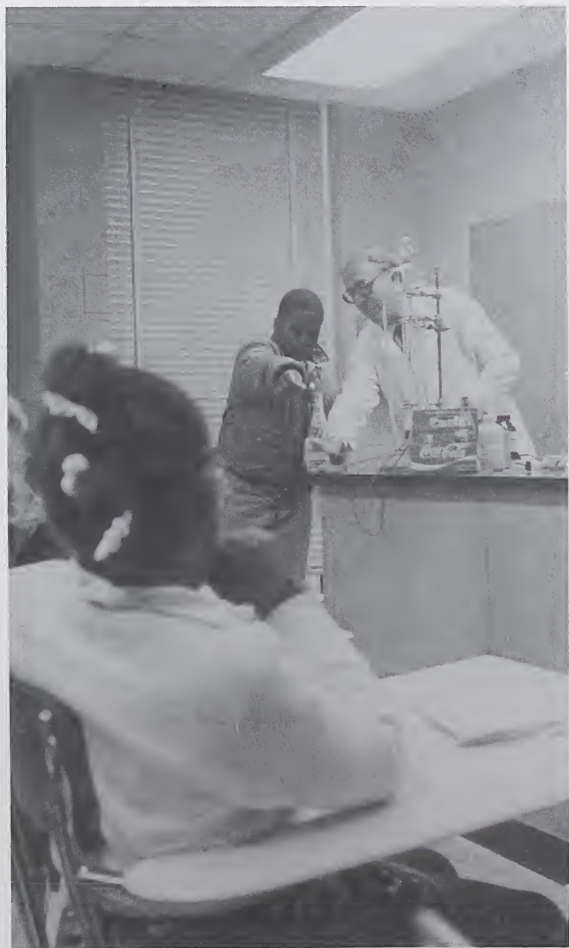
For students withdrawing from the college for the above reasons, semester hours will not be counted as work attempted and will be recorded as withdrawals from the college on the date indicated on the withdrawal form. For other withdrawals prior to the mid-term grading period, work will not be recorded 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 in the transcript of the student. Also, the professor should show the student's actual grade which will 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 \$2.00 each.

Whitaker Library

Whitaker Library, dedicated in 1968, is an attractive and efficient building designed to be the center of the educational process. The book collection contains approximately 90,000 volumes, with books readily accessible on open shelves. Also available are about 20,000 reels or items of microfilm/microfich, with appropriate readers. Periodical titles (either by subscription or on microfilm) number about 450. Whitaker Library is open 72 hours per week and is well staffed to provide complete services to students. Also included in Whitaker Library are the Antiquities Room and the Creech Baptist Collection.



The Curricula

Chowan College offers the associate degree to those students who complete successfully all of the requirements in one of those curricula outlined in this catalog and who possess a minimum average of 2.00 on all work attempted. All associate degree programs require completion of a minimum of 62 semester hours (60 academic hours plus 2 hours in physical education activity courses), but some programs may require completion of a greater number of hours. The associate degrees offered by Chowan College are the following: Associate of Arts (A.A.), Associate of Science (A.S.), Associate in Fine Arts (A.F.A.), Associate in Commercial Art (A.C.A.), Associate in Photography (A.P.), Associate in Printing Technology (A.P.T.), Associate in Accountancy (A.Acct.), Associate in Computer Information Systems (A.C.I.S.), Associate in Merchandise Management (A.M.M.), Associate in Office Systems Management (A.O.S.M.).

The college also offers a limited number of diploma programs. The Three-Year Diploma in Commercial Art (A.D.C.A.) is an advanced diploma awarded those who complete all requirements in the three-year commercial art program and who possess a minimum average of 2.00 on all work attempted. The following one-year diplomas are awarded to those students who complete all requirements and who possess a minimum average of 2.00 on all work attempted: One-Year Diploma - Data Entry Operator, One-Year Diploma in Word Processing, One-Year Diploma in Typesetting Technology.

Following is additional information concerning each of the degrees and diplomas offered by Chowan College.

Associate of Arts (A. A.)

1. The A.A. degree is awarded to those students who complete successfully all of the requirements in one of the following curricula as outlined in the curriculum section of this catalog: Art (with foreign language), History, Liberal Arts, English, Pre-Journalism, Pre-Law, Pre-Religion, Pre-Psychology/Sociology. The curriculum section specifies both general education and specialty courses that student must complete, as well as the number of credit hours that must be earned in these areas.

2. All degree programs at Chowan College require completion of a minimum of 60 semester hours in academic work, plus 2 semester hours in

physical education activity courses. The physical education requirement may be waived for students with physical disabilities, as certified by a physician, but such students will be required to take the equivalent hours in an elective as approved by the adviser.

3. Graduates must possess a minimum average of 2.00 on all work attempted.

4. The liberal arts and the humanities are areas long associated with philosophical inquiry and critical facility. Students pursuing the A.A. degree are, therefore, expected to develop and deepen their sensitivity to the human condition in its social, cultural, aesthetic, and moral dimensions; they should also develop skills that enable them to interpret and evaluate experience logically and philosophically. These sensibilities cannot be measured objectively, but they are shown, to some degree, in a student's discussion, whether by essay or by self-expression, in and out of the classroom. These qualities are, to some degree, relative and individual. Students will, however, be able to demonstrate in their testing the following basic and minimum competencies: (a) Writing skills necessary to do college-level work as measured by the completion of composition courses; (b) Reading skills necessary to do college-level work as measured by standardized testing and the completion of courses in the humanities; (c) Mathematical skills up to and including the level of college algebra, as measured by the successful completion of at least two math courses; (d) Oral communication skills as measured by the successful completion of a course in speech; (e) A basic understanding of the Judeo-Christian heritage as measured by the successful completion of courses in religion; (f) A basic understanding of historical, literary, aesthetic, and cultural heritage as measured by completion of courses in these areas; (g) Basic conversational skills in a foreign language as measured by the completion of a language through the intermediate level; (h) An appreciation of scientific methods used in exploring and solving problems relative to the physical environment, as measured by the successful completion of the laboratory sciences specified by the student's curriculum; (i) A knowledge of safety and skills in a lifetime leisure sport or physical fitness activity.

Associate of Science (A.S.)

1. The A.S. degree is awarded to those students who complete successfully all of the requirements in one of the following curricula as outlined in the curriculum section of this catalog: Art Education (no foreign language), Business Administration, Business Education, Computer Information Systems (track 3), Music Education (no foreign language), Mathematics, Pre-Agriculture, Pre-Athletic Training Education, Pre-Dental, Pre-Dental Hygiene, Pre-Education, Pre-Engineering, Pre-Forestry, Pre-Health and Physical Education, Pre-Medical, Pre-Medical Illustration, Pre-Medical Record Administration, Pre-Medical Technology, Pre-Nursing, Pre-Pharmacy, Pre-Physical Therapy, Pre-Pulp and Paper Science and Technology, Pre-Veterinary Medicine, Science, Social Studies. The

curriculum section specifies both general education and specialty courses that students must complete, as well as the number of credit hours that must be earned in these areas.

2. All degree programs at Chowan College require completion of a minimum of 60 semester hours in academic work, plus 2 semester hours in physical education activity courses. The physical education requirement may be waived for students with physical disabilities, as certified by a physician, but such students will be required to take the equivalent hours in an elective, as approved by the adviser.

3. Graduates must possess a minimum average of 2.00 on all work attempted.

4. Students who receive the A.S. degree are expected to possess the following basic and minimum competencies: (a) Writing skills necessary to do college-level work as measured by the completion of composition courses; (b) Reading skills necessary to do college-level work as measured by standardized testing; (c) Mathematics skills as measured by the completion of those math courses designated in the particular curriculum; (d) Oral communication skills as measured by the successful completion of a course in speech; (e) A basic understanding of the Judeo-Christian heritage as measured by the successful completion of courses in religion; (f) Competence in the collection of quantitative and qualitative data and in analytically evaluating situations using the scientific approach; (g) A knowledge of safety and skills in a lifetime leisure sport or a physical fitness activity.



Associate in Fine Arts (A.F.A.)

1. The A.F.A. degree is awarded to those students who complete successfully all requirements in one of the following curricula as outlined in the curriculum section of this catalog: Music, Art (studio art). The curriculum section specifies both general education and specialty courses that students must complete, as well as the number of credit hours that must be earned in these areas.

2. All degree programs at Chowan College require completion of a minimum of 60 semester hours in academic work, plus 2 semester hours in physical education activity courses. The physical education requirement may be waived for students with physical disabilities, as certified by a physician, but such students will be required to take the equivalent hours in an elective, as approved by the adviser.

3. Graduates must possess a minimum average of 2.00 on all work attempted.

4. In addition to competence in fundamental reading, writing, and mathematical skills and competence in oral communications, students who receive the A.F.A. degree are expected to possess the following competencies:

Music: (a) Literature - Possess a basic acquaintance with the standard works of music history and the composers associated with these works, as well as the various style periods of music history to which the major composers belong; (b) Theory - Possess basic writing skills structure of 4 part harmony; sufficient skills to analyze and comprehend music compositions; including knowledge of the non-harmonic tones; (c) Theory Competency - Possess a knowledge of the techniques of composers of the 17th to the 19th centuries; have an awareness of the harmonic materials used in these historical periods from the simple triad through seventh chords, altered chords, ninth, eleventh, and thirteenth chords, simple and complex methods of modulation; (d) Ear Training - Development of the ear to the point that students can transcribe a melody as well as simple four part harmony; (e) Sight Singing - Possess sufficient proficiency to sing at sight melodies of a medium degree of difficulty; (f) Keyboard - Possess competence in playing all major and minor scales 2 octaves, hands together, all major and minor, diminished and dominant seventh arpeggios 2 octaves, hands together; in playing easy pieces from the various stylistic periods; in playing I V I V I cadences, in harmonizing simple melodies, and in playing the most simple hymns and songs.

In addition to the foregoing, music majors with a specialization in piano should be competent in playing all major and minor scales 4 octaves, hands together, all major and minor, dominant and diminished, seventh arpeggios 4 octaves, hands together in understanding and playing repertoire from the various stylistic periods; in playing basic chord progressions, in transposing simple songs, in harmonizing simple melodies.

In addition to the foregoing, music majors with a specialization in voice should be able to sing with proper vocal technique, have expanded their

repertory of new songs (approximately 4-5 each semester), and be able to sing, with proper pronunciation, in at least one language other than English. Each semester of study should also include at least one aria from an oratorio or opera.

In addition to the foregoing, music majors with band instrument specialization should be able to play major and three forms of minor scales; major and minor arpeggios; have a working knowledge of basic chord progression; should be able to play Grade 5 solos from the North Carolina Band Association solo list.

Art: Students should be able to (a) Identify major art styles and some representatives of each; (b) React to work in an aesthetic and articulate manner; (c) Create, render, and present art works on a professional level; (d) Demonstrate ability to use perspective, shading, composition, color, and other fundamentals effectively; (e) Design art in the third dimension.

Other General Competencies: (a) A basic understanding of the Judeo-Christian heritage as measured by the successful completion of courses in religion; (b) A knowledge of safety and skills in a lifetime leisure sport or physical fitness activity.

Associate in Commercial Art (A.C.A.)

1. The A.C.A. degree is awarded to those students who successfully complete all requirements for the first two years of the Commercial Art curriculum, as outlined in the curriculum section of this catalog. This section specifies both general education and specialty courses that student must complete, as well as the number of credit hours which must be earned in these areas.

2. All degree programs at Chowan College require completion of a minimum of 60 semester hours in academic work, plus 2 semester hours in physical education activity courses. The physical education requirement may be waived for students with physical disabilities, as certified by a physician, but such students will be required to take the equivalent hours in an elective, as approved by the adviser.

3. Graduates must possess a minimum average of 2.00 on all work attempted.

4 In addition to competence in fundamental reading, writing, and mathematical skills and competence in oral communications, students who receive the A.C.A. degree are expected to possess the following competencies: (a) Manipulate form through the use of line, shading, and perspective; (b) Create design based on systems of balance, pattern, and rhythm; (c) Know the dynamics of color and basic color systems; (d) Create prints based on the fundamental processes of wood, linoleum, intaglio, and silkscreen; (e) Create works of art in the third dimension; (f) Create works of art in the basic process of wheel thrown pottery; (g) Identify some major art styles and representatives of those styles; (h) Know how to do simple spot color separations; (i) Do simple type specking and copy fitting; (j) Do paste-ups for camera-ready art; (k) Know the advertising elements and their purpose; (l) Know the principles of design for

advertising and create ads based on those principles; (m) A basic understanding of the Judeo-Christian heritage; (n) A knowledge of safety and skills in a lifetime leisure sport or physical fitness activity.

Associate in Photography (A.P.)

1. The A.P. degree is awarded to those students who complete successfully all requirements in the Photography curriculum, as outlined in the curriculum section of this catalog. This section specifies both general education and specialty courses that students must complete, as well as the number of credit hours which must be earned in these areas.

2. All degree programs at Chowan College require completion of a minimum of 60 semester hours in academic work, plus 2 semester hours in physical education activity classes. The physical education requirement may be waived for students with physical disabilities, as certified by a physician, but such students will be required to take the equivalent hours in an elective, as approved by the adviser.

3. Graduates must possess a minimum average of 2.00 on all work attempted.

4. In addition to competence in fundamental reading, writing, and mathematical skills and competence in oral communications, students who receive the A.P. degree are expected to possess the following competen-



cies and expertise: (a) Refined use of the 35mm camera, through-the-lens meter and interchangeable lenses in the shooting of editorial photography assignments; (b) Effective use of all standard B & W negative and color transparency still camera films in 35mm and 4x5 formats; (c) A practical understanding of the personalization of film speed indices and film development procedures; (d) A refined understanding of good B & W and color print quality and the techniques needed for consistent production; (e) Effective use of hand-held exposure meters; (f) Effective use of large format cameras and films, and of tungsten studio lighting equipment in small product illustration; (g) Basic familiarity with the design, construction, and propping of small product studio sets; (h) Successful application of the 4x5 view camera in pictorial, architectural, and industrial assignments; (i) A basic understanding of the application of automatic and manual camera-mounted electronic flash units and of studio flash units and associated equipment; (j) A basic understanding of the uses of lighting, medium format camera techniques, and posing in portrait photography and fashion illustration, in the studio and on location; (k) A basic understanding of the techniques needed for quality copying of 2 dimensional art; (l) Familiarity with the major types of assignments required of persons working in the major fields of photographic career specialization; (m) A basic understanding of the legal status of both freelance and staff photographers, with respect to civil and copyright laws; (n) A basic understanding of some aspects of the conduct of photographic business, including estimating, charging, working effectively with photo finishing laboratories, selling through stock companies, and portfolio preparation and tailoring for job and client interviews; (o) A basic understanding of the Judeo-Christian heritage; (p) A knowledge of safety and skills in a lifetime leisure sport or physical fitness activity.

Associate in Printing Technology (A.P.T.)

1. The A.P.T. degree is awarded to those students who complete successfully all requirements in the Printing Technology curriculum, as outlined in the curriculum section of this catalog. This section specifies both general education and specialty courses that students must complete, as well as the number of credit hours which must be earned in these areas.

2. All degree programs at Chowan College require completion of a minimum of 60 semester hours in academic work, plus 2 semester hours in physical education activity courses. The physical education requirement may be waived for students with physical disabilities, as certified by a physician, but such students will be required to take the equivalent hours in an elective, as approved by the adviser.

3. Graduates must possess a minimum average of 2.00 on all work attempted.

4. In addition to competence in fundamental reading, writing, and mathematical skills and competence in oral communications, students who receive the A.P.T. degree are expected to possess the following com-

petencies and expertise: (a) Operate typesetting and data storage terminals for input of information in phototypesetting computers to generate type matter for a variety of printing forms, including newspaper pages, advertisements, magazines and book pages, and commercial forms; (b) Prepare paste-up mechanicals for single and multi-color printing forms with the effective use and placement of type, photographs, art work, and other typographic elements; (c) Operate process cameras to produce off-set film negatives from line and continuous tone copy and process via tray and automatic film processors; (d) Prepare a variety of offset printing plates through the effective use of stripping techniques for single and multi-color printing jobs; (e) Operate a color scanner computer to produce separations of full-color copy at various percentages and line rulings; (f) Operate a variety of presses to include hand-fed and automatic platens, offset duplicators, medium size single color sheet-fed, two-color offset, and a three-unit web offset to produce single and multi-color forms; (g) Possess a basic knowledge of printing papers and inks to include the characteristics and application of each; (h) A basic understanding of the Judeo-Christian heritage; (i) A knowledge of safety and skills in a lifetime leisure sport or physical fitness activity.

Associate in Accountancy (A.Acct.)

1. The A. Acct. degree is awarded to those students who complete successfully all requirements in the Accounting curriculum, as outlined in the curriculum section of this catalog. This section specifies both general education and specialty courses that students must complete, as well as the number of credit hours which must be earned in these areas.

2. All degree programs at Chowan College require completion of a minimum of 60 semester hours in academic work, plus 2 semester hours in physical education activity courses. The physical education requirement may be waived for students with physical disabilities, as certified by a physician, but such students will be required to take the equivalent hours in an elective, as approved by the adviser.

3. Graduates must possess a minimum average of 2.00 on all work attempted.

4. In addition to competence in fundamental reading, writing, and mathematical skills and competence in oral communications, students who receive the A.A. degree are expected to possess the following competencies: (a) An introductory knowledge of business computer systems and application software using microcomputers; (b) The knowledge, experience, and skills needed to qualify for a position as an entry-level data entry operator; (c) An introductory knowledge of accounting as the language of business and an understanding of the elementary principles of recording, summarizing, reporting, and interpreting financial data; (d) Competence in maintaining accounting records and preparing external reports for proprietorships, partnerships, and corporations; (e) Competence in the preparation, analysis, and interpretation of accounting and financial data for internal reporting and decision making; (f) An introductory knowledge

of taxation and the ability to prepare basic federal tax returns for individuals (primarily), partnerships, and corporations; (g) An understanding of the principles of macroeconomics and microeconomics; (h) An introductory knowledge of the American legal system as it relates to business situations; (i) A basic understanding of the Judeo-Christian heritage; (j) A knowledge of safety and skills in a lifetime leisure sport or physical fitness activity.

Associate in Computer Information Systems (A.C.I.S.)

1. The A.C.I.S. degree is awarded to those students who complete successfully all requirements in Tracks 1 and 2 of the Computer Information Systems curriculum, as outlined in the curriculum section of this catalog. This section specifies both general education and specialty courses that students must complete, as well as the number of credit hours which must be earned in these areas.

2. All degree programs at Chowan College require completion of a minimum of 60 semester hours in academic courses. The physical education requirement may be waived for students with physical disabilities, as certified by a physician, but such students will be required to take the equivalent hours in an elective, as approved by the adviser.

