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**HANDBOOK FOR
STUDENTS
1966-1967**

ST. ANDREWS PRESBYTERIAN COLLEGE

CALENDAR FOR 1966-67

August	27	Saturday	Faculty Conference
	28	Sunday	New Students Arrive
	29	Monday	Orientation of New Students Faculty Dinner — 7:00 p. m.
	30	Tuesday	Registration
	31	Wednesday	Classes begin (8:00 a. m.)
October	14-20	Friday-Thursday	Mid-semester testing
	21-24	Friday-Monday	Fall Holidays: Thursday 5:00 p. m. 8:00 a. m. Tuesday
	25	Tuesday	Mid-semester grades due
November	21-26	Monday-Saturday	Registration Conferences
December	3- 4	Saturday-Sunday	Campus Christmas Activities
	15	Thursday	Exams begin
	21	Wednesday	Exams end
	22	Thursday	Special Grades due
January	4	Wednesday	Semester Grades due
	15-16	Thursday-Wednesday	Faculty Conference
	16	Christmas Vacation	
		Ends	
	16	Monday	New Students arrive for second semester
	17	Tuesday	Registration for second semester
	18	Wednesday	Classes begin (8:00 a. m.)
March	2- 8	Thursday-Wednesday	Mid-semester testing
	11	Saturday	Mid-semester Grades due
	12-19	Sunday-Sunday	Spring Vacation
	20	Monday	Classes resume (8:00 a. m.)
April	3-15	Monday-Saturday	Registration Conferences
May	10	Wednesday	Reading Day
	11	Thursday	Exams begin
	18	Thursday	Exams end
	19	Friday	Semester Grades due
	21	Sunday	Baccalaureate Sermon and Graduation Exercises



St. Andrews Presbyterian College Handbook For Students

NAME _____

Hellekson

CAMPUS ADDRESS _____

EXTENSION _____

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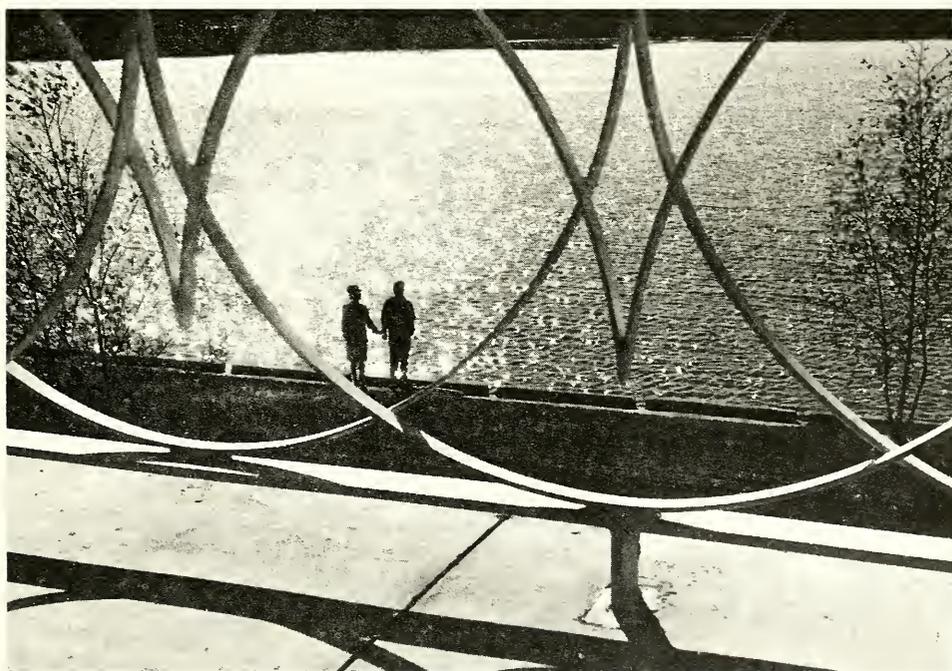
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INTRODUCTION



PREFACE

There's something about St. Andrews that's exciting. Perhaps it's the fact that a student and his professor can engage in philosophical discussion after the student has just flunked a C & C quiz! Perhaps it's the fact that faculty and administration and students all mesh together to form a composite community. Or perhaps it's the fact that students can cut across social status and external appearances in order to form meaningful and significant relationships. Whatever the explanation, behind these facts stand what can be called the "spirit of St. Andrews." This "spirit" is contained in the College Charter:

St. Andrews Presbyterian College "shall exist in perpetuity for the purpose of nurturing and strengthening faith in Christ as Saviour and Lord, of promoting Christian education, and of extending the influence of liberal education of high quality. To this end it will ever maintain an emphasis upon Christian living and scholarship in an academic community made up of persons dedicated to the promulgation and practice of Christian ideals in all areas of life."

It is also contained in the College Catalog:

"St. Andrews Presbyterian College represents a new venture in Christian higher education. To justify the faith of its founders, St. Andrews must challenge complacency and mediocrity in all of life. It seeks to combine without apology the love of God and the love of learning, the spiritual and the intellectual, and is committed to the pursuit of excellence in its academic, its social, and its religious program."

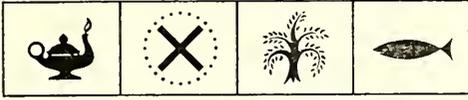
This handbook is an attempt to embrace this spirit as well as the regulations of this College. It contains the guiding philosophy which stands behind all policies and procedures.

It is therefore essential that each student be familiar with the rules set forth in this handbook, which is the central and original point of reference for all students. It is hoped that a working knowledge of these regulations shall then instill "the spirit of St. Andrews."

Freshmen will be tested on that information which will most directly affect their life as a student.

The Handbook Committee has, in the end, enjoyed the opportunity of presenting this handbook, and has learned much in the process. Questions should be directed to members of this committee and the Orientation Committee.

HANDBOOK COMMITTEE: Roger Pike, Chairman; Tom Bower, Ann Covington, Peggy Gamble, and Lynne Pou.



ST. ANDREWS PRESBYTERIAN COLLEGE
LAURINBURG, NORTH CAROLINA

To All Members of the Student Body:

Welcome to St. Andrews!

Each fall I feel a new excitement as we approach the opening of school. There will be new faculty members, new students in all classes, new courses, and above all, new opportunities for lifting our horizons and looking into new fields of knowledge. There also will be old friends to welcome us back.

It is my hope that each of you will look upon the experience which lies before you this year from an adult point of view. A college is not for children. It is for adults and we treat you like an adult until you make us treat you like a child.

Here are some of the childish attitudes which all have to discard if we are to mature and grow up: that all study is hard and anything that is hard is bad; that the faculty is your enemy and you must take a stance of resistance against them; that the administration is here to curb your freedom and act as policemen.

One of your problems on campus will be your new-found freedom. There are no baby-sitters in college, no one to watch over your study habits, to tell you when to start work on that paper which is due next week, that exam which is just ahead, or that assignment which comes up tomorrow.

Right at this point it may be well to remind you that those students who still have one foot in childhood usually threaten to leave school. These are the drop-outs you've heard so much about. They simply lack the stamina to keep at it when the going gets rough. If you fold up at this point and go home, or if you wander from college to college looking for a soft place to land, you are establishing a pattern of failure which may haunt you the rest of your life.