3. Graduates must possess a minimum average of 2.00 on all work attempted.

4. In addition to competence in fundamental reading, writing, and mathematical skills and competence in oral communications, students who receive the A.C.I.S. degree are expected to possess the following competencies: (a) An introductory knowledge of business computer systems and application software using microcomputers; (b) An introductory knowledge of computer program design and development; (c) Facility in the use of one or more computer programming languages; (d) The ability to apply the operating system functions and commands of popular microcomputer operating systems; (e) Experience in the use of spreadsheet, database, and word processing software for microcomputers; (f) A general knowledge of the methodologies used in developing business-oriented information systems; (g) Ability to create a database and generate programs to implement a business application; (h) An introductory knowledge of accounting as the language of business and an understanding of the elementary principles of recording, summarizing, reporting, and interpreting financial data; (i) Competence in maintaining accounting records and preparing external reports for proprietorships, partnerships, and corporations; (j) Basic competence in the preparation, analysis, and interpretation of accounting and financial data for internal reporting and decision making; (k) An understanding of the principles of macroeconomics and microeconomics; (l) A basic understanding of the Judeo-Christian heritage; (m) A knowledge of safety and skills in a lifetime leisure sport or physical fitness activity.

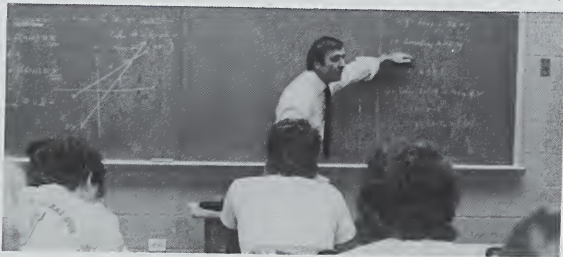
Associate in Merchandise Management (A.M.M.)

1. The A.M.M. degree is awarded to those students who complete successfully all requirements in the Merchandise Management curriculum, as outlined in the curriculum section of this catalog. This section specifies both general education and specialty courses that students must complete, as well as the number of credit hours which must be earned in these areas.

2. All degree programs at Chowan College require completion of a minimum of 60 semester hours in academic work, plus 2 semester hours in physical education activity courses. The physical education requirement may be waived for students with physical disabilities, as certified by a physician, but such students will be required to take the equivalent hours in an elective, as approved by the adviser.

3. Graduates must possess a minimum average of 2.00 on all work attempted.

4. In addition to competence in fundamental reading, writing, and mathematical skills and competence in oral communications, students who receive the A.M.M. degree are expected to possess the following competencies: (a) An applicable understanding of the principles and practices of retail store operations, ownership, and management; (b) A knowledge of the fundamental principles of effective selling and how to analyze products/services and their potential markets; (c) An understanding of the techniques and theory of advertising and sales promotion activities as they relate to the retailing industry; (d) A knowledge of how the marketing functions encourage, permit, and secure the profitable distribution of goods and services from the producer to the ultimate consumer and industrial user; (e) A knowledge of and experience with the safe and effective visual presentation of merchandise; (f) An introductory knowledge of accounting as the language of business and an understanding of the elementary principles of recording, summarizing, reporting, and interpreting financial data; (g) An introductory knowledge of business computer systems and application software using microcomputers; (h) An awareness of the appropriate grooming, attire, qualities, and personality



characteristics commonly attributed to successful people in business and other professional organizations; (i) A basic understanding of the Judeo-Christian heritage; (j) A knowledge of safety and skills in a lifetime leisure sport or physical fitness activity.

Associate in Office Systems Management (A.O.S.M.)

1. The A.O.S.M. degree is awarded to those students who complete successfully all of the requirements in one of the following curricula as outlined in the curriculum section of this catalog: Legal Office Systems Management; Medical Office Systems Management; Word Processing and Office Automation. The curriculum section specifies both general education and specialty courses that students must complete, as well as the number of credit hours that must be earned in these areas.

2. All degree programs at Chowan College require completion of a minimum of 60 semester hours in academic work, plus 2 semester hours in physical education activity courses. The physical education requirement may be waived for students with physical disabilities, as certified by a physician, but such students will be required to take the equivalent hours in an elective, as approved by the adviser.

3. Graduates must possess a minimum average of 2.00 on all work attempted.

4. In addition to competence in fundamental reading, writing, and mathematical skills and competence in oral communications, students who receive the A.D.S.M. degree are expected to possess the following competencies: (a) Keyboarding skills that meet speed and accuracy requirements for entry-level employment; (b) Knowledge and experience necessary to format and produce various kinds of business correspondence; (c) Mastery of operational techniques of machine transcription; (d) Ability to integrate English skills into machine transcription of business documents or documents in the specialty areas of medicine or law; (e) Possession of skills and knowledge in the various phases of business information maintenance; (f) Well-developed composition and technical skills that are used in written business communications; (g) Knowledge of human relations as they relate to the underlying psychology of effective oral and written business communications; (h) Familiarity with the concepts of word processing skills; (i) Training in the use of a microcomputer word processing package that qualifies the graduate as an entry-level user; (j) Training in advanced document preparation techniques and features available with popular word processing software so as to be a power user on at least one word processing package; (k) Competence in the technical aspects of writing reports and scholarly papers; (l) An understanding of modern office procedures, practices, and techniques; (m) An introductory knowledge of business computer systems and application software using microcomputers; (n) An awareness of the appropriate grooming, attire, qualities, and personality characteristics com-

monly attributed to successful people in business and other professional organizations; (o) A basic understanding of the Judeo-Christian heritage; (p) A knowledge of safety and skills in a lifetime leisure sport or physical fitness activity.

Three-Year Diploma in Commercial Art (A.D.C.A.)

1. The A.D.C.A. degree is awarded to those students who complete successfully all requirements in the three-year Commercial Art curriculum, as outlined in the curriculum section of this catalog. This section specifies both general education and specialty courses that students must complete, as well as the number of credit hours that must be earned in these areas.

2. Graduates must possess a minimum average of 2.00 on all work attempted, and in addition must earn a grade of C or better in each specialty course.

3. In addition to competence in fundamental reading, writing, and mathematical skills and competencies in oral communications, students who receive the A.D.C.A. are expected to possess the following competencies: (a) All of the competencies required of students who receive the Associate Degree in Commercial Art; (b) Ability to create ads for various mass media, including newspapers, magazines, posters, and television; (c) Ability to illustrate in a variety of styles with various media, including air brush; (d) Ability to operate various photo composition machines and computer "front end" terminals; (e) Ability to perform techniques used in pre-press operations for offset printing; (f) Ability to perform basic processes for black and white photography; (g) Preparation of a professional portfolio.

One-Year Diploma - Data Entry Operator

1. The One-Year Data Entry Operator diploma is awarded to those students who complete successfully, all requirements in the One-Year Data Entry Operator curriculum, as outlined in the curriculum section of this catalog. This section specifies both general education and specialty courses that students must complete, as well as the number of credit hours which must be earned in these areas.

2. Graduates must possess a minimum average of 2.00 on all work attempted.

3. In addition to competence in fundamental reading, writing, and mathematical skills, students who receive One-Year Data Entry Operator diploma are expected to possess the following competencies: (a) Keyboarding skills that meet speed and accuracy requirements for entry-level employment; (b) The knowledge, experience, and skills needed to qualify for entry-level data entry operator; (c) An introductory knowledge of business computer systems and application software using microcomputers; (d) Experience in the use of spreadsheet, database, and word pro-

cessing software; (e) An introductory knowledge of accounting as the language of business and an understanding of the elementary principles of recording, summarizing, reporting, and interpreting financial data; (f) An awareness of the appropriate grooming, attire, qualities, and personality characteristics commonly attributed to successful people in business and other professional organizations.

One-Year Diploma in Word Processing

1. The One-Year Diploma in Word Processing is awarded to those students who complete successfully all requirements in the One-Year curriculum in Word Processing, as outlined in the curriculum section of this catalog. This section specifies both general education and specialty courses that students must complete, as well as the number of credit hours which must be earned in these areas.

2. Graduates must possess a minimum average of 2.00 on all work attempted.

3. In addition to competence in fundamental reading, writing, and mathematical skills, students who receive the One-Year Diploma in Word Processing are expected to possess the following competencies: (a) Keyboarding skills that meet speed and accuracy requirements for entry-level employment; (b) Mastery of the operational techniques of machine transcripts; (c) Ability to integrate English skills into the machine transcription of business documents; (d) Familiarity with the concepts of word processing and basic word processing skills; (e) Training in the use of a microcomputer word processing package that qualifies the graduate as an entry-level user; (f) Training in advanced document preparation techniques and features available with popular word processing software so as to be a power user on at least one word processing package; (g) Competence in the technical aspects of writing reports and scholarly papers; (h) The knowledge, experience, and skills needed to qualify for a position as an entry-level data entry operator; (i) An awareness of the appropriate grooming, attire, qualities and personality characteristics commonly attributed to successful people in business and other professional organizations.

One-Year Diploma in Typesetting Technology

1. The One-Year Diploma in Typesetting Technology is awarded to those students who complete successfully all requirements in the One-Year Typesetting Technology curriculum, as outlined in the curriculum section of this catalog. This section specifies both general education and specialty courses that students must complete, as well as the number of credit hours which must be earned in these areas.

2. Graduates must possess a minimum average of 2.00 on all work attempted.

3. In addition to competence in fundamental reading and writing skills, students who receive the One-Year Diploma in Typesetting Technology are expected to possess the following competencies, skills, and expertise:

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(a) Operate mini-disk terminals and data storage units for information input to phototypesetting computers for the generation of type matter for newspapers, magazines, advertisements, and commercial printing forms; (b) Achieve a minimum rate of speed on typesetting keyboards to produce 250 lines per hour in regular newspaper column format; (c) Prepare paste-up mechanicals for newspaper news pages, advertisements, and a variety of commercial forms, through the effective and correct use of type, art work, photographs, and other typographic elements.



Liberal Arts

Requirements for the Associate Degree

First Year

<i>First Semester</i>		<i>Second Semester</i>	
English 101	3	English 102	3
Mathematics 133*	3	Mathematics 135 or 151*	3
Religion 101	3	Religion 102	3
Foreign Language 101	3	Foreign Language 102	3
History 101	3	History 102	3
Physical Education	1	Physical Education	1
Total	16	Total	16

Second Year

<i>First Semester</i>		<i>Second Semester</i>	
English 201 or 203	3	English 202 or 204	3
Laboratory Science	4	Laboratory Science	4
Foreign Language 201	3	Foreign Language 202	3
Speech 210 or 211	3	Music, Art or Drama 161	3
Approved Elective	3	Approved Electives	3
Total	16		

SUGGESTED ELECTIVES FOR LIBERAL ARTS: Government 108, Geography 151, Sociology 205, 207, Economics 251-252, Mathematics 210, 211, 212, History 201-202, Speech 210, Philosophy 201, Health 101, Psychology 206.

*Mathematics 139 may be substituted.

Pre-Education

Requirements for the Associate Degree

First Year

<i>First Semester</i>		<i>Second Semester</i>	
English 101	3	English 102	3
Mathematics 133*	3	Mathematics 135 or 151*	3
Religion 101	3	Religion 102	3
History 101 or 201	3	History 102 or 202	3
Physical Education	1	Physical Education	1
** Approved Elective or Language	3	** Approved Elective or Language	3
Total	16	Total	16

Second Year

<i>First Semester</i>		<i>Second Semester</i>	
English 201 or 203	3	English 202 or 204	3
Laboratory Science	4	Laboratory Science	4
Psychology 201	3	Music Appreciation 161, Drama 161 or Art Appreciation 161	3
Health 101	3	Speech 210	3
Approved Elective or Language	3	Approved Elective or Language	3
Total	16	Total	16

SUGGESTED ELECTIVES FOR PRE-EDUCATION: Government 108, Geography 151, Speech 210-211, Sociology 205, 207, Mathematics 210, 211, 212, Economics 251-252, English 203-204, Philosophy 201, Psychology 206.

*Mathematics 139 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 the second year.

Math 130-131 will satisfy the requirement for Math 133.

Pre-Religion

Requirements for the Associate Degree

First Year

<i>First Semester</i>	<i>Second Semester</i>
English 101	English 102
Religion 101	Religion 102
Mathematics 133*	Mathematics 135 or 151*
Foreign Language 101	Foreign Language 102
History 101	History 102
Physical Education	Physical Education
Total	Total

Second Year

<i>First Semester</i>	<i>Second Semester</i>
English 201 or 203	English 202 or 204
Foreign Language 201	Foreign Language 202
Laboratory Science	Laboratory Science
Elective	*Religion Elective
Speech 210	Elective
Total	Total

*Suggested Electives for Pre-Religion: Health 101, Psychology 201, Sociology 205, Economics 251-252, Government 108, Philosophy 201., Art Appreciation 161, Music Appreciation 161, Drama Appreciation 161.

**Religion 121 (Honors), Religion 131, Philosophy 201.

Math 130-131 will satisfy the requirement for Math 133.

Pre-Law

Requirements for the Associate Degree

First Year

<i>First Semester</i>	<i>Second Semester</i>
English 101	English 102
Mathematics 133*	Mathematics 135 or 151*
Religion 101	Religion 102
Foreign Language 101	Foreign Language 102
History 101	History 102
Physical Education	Physical Education
Total	Total

Second Year

<i>First Semester</i>	<i>Second Semester</i>
English 201 or 203	Speech 210 or 211
Laboratory Science	Laboratory Science
Foreign Language 201	Foreign Language 202
Economics 251	Economics 252
Government 108	Elective
Total	Total

Electives will be determined by student and adviser.

Math 130-131 will satisfy the requirement for Math 133.

Social Studies

Requirements for the Associate Degree

First Year

First Semester		Second Semester	
English 101	3	English 102	3
Math 133	3	Math 135 or 151	3
Religion 101	3	Religion 102	3
Government 108	3	Geography 151	3
History 101	3	History 102	3
Physical Education	1	Physical Education	1
Total	16	Total	16

Second Year

First Semester		Second Semester	
English 201 or 203	3	English 202 or 204	3
Laboratory Science	4	Laboratory Science	4
History 201	3	History 202	3
Music Appreciation 161 or Art Appreciation 161	3	Sociology 205	3
Speech 210 or 211	3	Elective	3
Total	16	Total	16

Electives will be determined by student and adviser.

Math 130-131 will satisfy the requirement for Math 133.



Pre-Psychology or Sociology

Requirements for the Associate Degree
Leading to a B.A. Degree

First Year

<i>First Semester</i>	<i>Second Semester</i>
English 101	English 102
Math 133	Math 135 or 151
Religion 101	Religion 102
*Foreign Language	*Foreign Language
History 101 or 201	History 102 or 202
Physical Education	Physical Education
Total	Total

Second Year

<i>First Semester</i>	<i>Second Semester</i>
English 201 or 203	Speech 210 or 211
*Foreign Language	*Foreign Language
Psychology 201	**Psychology 206 or Sociology 207
**Sociology 205	Elective
Laboratory Science	Laboratory Science
Total	Total

* Students must satisfy Foreign Language requirements through the intermediate level. For those who complete their Foreign Language requirements the first year, electives will be substituted in second year, subject to approval of advisor.

**Sociology 205 is a required course.

Math 130-131 will satisfy the requirement for Math 133.

History

Requirements for the Associate Degree

First Year

<i>First Semester</i>	<i>Second Semester</i>
English 101	English 102
Math 133	Math 135 or 151
Religion 101	Religion 102
*Foreign Language	*Foreign Language
History 101	History 102
Physical Education	Physical Education
Total	Total

Second Year

<i>First Semester</i>	<i>Second Semester</i>
English 201 or 203	Speech 210 or 211
Laboratory Science	Laboratory Science
History 201	History 202
Elective	Sociology 205
*Foreign Language	*Foreign Language
Total	Total

*Students must satisfy Foreign Language requirements through the intermediate level. For those who complete their Foreign Language requirement the first year, electives will be substituted in second year, subject to approval of adviser.

Math 130-131 will satisfy the requirement for Math 133.

English

Requirements for the Associate Degree

First Year

First Semester	Second Semester
English 101	English 102
Math 133*	Math 135 or 151*
Religion 101	Religion 102
Foreign Language 101	Foreign Language 102
History 101 or 201	History 102 or 202
Physical Education	Physical Education
Total	Total

Second Year

First Semester	Second Semester
English 201, 202, 203 or 204	English 201, 202, 203 or 204
English 201, 202, 203 or 204	Speech 210 or 211
Laboratory Science	Laboratory Science
Foreign Language 201	Foreign Language 202
Music, Art, or Drama 161	Approved Elective
Total	Total

SUGGESTED ELECTIVES FOR ENGLISH MAJORS: Special Honors Courses in English; Philosophy 201; Sociology 205, 207; Psychology 206; Government 108; Geography 151; Speech 210; Health 101.

* Mathematics 139 may be substituted.

Math 130-131 will satisfy the requirement for Math 133.

Music

Requirements for the Associate Degree

Leading to the Bachelor's Degree in

Music Performance, Music Education, or Church Music

First Year

First Semester	Second Semester
English 101	English 102
Music Literature 171	Music Literature 172
Music Theory 151	Music Theory 152
Music Theory 101	Music Theory 102
Physical Education	Physical Education
Ensemble	Ensemble
* Applied Music	* Applied Music
Math 130 (or 133)	Math 131 (or 135/151)
Total	Total

Second Year

First Semester	Second Semester
English 201, 202, 203 or 204	Speech 210 or 211
Religion 101	Religion 102
Music Theory 251	Music Theory 252
Music Theory 201	Music Theory 202
Ensemble	Ensemble
* Applied Music	* Applied Music
Class Methods, Music 221	Class Methods 222
History 101, 102, 201 or 202	Elective
Total	Total

* If the student does not already possess a basic level of keyboard proficiency, additional study in piano will be required. Such study may continue throughout the two years at Chowan or until a basic proficiency is acquired.

Music Business

Associate in Fine Arts Degree
in Music Business

First Year

<i>First Semester</i>	<i>Second Semester</i>
English 101	English 102
Music Theory 151	Music Theory 152
Music Theory 101	Music Theory 102
Music Literature 171	Music Literature 172
*Piano 111	Piano 112
Music Ensemble	Music Ensemble
Math 130 (or 133)	Math 131 (or 135/151)
History 101, 102, 201 or 202	Approved Elective
Physical Education	Physical Education
Total	Total

Second Year

<i>First Semester</i>	<i>Second Semester</i>
English 201, 202, 203 or 204	Speech 210 or 211
Religion 101	Religion 102
Piano 211	Piano 212
Music Ensemble	Music Ensemble
Woodwind Methods	Brass Methods
Economics 252	Accounting 141
Laboratory Science	Psychology 201
Total	Total

* If a student already possesses an acceptable keyboard proficiency (as determined by an audition before the music faculty) he/she may elect some other instrument (or voice) for study.

Art

Requirements for the Associate Degree
Leading to the B.F.A. or B.A. in Studio Art

First Year

<i>First Semester</i>	<i>Second Semester</i>
English 101	English 102
Religion 101	Religion 102
Physical Education	Physical Education
Color and Design 171	Ceramics 151
Fundamentals of Drawing 101	Figure Drawing 102
Social Science Elective	Mathematics 101 or 133*
Total	Total

Second Year

<i>First Semester</i>	<i>Second Semester</i>
English 201 or 203	Speech 210 or 211
Painting 201	Painting 202
Art History 211	Art History 212
Printmaking 191	3-D Design 131
Laboratory Science or Foreign Language***	Laboratory Science or Foreign Language***
Total	Total

* Many senior institutions require Mathematics 133 for the B.A. and B.F.A. Degrees.

** Many senior institutions require a foreign language for the B.A. Degree.

Mathematics 130-131 will satisfy the requirement for Mathematics 133.

Art

Requirements for the Associate Degree Leading to the B.S. in Art Education

First Year

<i>First Semester</i>		<i>Second Semester</i>	
English 101	3	English 102	3
Religion 101	3	Religion 102	3
Physical Education	1	Physical Education	1
Color and Design 171	3	Figure Drawing 102	3
Fundamentals of Drawing 101	3	Printmaking 191	3
Social Science*	3	3-D Design 131	3
Total	16	Total	16

Second Year

<i>First Semester</i>		<i>Second Semester</i>	
English 201 or 203	3	Speech 210 or 211	3
Mathematics 101 or 133	3	Elective	3
Painting 201 or 202	3	Ceramics 151	3
Art History 211	3	Art History 212	3
Laboratory Science	4	Laboratory Science	4
Total	16	Total	16

*Social Science requirement may be selected from the following: Geography, Western Civilization, Sociology, and Psychology.

Mathematics 130-131 will satisfy the requirement for Mathematics 133.



Commercial Art

*Requirements for the Associate Degree and the Three Year Diploma

Requirements of the Associate Degree in Commercial Art are the same as the first two years of study in the Three Year Diploma program. The associate degree program is oriented toward those students who wish to transfer to a senior institution and earn a bachelor's degree.

The Three Year Diploma in Commercial Art is oriented toward those students who wish to terminate their formal education at Chowan College. Its purpose is to develop a portfolio the student may use to enter the job market. An Associate Degree in Commercial Art or its equivalent is a prerequisite for the third year of study. All 300 level courses are for art majors only and a C or better is required in each course in order to graduate. (Note: As a minimum, transfer students wishing to obtain the Three Year Diploma in Commercial Art must complete the last full year of study at Chowan College.)

<i>First Year</i>	
<i>First Semester</i>	<i>Second Semester</i>
English 101	English 102
Religion 101	Religion 102
Physical Education	Physical Education
Fundamentals of Drawing 101	Figure Drawing 102
Art Foundation	Art Foundation
Art Foundation	Art Foundation
Total	Total
16	16

<i>Second Year</i>	
<i>First Semester</i>	<i>Second Semester</i>
Literature 201, 202, 203 or 204	Intro. to Graphic Arts 101
Math 101 or 133**	Speech 210 or 211
Art History 211	Art History 202
Intro. to Commercial Art	Social Science Elective
Art Foundation	Art Foundation
Total	Total
15	15

<i>Third Year</i>	
<i>First Semester</i>	<i>Second Semester</i>
Advertising Design 361	Advertising Design 362
Illustration 371	Illustration 372
Laboratory Science	Preparatory Offset 121
Photography 101	Portfolio 391
Typesetting Technology 166***	
Total	Total
18	13

Art Foundations: 3-D Design 131, Ceramics 151, Color & Design 171, Lettering Design 181, Printmaking 191, Painting 201 or 202.

* Many senior institutions require a foreign language for the BA degree.

** Math 133 is the preferred course for fulfilling the math requirement. Some senior institutions require College Algebra for the bachelor's degree.

*** Keyboarding for Information Processing 101 or its equivalent is a prerequisite for Typesetting Technology 166.

Pre-Medical Illustration

Requirements for the Associate Degree
Leading to the B.S. Degree

First Year

<i>First Semester</i>		<i>Second Semester</i>	
English 101	3	English 102	3
Math 101 or 133	3	Social Science Elective	3
Biology 101	4	Biology 102	4
Physical Education	1	Physical Education	1
Color and Design 171	3	Religion 101	3
Fundamentals of Drawing 101	3	Figure Drawing 102	3
Total	17	Total	17

Second Year

<i>First Semester</i>		<i>Second Semester</i>	
Biology 221	4	Biology 222	4
Art History 211	4	Art History 212	3
Illustration 371	3	Illustration 372	3
Painting 201	3	Religion 102	3
Literature	3	Elective	3
Total	16	Total	16

Math 130-131 will satisfy the requirement for Math 133.

Mathematics

Requirements for the Associate Degree

First Year

<i>First Semester</i>		<i>Second Semester</i>	
Mathematics 139*	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	1	Physical Education	1
Total	15-16	Elective	3
		Total	17-18

Second Year

<i>First Semester</i>		<i>Second Semester</i>	
Mathematics 211	4	Mathematics 212 or Elective	3-4
English 201, 202, 203 or 204	3	Speech 210 or 211	3
Physics 101	4	Physics 102	4
Social Science Elective	3	Social Science Elective	3
Fine Arts Elective	3	Mathematics 289 or Elective	3
Total	17	Total	16-17

*Mathematics 133 and 135 will satisfy this requirement.
Electives must be approved by student's adviser.

Pre-Computer Science

Requirements for the Associate Degree

First Year

<i>First Semester</i>		<i>Second Semester</i>	
English 101	3	English 102	3
Mathematics 139*	5	Mathematics 210	4
Religion 101	3	Religion 102	3
Science Elective**	4	Science Elective**	4
Physical Education	1	Program Design & Development 172 or Computer Science Elective	3
Total	16	Total	17

Second Year

<i>First Semester</i>		<i>Second Semester</i>	
English 201, 202, 203, or 204	3	Speech 210 or 211	3
Mathematics 211	4	Mathematics 151	3
Physics 101	4	Physics 102	4
Economics 251	3	Introduction to Pascal 295	3
Social Science Elective	3	Physical Education	1
Total	17	Elective	3
		Total	17

*Math 133 and 135 will meet this requirement.

**Both must be in the same area.

Electives must be approved by advisor.

Science

Requirements for the Associate Degree

First Year

<i>First Semester</i>		<i>Second Semester</i>	
English 101	3	English 102	3
Mathematics 133*	3	Mathematics 135*	3
Religion 101	3	Religion 102	3
Biology 101	4	Biology 102	4
Chemistry 102	4	Chemistry 103	4
Total	17	Total	17

Second Year

<i>First Semester</i>		<i>Second Semester</i>	
English 201 or 203	3	English 202 or 204	3
Physics 101	4	Physics 102	4
Approved Electives	6	Pascal 295	3
Psychology 201	3	Speech 210 or 211	3
Physical Education	1	Approved Electives	3
Total	17	Physical Education	1
		Total	17

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

*Mathematics 139 may be substituted.

Math 130-131 will satisfy the requirement for Math 133.

Pre-Engineering

Requirements for the Associate Degree

First Year

<i>First Semester</i>	<i>Second Semester</i>
English 101	English 102
Mathematics 139	Mathematics 210
Mathematics 111	Elective
Chemistry 102	Chemistry 103
Religion 101	Religion 102
Total	Total

Second Year

<i>First Semester</i>	<i>Second Semester</i>
English 201, 202, 203 or 204	Any History
Physics 203	Physics 204
Mathematics 211	Mathematics 212 or Elective
Economics 251	Mathematics 289 or Elective
Physical Education	Physical Education
Total	Speech 211
	Total

*Mathematics 133 and 135 will satisfy this requirement.
Any elective must be approved by adviser.

Pre-Optometry

Requirements for the Associate Degree Leading to a Bachelor's Degree

First Year

<i>First Semester</i>	<i>Second Semester</i>
English 101	English 102
Mathematics 133*	Mathematics 135*
Biology 101	Biology 102
Chemistry 102	Chemistry 103
Physical Education	Physical Education
Religion 101	Religion 102
Total	Total

Second Year

<i>First Semester</i>	<i>Second Semester</i>
Chemistry 275	Math 151 or 210
Physics 101	Physics 102
Psychology 201	Microbiology 241
Speech 210 or 211	Elective
History 101	History 102
Total	Total

*Mathematics 139 or 210 will satisfy this requirement.
SUGGESTED ELECTIVES: Mathematics 210-212, Mathematics 151, Chemistry 276.
Math 130-131 will satisfy the requirement for Math 133.

Pre-Forestry

Requirements for the Associate Degree
Leading to B.S. Degree

First Year

<i>First Semester</i>		<i>Second Semester</i>	
English 101	3	English 102	3
Mathematics 133*	3	Mathematics 135*	3
Biology 101	4	Biology 102	4
Chemistry 102	4	Chemistry 103	4
Physical Education	1	Physical Education	1
**Total	15	Elective	3
		**Total	18

Second Year

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

*Mathematics 139 will satisfy this requirement.

Suggested elective, Computer Applications 295.

Math 130-131 will satisfy the requirement for Math 133.

Pre-Pulp and Paper Science and Technology

Requirements for the Associate Degree
Leading to B.S. Degree

First Year

<i>First Semester</i>		<i>Second Semester</i>	
English 101	3	English 102	3
Mathematics 133*	3	Mathematics 135*	3
Biology 101	4	Biology 102	4
Chemistry 102	4	Chemistry 103	4
Elective	3	Speech 211	3
Physical Education	1	Physical Education	1
**Total	18	**Total	18

Second Year

<i>First Semester</i>		<i>Second Semester</i>	
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 101 or 203	4	Physics 102 or 204	4
Total	17	Total	18

*Mathematics 139 will satisfy this requirement.

Suggested elective, Computer Applications 295.

Math 130-131 will satisfy the requirement for Math 133.

Pre-Agriculture

Requirements for the Associate Degree
Leading to B. S. Degree

First Year

<i>First Semester</i>		<i>Second Semester</i>	
English 101	3	English 102	3
Math 133*	3	Math 135*	3
Biology 101	4	Biology 102	4
Chemistry 102	4	Chemistry 103	4
P.E.	1	P.E.	1
Total	15	Total	15

Second Year

<i>First Semester</i>		<i>Second Semester</i>	
English 201 or 203	3	Speech 211	3
Religion 101	3	Religion 102	3
Physics 101	4	Physics 102	4
Math 210	4	Economics 252	3
Economics 251	3	Elective	3
Total	17	Total	16

*Mathematics 139 will satisfy this requirement.

Suggested electives — Math 211, Biology 241, Sociology 205, Philosophy 201, Geography 151, Accounting 141, Typewriting 101, Computer Applications 295.

Math 130-131 will satisfy the requirement for Math 133.

Pre-Dental Hygiene*

Requirements for the Associate Degree
Leading to the B. S. Degree

First Year

<i>First Semester</i>		<i>Second Semester</i>	
English 101	3	English 102	3
Biology 101	4	Biology 102	4
Math 133	3	Math 151	3
Chemistry 102	4	Chemistry 103	4
Religion 101	3	Religion 102	3
Total	17	Total	17

Second Year

<i>First Semester</i>		<i>Second Semester</i>	
English 201 or 203	3	Elective	3
Biology 221	4	Biology 222	4
Psychology 201	3	Sociology 205	3
History 101	3	History 102	3
Speech 210	3	Biology 241	4
Physical Education	1	Physical Education	1
Total	17	Total	18

Math 130-131 will satisfy the requirement for Math 133.

*The program listed includes most of the requirements for entrance in most Dental Hygiene schools. Specific Dental Hygiene schools may, however, have different admission requirements. Therefore, students enrolling in the above program at Chowan should review with his/her advisor the requirements of the particular school he/she wishes to transfer. This program with the advisor's approval may be altered to fit the needs of the particular student.

Pre-Pharmacy

Requirements for the Associate Degree
Leading to a Bachelor's Degree

First Year

<i>First Semester</i>	<i>Second Semester</i>
English 101	English 102
Biology 101	Biology 102
Chemistry 102	Chemistry 103
Mathematics 133*	Mathematics 135*
Religion 101	Religion 102
Total	Total

Second Year

<i>First Semester</i>	<i>Second Semester</i>
Physical Education	Physical Education
Economics 251	Physics 102 or Biology 241
Physics 101	Chemistry 276
Chemistry 275	Electives
English 201 or 203	Speech 210 or 211
Total	Total

*Mathematics 139 will satisfy this requirement.

SUGGESTED ELECTIVES: French 101-102, Math 210-211, Computer Applications 295, Economics 252, Music Appreciation 161, Sociology 205, Government 108, Art Appreciation 161, Drama Appreciation 161, any History, any Literature.

Math 130-131 will satisfy the requirement for Math 133.



Pre-Medical, Pre-Dental, Pre-Veterinary Medicine

Requirements for the Associate Degree Leading
to B.S. Degree or Preparatory for a Professional School

First Year

First Semester		Second Semester	
English 101	3	English 102	3
Mathematics 133*	3	Mathematics 135**	3
Chemistry 102	4	Chemistry 103	4
Biology 101	4	Biology 102	4
Physical Education	1	Physical Education	1
Total	15	Total	15

Second Year

First Semester		Second Semester	
Religion 101	3	Religion 102	3
Chemistry 275	4	Chemistry 276	4
Physics 101	4	Physics 102	4
Approved Elective*	3	Approved Elective	3
Psychology 201 or Sociology 205	3	Speech 210 or 211	3
Total	17	Total	17

*SUGGESTED ELECTIVES: French 101-102, History 101-102, Anatomy and Physiology 221-222, Government 108, Microbiology 241, Geography 151, Speech 211, Art Appreciation 161, Music Appreciation 161, Math 210, 211, 212, Philosophy 201, History 201, 202, English 201, 202, English 203-204, Computer Applications 295.

** Math 139 will satisfy this requirement.

Math 130-131 will satisfy the requirement for Math 133.

Pre-Physical Therapy

Requirements* for the Associate Degree
Leading to the Bachelor of Science in Physical Therapy

First Year

First Semester		Second Semester	
English 101	3	English 102	3
Biology 101	4	Biology 102	4
Chemistry 102	4	Chemistry 103	4
Mathematics 133	3	Mathematics 151	3
Physical Education	1	Physical Education	1
Total	15	Total	15

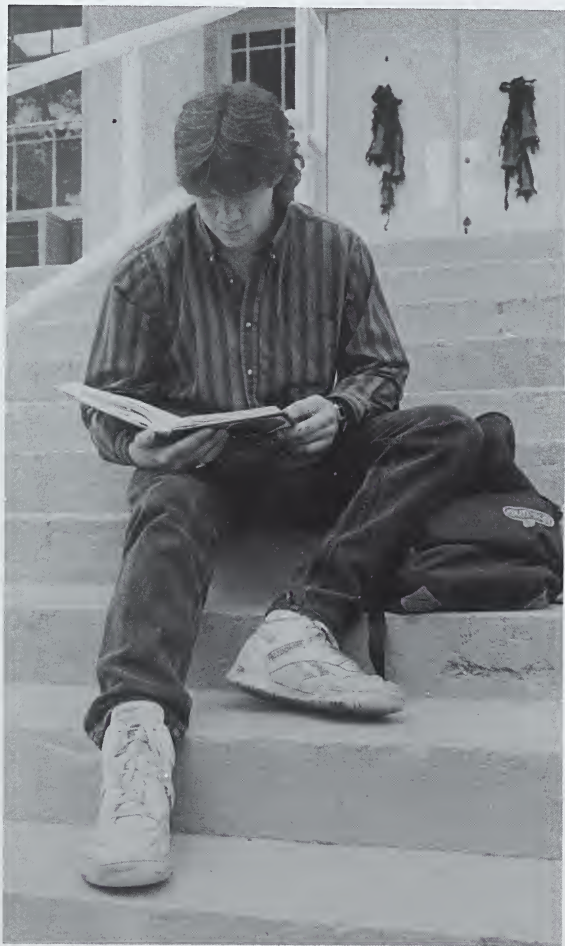
Second Year

First Semester		Second Semester	
English 201 or 203	3	English 202 or 204	3
Physics 101	4	Speech 210	3
Psychology 201	3	Sociology 205	3
Religion 101	3	Religion 102	3
Elective	3-4	Electives	3-4
Total	16-17	Total	15-16

Math 130-131 will satisfy the requirement for Math 133.

Suggested Electives: French 101-102; Spanish 101-102; History 101-102; United States History 201-202; Music Appreciation 161; Art Appreciation 161; Mathematics 210, Computer Applications 295.

*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.



Pre-Medical Technology

Leading to a B.S. Degree

First Year

First Semester		Second Semester	
English 101	3	English 102	3
Chemistry 102	4	Chemistry 103	4
Biology 101	4	Biology 102	4
Math 133*	3	Math 135*	3
Religion 101	3	Religion 102	3
Total	17	Total	17

Second Year

First Semester	Second Semester
Chemistry 275	4
Psychology 201	3
Biology 221	4
History 101 or 201	3
English 201 or 203	3
P.E.	1
Total	18
Biology 241	4
Sociology 205	3
Biology 222	4
Elective	3
Speech 210 or 211	3
P.E.	1
Total	18

*Math 139 will satisfy this requirement.

Math 130-131 will satisfy the requirement for Math 135.

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.

Pre-Nursing

Requirements for the Associate Degree

Leading to B.S. Degree**

First Year

First Semester	Second Semester
English 101	3
Biology 101	4
Religion 101	3
Math 133	3
Chemistry 102	4
Physical Education	1
Total	18
English 102	3
Biology 102	4
Religion 102	3
Chemistry 103	4
Physical Education	1
Speech 211	3
Total	18

Second Year

First Semester	Second Semester
English 201 or 203	3
Anatomy 221	4
History 101	3
Psychology 201	3
Approved Elective*	3
Total	16
English 202 or 204	3
Sociology 205	3
Physiology 222	3
History 102	3
Biology 241	4
Total	16

*SUGGESTED ELECTIVES FOR PRE-NURSING: Music 161, English 203, 204, Sociology 107.

**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.

Math 130-131 will satisfy the requirement for Math 133.

Pre-Journalism

Requirements for the Associate Degree
Leading to Bachelor's Degree

First Year

<i>First Semester</i>	<i>Second Semester</i>
English 101	English 102
Mathematics 133*	Mathematics 135* or 151
Religion 101	Religion 102
Foreign Language 101	Foreign Language 102
History 101	History 102
Physical Education	Physical Education
Total	Total

Second Year

<i>First Semester</i>	<i>Second Semester</i>
English 201 or 203	English 202 or 204
Laboratory Science	Laboratory Science
Foreign Language 201	Foreign Language 202
Approved Elective	Approved Elective
Speech 210 or 211	Total
Total	Total

SUGGESTED ELECTIVES FOR PRE-JOURNALISM: Government 108, Geography 151, Sociology 205, Sociology 207, Psychology 201, History 201-202, Mathematics 210-211, Economics 251-252, Health 101, Art 161, Philosophy 201.
*Mathematics 139 may be substituted.