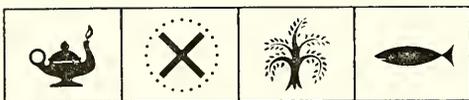
Remember that St. Andrews is a church college, owned by the Presbyterians of North Carolina. You are their guests here. The church expects certain things of us because we are a Christian institution. I am certain that you will respect this and will act accordingly.

We are here to help. I hope you have a good year. Bless you, knights of St. Andrews!

Cordially,

A handwritten signature in cursive script that reads "Ansley C. Moore".

Ansley C. Moore
President



ST. ANDREWS PRESBYTERIAN COLLEGE
LAURINBURG, NORTH CAROLINA

Welcome to a new year at St. Andrews!

I would like to take this opportunity to welcome all of you to St. Andrews on behalf of the Student Association. I feel sure that you will soon develop a lasting pride in our growing institution: the beautiful campus, the spirited athletic program, the versatile array of extra-curricular activities, and the friendly atmosphere.

Your primary purpose at St. Andrews is to continue your education. Always try your best in academic subjects. However, besides developing your mind, you will have many opportunities to further develop your personality and character. The opportunity constantly to improve yourself through personal relationships is unlimited. I feel that one of the big areas in which you might become more familiar with your classmates and professors is the Student Association. You will find that your Student Association is related in some manner to almost everything you will do during your college career. Its purpose is simply to make St. Andrews a better place in which to live and learn. It can do little, however, unless you feel free to call upon it and this means your active support.

Participation in student government provides a learning experience through the solution of problems which are of concern to all students. I challenge you to take an interest in student affairs to develop the leadership and initiative necessary for the acceptance of responsibility.

In conclusion, I feel the following statement by a fellow student leader is very appropriate to our situation at St. Andrews: "Right now, St. Andrews is our life, the mainstay of our diet. St. Andrews, and all she has to offer us, is ours. We can explore whether we walk around the campus or sit in the library. We will do something about the things we are thinking about. We can say, 'Listen, world! Listen to us! You must, because we are all you have, and make the nations glad they heard.'"

I offer you best wishes for the coming year.

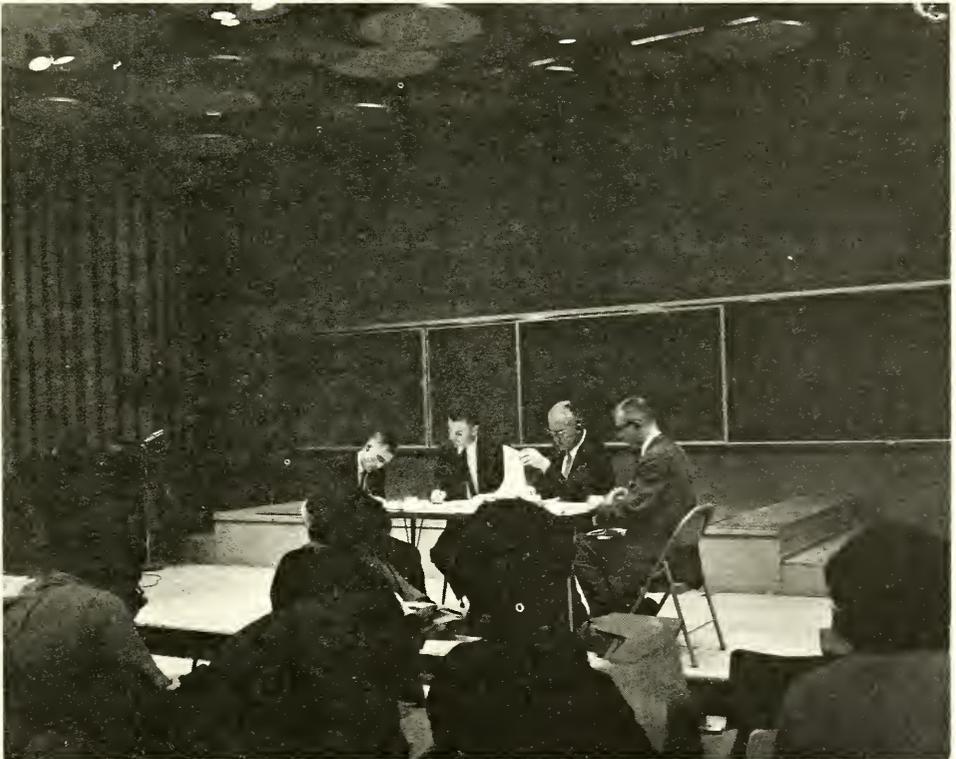
Sincerely,

A handwritten signature in cursive script that reads "Bob Anderson".

Bob Anderson

Student Association President

ADMINISTRATION AND FACULTY



THE COLLEGE ADMINISTRATION

The administrative staff leaders, listed below, with assistants as indicated in various areas of operation at St. Andrews, are the official representatives of Dr. Ansley C. Moore, President of the College, for overall co-ordination of the functions with which they are identified.

Academic Affairs

Dr. Robert F. Davidson, Dean of the College, serves as official in charge when the President is absent from the campus. Dr. Davidson is Chairman of the Faculty Executive Committee, and is the official representative of the faculty in matters of academic nature which students may raise or wish to appeal. Major college operations follow:

1. College Library, Mrs. Carl Bennett
2. Office of the Registrar, Mr. Edward Gross, Registrar; and Mrs. Margaret Hurley, Assistant Registrar
3. Summer School and Adult Education, Dr. Louis C. LaMotte, Director
4. Academic Division matters, including questions relating to transfer and to major field concentration, should be referred to the **Division Chairmen:**
 - a. Education and Psychology:
Dr. John P. Daughtrey
 - b. History and Social Science:
Dr. Harry L. Harvin
 - c. Language and Literature:
Dr. W. D. White
 - d. Music, Art, and Drama:
Mr. Franklin West
 - e. Natural Science and Mathematics:
Dr. Fred West, Acting Chairman
 - f. Religion and Philosophy:
Dr. Leslie Bullock
 - g. Physical Education:
Mr. Rufus Hackney
5. Admissions Official, Mr. Rodger Decker, Dean of Admissions, (see below) serves as Assistant Dean of the College and assists Dean Davidson in the various academic operations listed above and may be seen for consultation as designated by the Dean of the College.
6. Dean Davidson and Dean Decker are liaison officers for referral in matters relating to academic policy and procedures of interest to students, particularly as such matters may relate to Faculty Executive Committee business.

Admissions

Mr. Decker serves as Chairman of the Admissions Committee and coordinates student recruitment and relations with churches and high schools in matters relating to the admission of students, campus visitations, and related affairs.

Business and Financial Affairs

Mr. Silas Vaughn is College Business Manager and is overall head of the various operations relating to financial, plant management, and student services relating to the Bookstore and Post Office. Other operational unity, and staff assistants providing leadership in the area residing with the Business Manager are:

1. Mr. Harold Babcock, Campus Engineer
2. Mr. Lindsey Thomas, Accountant, Office of the Business Manager.
NOTE: Contracts for services, and solicitations, require the approval of the Business Manager.
3. Mr. Bernard W. Kerrick, Food Service Director; Mr. John Hulka, Assistant Food Service Director.