Math 130-131 will satisfy the requirement for Math 133.

Pre-Physical Education and Health

Requirements for the Associate Degree

First Year

<i>First Semester</i>	<i>Second Semester</i>
English 101	English 102
Religion 101	Religion 102
Mathematics 101 or 133*	Mathematics 102 or 135 or 151*
Health 101	First Aid and Safety 102
Sports Officiating 103	Sports Officiating 104
Physical Education	Physical Education
Total	Total

Second Year

<i>First Semester</i>	<i>Second Semester</i>
English 201 or 203	English 202 or 204
History 201 or 101	History 202 or 102
Psychology 201	Elective
Biology 101	Biology 102
Speech 210	Music, Art or Drama 161
Physical Education	Physical Education
Total	Total

Suggested Electives: Sociology 205-207, Government 108, Geography 151, Philosophy 201, Economics 251-252, Biology 221-222.

Math 130-131 will satisfy the requirement for Math 133.

Pre-Athletic Training Education

Requirements of the Associate Degree

First Year

First Semester	
English 101	3
Math 101/133	3
Biology 101	4
First Aid/Safety 102	3
History 101/201	3
Athletic Training Practicum 111	1
Physical Education	1
Total	18

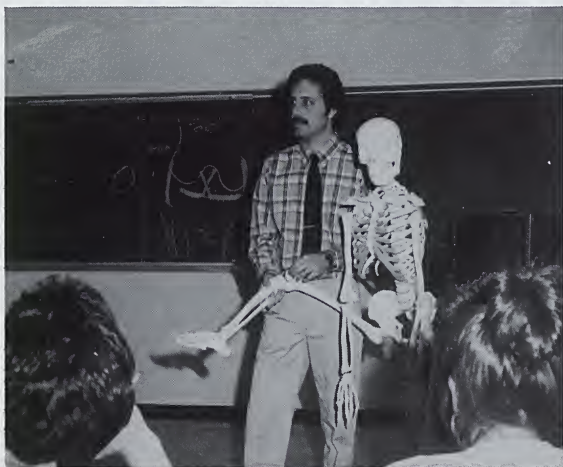
Second Semester	
English 102	3
Math 102, 135, or 151	3
History 102/202	3
Health 101	3
Fundamentals of Athletic Training 105	3
Athletic Training Practicum 112	1
Physical Education	1
Total	17

Second Year

First Semester	
English 201, 202, 203, or 204	3
Biology 221	4
Religion 101	3
Nutrition for Athletes 106	3
Prevention and Management of Athletic Injuries 207	3
Athletic Training Practicum 211	1
Total	17

Second Semester	
Speech 210 or 211	3
Biology 222	4
Religion 102	3
Psychology 201	3
Elective	3
Athletic Training Practicum 212	1
Total	17

Math 130-131 will satisfy the requirement for Math 133.





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 and humanities.

The Department of Business offers transfer and vocational courses and varied 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, business education, accounting, computer information systems, economics, finance, marketing, management, public administration, or office 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 comprehensive programs in business vocational training. Vocational programs prepare students for immediate employment in the fields of accounting, computer information systems, office administration, merchandise management, or general office training. Students in vocational programs who desire to transfer to four-year institutions should contact the chairperson of the department for additional information.

Policies

Keyboarding:

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

Placement in the keyboarding course levels is as follows:

(a) A student with no previous experience in typewriting will enroll in Keyboarding 101.

(b) A student with no more than one year of high school typewriting with a grade below "C" will enroll in Keyboarding 101.

(c) A student with one complete year of high school typewriting, with a grade of "C" or better, will enroll in Keyboarding 102.

(d) A student with more than one year of high school typewriting, with a grade of "C" or better, will enroll in Keyboarding 102.

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

Credit for Keyboarding 102 is normally required for all office systems management 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.

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 nationally administered examination.

Associate degree candidates are eligible to apply for this examination before completing the experience requirement specified for nondegree candidates. The following courses are recommended as minimum preparatory requirements: Economics 251-252; Accounting 141-142, 243; Legal Environment of Business 281; Psychology 201; Mathematics of Finance 161; Business Communications 202; Office Procedures 223-224 and Introduction to Computers 171.

Students desiring to apply for this examination should confer with the academic adviser for additional information.



Business Administration

*Requirements for the Associate Degree
Leading to the B.S. Degree in
Business Administration or Accounting*

First Year

<i>First Semester</i>	<i>Second Semester</i>
English 101	English 102
Religion 101	Religion 102
Mathematics 133	Mathematics 135 or 151
Accounting 141 or Lab Science	Accounting 142 or Lab Science
Physical Education	Intro. to Computers 171
Keyboarding 101, 102, or Approved Elective	Physical Education or Professional Development 100
Total	Total

Second Year

<i>First Semester</i>	<i>Second Semester</i>
English 201, 202, 203, or 204	Speech 210
Laboratory Science or Accounting 141	Laboratory Science or Accounting 142
Economics 251 or 252	Psychology 201, Accounting 243, or Approved Elective
Legal Environment of Business 281	Computers 172, or Approved Elective
Accounting 240 or Approved Elective	Economics 252 or 251
Total	Total

APPROVED ELECTIVES FOR BUSINESS ADMINISTRATION: History 101-102, 201-202, Government 108, Geography 151, Sociology 107, 205, Foreign Language sequence; any fine arts, mathematics, business, English, religion, or science electives approved by advisor.

Math 130-131 will satisfy the requirement for Math 133.

Business Education

Requirements for the Associate Degree
Leading to the B. S. Degree in Business Teacher Education

First Year

<i>First Semester</i>		<i>Second Semester</i>	
English 101	3	English 102	3
Religion 101	3	Religion 102	3
Mathematics 133	3	Mathematics 135 or 151	3
Keyboarding 102	3	Economics 251 or 252	3
Transcription 122		Introduction to	
or Approved Elective	3	Computers 171	3
Professional Dev. 100		Data Entry 175	2
or Physical Education	1-2	Total	17
Total	16-17		

Second Year

<i>First Semester</i>		<i>Second Semester</i>	
English 201, 202, 203, or 204	3	Voice and Diction 210	3
Accounting 141	4	Accounting 142	4
Economics 252 or 251	3	Computers 172 or 178	3
Approved Elective	3	Approved Elective	3
Laboratory Science	4	Laboratory Science	4
Physical Education	1	Total	16-17
Total	17-18		

Math 130-131 will satisfy the requirement for Math 133.

APPROVED ELECTIVES FOR BUSINESS EDUCATION: Government 108; Geography 151; Psychology 201; Sociology 107, 205; History; Philosophy 201; any foreign language sequence or science sequence, any fine arts or business electives.

NOTE: Student interest and transfer institution requirements will determine alternate course selections or approved electives.

The Business Education curriculum is designed to provide the first two years for the Comprehensive Business Teaching Certificate (including preparation for Vocational Office Occupations Coordinators) for Basic Business Education Teaching Certificate and/or Marketing Education Coordinators.



Computer Information Systems

Track 1

Requirements for the Associate Degree

Students who complete this sequence will be qualified to enter careers in which they function as end users or application developers for microcomputer systems.

<i>First Semester</i>		<i>First Year</i>	<i>Second Semester</i>	
English 101	3		English 102	3
Religion 101	3		Economics 251 or 252	3
Intro. to Computers 171	3		Program Des. & Dev. 172	3
Math 133	3		Computer Appl. 178	3
Accounting 141	4		Accounting 142	4
Total	16		Total	16
 <i>Second Year</i>				
<i>First Semester</i>		<i>Second Year</i>		
English 201, 202, 203 or 204	3	Speech 210 or 211	3	
Computer Syst. Dev. 273	2	Religion 102	3	
Micro. Oper. Syst. 274	2	Economics 251 or 252	3	
Approved Electives	6	Approved Electives	6	
Physical Education	1	Physical Education	1	
Total	14	Total	16	

APPROVED ELECTIVES will be determined by the student and the advisor.

Math 130-131 will satisfy the requirement for Math 133.

Computer Information Systems

Track 2

Requirements for the Associate Degree

This sequence prepares students for entry-level positions as programmers. Students who complete the sequence successfully will be able to write codes for program modules from design documents and specifications prepared by senior programmers or analysts. (Students are not expected to acquire, in two academic years, sufficient depth or breadth of knowledge to function as systems or program analysts.)

<i>First Semester</i>		<i>First Year</i>	<i>Second Semester</i>	
English 101	3		English 102	3
Religion 101	3		Religion 102	3
Intro. to Computers 171	3		Program Des. & Dev. 172	3
Math 133	3		Computer Applications 198	3
Accounting 141	4		Accounting 142	4
Total	16		Total	16
 <i>Second Year</i>				
<i>First Semester</i>		<i>Second Semester</i>		
English 201, 202, 203 or 204	3	Speech 210 or 211	3	
Computer Syst. Dev. 273	2	Prog. Lang. II 272	3	
Programming Lang I 271	3	Sys. Anal. & Design 276	3	
Micro. Oper. Syst. 274	2	Economics 251 or 252	3	
Economics 251 or 252	3	Approved Elective	3	
Approved Elective	3	Physical Education	1	
Physical Education	1	Total	16	
Total	17			

APPROVED ELECTIVES will be determined by the student and the advisor.

Math 130-131 will satisfy the requirement for Math 133.

Computer Information Systems

Track 3

Requirements for the Associate Degree
Leading to the B.S. Degree

This sequence is aimed at preparing students who wish to transfer to a senior institution and receive a bachelor of science degree with a major in information systems.

First Year

First Semester	
English 101	3
Religion 101	3
Accounting 141	4
Math 133	3
Intro. to Computers 171	3
Total	16

Second Semester	
English 102	3
Religion 102	3
Accounting 142	4
Prog. Design & Dev. 172	3
Economics 251 or 252	3
Physical Education	1
Total	17

Second Year

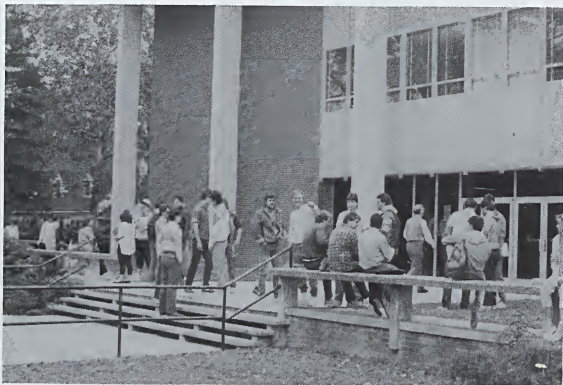
First Semester	
English 201, 202, 203 or 204	3
Laboratory Science	4
Economics 251 or 252	3
Programming I 271	3
Computer Applications 178	3
Physical Education	1
Total	17

Second Semester	
Voice & Diction 210	3
Laboratory Science	4
Psychology 201	3
Programming II 272	3
Approved Elective	3
Total	16

APPROVED ELECTIVES: Any social science, foreign language sequence, fine arts, mathematics, science, business or computer information systems courses.

Math 130-131 will satisfy the requirement for Math 133.





Accounting

Requirements for the Associate Degree

The major in Accounting is designed for students who desire careers in accounting or accounting-related occupations. The associate degree prepares students for the positions of bookkeeper, payroll clerk, accounts receivable clerk, accounts payable clerk, tax returns preparer, accountant for small businesses, and for more advanced accounting work positions under the supervision of a staff accountant.

First Year

<i>First Semester</i>	<i>Second Semester</i>
English 101	English 102
Religion 101	Religion 102
*Mathematics	Mathematics
Accounting 141	Accounting 142
Keyboarding 101, 102, or Approved Elective	Data Entry 175
Physical Education or Professional Development 100	Physical Education
Total	Total

Second Year

<i>First Semester</i>	<i>Second Semester</i>
English 201, 202, 203, or 204	Computers 178, Psychology 201 or Approved Elective
Accounting 240	Speech 210 or 211
Economics 251 or 252	Accounting 243
Legal Environment of Business 281	Economics 251 or 252
Computers 171	Business Communications 202, or Approved Elective
Total	Total

* Complete six hours of mathematics as approved by advisor.

Approved Electives for Accounting: History 101-102, 201-202, Geography 151, Sociology 107, 205, Philosophy 201, any fine arts, science, mathematics or business elective.

Pre-Trust Management

Requirements for the Associate Degree
Leading to the BBA Degree in Business Administration

First Year

First Semester		Second Semester	
English 101	3	English 102	3
Religion 101	3	Religion 102	3
Mathematics 133	3	Mathematics 133 or 151	3
*Foreign Language 101	3	*Foreign Language 102	3
World History 101, or Approved Elective		World History 102, or Approved Elective	
Accounting 141	4	Accounting 142	4
Total	16	Total	16

Second Year

First Semester		Second Semester	
English 201 or 203	3	English 202 or 204	3
Computers 171	3	Economics 251 or 252	3
Economics 251 or 252	3	Speech 210	3
Laboratory Science	4	Laboratory Science	4
Approved Elective	3	Approved Elective	3
Physical Education	1	Physical Education	1
Total	17	Total	17

Math 130-131 will satisfy the requirement for Math 133.

*Foreign Language requirement is TWO UNITS of same language in HIGH SCHOOL or SIX SEMESTER HOURS in COLLEGE.

APPROVED ELECTIVES: Any social science, fine arts, religion, science, mathematics, or business elective approved by adviser.

Merchandise Management

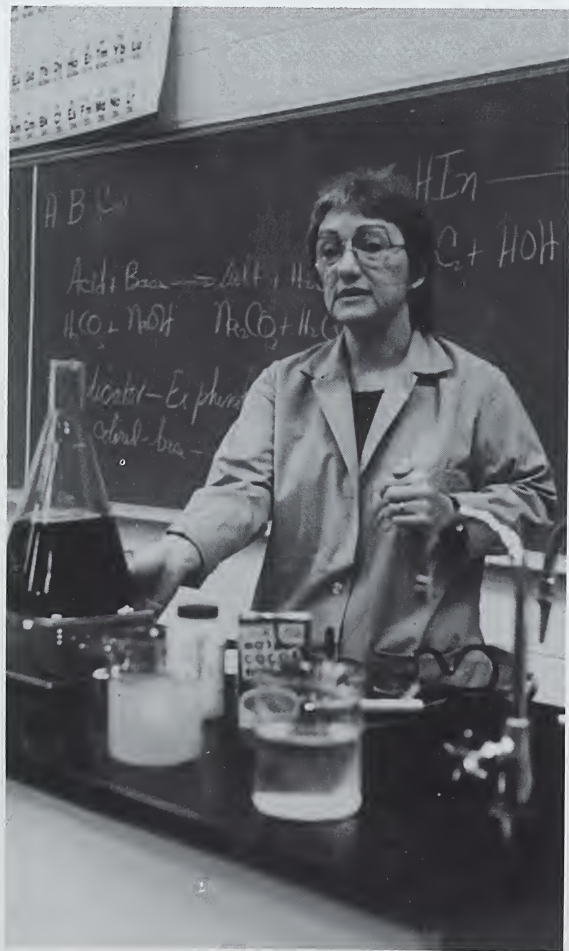
Requirements for the Associate Degree
First Year

First Semester		Second Semester	
English 101	3	English 102	3
Religion 101	3	Religion 102	3
Retail Merchandising 151	3	Mathematics of Finance	3
Selling 153	3	Advertising and Sales	
Keyboarding 101 or 102	3	Promotion 152	3
Professional Development 100	2	Economics 251 or 252	3
Total	17	Data Entry 175	2
		Total	17

Second Year

First Semester		Second Semester	
Visual Merchandising 155	3	English 201, 202, 203, 204, or	
Speech 210 or 211	3	Business Communications 202	3
Computers 171	3	Psychology 201, Legal	
Accounting 141	4	Environment of Business 281,	
Economics 251, 252,		History 101, or Approved Elective	3
or Approved Elective	3	Accounting 142 or	
Total	16	Computer Applications 178	4-3
		Management 261	3
		Marketing 262	3
		Physical Education	1
		Total	15-16

Course substitutions may be determined by the adviser and the department chairman.



Word Processing and Office Automation

Requirements for the Associate Degree

The major in word processing and office automation is designed for students who desire careers in a variety of administrative support positions: administrative assistant, executive secretary, word processing operator, secretary-receptionist, or office manager.

First Year

First Semester		Second Semester	
English 101	3	English 102	3
Religion 101	3	Religion 102	3
Word Processing 221	3	Word Processing 222	2
Elements of Transcription 122	3	Mathematics of Finance 161	3
Keyboarding 102	3	Economics 251 or 252	3
Physical Education	1	Professional Dev. 100	2
Total	16	Total	17

Second Year

First Semester		Second Semester	
Office Proc. 223	3	Office Proc. 224	3
Executive Machine Transcription 124	3	Business Communications 202	3
Introduction to Computers 171	3	Computer Applications 178	3
Legal Environment of Business 281	3	Voice & Diction 210	3
Accounting 141	4	Records Management 123	2
Total	16	Approved Elective	3
		Total	17

Legal Office Systems Management

Requirements for the Associate Degree

The major in Legal Office Systems Management is designed for students who desire careers in a variety of administrative support positions in the legal field: in the offices of attorneys, accountants, and every level of the judicial system and government-local, county, state, and federal; and with further training leads to a position as para legal assistant, legal librarian, legal administrative assistant, or court reporter.

First Year

First Semester		Second Semester	
English 101	3	English 102	3
Elements of Transcription 122	3	Accounting 141	4
Keyboarding 102	3	Word Processing 222	2
Word Processing 221	3	Religion 102	3
Religion 101	3	Mathematics of Finance 161	3
Physical Education	1	Records Management 123	2
Total	16	Total	17

Second Year

First Semester		Second Semester	
Introduction to Computers 171	3	Business Communications 202	3
Accounting 142	4	Accounting 240 or 243	3
Legal Environment of Business 281	3	Speech 210 or 211	3
Legal Machines Transcription 125	3	Economics 251 or 252	3
Office Procedures 223	3	Records Management 123	2
Total	16	Approved Electives	3
		Total	16-17

Pre-Medical Record Administration

Requirements for the Associate Degree Leading to the B.S. Degree

First Year

<i>*First Semester</i>	<i>Second Semester</i>
English 101	English 102
Religion 101	Biology 102
Biology 101	Economics 251 or 252
Mathematics 133	Accounting 141
Medical Terminology 213	Medical Terminology 214
Physical Education or Professional Development 100	Physical Education or Professional Development 100
Total	Total

Second Year

<i>First Semester</i>	<i>Second Semester</i>
Introduction to Computers 171	Microbiology 241* or Approved Elective
Anatomy 221	Physiology 222
Economics 251, 252 or Accounting 142	Religion 102
Psychology 201	Speech 210
Medical Information Processing 215 or Approved Elective***	Computers 178 or Approved Elective**
Total	Total

*Students must prove typewriting proficiency of 40-50 wpm or complete keyboarding 102 during first semester.