Development and Public Relations

Mr. Stan Bell is Director of Development, Mr. Badger Johnson is Assistant Director of Development, and Mr. Jack Abernathy is Director of News and Publications.

Student Affairs

Dr. Ralph G. Hester, Dean of Students, serves as overall co-ordinator of those out-of-class affairs of students which are not provided for in the functions of other staff and faculty officials as indicated in the previous sections. Assisting Dean Hester as primary points of reference for particular areas of student life are the following:

1. Miss Patricia G. McQueen, Assistant Dean of Students, and primary staff liaison for women's affairs and counseling.
2. Mr. George Richard Wells, Assistant Dean of Students, and primary staff liaison for men's affairs and counseling.
3. Mr. John B. Hiott, Director of Financial Aid, is the appropriate point of reference for matters relating to student financial assistance and for part-time and vacation-time employment off campus.

Other personnel available for assistance in the student affairs areas and offices are the following:

1. Mrs. Elizabeth Dove, Student Center Hostess.
2. Mrs. Betty Parker, Secretary to the Student Affairs Office.
3. Miss Betty Stone, Secretary to Dean Hester.

College Pastor

Mr. Robert F. Davenport is the college pastor. He conducts chapel services and is available for personal counseling.

THE COLLEGE FACULTY

Representatives of the St. Andrews faculty work with the Dean of the College and the Dean of Students in two primary areas of interest to students. In matters of **academic affairs**, the student's point of reference is the Faculty Executive Committee through the Dean of the College, its Chairman, or through Mr. Geffert, its Secretary. In **non-academic affairs**, the student's point of referral is the Student Life Committee through the Dean of Students, its Chairman, or through Miss McQueen, its Secretary. In matters of major discipline, or review or appeal of Student Judiciary Board judgments, the joint Student-Faculty Appellate Board is the student's point of referral. Assistant Dean Wells and Professor Geffert, and Assistant Dean McQueen and Mr. Skinner are the staff and faculty representatives, respectively, for the two major judicial bodies. (For description of basic judicial policies and procedures, see page 27 of this handbook.)

Faculty/Staff members authorized for the 1966-1967 academic year for the two primary committees charged with overall authority and responsibility in matters of most frequent concern to students follow:

1. Faculty Executive Committee:

Dr. Moore, ex-officio
Dr. Alexander
Mr. Bell
Dr. Carl Bennett
Dr. Carver
Dr. Davidson, Chairman
Mr. Decker
Mr. Geffert, Secretary
Dr. Hester
Dr. Smith
Dr. W. D. White

2. Student Life Committee

Dr. Doubles
Dr. Hester, Chairman
Miss McQueen, Secretary
Mr. Skinner
Dr. Smith
Miss Williams
Dr. Williamson
Bob Anderson
Ed Butterworth
Laurence Smith

Students are urged to maintain frequent contact with assigned Faculty Advisers who are anxious to discuss personal as well as academic matters with their advisees. Faculty Advisers, as do all staff and faculty personnel, maintain office hours for conferences with students; however, students should plan appointment times in order to be assured of having sufficient time for full consideration of matters of interest. Except for discussion and distribution of grade reports, other meetings of Advisers and Advisees are to be arranged **by the students.**

BASIC COLLEGE REGULATIONS



GENERAL GUIDES

Insofar as possible, specific rules are kept to a minimum in favor of statements of basic principles. Through their representative leaders, students are encouraged to assist in formulation of college regulations which are designed to promote the general welfare and well-being of all students, the College, its programs, personnel and property. Recommendations for change, when cleared by the appropriate student, or administrative, or faculty group, or by a joint group having operational leadership, so delegated, are subject to final review and action by the President of St. Andrews.

The following basic guides cite the fundamental principles for student conduct in academic and out-of-class relations:

1. All students are expected to remain in good standing, academically and as citizens, to continue at St. Andrews. Acceptable progress toward a degree in an approved program, and including regular attendance at classes, at chapel, and at other assemblies as scheduled, exemplify an essential aspect of this principle.

2. High moral standards in personal behavior are expected. Dishonesty, gambling, hazing and profanity, are not acceptable in a Christian educational setting, nor may students consume or possess alcoholic beverages on campus or at College events off campus. Further, any conduct of a nature which draws attention to one's self whether on or off campus, and which shows obvious disregard for the reputation of other students or the College, whether drinking or otherwise, will subject the student to appropriate action. The appropriate judicial authorities of the College will exercise judgment subject to review by the President of St. Andrews or his official representative.

3. Good citizenship is exemplified by the student's cooperation with his fellow student leaders, with college officials, and with others in positions of authority and responsibility for protection of the general well-being of persons and property. Observance of the various regulations of the College, coupled with good common-sense judgment when in doubt, will protect one from embarrassment in regard to citizenship expectations.

Note: All students, residents or non-residents, are under college jurisdiction when on campus or when attending or participating in a college-sponsored event. A college-sponsored event or college recognized event is one which is authorized and calendared as a part of the academic or student life programs whether or not organized or supervised directly by departmental or other groups affiliated with St. Andrews.

4. Two statements regarding personal conduct, within and outside the classroom, should be helpful. One, the "Honor System" at St. Andrews, relates guides relative to certain personal honor expectations and procedures. The second relates interpretation of certain moral standards.

- a. The St. Andrews Honor System was adopted by the Student Body and was approved by the Faculty and Administration during the spring of 1966. It follows.

HONOR AT ST. ANDREWS

St. Andrews Presbyterian College is a community of responsible persons devoted to the ideals of integrity and honor. Members of the community have instituted the St. Andrews Honor Code in the belief that the integrity of the community rests upon the responsible action of all. Such lapses from individual personal honor as lying, cheating, and stealing are serious violations of community integrity and thus are the concern of all members of the community.

The Honor System of St. Andrews places the following offenses under the jurisdiction of the Judiciary Board:

- a. lying in official matters;
- b. academic cheating, including plagiarism;
- c. stealing.

Each member of the community (students, faculty, administration and staff personnel) bears responsibility for maintaining standards of conduct, and all are pledged to deal with violations of honor in a responsible way.

A person who violates the Honor Code is himself obligated to report his violation to a member of the Judiciary Board.

A witness to a violation of the Honor Code has an obligation to the community. He should fulfill his obligation in one of the following ways:

He may approach the suspected violator either in person or in writing and urge him to report the violation. If the suspected student does not act within a reasonable time, the witness is obligated to report the violation.

Anyone who witnesses a violation of the Honor Code may make a report directly to the Judiciary Board.

Each student upon matriculation at St. Andrews will sign the following pledge:

As a member of the Honor Community of St. Andrews, I pledge that I will not lie, cheat, or steal, nor will I tolerate this conduct in any other member of the community. I will do all within my power to uphold the high standard of integrity and honor of St. Andrews.

Members of the administration and faculty of St. Andrews pledge themselves to respect the spirit and intention of this Honor Code, and to support those who are charged with the responsibility of administering the Honor System.

- b. The statement which relates to certain moral standards was adopted by the Student Cabinet, the Judiciary Boards, and the Deans during the fall of 1965. It follows.

HIGH MORAL STANDARDS AT ST. ANDREWS

The Cabinet, Judiciary Boards, and the Deans are aware of your concern to know the position of St. Andrews regarding high moral standards and your responsibility toward this stand.