**Determined by requirements of transfer institution.

***APPROVED ELECTIVES: Determined by student and adviser. Suggestions for second year: Mathematics 135, 151, or 210.

Medical Office Systems Management

Requirements for the Associate Degree

The major in Medical Office Systems Management is designed for students who desire careers in a variety of administrative support positions in the medical and its auxiliary fields: in the offices of medical specialists, hospitals, clinics, medical research foundations and laboratories, the armed services, insurance companies, pharmaceutical companies; or as medical-editorial assistants; or leads to a bachelor of science degree.

First Year

<i>First Semester</i>	<i>Second Semester</i>
English 101	English 102
Religion 101	Religion 102
Elements of Transcription 122	Medical Terminology 213
Keyboarding 102	Mathematics of Finance 161
Word Processing 221	Word Processing 222
Physical Education	Professional Development 100
Total	Total

Second Year

<i>First Semester</i>	<i>Second Semester</i>
Economics 251 or 252	Business Communications 202
Medical Terminology 214	Medical Information Processing 215
Introduction to Computers 171	Office Procedures 224
Office Procedures 223	Records Management 123
Accounting 141	Speech 210 or 211
Total	Approved Elective
	Total

One-Year Data Entry Operator

A DIPLOMA is awarded for the successful completion of this program.

<i>First Semester</i>	<i>Second Semester</i>
English 101	Religion 101
Introduction to Computers 171	Data Entry 175
Keyboarding 101 or 102	Computer Applications 178
Mathematics of Finance 161	Keyboarding 102 or
Accounting 141	Approved Elective
Total	Economics 251 or 252
	Professional Development 100
	Total

APPROVED ELECTIVES should be chosen from business or computer information systems courses.

One-Year Word Processing

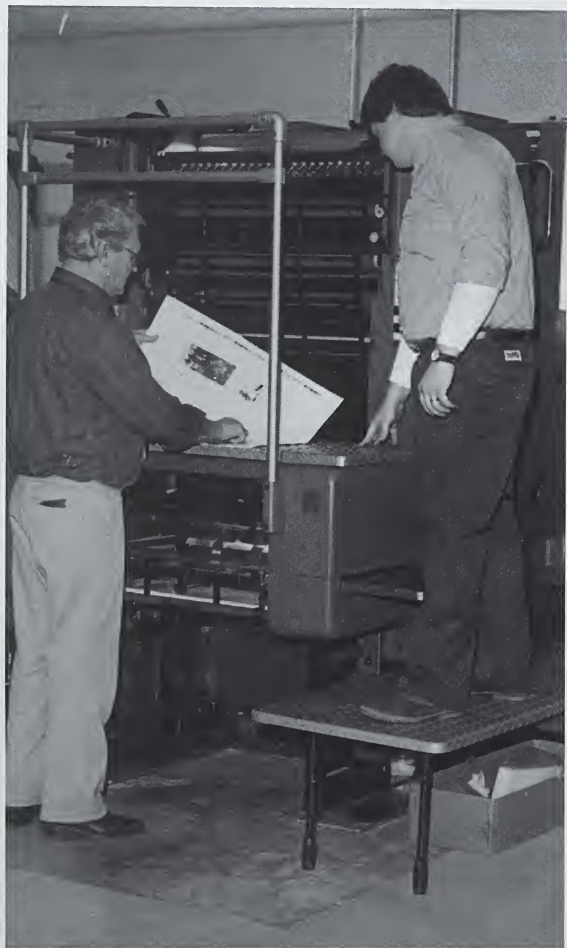
A DIPLOMA is awarded for the successful completion of this program.

<i>First Semester</i>	<i>Second Semester</i>
English 101	Religion 101
Word Processing 221	Word Processing 222
Keyboarding 102	Executive Machine Transcription 124
Elements of Transcription 122	Professional Development 100
Data Entry 175	Approved Electives
Mathematics of Finance 161	Total
Total	

APPROVED ELECTIVES should be chosen from business or computer information systems courses.

Courses as prescribed in both one-year programs will fit into the two-year curriculum planning.





Department of Graphic Communications

The program offered by the Department of Graphic Communications is recognized as among the finest in the country, and credit for courses completed are accepted by senior colleges and universities.

The department enjoys a reputation for leadership in educating young men and women for opportunities in the printing and publishing industries, as well as photography. This reputation has grown as a result of constant updating of modern facilities and equipment, improving the curricula and maintaining a competent and experienced faculty.

The basic objective of the Department of Graphic Communications is to prepare students for successful careers and/or transfer to senior institutions to pursue the baccalaureate degree. All educational programs of the department are offered with a backdrop of liberal arts.

Entrance Requirements

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

The two-year programs are two-fold in that they offer 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 and prepares him for further study and a degree at a four-year institution.

Printing Technology Program

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

Students receive thorough instruction in printing production, including modern newspaper publishing, books, and commercial printing. They undergo intensive study and training of computerized phototypesetting equipment, several types of process cameras, and the various sizes and models of offset presses, including a two-color sheet-fed press and, a three-unit web offset press. Students also receive training in the techniques of color separation, stripping, platemaking, and operation of an HCM computerized color scanner.

Printing Technology majors become proficient in their skills through participation in the production of printing for the college, including catalogs, brochures, yearbooks, and the student newspaper and monthly college news-magazine.

Photography Program

The department offers a comprehensive program leading to the 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, and for the student who plans to pursue the baccalaureate degree at a senior institution.

Typesetting Technology Program

The One-Year program in Typesetting Technology for Printing provides thorough instruction in the operation of computerized phototypesetting machines, as well as computer terminals and editing equipment. Students also receive instruction in modern paste-up techniques for a variety of publications. A Certificate of Proficiency is awarded to those satisfactorily completing the program.



Printing Technology

Requirements for the Associate Degree

The following courses must be completed by all students enrolled in the Associate Degree program in Printing Technology:

English 101, 102	6 semester hours
Religion 101, 102	6 semester hours
Typewriting 101*	3 semester hours
Mathematics 101 or 161	3 semester hours
Introduction to Computers 171	3 semester hours
Legal Environment of Business 281	3 semester hours
Physical Education	2 semester hours
Psychology 201	3 semester hours
Speech 210	3 semester hours
Elective	3 semester hours

In addition to the basic requirements listed above, the following professional courses must be completed by students majoring in Printing Technology:

Typography 111	4 semester hours
Preparatory Offset 121	4 semester hours
Elementary Presswork 131	4 semester hours
Introduction to Graphic Arts 101	3 semester hours
Typography 213	4 semester hours
Advanced Preparatory Offset 223	4 semester hours
Advanced Offset Methods 233	4 semester hours

*An elective may be substituted if the student has credit for one year of typing in high school.

Typesetting Technology

A *Certificate of Proficiency* is awarded to students who successfully complete a one-year *Typesetting Technology Program*.

First Semester	Second Semester
Religion 101	Religion 102
English 101	English 102
Typesetting Technology 166	Typesetting Technology 167
Approved Electives	Introduction to Graphic Arts 101
Total	Approved Elective
15	Total
	15

Photography

Requirements for the Associate Degree

<i>First Semester</i>		<i>Second Semester</i>	
Photography 101	4	Photography 102	4
English 101	3	English 102	3
Religion 101	3	Religion 102	3
Western Civilization 101	3	Western Civilization 102	3
Mathematics 101 or 133	3	Math 102, 135 or 151	3
Physical Education	1	Physical Education	1
Total	17	Total	17

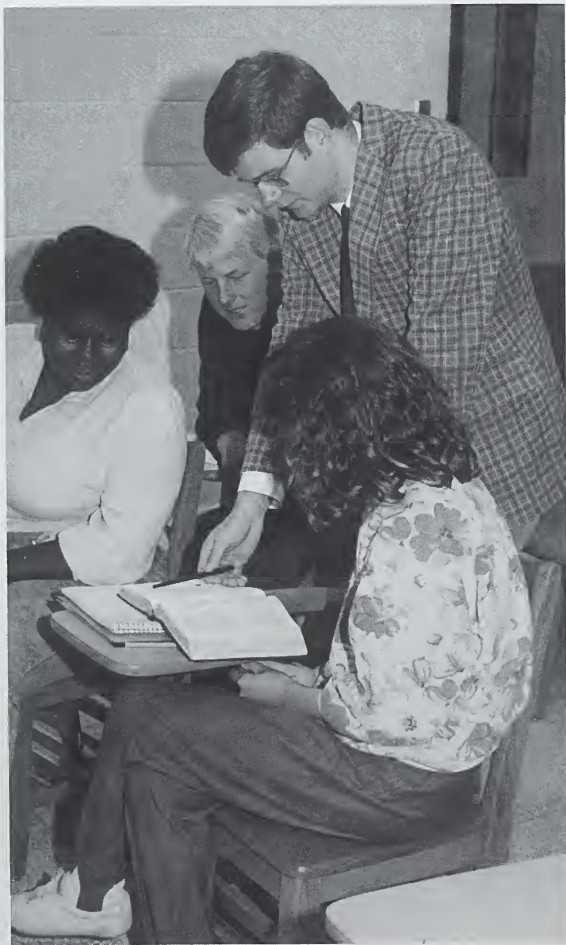
<i>First Semester</i>		<i>Second Semester</i>	
Photography 201	4	Photography 202	4
Photography 204	3	Photography 205	3
Psychology 201	3	Sociology 205 or Economics 251	3
Speech 210	3	Electives	6
Elective	3	Total	16
Total	16		

* Sequence of mathematics is required.

Elective courses are subject to the approval of the adviser.

Math 130-131 will satisfy the requirement for Math 133.





Courses of Instruction

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

Department of Business

Mrs. Dorothy A. Wallace
Chairman

Business Administration and Economics

141 Principles of Accounting — 4 semester hours

A first course in accounting principles and procedures. Emphasis is on analyzing, recording, and reporting business transactions for proprietorships and corporations. Topics studied include special books of original entry, working papers, financial statements, selected asset and liability accounts, and accounting applications. Six hours per week.

142 Principles of Accounting — 4 semester hours

Accounting 142 is a continuation of Accounting 141. Emphasis is on the accounts of partnerships and corporations, internal and external reports, manufacturing operations, and the decision-making process. Six hours per week.

PREREQUISITE: Accounting 141 or equivalent.

161 Mathematics of Finance—3 semester hours

Comprehensive treatment of financial problems in modern living as related to mathematics of finance. Basic topics include: Simple interest, bank discount, multiple payment plans, compound interest, annuities, sinking funds, and amortization. Optional topics include accounting mathematics and retail mathematics. Added depth and breadth are afforded through independent research in selected areas of financial investment.

240 Managerial Accounting — 3 semester hours

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

PREREQUISITES: Accounting 141 and 142.

243 Income Tax Accounting—3 semester hours

An introduction to taxation with emphasis on income concepts, tax accounting methods, exclusions, deductions, credits, prepayments, business income, capital gains and losses, and the tax planning process.

PREREQUISITE: Accounting 141

COREQUISITE: Accounting 142



249 Independent Study in Accounting — 1 semester hour

PREREQUISITES: College credit in accounting with a grade of "C" or better and permission of instructor. May be repeated for credit.

251 Principles of Economics — 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.

252 Principles of Economics — 3 semester hours

Economics 252 is from the microeconomics approach. Specific economic units are examined and a detailed consideration of the behavior of these individual units is made.

261 Management — 3 semester hours

An analysis of underlying theory and principles of business organization and management. Administrative functions of planning, organizing, directing, and controlling organizational activity are studied with the practical application of theory to actual business situations.

281 Legal Environment of Business — 3 semester hours

This course concentrates on laws and regulations that guide and protect business activities. Topics include the U.S. legal system and public policy formulation the American philosophy of law, contracts, sales and product liability, debtor-creditor relationships, and government regulation of business in the areas of competition, consumer protection, labor and employment law, securities regulation, environmental protection, and international trade.

Computer Information Systems

171 Introduction to Computers — 3 semester hours

Students review the need for information processing, the basic information processing cycle and functions, the processing capabilities of a computer, system development, and program development. Key application areas in business are examined using microcomputers—including word processing, transaction processing, data base systems, spreadsheets, and financial reporting. Students are introduced to structured design and the BASIC language. Three hours lecture; 1½ hours laboratory.

172 Program Design and Development — 3 semester hours

This is a language-independent introductory course on computer program design and development. Emphasis will be on business problem identification and solution through systems of computer programs. Programs will be described and designed through such tools as structure charts and pseudocode. A selected programming language will be used to implement designs. Three hours lecture; three hours lab.

PREREQUISITES: CIS 171 or permission of the instructor.

175 Data Entry Principles, Controls and Operations — 2 semester hours

This course provides students with the background and skills needed to qualify for entry-level positions as data entry operators. The principles of batch controls, input balancing, duplicated verification entry, and other control techniques will be covered. Students will learn both initial data capture routines and perform verification for files already captured on provided diskettes. Students will learn about and practice using a variety of source documents as a basis for building experience and skills through assignments that resemble actual working conditions. Three hours laboratory.

PREREQUISITE: Keyboarding 101

COREQUISITE: CIS 171 or Word Processing 221

178 Computer Applications — 3 semester hours

This course is intended as an indoctrination for users and/or operators who will apply microcomputers to transaction processing, accounting operations, and financial reporting in

124—*Courses of Instruction*

business situations. Students will process transactions, build files, maintain files, and produce output on microcomputers. Software packages will be used to teach students how to construct and document a usable spreadsheet; how to develop a database management program to create files, enter and update data, and retrieve information; how to use word processing software to retrieve, format, type, edit, save and print documents; how to construct simple graphics displays.

PREREQUISITE: CIS 171

221 Word Processing — 3 semester hours

Students will be trained in the use of a micro-computer word processing package. Upon completion of this course, students should qualify as entry-level users of the package on which they receive instructions. Students learn to load the package, prepare data or text for processing, use appropriate menus or commands, use the vendor's manual, and produce redesigned results. In addition, they should be familiar enough with the concepts of word processing to transfer these basic skills to other packages. Students should become familiar with basic word processing skills to include, but not limited to, basic editing and formatting skills, creating headers and footers, using global search and replace, and the spell checker and thesaurus. Two hours lecture; four hours laboratory.

PREREQUISITE: OSM 102 or equivalent.

222 Advanced Word Processing — 3 semester hours

Emphasizes advanced document preparation techniques and use of features available with popular word processing software. Focus on real-life tasks and advanced applications. Topics include all aspects of major reports and scholarly papers—indexing, tables of contents, footnotes, abstracts, and special characters for equations and foreign languages; document merging and assembly, including techniques for handling forms, labels and envelopes, building and using macros—including custom menu creation; sorting tables and lists; learning to use the package as an integrated software tool for spreadsheet applications, database management, outline processing, and graphics. Students should qualify as power users of the package on which they receive instructions. Three hours lecture; three hours laboratory.

PREREQUISITES: OSM 102 or equivalent and CIS 221.

271 Programming Language I — 3 semester hours

A fundamental course in programming using the COBOL language. Skills to be mastered include file maintenance, control break reporting, array processing and documentation of programs for maintainability. Three hours lecture; three hours laboratory.

PREREQUISITE: CIS 171 and 172

272 Programming Language II — 3 semester hours

A continuation of Programming Language I. Emphasis will be on more complex file structures and programming problems. Skills to be mastered include multiple file processing (sequential, indexed, and direct), automatic report generation, string processing, and use of operating system resources to support originally developed programs or subprograms. Three hours lecture; three hours laboratory.

PREREQUISITE: CIS 271

273 Computer Systems Development — 2 semester hours

This course will encompass a survey of established and evolving methodologies for the development of business-oriented information systems. This course will include considerable "hands-on" computer time, using tools to create a database and generate programs to implement a business application. Course content will be directed toward use of existing, available systems development tools for microcomputers. Two hours lecture; two hours laboratory.

274 Microcomputer Operating Systems — 2 semester hours

Students will receive substantial lab time to learn about and apply the operating systems functions and commands that are valuable or necessary in a working environment. Popular microcomputer operating systems will be reviewed. Three hours laboratory/lecture.

PREREQUISITES: CIS 171 and 178

276 System Analysis and Design — 3 semester hours

This course reviews and applies traditional (life cycle) systems development methodologies implemented by project teams and includes reporting responsibility to a systems development steering committee. The life cycle followed incorporates an initial investigation, a feasibility study, systems analysis, and implementation planning. Students gain an appreciation of distributed processing concerns and considerations, including networking systems involving interactions among computer systems. Three hours lecture; two hours laboratory.

PREREQUISITES: CIS 178 and Accounting 141

289 A,B Independent Study in Computer Information Systems —

1-2 semester hours each

This is an individual problem course designed to give the interested student additional experience in the design and development of a computer related project. Each student will work under the direction of a faculty member on some problem of mutual interest. At the end of the semester a report on the project will be submitted to the Department of Business faculty.

Merchandise Management

151 Retail Merchandising — 3 semester hours

Principles and practices in retail store ownership and management; buying, receiving, pricing, and selling; sales campaigns; inventory and stock control; customer relations; and personnel management.

152 Advertising and Sales Promotion — 3 semester hours

A study is made of specific principles and techniques surrounding advertising and sales promotion activities in business. Emphasis is placed on the use of advertising and sales promotion in the retail industry. Preparation of advertising copy, layout, types of media and promotional techniques are discussed. Career opportunities in advertising and sales promotion are explored.

153 Selling — 3 semester hours

A study is made of the fundamental principles of selling and an analysis of the product and the market. Other topics include: career development, consumer behavior, ethics, and communication styles and skills.

155 Visual Merchandising — 3 semester hours

A course in techniques and theory of display as they relate to retail establishments. Classroom displays, display construction, and the use of display equipment are studied, emphasized, and practiced.

262 Marketing — 3 semester hours

Salesmanship, communications, records and credit, personnel management, human relations, means and methods of marketing, and trends in the marketing functions. Includes total understanding of flow and distribution of goods from production to the ultimate customer. Classroom instruction is related to job experience with special attention to problems encountered.

Office Systems Management

100 Professional Development — 2 semester hours

A course designed to aid the career-minded individual to realize his or her potential in the areas of grooming, personality, public speaking, leadership, salesmanship, and social and professional development.

Required of all Merchandise Management and Office Systems Management majors and optional for other students.

This course may fulfill requirement for one semester of physical education.

126—Courses of Instruction

101 Keyboarding for Information Processing — 3 semester hours

Designed to teach basic "touch" keyboarding skills to students entering a variety of fields, such as computer science, data processing, accounting, or any occupation that utilizes a keyboard similar to the typewriter for input information. Adaptable for business and personal use.

102 Intermediate Keyboarding — 3 semester hours

Emphasis is on speed and accuracy; the Cortez Peters' championship typewriting program is taught in the first half of the semester. The student completes production units on business letters, business reports, tabulation and statistical copy, and executive communications (speeches, minutes, notices, programs, etc.) in the second half.

122 Elements of Transcription — 3 semester hours

Designed to teach transcription skills as they apply to the typewritten production of business documents. Studies are correlated with *The Gregg Reference Manual*. Application of punctuation, number usage, word choice, spelling, proofreading, and use of reference sources as they relate to the business world are emphasized.

123 Records Management — 2 semester hours

This course covers the various phases of business information maintenance: classification systems, retention and disposition procedures, equipment and supplies, micrographics and other automated systems, and responsibilities of records managers—with emphasis on preparation for the Certified Records Management examination.

124 Executive Machine Transcription — 3 semester hours

Development in operational techniques of machine transcription with emphasis on grammar, punctuation, spelling, and correct English usage to maximize language skills. Includes



application of generally accepted formats for business letters, memoranda, and reports. Six hours per week.

125 Legal Machine Transcription — 3 semester hours

Designed to afford the student an intensive overview of the mechanics of machine transcription, with special emphasis on production of perfect copy for all types of legal documents, legal letters, and report writing. Six hours per week.

202 Business Communications — 3 semester hours

Development of skills in reading and composition, in listening and using audio tapes, with emphasis on the most used types of business letters and reports. Emphasis is placed also on human relations as well as the underlying psychology of effective business letter writing.

213 Introduction to Medical Terminology and Transcription— 3 semester hours

Beginning course designed to acquaint the student with the purposes of medical terminology and to build a basic foundation of medical vocabulary through the introduction of machine transcription of medical case histories and physical examinations covering various medical specialties. Integrated with this is a comprehensive coverage of medical prefixes, suffixes, and word stems, and classifications of medical operations. Six hours per week.

214 Intermediate Medical Terminology and Transcription — 3 semester hours

Major emphasis is on developing further proficiency and fluency in medical terminology through the machine transcription of discharge summaries, death summaries, and consultations. A superficial study of the anatomical structures and physiological functions of all the systems of the human body, as well as the diseases that affect each system, is completed and related to medical transcription subject matter. Six hours per week.

215 Medical Information Processing — 3 semester hours each

Integration of medical vocabulary covering all medical specialties and refinement of medical secretarial skills to prepare the student for high-level performance in machine transcription. Emphasis is on excellence in the transcription of operative notes and reports, as well as all types of medical documents, completion of a variety of medical forms and reports, and professional medical office systems procedures. Six hours per week.

216-217 Clinical Work Experience — no credit

Optional placement in clinical work experiences affords students opportunities to develop overall concepts involved in actual on-the-job performances in activities associated with records in hospitals and doctors' offices. Throughout this experience, the student observes and actually works in designated departments within a hospital with which the college has an active affiliation, under the direct supervision of a Registered Medical Record Administrator.

223 Office Procedures — 3 semester hours

A study of the principles of modern administrative practices and techniques. Special emphasis is placed on information processing procedures and management responsibilities in the following areas: human relations in business, organizing work and managing time, business and legal reports, communication services including dictating business correspondence, travel and conference arrangements, and accounting services and procedures. This course prepares the student for *high-level administrative performance*.

224 Office Procedures II — 3 semester hours

An advanced model office simulation designed to refine and integrate office skills and procedures. Affords students the opportunity to interact with one another in a realistic business setting as they rotate through a variety of responsible office positions. Students learn to develop the decision making, organizational, and the human relations skills essential to a successful career.

Department of Fine Arts

Dr. James M. Chamblee
Chairman

Division of Art

Mr. David W. Parker, Head

The Division of Art offers training in several fields of art which 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. Commercial art

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 Color and Design — 3 semester hours

An introduction to the fundamental principles of design and color theory.

101 Fundamentals of Drawing — 3 semester hours

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.

102 Figure Drawing — 3 semester hours

An introduction to rendering and understanding the human figure with various media.

151 Ceramics — 3 semester hours

An introduction to handbuilding techniques and throwing simple forms on the wheel. Pieces are either stoneware or sawdust fired. Assignments range in content from traditional pottery to abstract sculpture.

152 Ceramics — 3 semester hours

An advanced course in ceramics to develop skills and artistic expression in one or more methods covered in the beginning course. Content includes glaze chemistry and kiln firing with a special emphasis on Raku firing.

171 3-D Design — 3 semester hours

A study of the principles of design in the third dimension.

181 Lettering Design — 3 semester hours

An introduction to basic letter forms and lettering techniques.

191 Printmaking — 3 semester hours

Instruction and practice in various printing processes.

201 Painting — 3 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 — 3 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 Survey — 3 semester hours each

Painting, sculpture, architecture, and the minor arts are traced from prehistoric up to and including the present day. Augmented by color slides, research projects, seminars, and field trips.

261 Introduction to Commercial Art — 3 semester hours each

An introduction to layout and design methods with an emphasis on skills development.

291-292 Art Problems — 1-3 semester hours each

A specialized course of individual study in any chosen studio area. May be repeated as Art Problems 292 when further study is desired.

361 Advertising Design — 3 semester hours

A course oriented toward the creation of advertisements for various mass media.

362 Advertising Design — 3 semester hours

A continuation of Advertising Design 361 with an emphasis on design.

371 Illustration — 3 semester hours

An introduction to the various media and techniques used in creating illustrations.

372 Illustration — 3 semester hours

A continuation of Illustration 371 with an emphasis on illustration as a communication vehicle.

391 Portfolio — 3 semester hours

Involves the preparation and presentation of a professional portfolio.

NOTE: Prerequisite to all 300 level courses is the Associate Degree in Commercial Art, except that Pre-Medical Illustration students are permitted to take Illustration 371-372.

Division of Drama

107 Drama Worksnop — 1 semester hour

This course involves supervised individual projects in play performances. The course may be repeated for credit.

161 Drama Appreciation — 3 semester hours

This course involves a study of the development of drama, play analysis, types of theatrical production, acting theories and exercises, and a comparison of the stage with other forms of dramatic media.

Daniel School of Music

Dr. James M. Chamblee, Head

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 Diction — 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 composition.

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.

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, form, 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.

201-202 Notation, Sight-singing, and Diction — 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.

221 Brass Methods — 1 semester hour

A study of brass instruments to acquaint students with basic techniques and pedagogical principles.

222 Woodwind Methods — 1 semester hour

A study of woodwind instruments to acquaint students with basic techniques and pedagogical principles.

251-252 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.

Applied Music

The following courses in applied music are open to any student in the college. Work in applied music is regarded not merely as technical training in performance, but also as a study of the standard literature. Credit in applied music is given on the basis of (1) the stage of 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.

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.

100 Workshop/Recital — No credit

One laboratory hour per week. Attendance is required of all students taking applied music.

110 Beginning Instruction — 1 semester hour

Beginning instruction in voice, piano or band instruments. This course is designed for the student who has had no prior training on the instrument to be studied. One lesson and four practice hours per week. (May be taught as a class or private lesson)

111-112 First Year — 1 or 2 semester hours each

One or two half-hour lessons per week and six or twelve practice hours per week, respectively. (Prerequisite: Music 110, prior study or permission of instructor)

211-212 Second-Year — 1 or 2 semester hours each

One or two half-hour lessons per week and six or twelve practice hours per week, respectively. (Prerequisite: Music 111-112)

213-214 Advanced Study — 1 or 2 semester hours

One or two half-hour lessons per week and six or twelve practice hours per week, respectively. (Prerequisite: Music 211-212)

NOTE: The same course numbers are used for all instruments studied. The specific instrument is indicated by the following abbreviations placed after the course number:

Voice - Vc

Piano - Pn

Organ - Or

Woodwind - Ww

Brass - Br

Percussion - Pc

Strings - St

(Example - 110 Vc — beginning instruction in voice;
110 Pn — beginning instruction in piano.)

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 — 2 semester hours

Membership selected from the College Choir by the director. Performs various off-campus programs throughout the year, including an extensive tour in the spring. Four rehearsal hours per week. May be repeated for credit.

103 Stage Band — 1 semester hour

Open to all qualified instrumentalists on the campus. Three hours per week. May be repeated for credit.

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104 Concert Band — 1 semester hour

Open to all qualified instrumentalists on campus. Two rehearsal hours per week. May be repeated for credit. Offered only if membership is sufficient.

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.

Department of Graphic Communications

Mr. Herman W. Gatewood
Chairman

Printing Technology Courses

166-167 Typesetting Technology — 3 semester hours each

An orientation to the printing industry and a study of type design and usage. Instruction is given in the techniques of producing type matter for various publications and the operation of editing terminals, data storage units and phototypesetting machines. Courses also include practice in keyboarding techniques and in various "pasteup" methods. Four hours lecture and laboratory per week.

PREREQUISITE: Keyboarding 101

107-108 Publications Workshop — 1 semester hour each

A course to provide instruction in the production of college publications, with emphasis on the yearbook and/or student newspaper. Classroom and laboratory experiences cover photography, layout, design, copy preparation, and editing. Enrollment limited to twenty (20) students.

PREREQUISITE: Permission of the instructor and/or departmental chairman.

207-208 Advanced Publication Workshop — 1 semester hour each

A continuation of 107 and 108 Publications Workshop to provide additional experience in the production of campus publications. Instruction is also given in editorship responsibilities.

PREREQUISITE: Publications Workshop 107, 108

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. Instruction is also provided in basic cost estimating and copyfitting.

111 Principles of Typography — 4 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.

121 Introductory Preparatory Offset — 4 semester hours

The study of techniques used in the prepress area of offset printing. Special emphasis is placed on darkroom techniques in reproduction photography to include basic line and halftone photography, contact printing and proofing. Detailed instruction is given on offset plates and platemaking equipment and processes.

131 Elementary Presswork — 4 semester hours

Basic fundamentals are stressed in the operation of hand-fed, automatic platen presses and duplicator presses. Laboratory experiences include make-ready methods and procedures, imposition, lockup, color printing, and the care and maintenance of equipment. A study is made of inks, papers, and chemicals used in offset printing. Also a study is made of common pressroom problems.

213 Advanced Typography — 4 semester hours

Development and practice of efficient procedures in producing layouts for newspaper advertisements, commercial forms, book work, with a continuation of *Typography 111* to provide additional experience in photocomposition. Laboratory periods include preparation of working layouts and composition of various forms for printing by offset methods. Two hours lecture and three hours of laboratory per week.

PREREQUISITE: Principles of *Typography 111*.

223 Advanced Preparatory Offset — 4 semester hours

The course is the study of color theory in both indirect and direct methods of color separation. Emphasis is placed on advanced halftone techniques, special effects, duotones, flat color, and separating techniques. Instruction is provided on theory and operation of a laser scanning computer. Detailed study is given to color proofing, stripping, registering, and platemaking.

PREREQUISITE: *Introductory Preparatory Offset 121*.

233 Offset Methods — 4 semester hours

This course consists of theory; practice and problems of offset printing. Pressroom efficiency, with emphasis on one and two color sheet-fed and web offset presses. Special problems which are encountered in the maintenance and operation of the sheet-fed and web offset presses, producing two, three and four color printing, are an integral part of the course.

PREREQUISITE: *Elementary Presswork 131*.

Photography

101 Basic Photography — 4 semester hours

A course in the fundamentals of black and white photography. Small format cameras are used for instruction in camera handling and photojournalistic techniques. Course provides instruction basic, technical, shooting assignments and practical laboratory work. Laboratory work covers B&W film processing, enlarger operation, print manipulation, processing and finishing. Assignments stress 35mm camera operation and exposure, and assignments stress the photojournalistic use of subject matter, light quality, intensity and direction, and photographic simplicity, in an effort to make pictures that speak to the viewer about people.

102 Photography — 4 semester hours

A course in the standardizing and control of film exposure and development through an introduction to sensitometry. Instruction includes refinement of B&W printing and the interpretation of print quality. Small format cameras are used in assignments divided between news photography and those of a technical, experimental nature, exploring differential film exposure, development for expansion and compaction of negative tonal range, and the use of special purpose film developers. The news photography assignments emphasize using the 35mm camera to make good "feature" photographs, pictures which concentrate on telling

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the story of people, their work and leisure, their good and bad times, pictures which are about what life looks like.

PREREQUISITE—Photography 101

201 Photography, Color Material and Processes — 4 semester hours

A course investigating 3-color photographic theory, structure of color materials, formation of color photographic images, color sensitometry, and practical experience in exposure and development of color negative and color transparency films. Instruction is also given in fundamental of custom color enlargement and color print finishing. Course technical assignments involve experimentation with color transparency roll film, color negative film in roll and sheet formats, and practical work in color enlargement. Collateral with this technical study are instruction and assignments in color feature picture story preparation, and in the fundamentals of audio-visual program preparation, all shot in 35mm transparency film.

PREREQUISITE—Photography 202

Photography 202, Portfolio Development — 4 semester hours

A course stressing the importance of the portfolio as a showcase for visual imagination, compositional and shooting skills, darkroom, finishing, and presentation skills. The course provides an initial overview of the contents and stylistic emphasis of commercial illustration, industrial/corporate, fashion, architectural, fine arts and news photography portfolios. The preparation of a professional portfolio is the prime objective of the course. Allowance is made for each student's particular strengths and shooting preferences. Building on the experience gained in each of the previous courses, students divide their time among weekly commercial and editorial photography assignments done in preparation for the 15-item final portfolio. A major area of study is the relationship between the photographer and civil law—the legal status of freelance and staff photographers, the Copyright laws, and the ownership and use of images.

PREREQUISITE—102 and 201 Photography

Photography 204, Commercial Photography — 3 semester hours

A photograph-making course having four major areas of study and exercise: 1) understanding and using the hand-held exposure meter, large and medium format cameras and films, and tungsten studio lighting equipment; 2) understanding the essential techniques of commercial photography, using and manipulating available light, correctly exposing different types of film for conditions, and fundamental studio lighting for advertising illustration; 3) becoming acquainted through illustrated instruction and shooting assignments, with three types of commercial photography — architectural and pictorial photography, and product illustration; and 4) exercising and developing the creative visual imagination, in which to communicate more powerfully through photographs.

PREREQUISITE — Photography 201, 202

205 Photography, Portraiture — 3 semester hours

A course combining instruction in fundamental portrait lighting and shooting techniques with instruction in allied areas and in some aspects of the business side of professional photography. Subjects of investigation and assignment include the use of small and studio-sized electronic flash in general still photography, "corrective" portraiture through lighting, posing, camera handling and retouching, special portrait assignments, including location work, photographing two or more people together, weddings, fashion fundamentals, and copy and restoration of photographs. Pricing of photographic services, working with professional photofinishers, and the free lance market comprise business-related areas of study.

PREREQUISITE—Photography 204

206 Photography Workshop — 3 semester hours

A course in personal skills for development and broadening of understanding of still photography. The student will do independent reading, research, and perform a schedule of required assignments. Each piece will be of portfolio quality, and the assignments, collectively, constitute a semester portfolio. (Offered during summer sessions, or in the fall semester when a student candidate for graduation has previously completed the entire sequence of photography courses.)

Department of Health and Physical Education

Mr. Daniel Surface
Chairman

The Department of Health and Physical Education offers a curriculum to promote the total fitness of all students. The physical, mental, emotional, social, and spiritual growth of the individual is stressed. Students should acquire carry-over skills and habits which will enable them to live a healthy and active life. The aim is toward lifetime physical activity.

All students are required to elect a minimum of two semester hours of activity courses. Nonswimmers are urged to take beginning swimming. All Physical Education students are expected to wear regulation uniforms which may be purchased in the college bookstore. Physical Education credit is given for varsity sports participation. All physical education courses are co-educational.

Professional courses are offered for students enrolled in either the Pre-Health and Physical Education Curriculum or the Pre-Athletic Training Education Curriculum.

Activity Courses

118 Beginning Modern Dance — 1 semester hour

This course is designed to teach body conditioning, fundamental dance movement, and basic concepts of dance composition. Recommended for anyone interested in stage movement, fitness, or dance appreciation. Two hours per week.

119 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. Two hours per week.

PREREQUISITE: Physical Education 118 or permission of the instructor.

218 Jazz III and Bravettes — 1 semester hour

This course is an advanced study in body movement, body conditioning, and dance composition. It is a jazz class and a performance group involving the Bravette Squad. This course can only be taken once for credit. It can be repeated for non-credit.

PREREQUISITE: Physical Education 118 or permission of the instructor.

120 Cheerleading — 1 semester hour

This course includes crowd management techniques, composition, and creation of cheers, planning effective pep rallies, stunts and tumbling techniques, and development of knowledge in sports to determine the correct use of cheers. May be repeated for credit. Two hours per week.

121 Beginning Swimming — 1 semester hour

A beginners course in swimming, which teaches elementary water activities, and starts teaching the basic strokes with particular emphasis on the "American Crawl." Two hours per week.

122 Intermediate Swimming — 1 semester hour

This course is offered for students who have passed the Beginning Swimming course or its equivalent. Emphasis is placed on improving the mechanics and strength of the four basic strokes (American crawl, elementary backstroke, backstroke, side stroke) and other water skills such as treading water, etc. Two hours per week.

258 Advanced Swimming — 1 semester hour

Physical Education 122 or its equivalent is a prerequisite for this course. This course is

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sanctioned by "The American Red Cross" and a Senior Lifesaving credit is received upon the successful completion of it. Two hours per week.

123 Beginning Tennis — 1 semester hour

A beginners course designed to teach basic rules and skills of the game. Two hours per week.

124 Advanced Tennis — 1 semester hour

This course provides the student the opportunity to further his skills in tennis with emphasis on the strategy of singles and doubles. Physical Education 123 or its equivalent is a prerequisite. Two hours per week.

125 Softball and Volleyball — 1 semester hour

This course provides the opportunity for students to enhance their skills and knowledge of these team sports through instruction and participation. Two hours per week.

126 Beginning Weight Training — 1 semester hour

Introduction to the values, techniques, and safety of weight training. Instruction in a variety of lifts with circuit lifting being emphasized as a developmental and maintenance program for the body muscles. Two hours per week.

127 Advanced Weight Training — 1 semester hour

This course is designed to provide the student further opportunity in weight training. Different weight training programs will be emphasized for developmental work of body muscles. Physical Education 126 or its equivalent is a prerequisite for this course. Two hours per week.

129 Basketball — 1 semester hour

This course provides the opportunity for students to enhance their skills and knowledge of basketball through instruction and participation. Two hours per week.

130 Baitcasting — 1 semester hour

A beginning course designed to introduce a variety of fishing techniques and equipment. Two hours per week.

Varsity Sports Participation — 1 semester hour.

Two hours per week.