The characteristics and attitudes outlined in the several aims of St. Andrews (e.g., items (4) and (5), particularly) on page 5 of the **College Catalog**, the several statements of principle on pages 17-19 of the catalog, and the introductory statements to our "General Guides" as presented on page B-1 of the **Handbook for Students** state that high moral standards are expected of St. Andrews students, whether in on-campus or off-campus situations. **For example**, the sharing of rooms in a motel by unmarried persons, misuse of drugs, and other such behavior which is contrary to North Carolina statute obviously is contrary to standards expected of St. Andrews students.

In these "General Guides" there is the stated intention to avoid specific rules in favor of basic principles. We believe that this is in keeping with the Christian philosophy of this College. We must encourage each other to become more responsible persons who will insist upon and respect the good reputation of other students and the College, as well as ourselves as individuals. This gives meaning to our motto, "Excellence for Christ," in out-of-class as well as academic relationships.

The Judiciary Boards are committed to review carefully each case as it comes to their attention and to take whatever steps may be necessary to help students better understand their obligations to themselves and to others so that the well-being of each and all members of the college community will be served.

Specific Regulations

In the pages which follow, three major sections relate academic, probationary, and out-of-class regulations which give additional meaning to the general guides indicated above. Each should be reviewed carefully by all students, and where questions may arise, questions should be referred to the offices indicated as having jurisdiction relating to each section.

I. ACADEMIC REGULATIONS

The following regulations relate primarily to academic expectations under the general coordination of the Dean of the College and his staff and are subject to review as necessary by the Faculty Executive Committee. Faculty Advisers, the Deans of Students, and other officers of the college may advise students relative to these regulations; however, when interpretations may be needed, such questions are to be referred to one of the academic deans or to the Chairman of the Faculty Executive Committee.

A. Registration

Toward the close of each semester, each student **must** plan his course program for the succeeding semester (and summer school, when appropriate) and initiate registration conference with his Faculty Adviser. New students confer

with their Faculty Advisers during the orientation period. Final registration is completed at designated times for all students at the beginning of each semester. All courses and changes in course program **must** be approved by the Faculty Adviser.

B. Course Load

The normal student load is **15** or **16** credit hours per semester.* Permission to take more than a normal load is based upon the student's previous academic record. Seventeen hours may be granted by the Faculty Adviser. Application for more than 17 hours* must be made to the Dean of the College with the approval of the Faculty Adviser. Under no circumstances will a student be permitted to take more than 19* semester hours. **Regularly enrolled** students must carry a minimum of 12* semester hours. If a student's course enrollment falls below this minimum, he may be asked to withdraw from the college. If for some approved reason a student is registered for less than 12 semester hours, he is classified either as a **special** degree student, or as a **special non-degree student**.

C. Attendance Regulations

In the attendance regulations which follow, it is to be understood that neither faculty advisers nor the deans may provide excuses for class or laboratory absences. These officials, and the Health Center Staff, may present information to instructors concerned as to the relative need for the student's absence from class or laboratory; however, the judgment as to whether missed class or laboratory meetings, assignments, or examinations may or can be made up rests with the individual instructor.

*Exclusive of physical education and/or choir.

1. General College Policy

Regular class attendance is an important student obligation and a student is responsible for all the work, including tests and written work, done in all class meetings. No right or privilege exists which authorizes a student to be absent from any given number of class meetings.

With the exceptions noted below, class attendance is a concern and responsibility of the student himself and of his instructor. When absences from class endanger a student's academic standing or indicate serious lack of commitment to the work of the course, appropriate action will be taken by the instructor to remedy this situation.

In such cases the following procedures will be adopted:

- a. The instructor may discuss the matter informally with the student.
- b. If class absences continue, the instructor will report the situation to the student and to the dean of the college upon forms provided for this purpose.
- c. The dean will formally notify the student, his adviser and parents of the serious problem caused by the student's absences from class.
- d. If class absences continue, the instructor may either drop the student from the class or, if he believes it more desirable, may allow the student

to stay on his class roll and receive the appropriate grade for the semester. Especially when the integrity of the class itself is threatened, the student should be dropped by the instructor. He can be dropped either with a "WF" or a "WI" (withdrawn involuntarily), whichever the instructor decides to be the more desirable in the circumstances. The registrar is notified of this action and informs the student.

2. Exceptions to the Above Policy

Exceptions to this general procedure will involve first semester freshmen, all students on probation, and all class meetings just before and just after holidays.

a. Freshmen in their First Semester at St. Andrews

In order to provide a transition period between high school and college, all absences for freshmen in their first semester will be reported to the registrar by the instructor, and in such cases the following procedures will be adopted:

1. When absences occur, the instructor may discuss the situation informally with the student.
2. Upon receiving a report of three (3) absences in any class, the registrar will send a formal letter of warning to the student and to his adviser.
3. If absences persist, the student upon written notice from the instructor to the registrar is placed upon probation by the registrar, and his adviser and parents are also informed of this action.
4. Should further absences occur, the student may be dropped from the course by the instructor with either a grade of "WF" or "WI" as the instructor feels most appropriate.

b. Students on Probation

In dealing with all students on probation, the following procedures will be adopted:

1. All absences of such students will be reported to the registrar.
2. The instructor may discuss the matter informally with the student.
3. Upon the report of two (2) absences in any class, the dean of the college will send a formal letter of warning to the student, his adviser and his parents.
4. If absences from class continue, the instructor may drop the student from the course with a grade of "WF" or "WI" as he feels most appropriate.

c. Absences Before and After Holidays

To preserve the integrity of the calendar and the academic program, students will be expected to attend all classes the two class days before and the two class days after each holiday. A record of absences in all such classes will be reported to the registrar by all instructors.

Students who are absent from these classes will be placed upon probation for the remainder of the semester. Students already on probation who miss such classes will be asked to appear before the Faculty Executive Committee for appropriate discipline, usually dismissal from the college.

3. Late Arrivals

When a student enters a class late, it is his responsibility to notify the instructor at the end of the period.

d. System of Grading

1. Each student receives a grade in his courses at the close of the semester. The mid-semester grades when given do not appear on a student's transcript; they are designed to give the student an indication of his progress. The system of grades is as follows:

Grade	Significance	Quality Points
A	Excellent	6 per sem. hr.
B+	Very Good	5 per sem. hr.
B	Good	4 per sem. hr.
C+	Above Average	3 per sem. hr.
C	Satisfactory	2 per sem. hr.
D	Passing	1 per sem. hr.
E	Conditional Failure	0
F	Failure	0
I	Incomplete	0
WP	Withdraw while passing	0
WF	Withdraw while failing	0

2. Quality points, the numerical equivalent of the letter grade, are used to determine the students' rank, in class, academic honors, and academic warning. To meet the minimum requirements for graduation all students must have (1) a quality point average of 2.0 on **all work attempted at St. Andrews**, (2) at least 124 hours of course work, (3) a quality point average of 2.0 on the final 30 hours of college work, and (4) a quality point average of 3.0 in the major field taken at St. Andrews.

3. Quality points on acceptable work transferred to St. Andrews will not be computed with a students' quality point ratio on work done at St. Andrews. All transfer credits to be accepted by St. Andrews must have the written approval of the Dean of the College.