131 Football

132 Basketball (Men and Women) 136 Tennis

133 Baseball 137 Track

134 Volleyball 138 Golf

135 Wrestling 139 Softball

Varsity sports participation for the 2nd year would be 200 level courses in the above sports. (231, 232, 233, 234, 235, 236, 237, 238, 239)

140 Racquetball — 1 semester hour

This course is an introduction to the rules and skills of racquetball with emphasis on the strategy of singles and doubles. Two hours per week.

141 Advanced Racquetball — 1 semester hour

This course provides further emphasis on the strategy of singles and doubles. Two hours per week.

142 Badminton — 1 semester hour

This course is an introduction to the rules and skills of Badminton with emphasis on the strategy of singles and doubles. Two hours per week.

143 Physical Fitness — 1 semester hour

This course is designed to provide knowledge and experiences in exercise, running, and

agility activities as related to muscular strength, endurance, coordination, cardiorespiratory fitness and weight control. Two hours per week.

144 Golf — 1 semester hour

This course is an introduction to the etiquette, rules, equipment, skills and strategy of the game. Two hours per week.

PROFESSIONAL COURSES

101 Health — 3 semester hours

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

102 First Aid and Safety — 3 semester hours

A basic course designed to teach the fundamentals of administering care and aid to someone taken suddenly ill or injured. Emphasis is placed on accident prevention and practical application of basic rescue skills in the event of an emergency.

103 Sports Officiating — Football/Volleyball — 3 semester hours

Rules, techniques, and procedures for officiating in athletics will be provided. The course will involve the observation and participation in the officiating of games. Three hours per week. Offered only in the fall semester.

104 Officiating — Basketball/Softball — 3 semester hours

Rules, techniques, and procedures for officiating in athletics will be instructed. The course will involve observation and participation in the officiating of games. The course is designed for the official and sports spectator. Three hours per week. Offered only in the spring semester.

105 Fundamentals of Athletic Training — 3 semester hours

This course is designed to introduce the student to the roles and responsibilities of the athletic trainer in sports. The course emphasizes the basic principles of physical fitness and the prevention, recognition and management of common sports injuries. Three hours per week.



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106 Nutrition for Athletes — 3 semester hours

A study of the principles of human nutrition with instruction in dietary management and basic body composition assessment for application to the training of athletes. The course will look at how diet affects performance and how performance can be improved with proper nutritional practices. Three hours per week.

207 Prevention and Management of Athletic Injuries — 3 semester hours

Course is designed to provide advanced instruction in the prevention, recognition and management of athletic injuries. Instruction for sound conditioning and rehabilitation programs for athletic injuries will be presented. Three hours per week.

111 Athletic Training Practicum — 1 semester hour

Course involves practical application of athletic injury taping and wrapping skills and introduces the student to the evaluation techniques for muscle testing and function. In addition the student completes a minimum of 200 hours of internship serving as a student trainer in the athletic program.

112 Athletic Training Practicum — 1 semester hour

Course involves the practical application of athletic injury assessment. The student will be instructed in the various techniques of injury evaluation and recognition. In addition the student will complete a minimum of 200 hours of internship serving as a student trainer in the athletic program.

211 Athletic Training Practicum — 1 semester hour

The course introduces the student to the principles and practices associated with the rehabilitation of athletic injuries. Course involves practical application of the techniques involved with athletic injury rehabilitation. In addition the student will complete a minimum of 200 hours of internship serving as a student trainer in the athletic program.

212 Athletic Training Practicum — 1 semester hour

This course introduces the student to the different modalities used in treating athletic injuries. The student will study the basis for modality usage as well as the proper set-up and application. In addition the student will complete a minimum of 200 hours of internship serving as a student trainer in the athletic program.

NOTE: Athletic Training Practicums 111, 112, 211, 212 are restricted to students enrolled in the Pre-Athletic Training Curriculum.



Department of Language and Literature

Dr. G. Kenneth Wolfskill
Chairman

Division of English

Dr. G. Kenneth Wolfskill, Head

001 Reading — No credit

Reading 001 is designed to raise the reading level of students with low scores on a standardized reading test. Such students are required to take the course.

002 English — No credit

English 002 is a course intended to help students attain the competence necessary for success in English 101 and subsequent courses. The course consists of closely supervised training for the student in coherent sentence structure, development of paragraphs, and short compositions.

Honors Sections

Each fall and spring semester, the English Division wants to recognize outstanding students by offering an honors section of freshman composition and an honors section of a sophomore literature course. While these courses have the same basic objectives and materials as the regular courses, enrollment is limited to students having a B average on all work attempted.

101 Composition — 3 semester hours

A course in expository writing, this course is designed primarily to train the student in the writing skills necessary to do competent academic work on the college level. Primary emphasis is given to the various ways of developing the expository theme. Readings are used as models for writing. (NOTE: *The student whose native tongue is not English may be placed in a special section of 101 Composition.*)

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

English 151-152 Creative Writing — 1 semester hour

This course concerns the writing of short stories, personal sketches, and poetry. Students are encouraged to read their works during the class sessions and assistance is given in the marketing of acceptable material.

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 1800 to the present day. See note below. Three hours per week.

PREREQUISITES: English 101 and 102

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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.

289 Honors English — 3 semester hours

This is a special topics course: The topic may be different each semester that the course is offered, and will concern a particular theme, genre, era, or author that the English Department feels is appropriate to broadening students' experience in literature. Enrollment is limited to students with a B average on all work attempted.

210 Speech — 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.

PREREQUISITES: English 101 and 102

211 Speech — 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.



Division of Foreign Languages

Dr. Carl L. Garrott, Head

Basic and intermediate courses are taught in French and Spanish.

Placement: Students with one or more years of high school Spanish or French should confer with the appropriate instructor in order to determine what course in language to take at Chowan. If a student has taken one or more years of language in high school but still feels his background is inadequate he may elect to begin with the basic first year college sequence and will receive full credit at this institution. Students with three or four years of high school language may be able to satisfy language requirements without further language study at Chowan upon receiving a high score on the placement examination. Transfer students with college credit already earned in Spanish or French should continue with the next highest language course offered here until the requirements of their curriculum are met.

Credit: All courses in the department carry three hours of academic credit. Spanish and French 101, 102, 201, 202 meet three times a week for 50 minutes or two times a week for 75 minutes. One hour of laboratory is required per week.

Requirements: The following programs of study require foreign language for graduation from Chowan College: Liberal Arts, Pre-Ministerial, Pre-Law, Pre-Psychology/Sociology, History, English and Pre-Journalism. Students in other areas may need to take foreign language unless they are certain that it is not required at the senior institution to which they plan to transfer.

Courses numbered 101 and 201 are offered only in the fall. Those numbered 102 and 202 are offered only in the spring.

French

101-102 Elementary French — 3 semester hours each

For those with no previous study of the language. Fundamentals of grammar. Training in pronunciation. Essential vocabulary. Short compositions. Elementary readings during the second semester. One lab period per week.

COREQUISITE: English 101.

201-202 Intermediate French — 3 semester hours each

Review of grammar. Advanced study of idiomatic constructions and vocabulary use. Readings. Basic composition technique. One lab period per week.

PREREQUISITE: French 101-102 or two years of high school French.



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203-204 Intermediate Composition and Conversation — 3 semester hours each

Practice in a variety of areas such as business and social correspondence and creative composition based upon literature. Emphasis on practical, everyday use of spoken French.

PREREQUISITE: French 202 or placement score.

Spanish

101-102 Elementary Spanish — 3 semester hours each

For those with no previous study of the language. Fundamentals of grammar. Training in pronunciation. Essential vocabulary. Short compositions. Elementary readings during the second semester. One lab period per week.

COREQUISITE: English 101.

201-202 Intermediate Spanish — 3 semester hours each

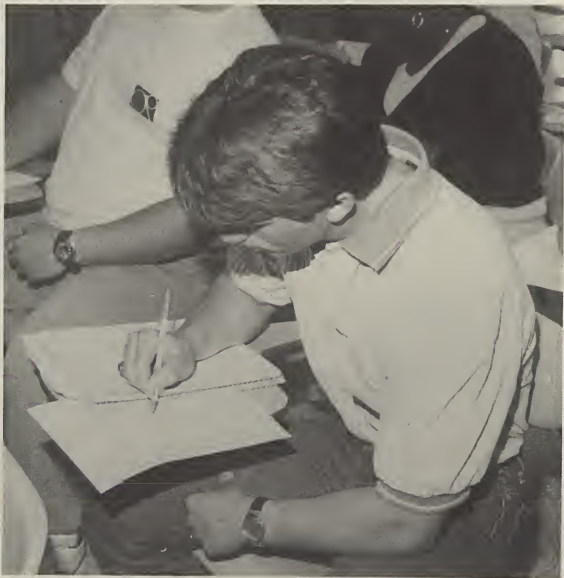
Review of grammar. Advanced study of idiomatic constructions and vocabulary use. Frequent dictations. Readings. Basic composition technique. One lab period per week.

PREREQUISITE: Spanish 101-102 or two years of high school Spanish.

203-204 Intermediate Composition and Conversation — 3 semester hours each

Practice in conversational skills in a variety of subjects and situations. Designed to provide the fundamentals of composition in Spanish.

PREREQUISITE: Spanish 202 or placement score.



Department of Mathematics

Dr. Calvin I. Owens
Chairman

001 Basic Algebra — No Credit

This course offers an in depth review of topics usually covered in a first course in high school algebra. Topics include: real numbers, solving equations and inequalities in one variable, exponents, polynomials, factoring, rational expressions, roots and radicals and basic graphing techniques. Students who desire to take higher level courses in algebra may be required to take this course based upon their placement test scores and high school background. Three hours lecture and two hours of lab per week.

003 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. Topics studied in Math 101: Sets, logic, numeration systems, rational numbers and real numbers, calculators, computers, and consumer mathematics.

Topics studied in Math 102: Mathematical systems, algebra, geometry, probability and statistics.

Math 130 Introduction to Algebra for College Students — 2 semester hours

This is the first course in a two course sequence covering the topics usually covered in the standard college algebra course. It covers topics in basic algebra and intermediate algebra. Topics include: the real and complex number systems, polynomials, rational expressions, radicals, linear and quadratic functions and their graphs, linear and quadratic inequalities, and rational functions. Five hours per week.

PREREQUISITE: Math 001 or satisfactory score on the mathematics placement test.

Math 131 Algebra for College Students — 2 semester hours

This is the second course in a two course sequence covering the topics usually covered in college algebra. Topics include: graphing techniques, conic sections, exponential and logarithmic functions, systems of equations and inequalities, elementary matrices and determinants, the remainder and factor theorems, the rational root theorem, the binomial theorem and mathematical induction. Three hours per week. Math 130 and 131 meet the requirements for Math 133 College Algebra.

PREREQUISITE: Math 130.

133 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. Three hours per week.

PREREQUISITE: Satisfactory score on placement test and High School Algebra.

135 Analytic Trigonometry — 3 semester hours

The topics discussed are: trigonometric functions, inverse Trigonometric functions, radian measure, solution of triangles and applications. Three hours per week.

PREREQUISITE: Mathematics 133 and Plane Geometry.

144—*Courses of Instruction*

139 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 133-135 requirements. Five hours per week.

PREREQUISITE: An above average score on the mathematics placement examination. Two years High School Algebra and Plane Geometry.

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.

PREREQUISITE: Math 111.

151 Math Probability and Statistics — 3 semester hours

This is a basic probability and statistics course which covers such topics as central tendency, variability, normal distribution, probability, decision-making, estimation, the T-test, chi-square, regression and prediction, correlation, non parametric statistics, and analysis of variance.

PREREQUISITE: College level math.

161 Mathematics of Finance — 3 semester hours

See course description under Department of Business.

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: real number system; Cartesian coordinates; functions; limits and continuity; the derivative; differentiation of algebraic functions; applications of derivatives; and antiderivatives.

PREREQUISITES: Math 139 or Math 133 and Math 135.

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; transcendental functions; technique of integration; polar coordinates; parametric equations; 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.

289 Applied Differential Equations — 3 semester hours

A course in applied differential equations involves topics such as: first order and simple higher order differential equations and their application; linear differential equations and their application; solution by series, solution by Laplace Transformation and other topics. Offered in spring only on adequate demand.

COREQUISITE: Mathematics 212.

Department of Religion and Philosophy

Dr. M. Dwaine Greene
Chairman

101 Old Testament — 3 semester hours

Introduction to Old Testament History. A fresh approach to the story of Ancient Israel by combining the elements of historical and archaeological research, literary criticism, and biblical theology.

102 New Testament — 3 semester hours

Introduction to New Testament History. An attempt to set forth the story of Christian origins against the background of its own social, political, and cultural setting.

103 Religion — 3 semester hours

Travel in Israel: 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, when there is sufficient demand.

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 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.

131 Introduction to Ethics — 3 semester hours

A practical introductory study of Christian values and their relationship to the decision-making process, the principles of biblical ethics, and specific issues in contemporary society. Offered only in spring semester.



Department of Science

Dr. Garth D. Faile
Chairman

Biology

101-102 General Biology — 4 semester hours

An introduction to the unifying principles and concepts in biology, including the study of cellular and organismic processes, evaluation, genetics, plant and animal diversity, and ecological concepts. Biology 101 is a prerequisite for Biology 102. Three hours lecture and one three-hour laboratory per week.

221 Human Anatomy — 4 semester hours

Introduction to regional gross human anatomy which emphasizes structure, function and concepts of relationships. The laboratory utilizes charts, models, and dissections to visualize structure, unity, efficiency, and beauty of the body. Three hours of lecture and one three-hour laboratory per week. Offered only in the fall semester.

222 Human Physiology — 4 semester hours

Chemical and physical processes of the human organism are developed at the cellular, systemic and organismic level with homeostasis as the unifying concept. Cardiovascular, muscular, and nervous mechanisms are stressed. Laboratory includes cellular phenomena, tissue and organ mechanisms and functions of the entire human organism with data collection and interpretation stressed. Three hours of lecture and one three-hour laboratory per week. Offered only in the spring semester.

PREREQUISITE: Biology 221 or Biology 101. Chemistry 102 recommended.

241 Microbiology — 4 semester hours

Introduction to morphology, fundamental physiological processes and the identifications of micro-organisms with emphasis on bacteria. Some study of beneficial and disease causing microbes is included. Exactness of laboratory techniques and procedures is required. Three hours of lecture and one three-hour laboratory per week. Offered only in the spring semester.

PREREQUISITES: Biology 101-102, 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. The laboratory provides experience to enhance understanding of these concepts. Three hours of lecture and one three-hour laboratory per week.

COREQUISITE: Eligibility to take Math 103.

275-276 Organic Chemistry — 4 semester hours each

This course includes a systematic study of the various aliphatic and aromatic hydrocarbons and their derivatives with emphasis on modern theories of structure and reactivity. The laboratory includes the synthesis, purification, and identification of organic compounds. Students are introduced to the use of polarimetry, gas chromatography and infrared and ultraviolet spectroscopy in the laboratory. 275 is offered only in the fall semester and 276 is offered only in the spring semester.

Physics

101-102 Physics - General Physics — 4 semester hours each

This course covers basic principles of mechanics, heat, thermodynamics, wave motion, optics, electricity, magnetism, and modern physics. Three hours of lecture and one two-hour lab

per week. Must be taken in sequence. 101 is offered only in the fall semester and 102 is offered only in the spring semester.

COREQUISITE: Eligibility to take Math 103

203-204 Physics - Advanced General Physics — 4 semester hours each

A first course in college physics for students needing a calculus based course. The basic principles of mechanics, electricity, magnetism, and modern physics are presented. The first course includes kinematics, dynamics, energy, oscillatory system, and waves. The second course includes electrostatics, magnetostatics, DC and AC circuits, and modern physics. Three hours of lecture, and a three hour lab per week. 203 is offered only in the fall semester, and 204 is offered only in the spring semester.

COREQUISITE: Math 210

Independent Study

279 A, B, C, Biology — 1 semester hour each

289 A, B, C, Chemistry — 1 semester hour each

299 A, B, C, Physics — 1 semester hour each

This is an individual problem course designed to give the interested student additional laboratory experience. Each student will work under the direction of a faculty member on some problem of mutual interest. At the end of the semester a report on the project is submitted to the department.

PREREQUISITE: Consent of Professor.

295 Introduction To Pascal — 3 semester hours

Pascal is the language used to begin computer programming with a science and mathematics orientation; no prior knowledge of programming is assumed. Students are also introduced to word processing, data base and spreadsheet. A working knowledge of algebra and trigonometry is assumed with a background in chemistry and/or physics suggested. Two hours of lecture and two hours of laboratory per week. Offered only in spring semester.

Department of Social Science

Mr. Warren G. Sexton
Acting Chairman

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.

Sociology

205 Introductory Sociology — 3 semester hours

An introduction to the concepts of sociology. Consideration is given to culture, socialization, the human community, population, social class, the institutions of the family, economics, politics, religion, education, social change, dissent and post-industrial society.

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107 Family Living — 3 semester hours

A study of the historical, current, and changing patterns of family living. While building on the experiences of the student in his/her own family, specific attention will be given to sex roles, mate selection, decision making, ethnic variations, marital interaction, alternative life styles, divorce and remarriage, and the future family.

Government

108 Government — 3 semester hours

An introduction to 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 classification 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.

251 Geography Foreign Study Tour — 3 semester hours

A guided tour of selected areas to study physical, economic, and cultural environments and their influence on man. A pre-tour reading and note-taking assignment, on-the-scene comments by the instructor or by local guides, and a post-tour written report will be utilized to give focus and meaning to the student's observations. Offered during the summer months upon sufficient demand.

Psychology

201 General Psychology — 3 semester hours

This is a survey of problems, methods, and findings of Psychology. Consideration is given to heredity, socialization, personality, mental health, drugs, prejudice, learning, thought control and aggression.

206 Child Development — 3 semester hours

A study of the physical, intellectual, social and emotional development of children. It will provide a background for students who plan to enter teaching, or any other occupation involving working with children.

PREREQUISITE: Psychology 201. Offered in the spring semester.

Economics

See course descriptions under Department of Business.

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 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 prized selections

With up to 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 8½x11 inch unlined paper.
4. Only three separate entries may be submitted by each contestant.
5. Poetry may include what is traditionally considered free verse, blank verse, etc. However, no one selection should be more than 45 lines in length.
6. Entries must be submitted by March 2, 1989. Winners of the contest and their selections to be published will be announced by March 30, 1989.
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
Jones Drive
Murfreesboro, N. C. 27855

The top three winning poems, along with seven 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 20,000, reaches all the United States and a growing number of foreign countries.

New Poets Review

*A Literary Supplement
to the*
CHOWAN COLLEGE CATALOG

Announces **Contest Winners**

- First Prize: J. Clements
Ann Arbor, Michigan
- Second Prize: Janet Goldberg
Berkeley, California
- Third Prize: Aileen Tennyson
Greensboro, North Carolina
- Honorable Mention: Karin Konkle
New York, New York
- Peggy Lin
Chicago, Illinois
- Seth R. Katz
Chicago, Illinois
- Marla Stevens
Waco, Texas
- Kevin Eubanks
Waco, Texas
- James Stuart Nolte
Potsdam, New York

FIRST PLACE

In the Halloween Factory

Clucking quail on a field trip
we were swallowed whole, teacher and all
by the Rouge River casting plant.

Miniature Catholics taken in by an orange
and black world where volcanos could be born
we clung to each other in our first test
of faith. Mouths open like so many
exclamation points, we watched impossible men
steer slabs of solid fire down black chutes
turning molten steel with tongs
till the pieces dropped like dragons'
souls into the hiss and steam of cold water.

It was enough to make a schoolboy confess
all the sins he'd committed, considered or overheard.
My fear of girls burned away,
I clutched the heand of the one in front of me.

She led me on
deeper into a furnace we couldn't be
dressed for, where visored men under hoods
swung bucketsful of setting suns
far above our combed hair.

And the noise! Loud as lava
spewing from the gut of the earth,
it battered up against our soft skin
so we couldn't hear each other yell.

There in the black maw
punctuated by sparks, by cauldrons ad clamoring
the dizzy heat singed our eyebrows and lashes
till we backed off, eyeing the exits — oh!
what awful things men do in the dark
to make what they call a living.

J. Clements
Ann Arbor, Michigan

SECOND PLACE

**My Brother and I bag grass
in Connecticut**

A long time ago
a man drowned
in Rippowam Swamp
behind our house.
Neighbors say
they can stil hear
his screams, still see
those thick green bubbles.
That an oriental woman rose
from her bed and
cracked her husband's jaw.
That one night
on Brandywine Hill
a bat dreamed
of caves and fruit and cows
in the silver bed
of a woman's hair.
That a man chopped up
a copperhead with his shovel
and it grew back
and wiggled up his driveway.
My brother said these woods were haunted.
We swung our bags side by side.
We only stopped for four leaf clovers
then turned our bags upside down.
We loved the smell of fresh cut grass,
our ghost rippling behind our backs.

Janet Goldberg
Berkeley, Calif. 94709

THIRD PLACE

Alteration

Light unravels from the sky,
row upon row of stitches drop.
The garment shrinks
reduced to a narrow hem
too small,
this day no longer fits.

Aileen Tennyson
Greensboro, North Carolina

Variations

HONORABLE

MENTION

what a fearful thing
to love what
death fingers
to fear
what death lingers
to finger what
loves death
to die
fearing love
to linger—
endless fugues
of pain
pounding organs
in hopeless chords
some find peace

Karin Konkle
New York, New York

**Glimpsing a Colleague's Ex-Wife
Away From Greece**

Jack, I saw Linda the other day, against the rain—
flushed bricks of my little university. Her graying
blondeness
still a light against the wind-wet stones
if blending in more gently, somewhat, now.

Time will everything to shadows.

Peggy Lin
Chicago, Illinois

Self-Possession

Marie, who is of marriageable age,
Poses among poesies about posies
And poses pretty prettily, I'd say.
She often loiters in a millinery shop
Which caters to a carriage-trade clientele.
Her father, a military fop,
Has rejected some sixteen suitors (no less!)
As unsuitable or insouciant
Or simply inadequately servile
Or vile. Now she has decided to manage
To take matters into her own hands:
She poses 'mongst the poesies naked
For a toney men's magazine of both
Repute and ill-repute (depending on
Who's imputing, of course). Soon she will be,
Pert and perky, A hot item, A house-hold word
And A news-stand standard: she figures
She is her own best advertisement.

Seth R. Katz
Chicago, Illinois

Love

She stangled him with strands of gold
That fell against his neck and
Tightened, oh so slowly.
She caught him unaware and wrapped him
In a web of cold emotion.
She smothered him with heartless platitudes,
Then left.
He hung, suspended by the promise of her return
Among the empty, swinging cases of
Her former loves.

Marla Stevens
Waco, Texas

Life Sentence

Six
Hundred
Thousand
Hours I heard
In boldface loud authority,
A published knell of black and bleached bone.

Now as I lie in darkness somewhere
Less than six hundred thousand
It touches, covers me with red
Silence in each change minute
Of the watchguard by my bed,
Silent steady slicing life
Into lifeless
Pieces.

Kevin Eubanks
Waco, Texas

Antiqued Lover

She was at a time in her youth neither child, nor bolder,
on the line between light and shadow.
Possessed in her was an immense contrast,
the lunar line between intense heat and intense cold.

She walked beneath the intermittent cover of the trees,
her face an artists' racing dream of shading;
frustration, her constant motion.
Until captured, still, in his perspective,

Like a passive dray waiting patiently,
unawares in the dust of dry days,
for the driver to appear and lead her away,
down the sere lane of inexorable routine.

James Stuart Nolte
Potsdam, New York



The Directory

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- Mr. H. Douglas White Rocky Mount
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- Dr. Bruce E. Whitaker Murfreesboro
President, Chowan College

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Revelle, Bureson, Lee, and Revelle <i>General Counsels</i>	Murfreesboro
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The Administration

Bruce E. Whitaker	<i>President of the College</i>
B. Franklin Lowe, Jr.	<i>Dean of the College</i>
Ben C. Sutton	<i>Business Manager</i>
R. Clayton Lewis.	<i>Dean of Students</i>
E. Vincent "Vint" Tilson	<i>Director of Development</i>
R. Hargus Taylor	<i>Chaplain to the College</i>
James G. Garrison	<i>Director of Athletics</i>
Darrell H. Nicholson	<i>Registrar</i>
James Earl Dilday	<i>Associate Dean of Students</i>
Clifton S. Collins.	<i>Director of Financial Planning</i>
Philip L. Royce	<i>Director of College Relations</i>
_____	<i>Associate Director of Development</i>
Winslow L. Carter	<i>Director of Admissions</i>
John A. Williamson	<i>Admissions</i>
Richard Scott King	<i>Admissions</i>
Cynthia A. Lawson	<i>Admissions</i>
Craig A. Vick	<i>Admissions</i>
Linda E. Tripp	<i>Director of Counseling and Career Development</i>
H. Thomas Appenzeller, Jr.	<i>Assistant to the Director of Athletics</i>
Ronnie M. Sumner	<i>Chief Accountant</i>
Jack A. Hassell	<i>Director of Physical Plant</i>
A. Linda Hassell	<i>Administrative Assistant in Student Development</i>
Kathryn Appenzeller	<i>Director of Health Services</i>
E. Frank Stephenson, Jr.	<i>Project Director — Upward Bound</i>
Carla S. Chamblee	<i>Counselor — Upward Bound</i>

Administrative Assistants

- Mrs. Marie V. Landing *Secretary to the President*
 Mrs. Patricia B. Pearce *Secretary to the Dean of the College*
 Mrs. Kathleen R. Outlaw *Secretary to the Dean of Students*
 Mrs. Peggy R. Hare *Secretary to the Business Manager*
 Mrs. Bertha L. Brown *Accounts Payable Clerk*
 Mrs. Julie Emory *Cashier*
 Mrs. Lynn W. Gray *Secretary to the Chaplain*
 Mrs. Bettie W. Whitley *Secretary to the Director of Development*
 Mrs. Dorothy W. Byrum *Secretary/Alumni and College Relations*
 Mrs. Sue H. Rose *Administrative Assistant-Registrar*
 Mrs. Betty W. Rose *Administrative Assistant-Registrar*
 Mrs. Sherry D. Duncan *Systems Operator*
 Mrs. Hilda L. Gatling *Secretary/Office of Financial Aid*
 Mrs. Shirley R. White *Secretary/Office of Admissions*
 Mrs. Betty F. Godwin *Secretary/Office of Admissions*
 Mrs. Trudy M. Gibson *Secretary/Graphic Communications*
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 Mrs. Madelyn M. McKeon *Secretary/Athletic Department*
 Mrs. Bettie S. Colson *Switchboard*
 Mrs. Neal Stanfield *Secretary/Physical Plant*
 Mrs. Aldeen P. Gatewood *Manager/Student Store*
 Mrs. Alicia Glasby *Secretary/Department of Fine Arts*
 Mrs. Barbara D. Gosnell *Technical Assistant/Library*
 Mrs. Doris T. Taylor *Technical Assistant/Library*



The Faculty

- Bruce E. Whitaker (1957)** *President of the College*
B.A., Wake Forest University
B.D., TH.M., Ph.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
- 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, East Carolina University
- Stephen Lee Bowman (1988)** *Printing Technology*
A.G.A., Chowan College
B.A., Campbell University
Additional Study, Southeastern Baptist Theological Seminary,
Norfolk State University
- Sandra N. Boyce, (1978)** *English, Drama*
B.A., M.A., University of North Carolina at Chapel Hill
Additional Graduate Study - CBN University
- 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
- Robert J. Burke, (1980)** *Physical Education*
B.S., Campbell College
M.A., North Carolina A.&T. State University
Additional Graduate Study, East Carolina University, Hampton University,
Appalachian State University
- Elaine A. Casmus, (1986)** *Merchandise Management*
B.A., Radford University
M.A., Virginia Polytechnic Institute and State University
Additional Graduate Study - Old Dominion University
- Robert J. Casmus, (1985)** *Athletic Trainer, Physical Education*
B.S., Temple University
M.S., University of Arizona
Additional Graduate Study, Pennsylvania State University, East Carolina University
- James M. Chamblee, (1959)** *Music, Chairman*
B.A., University of North Carolina at Chapel Hill
M.A., Columbia University
Ph.D., University of North Carolina at Chapel Hill
Department of Fine Arts
- Janet H. 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 Women's University, University
of North Carolina at Greensboro, Massachusetts Maritime Academy, Rocky Mountain College,
George William College, Texas A&M University, Wake Forest University

166—The Directory

- John H. Davis, (1981) English
B.A., University of Montevallo
M.A., Auburn University
Ph.D., Auburn University
- 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, Georgia Southern University, Syracuse 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, Indiana State University, University of Pennsylvania, Eastern Connecticut State University, William and Mary
- Renee R. Drake, (1986) Business
A.S., Chowan College
B.S., Atlantic Christian College
M.S., Old Dominion University
- Andrea I. Eason, (1969) Business
A.A., Independence Community College
B.S., Kansas State College
M.Ed., Virginia Polytechnic Institute
Additional Graduate Study, Kansas State College, Memphis State University, Virginia Polytechnic Institute, University of South Alabama, Old Dominion University, Widener University, University of Tennessee, Central State University
- Patricia B. Edwards, (1961) Business
B.S., M.A., Appalachian State University
Additional Graduate Study, University of Nebraska (correspondence), Appalachian State University, Georgia State University
- Joyce Elliott, (1984) Speech
B.A., University of Kansas
M.F.A., Yale University
Ed.D., Columbia University
- Douglas E. Eubank (1971-79, 1983) 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*
B.S., University of Alabama
M.A.T., University of Montevallo
M.S., Auburn University
Ph.D., Auburn University
Department of Science
- Susan B. Fecho (1987) Art
B.F.A., East Carolina University
M.F.A., East Carolina University
Additional Study, University of London
- James G. Garrison, (1958) 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
Director of Athletics

- Carl L. Garrott (1984) French, Spanish
 A.B., Kentucky State University
 M.A., Tennessee State University
 Ed.S., Western Kentucky University
 Ed.D., University of Kentucky
- Herman W. Gatewood, (1963) Printing Technology, *Chairman*
 Attended Danville Technical Institute,
 Graphic Arts Diploma
 Additional Study, Chowan College, Old Dominion University
- Mark S. Genshaw, (1986) Printing Technology
 A.P.T., Chowan College
 B.S., Arkansas State University
- Douglas Lloyd Gleason, (1978) Photography
 A.A.S., Randolph Technical Institute
 B.A., University of South Florida
 M.A., University of Florida
- 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
 Additional Graduate Study, East Carolina University
- M. Dwaine Greene, (1986) Religion, *Chairman*
 B.A., Campbell University
 M.A., Wake Forest
 Ph.D., University of Virginia
 Department of Religion and Philosophy
- 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, Illinois State University,
 James Mason University.
- Geraldine L. Harris, (1966) Head Librarian
 B.S., M.A., East Carolina University
 Additional Graduate Study, Florida State University, UNC-Greensboro
- 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 California-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, James Madison University, Lake Forest University,
 Memphis State University, California State University, Central State University

Dorothy C. Hill (1987) English

B.A., Carson-Newman College
M.A., Middleburg College
Ph.D., University of North Carolina at Chapel Hill

Hattie R. Jones, (1965) Business

B.S., Concord College
M.Ed., Virginia Polytechnic Institute
Additional Graduate Study, University of Tennessee, College of William and Mary, University of North Carolina at Greensboro, University of Dayton, University of South Alabama
Memphis State University

R. Clayton Lewis, (1968) Dean of Students, History

B.A., Wake Forest University
M.A., East Carolina University
Additional Graduate Study, University of North Carolina at Chapel Hill

Stanley A. Mitchell, (1977) Art

B.F.A., M.A., East Carolina University
Additional Graduate Study, Virginia Commonwealth University, UNC Chapel Hill,
Parson's School of Design

Robert G. Mulder, Jr., (1965) English

A.A., Chowan College
B.S., M.A., East Carolina University
Additional Graduate Study, University of North Carolina at Chapel Hill, University of Richmond,
University of Mississippi

Darrell H. Nicholson, (1968) Registrar, English

B.A., University of Illinois
M.S., Southern Illinois University
M.A., University of Louisville
Additional Graduate Study, University of New Hampshire

Rene' C. Osborne (1987) Physical Education

B.A., University of North Carolina at Chapel Hill
M.A.E., East Carolina University
Additional Graduate Study, East Carolina University

Dr. Calvin I. Owens, (1981) Mathematics, *Chairman*

B.S., East Carolina University
M.A., Duke University
Ph.D., University of Tennessee
Department of Mathematics

David W. Parker (1973) Art

A.A., Campbell College
B.A., M.F.A., East Carolina University
Additional Graduate Study, Melbourne University, National Gallery Art School, East Carolina University

Earl H. Parker (1969) Religion

B.A., Wake Forest University
M.Div., Yale University
Ph.D., University of Edinburgh
Additional Graduate Study, Duke University, University of Manchester

Charles L. Paul, (1963) Social Science

A.A., Chowan College
B.A., Carson-Newman College
B.D., Southeastern Baptist Theological Seminary
M.A., East Carolina University
Additional Graduate Study, University of North Carolina at Chapel Hill, East Carolina University,
European Study Tour, State University of New York College at Brockport

- Thomas E. Ruffin, Jr. (1957) Business
 B.S., M.A., East Carolina University
 Additional Graduate Study, Northwestern University, Georgia State
 College, East Carolina University
- Carol S. Sexton, (1966) Assistant Librarian
 A.A., Lees-McRae Junior College
 B.A., North Carolina Wesleyan College
 M.L.S., University of North Carolina at Chapel Hill
- Warren G. Sexton, (1959) Social Science, *Acting Chairman*
 A.A., Lees-McRae Junior College
 B.S., M.A., Appalachian State University
 Additional Graduate Study, University of North Carolina at Chapel Hill
 Department of Social Science
- Carl H. Simmons, (1963) Mathematics
 B.S., Union University
 M.A., West Virginia University
 Additional Graduate Study, East Carolina University, Rutgers University, Oklahoma State
 University, Vanderbilt University
- Rebecca L. Smith, (1986) Mathematics
 B.S., East Carolina University
 M.A., East Carolina University
- William B. Sowell, (1955) Printing Technology
 A.A., Diploma in Graphic Arts, Chowan College
 B.S., East Carolina University
 Graduate Study, East Carolina University
- Daniel C. Surface (1970-75, 1979) Physical Education, *Chairman*
 A.B., Guilford College
 M.S., University of Tennessee
 Additional Graduate Study, College of William and Mary, University of
 North Carolina-Greensboro, Virginia Polytechnic Institute,
 Azusa Pacific College, East Carolina University
 Department of Physical Education
- Valerie H. Sutton, (1986) English
 B.A., East Carolina University
 M.A., East Carolina University
- Gilbert A. Tripp, Jr., (1967) Science
 B.S., Campbell College
 M.A., East Carolina University
 Additional Graduate Study, Converse College, East Carolina University, North Carolina State University
 at Raleigh, UNC-Greensboro
- John S. Virkler (1987) Economics, Government
 B.A., University of Richmond
 M.Div., Southwestern Baptist Theological Seminary
 M.A.T., Auburn University
 M.A., University of Virginia
 M.A., Auburn University
 Additional Graduate Study: University of Virginia, International Institute
 on Human Rights (Strasbourg, France), UNC-Chapel Hill
- Dorothy A. Wallace, (1965) Business, *Chairman*
 B.S., Radford College
 M.S., Virginia Polytechnic Institute
 Additional Graduate Study, University of Maryland, University of Missouri, University of South Alabama,
 UNC-Chapel Hill
 Department of Business
- L. M. Wallace, Jr., (1958) Business
 B.S., M.A., East Carolina University
 Additional Graduate Study, Colorado State College, North Carolina State University at Raleigh,
 University of Missouri, University of Maryland

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Esther A. Whitaker, (1957) Religion

B.S., Appalachian State University
M.R.E., Southern Baptist Theological Seminary
M.A., George Peabody College for Teachers
Additional Graduate Study, Union Theological Seminary, Hebrew Union College Biblical and
Archeological School

G. Kenneth Wolfskill, (1973) English, *Chairman*

B.S., Samford University
M.A., University of Kentucky
Ph.D., University of North Carolina at Chapel Hill
Additional Graduate Study, University of Florida
Department of Literature and Language

Katherine R. Wood, (1977) Assistant Librarian

B.A., Meredith College
M.A.E., East Carolina University
M.L.S., East Carolina University

Norman Edward Wooten, (1967) Mathematics

B.S., Wake Forest University
M.A., Wake Forest University
Additional Graduate Study, East Carolina University, The College of William and Mary

The Emeriti

- Undine W. Barnhill, (1965-1978)** 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, Appalachian State University
- Anna Belle Crouch, (1958-1983)** English, Speech
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
- Daisy Lou Mixon, (1951-1978)** Religion, Chairman
Department of Religion and Philosophy
B.A., Winthrop College
B.R.E., M.R.E., Southern Baptist Theological Seminary
Additional Graduate Study, New York University, Union Theological Seminary
- Almira H. Ockerman, (1965-1974)** Nursing, Chairman
Department of Nursing
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Additional Graduate Study, Washington University at St. Louis, New York University
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Department of Religion and Philosophy
B.A., Wake Forest University
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Additional Graduate Study, Union Theological Seminary, Hebrew Union College-Biblical and Archaeological School
- Bela Udvarnoki, (1952-1963)** Social Science
Undergraduate Degree, University of Budapest
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Murfreesboro, North Carolina

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