4. A student's cumulative quality point ratio at St. Andrews (SACU) will be the basis on which honors and qualification for student offices will be computed.

5. A student must have completed 60 semester hours of work at St. Andrews to be eligible for the honor society or for honors at graduation. **The student's citizenship record also must be one of good standing.**

6. A student who enters St. Andrews with deficiencies will receive college credit for college course work done to remove these deficiencies, but will be required to take an equivalent number of additional hours to complete his degree at St. Andrews. For example, a student entering with no foreign language will receive credit for the 101-102 sequence, but will have to complete 130 hours with a "C" average on all hours attempted in order to graduate. A student

with two years of high school French who is unable to enter French 201, would get credit for repeating French 102, but would have to complete 127 hours with a "C" average to graduate.

e. Course Additions, Withdrawals, and Conditional Grades

1. Freshmen are permitted to drop courses with the approval of their Faculty Adviser for a period of three weeks following registration day without having this recorded on their permanent records; and upperclassmen are allowed a period of two weeks for dropping particular courses under the same conditions. After this time, a "WP" grade is given when the student withdraws **with the approval of his Faculty Adviser** while doing passing work; otherwise, a grade of "WF" is recorded. No student may withdraw from a course during the four weeks preceding the final recitation of the semester without the approval of the Faculty Executive Committee.

2. Students are permitted to add courses with the approval of their Faculty Adviser for a period of two weeks following registration day. Students who drop or add courses after academic registration, must do so in keeping with the proper form available in the Office of the Registrar. Complete instructions are provided on the form and it is essential that the student process this form in every detail in order for his records to be accurate. Merely discontinuing attendance is not sufficient; it is necessary that the **proper procedure be followed immediately** and the first step must be discussion of the matter with the Faculty Adviser.

3. Any student may be dropped for cause from any course at any time upon recommendation of the professor and approval of the Dean of the College. Sufficient cause for dropping a student would include **excessive absences** (see "Attendance Regulations"), **lack of preparation, general neglect, unwholesome attitude, or improper conduct in class** (see "Probation Guides").

4. The College Physician at any time may recommend to the Faculty Executive Committee that a student be allowed to drop a course for medical reasons. The Dean of the College or the Dean of Students may make a similar recommendation when circumstances surrounding a student's work are of an unusual nature. In such cases a grade of "W" will be recorded.

5. A grade of conditional failure (E) may be removed by re-examination. This must be accomplished within the third week of the following semester. Any exceptions must be authorized in advance by the Dean of the College. If not removed within the authorized time, the **E** becomes a failure, **F**.

6. An incomplete is given only when circumstances do not justify giving a specific grade. It must be removed within the first nine weeks of the following semester. Any exceptions must be authorized in advance by the Dean of the College. If not removed within the authorized time, the **I** becomes a failure, **F**.

7. A failure (F) cannot be removed from a student's record. However, if such course is repeated, the second grade is recorded as the final grade for the course. If the course is not required for graduation or for a major, it may be repeated only with the approval of the Faculty Adviser and the Dean of the College.

f. Examinations, Tests, and Reviews

1. A student who has final examinations in three successive periods may ask the Dean of the College or the Registrar for an adjustment in the time of such examinations.

2. A mid-semester testing period will be provided in the schedules made by the Registrar and it is expected that this schedule will be observed unless otherwise approved by the Dean of the College.

g. Academic Warnings

Academic performance which is not fully satisfactory will result in warnings at appropriate times. While probation notices are the most serious, other warnings such as oral admonitions from instructors or the Deans, or written notices from the Registrar, should be given immediate attention. Several specific conditions, however, are to be observed whether or not a warning is given. These follow:

1. Any regular student whose quality point ratio for the previous regular semester is less than 1.50 on all work attempted will be placed on probation, if permitted to continue at St. Andrews.

2. Any regular student who passes less than 9 semester hours of course work during the previous regular semester will be placed on probation, if permitted to continue at St. Andrews.

3. Any regular student whose quality point ratio for the previous regular semester is at least 1.50 but less than 2.0 on all work attempted, is having serious academic difficulty and will receive a written warning.

4. Special students enrolling for less than 12 semester hours will have their records and individual status reviewed separately by the Faculty Executive Committee.

5. At the beginning of each semester the Registrar will mail notices of academic warning and probation to the students concerned, with copies being mailed by the Registrar to the parents, guardian, or spouse. Copies will also be sent to the student's Faculty Adviser and the Office of Student Affairs. The Office of Student Affairs will, in turn, send lists to campus life leaders.

6. Summer school work will not remove a student from academic probation or warning; however, such study when approved by the Faculty Executive Committee will be counted in computing the required hours for readmission. Quality point deficiencies can be made up only at St. Andrews.

7. The Faculty Executive Committee may review a student's record at any time and invoke warning, probation or suspension, or remove a student from such status if, in the Committee's judgment, such action is warranted. Particular attention will be given to student records at each grading period.

h. Classification

The classification of a student depends upon the amount of college work and the number of quality points he has to his credit, and not upon the length of time he has been in college. A student is classified:

1. As a senior, upon completion of 90 semester hours with a grade point ratio of 1.9 on all work attempted at St. Andrews.

2. As a junior, upon completion of 58 semester hours with a grade point

ratio of 1.7 on all work attempted at St. Andrews.

3. As a sophomore, upon completion of 26 semester hours with a grade point ratio of 1.5 on all work attempted at St. Andrews.
4. As a freshman, if the regular admission requirements have been met.
5. As a special student, if, for some approved reason, he is registered for less than 12 semester hours.

i. Readmission

A student to maintain satisfactory progress toward a degree must pass at least 30 semester hours of course work each calendar year with a grade point ratio of 2.0 on all work attempted at St. Andrews. In order for a student to continue at St. Andrews, he must meet the following minimum standards:

1. To return for a second year, the student must have passed at least 26 semester hours with a grade point ratio of 1.50 on all work attempted at St. Andrews.
2. To return for a third year, the student must have passed at least 58 semester hours with a grade point ratio of 1.70 on all work attempted at St. Andrews. He must also have passed during the previous year a total of 24 semester hours and received 48 quality points.
3. To return for a fourth year, a student must have passed at least 90 semester hours with a grade point ratio of 1.9 on all work attempted at St. Andrews. He must also have passed during the previous years a total of 24 semester hours and received 48 quality points.
4. Additional considerations for readmission:
 - a. In meeting these requirements for continuation at St. Andrews, no grade of conditional failure (E) may be counted in the total number of semester hours passed.
 - b. Summer school credits, when approved by the Faculty Executive Committee and when in keeping with degree requirements, may be counted in computing the required total for readmission eligibility.
 - c. Both resident and non-resident students must complete the appropriate Residency Agreement to establish eligibility for readmission.
 - d. In keeping with the twofold purpose of the College, that of higher education and Christian citizenship, applicants for admission or re-admission whose records of achievement and citizenship reveal questionable patterns of behavior will be denied the privilege of enrollment or may be given an appropriate conditional status.

j. Summer School

The College normally conducts a summer session. Though offerings are less varied than during the fall and spring terms, the summer curriculum, nevertheless, includes a wide range of courses for undergraduates, teachers, and high school graduates who wish to qualify for advanced standing. Regular members of the St. Andrews Presbyterian College teaching staff and visiting professors make up the faculty of the summer school.

k. Summer Work at Other Institutions

Any student desiring to receive credit toward graduation for summer courses or correspondence work at another institution must have the approval of his faculty adviser and the chairman of the division in which the parallel course is taught at St. Andrews. The institution in which work is taken must be fully accredited. Credit will be granted only for courses of college level which are also allowed toward graduation by the institution conducting the summer school. For credit the courses must be completed at the "C" level or higher. Courses in which grades of less than "C" are earned will not be acceptable for transfer credit. The student is responsible for requesting the institution to mail an official transcript of his summer work to the Registrar at St. Andrews as soon as the courses are completed.

l. College Catalog Requirements Applicable to Entering Students

In order that each class of students may understand the particular catalog which is in effect, the following rulings are announced:

1. All students who entered St. Andrews from September, 1962, through the summer, 1963, are under the requirements of the 1962-63 catalog.
2. All students who entered St. Andrews from September, 1963, through the summer, 1964, are under the requirements of the 1963-64 catalog.
3. All students who entered St. Andrews from September, 1964, through the summer, 1965, are under the requirements of the 1964-65 catalog.
4. All students who entered St. Andrews from September, 1965, through the summer, 1966, are under the requirements of the 1965-66 catalog.
5. All students who enter St. Andrews from the fall semester, 1966, through the summer, 1967, are under the requirements of the 1966-67 catalog.

m. Withdrawal from St. Andrews

Resident or non-resident students who desire or find it necessary to withdraw from St. Andrews at any time following notice of admission or readmission are expected to observe the regular withdrawal procedure:

1. Discuss the matter with his Faculty Adviser and secure his signature on the regular withdrawal form.
2. Advise the Dean of Students of the withdrawal and clear any impending disciplinary action. Secure his signature as a sign of clearance.
3. Clear with the Residence Director concerning any keys, room inspection, and laundry.
4. In order to complete the financial matters, clearance with the infirmary library, and the business office is necessary. Clear financial matters in keeping with the following basic understandings: If you withdraw for any reason within the first three weeks following registration day (or within the first week of a summer term), one-half of the tuition and fees charged at the time of registration will be refundable. If you are a resident, a charge will be made for a proportionate share of the board; however, a full charge will be made for dormitory room rent. After the third week, or after the first week during a summer term, no refunds are allowed except for sickness or call into the armed services, and written

- evidence of such conditions must be filed with the Dean of the College. Further, no refunds will be made without an honorable dismissal from the Dean and without application for a refund at the time of withdrawal.
5. Take the withdrawal form to the Office of the Dean of the College for final processing. Processing of withdrawal must be initiated in ample time to complete the necessary procedures; i.e., offices close at 5:00 p.m. and processing will halt at that time, except in emergency cases.
 6. In emergencies, the President, the Dean of the College, or the Dean of Students, may adjust the procedures attending withdrawal.

II. PROBATIONARY REGULATIONS

Probation is a means of communicating to and warning students, their parents or guardians, and others concerned, of the fact that such students are not demonstrating satisfactory academic achievement and/or citizenship with the understanding that evidence of improvement must be forthcoming if the students concerned are to continue at St. Andrews.

- A. Probationary status may be invoked for any of the following causes:
 1. Unsatisfactory academic performance.
 2. Unsatisfactory citizenship.
 3. Excessive absence from class or laboratory.
- B. When a student is placed on probation for one of these reasons, he should recognize that his continuation at the college is in serious jeopardy. If additional probationary action is invoked for a different cause, the student may expect dismissal from the college. Students under probation during consecutive semesters most probably can expect suspension if probation otherwise would seem appropriate for the ensuing semester.
- C. Probation, for any cause, imposes the following restrictions:
 1. The student may not use or maintain an automobile on or around the campus except by written permission of the Dean of Students.
 2. The student may not engage in, or represent the college in extra-curricular activities.
 3. The student may not hold office in the Student Association, or in other organizations or clubs, whether appointed or elected, **unless** approved beforehand by the Faculty Executive Committee.
 4. The student may not receive financial assistance from the College, except that financial aid will not be cancelled for the remainder of a semester unless so recommended by the Faculty Executive Committee.
 5. Parental permission arrangements will be cancelled at the time probation is invoked and the Student Affairs Deans will grant any necessary out-of-town leave permits during probationary periods.
 6. Students on probation cannot receive late permission unless it is given to the entire dormitory, class, or student body.

Note: Probation may be invoked by the Student Association judiciaries when approved by the President of the College; by the Deans;

or by the Faculty Executive Committee. Any student on probationary status is to adhere to the above conditions, even while appeals are pending, until returned to good standing by action of the Faculty Executive Committee.

D. The procedures for appealing judgments of probation (or suspension) follow:

1. Judgments rendered by a Dormitory Council or Traffic Court as the body of original jurisdiction may be appealed to the Student Judiciary, and if probation (or suspension) is involved, appeals may be heard by the Student-Faculty Appellate Board.
 2. Judgments rendered by the Student Judiciary as the body of original jurisdiction may be appealed to the Student-Faculty Appellate Board.
 3. Judgments rendered by the Deans may be appealed to the Faculty Executive Committee.
 4. Judgments rendered by the Faculty Executive Committee as the authority of original jurisdiction (e.g., poor overall grade point averages) frequently are made without the presence of the student because of the nature of the situation; however, judgments of probation (or suspension or dismissal) when so rendered may be appealed to the Faculty Executive Committee in order that the student will have an opportunity to be heard.
 5. Unless otherwise authorized by the chairman of the judicial body rendering the judgment of probation (or suspension), or by one of the Deans, appeals are to be made no later than 4:00 p.m., the next working day following the action.
 6. In actions involving probation (or suspension), students may request a review of the case by the President of the College or his delegated representative.
- E. Students under probationary status are expected to exhibit evidence of improvement both in academic and in citizenship reports. Lack of such evidence, in the judgment of the Student Association judiciaries, the Deans, or the Faculty Executive Committee, may result in suspension or dismissal by the Faculty Executive Committee without further hearing when a judiciary or when the Deans believe such action is warranted.

NON-ACADEMIC REGULATIONS

Whether residing on campus or off, students enrolled at St. Andrews are expected to observe certain personal restrictions and cautions. Student leaders often may help clarify and rationalize such guides and each student is urged to discuss points of question or interest with such leaders. Faculty Advisers and the Deans, of course, are anxious to help when doubt occurs to you or when your judgment or that of other students suggests conflict with the guides established for your well-being. The following should assist you in understanding the several specific regulations which must be observed:

1. The hours between 8:00 p.m. and 8:00 a.m. particularly are QUIET

HOURS to be observed for Study and Rest throughout the campus community unless otherwise authorized by an Official Announcement by the Office of Student Affairs or one of the administrative officials.

2. Students not residing with parents (guardian or spouse) are required to live in college-approved housing, and, if residing on campus, are charged for board in the college cafeteria. Exceptions are to be requested through the Office of Student Affairs.

3. Good taste in dress and in general appearance and conduct is expected of all students at all times, whether on or off campus. However, casual attire is permitted throughout the campus **except** in the academic buildings, at lunch and supper in the cafeteria, and on Sundays in dormitory Main Lounges and in the Student Center unless otherwise announced through the Office of Student Affairs. (i.e., bermudas and/or slacks may be worn in the cafeteria **only** at breakfast. Shoes must be worn in dormitory main lounges and in the Student Center.)

4. Smoking is permitted only when ash trays are provided.

5. Unless the Business Manager and the Dean of Students make individual exceptions in writing to the Office of Student Affairs, the following items are not permitted on campus: firecrackers or other explosive devices, communications systems, television sets, refrigerators, pole lamps, pets, and unregistered motor vehicles of any description.

Students are permitted to maintain a firearm on campus as long as it is registered with the Security Officer and is kept in spaces designated by the College in the Boiler Room where lockers are provided. It is not necessary to break down the firearm.

6. Only the Business Manager and the Dean of Students may grant permission to sell or solicit items or services commercially on campus; however, any commitment by any student to a solicitor whether authorized or not, is a personal commitment for which the College can assume no responsibility. Agents without a written permit from the Office of Student Affairs are unauthorized and should be reported immediately.

Residence Halls, Health Center, College Library, and the Student Center close at 5:00 p.m. on the day when classes are dismissed for announced holiday recesses and reopen at 1:00 p.m. on the day prior to the resumption of classes.

8. **Motor Vehicle Regulations:** St. Andrews officials recognize that motor vehicle operation hazards exist far beyond the bounds or control of the College and do not encourage its students to bring vehicles to the campus because of such responsibility and hazard. Freshmen, particularly, are discouraged from having motor vehicles during their first semester.

Note Regarding Bicycles: The possession and use of bicycles on campus is permitted; however, each must be registered with the College Engineer and display the registration decal (no charge). Bicycle operators are to recognize that pedestrian traffic has the right of way both when the vehicle is parked as well as when it is being operated.

All vehicles must be registered and decals placed on the left side of the rear bumper before 5:00 p.m., September 25, 1966, for students attending the fall semester, before February 5, 1967, for those attending first in the spring, and before June 10, 1967, for those attending the summer session, 1967. Upon proper completion of the Vehicle Registration Form, the student will be issued a registration decal at a cost of \$1.00. Cars must be re-registered at the beginning of each school year. Any student or employee with a motor vehicle with no registration decal after this date will be fined \$5.00. Students planning to bring vehicles on campus after September 25 must obtain a Vehicle Registration Form from the Office of the College Engineer in order to obtain parent's permission. Unregistered cars are to be parked in Visitor's Areas until registration is completed and are not to be driven until they are properly registered.

Students with less than a 2.0 average for the previous semester, or who are placed on probation, or who have probationary status under appeal, may not use, operate, or maintain a motor vehicle within the Scotland County limits.

For the guidance of all concerned, the following traffic and parking rules are to be observed by operators of motor vehicles:

- a. **Speed Limits:** On the outer, open campus roads, "safe driving" not in excess of 35 mph is to be observed. In congested areas, such as approaches to buildings and parking areas, "safe driving" is not to exceed 25 mph. Such driving as driving fast or recklessly or failing to observe traffic signs will result in loss of operating privileges on the St. Andrews Campus. Drivers will be also subject to trial by local authorities.
- b. **Overnight Parking** is restricted to regular parking lots. Persons parking elsewhere between 1:00 a.m. and 7:00 a.m. will be served with violation citations.
- c. **Other Parking:** Parking by unpainted curbs is permitted **only** when white lines on the drive indicate a parking space. Where curbing is painted **YELLOW**, parking is restricted except for loading and unloading unless driver remains at the wheel. No more than five minutes' parking is permitted. Service vehicles with College or commercial identification may use these areas when no "loading zone" is available near the building being used.
- d. **Service Roads and Areas:** For the use of college-owned and commercial service vehicles **UNLESS OTHERWISE APPROVED IN WRITING** by the Business Manager. A copy of such approval must be filed with the Campus Court as to Decal Number and Vehicle description. No space is provided at the Conservatory for student parking.
- e. Motor scooters and motorcycles, when properly registered with the College Security Officer, may be operated on campus under the same rules and regulations as automobiles provided that each vehicle must have factory mufflers with all baffles in place and secure, that any vehicle which makes excessive noise shall be repaired or be removed from the campus, and that the College Security Officer shall be sole judge in cases relating to excessive noise.

The use of motor scooters and motorcycles as outlined provides for use of such vehicles only on regular roadways and spaces designated for parking unless specifically approved beforehand in writing under item

f., below.

- f. No student vehicle shall be driven or parked on the lawn or sidewalks without a written permit from the Office of the College Engineer. Such a permit shall cover one (1) trip only and shall be displayed on windshield while the car is in a restricted area. A \$5.00 fine will be charged the person in whose name the offending vehicle is registered. If a second violation is issued, the vehicle will be removed from the campus for the remainder of the semester or longer as deemed necessary by the appropriate agency or court.
- g. All fines are payable in the Office of the College Engineer. All student tickets not paid within 72 hours will be turned over to the appropriate judicial agency.
All staff tickets not paid within 72 hours will be turned over to the Business Manager for reference to the proper administrative official for follow-up.
All faculty tickets not paid within 72 hours will be turned over to the Dean of the College for proper follow-up.
- h. In addition to these guides, the judicial agencies of the College may develop and announce as necessary other regulations which are believed appropriate and consistent with these basic guides, subject to procedures provided for in the Constitution of the Student Association and the College and Faculty By-Laws.

9. Chapel Services:

- *a. Chapel services are held each Wednesday evening at 6:45 p.m. for freshmen, who are expected to attend regularly. Roll will be taken at the freshman service with a maximum of three unexcused absences being allowed each student in any semester.
 - b. An additional service will be held at 12 noon each Thursday for all other members of the College community who wish to attend. Only the most essential College business will be conducted at this hour.
10. Three basic considerations relative to **marriage** relations are to be observed.
- a. Notification of plans for matrimony by any student while enrolled must be given the Dean of Students two weeks beforehand. Students who do not comply with this regulation will be subject to dismissal from a campus residence or from further attendance at the College. The Deans exercise judgment in these cases.
 - b. The College assumes no responsibility for difficulties attending pregnancy. The College reserves the right to require such a student to withdraw in the interest of the student or of the College.
 - c. The College reserves the right to require a complete physical examination of the student concerned by the family physician or a College physician at any time.

*All special freshman rules are marked by an asterisk.

11. Students are expected to keep parents (guardian or spouse) fully informed of their progress and problems. These persons will receive notification from a college official routinely as follows: grade reports after the end of each semester; notice of severe disciplinary action or dismissal; notice of "Academic Warning" or "Academic Probation"; and notice in other cases when dismissal or withdrawal is required by the College. Students planning to withdraw or to change course plans are expected to keep parents (guardian or spouse) informed of such plans for "personal" reasons.

Note: Students whose parents travel outside the country or who plan any extended absence from their permanent address should inform the Office of Student Affairs of the names and addresses of persons who may be notified in case of emergency.

12. **Judiciary Procedure:**

Cases of acute misconduct as provided for in the Student Association Constitution are reported to the chairman of the Student Judiciary Board for initial action by the Student Judiciary Board. In disciplinary cases, judicial authorities of the College consider not only the specific charge but also the student's total academic and citizenship record. Technically proved evidence is not to be considered essential at this educational institution. First offenses, unless of extreme severity, are not usually to be considered grounds for expulsion. The following procedures for hearings by a court at St. Andrews are believed to be reasonable for this educational setting:

- a. The judicial authority, including dormitory councils, will give notice of the scheduled hearing no less than 24 hours in advance to the student concerned, and to members of the court and its advisers, citing the basic charge and instructions for appearing before the court, including time and place scheduled. The Student Judiciary Board will also notify the student's faculty adviser. The student may request a student, faculty member, or other college official, if desired, to appear with him. Likewise, the student accused may have witnesses in his behalf before the court if their names are submitted to the court's presiding officer no later than six hours prior to the opening of the hearing.
- b. Witnesses for the court may be requested to testify and such testimony will be recorded as to substance, and at the discretion of the courts as to detail where possible, remembering that courts at St. Andrews can hardly be structured as a civil court of law or with trained court clerks. It is not required for the names or testimony of such witnesses to be shared with the accused for such testimony to be admissible; however, the testimony given the court while in session by any person appearing before the court is to be given and received in full recognition of serious action that will follow perjury. Further, official transcripts of the hearings of the court, including the names of the accused and the witnesses, will be restricted to members of the judicial body and to college officials for whom such information is needed in follow-up of action and counseling. Any public report of action taken in cases of misconduct will show

reference to the case only as case number and summary of action taken by the court.

- c. In keeping with item 11, above, the Assistant or Associate Deans representing the Office of Student Affairs, or another official when necessary, will communicate final action as soon as possible in writing to the student's parents (legal guardian or spouse). Such notification will include a summary of the nature of the case and the nature of the penalty. Such notification is supplementary to that which the student concerned is expected to communicate to those to whom he is responsible.
- d. Following a verdict which the student wishes to appeal, he must remain on campus until the appeal is heard and the final judgment is reached. Written notice of the desire to appeal the judgment of a Student Association judiciary must be given by a student to the Chairman of the Student Judiciary by 4:00 p.m. on the next working day following the action to be appealed. The Chairman will communicate all necessary information for follow-up of the appeal to individuals and groups involved.
- e. Appeals relating to probation (or suspension) will follow the procedures outlined under the "PROBATIONARY REGULATIONS" section of this handbook.
- f. Students under probationary status, whether the result of initial action by a student judiciary, by the Deans, or by the Faculty Executive Committee, and who may have additional conduct problems reported, will have such reports heard by the appropriate judicial authority. Recommendations relative to such additional problems are to be made directly to the Faculty Executive Committee which serves as the final authority once a student is under probationary status.

13. Resident students who are suspended or expelled from St. Andrews are to remain on Room Arrest until actual departure, except to go directly to and from meals and to process withdrawal. Such departure from the campus and its environs must take place not later than 11:00 a.m. the day following confirmation of dismissal. The Deans may make allowance for the terms of restriction or departure when appropriate. Any return to campus thereafter must be approved **beforehand** by the Dean of the College or the Dean of Students. Non-residents who are suspended or expelled are expected to observe each condition cited herein as is applicable to non-residents.

14. When students are placed on Probation, they will be expected to meet the same conditions outlined elsewhere in this Handbook. The judicial authority may add any other conditions which the judicial authority deems appropriate and may designate the person or agency to whom the student is to be responsible.

15. Students enrolled at St. Andrews who violate civil law, including possession or damage to property belonging to others, may expect appropriate action by the College.

16. Except when admission to a hospital is arranged by the Health Center staff, hospitalized students are expected to notify the College Physician or Resi-

dent Nurse and their parents as soon as possible. When hospitalized through the Health Center, either the student or a member of the Health Center staff will notify the parents.

17. **Withdrawal from the College:**

When withdrawal from the College is necessary for personal reasons, or because of action initiated by the College, the student is expected to follow instructions for withdrawing as provided for on the official withdrawal form unless otherwise authorized by a Dean. The proper form is available in the Office of the Registrar. Withdrawal for medical reasons will require special clearance from the College Physician or a Dean at the time of withdrawal, with appropriate follow-up reports from the consulting physician prior to any consideration for readmission to the College. Transferring to another college after the end of a semester requires no formal withdrawal form provided the student has properly cleared his residence hall, and has no unfinished commitment to the College such as unpaid bills, contract for work as a student employee, meal ticket, or similar matters. While not essential for the transfer process, the student will find it extremely helpful if he will discuss such plans beforehand with his adviser or a Dean since such college personnel routinely are asked for statements concerning the student as a consideration for admission to the other institution.

Guides Primarily for Resident Students

While the following regulations are intended primarily for resident students, **all students** while on campus or at college events are expected to observe these guides. Questions relative to such guides in this and the other sections should be referred to the Office of Student Affairs.

1. All students, including off-campus men and women not residing with parents (guardian or spouse), are classified as resident students. Each is required to keep his or her Residence Director informed when planning to spend a night or weekend away from the regular place of residence. While women students may have more specific instructions (see below), this requirement for men is necessary as an aid to location of such students should emergencies or other needs arise which require immediate notification.

- *a. Weekend leaves from the campus must be in keeping with Out-of-Class Agreement records unless otherwise approved by noon, Fridays. During the first semester, freshmen will be granted five weekends away from the campus, in keeping with parental guides, to be taken **after** the fifth week in residency as students need them. During the second semester, freshmen may take as many as eight weekends in keeping with guides established by the Out-of-Class Agreement. No freshman will take two consecutive weekends immediately prior to final semester examinations.
- b. For women, overnight absence from one's place of residence during the week (Sunday **through** Friday) must be approved by the Residence Director and must be in keeping with the Out-of-Class Agreement. Men residents are expected to report overnight absences to the Residence Director in advance.

2. Women residents are required to observe residence closing hours by 11:00 p.m. Sunday through Friday and 12:00 midnight Saturday unless otherwise changed by Official Announcement from the Office of Student Affairs. Senior women, in good standing, have 1:00 a.m. permission on Saturday night. Dormitories do not officially open until 7 a.m. and those desiring to leave earlier must request permission from their Residence Director. While men residents do not have specific residence closing hours, it is expected that each will establish similar routine hours for retiring to his own residence. Freshmen, students on Probation, and those under disciplinary action, are subject to other conditions, including residence restrictions.

3. "Late Permission" should be referred to the Office of Student Affairs for consideration and must be requested no less than **12 hours in advance** if for personal convenience. The student's Out-of-Class Agreement provisions will be considered in all "convenience" requests. Late "Return" permission may be granted in emergencies by a telephone call—directly to the Residence Director from the woman student who will be late.

4. Appropriate Sign-In and Sign-Out guides are to be developed in each dormitory and be subject to approval by the Inter-Dormitory Council and the Office of Student Affairs. While the "Out-of-Class Agreement" provisions may require exceptions, the following general rules are to apply as either common or individual practices are agreed upon:

- a. Women, when away from their **dormitory** between 8:00 p.m. and 8:00 a.m., must have recorded in their place of residence for immediate reference by the Residence Director or Resident Assistant on duty, the place or destination, **with complete address**, name of companion, time of leaving and estimated time for returning, and mode of transportation. Sign-Out may be recorded by proxy; however, the student for whom the Sign-Out is recorded must assume full responsibility for its accuracy. Sign-In must be in person unless otherwise authorized by the Residence Director. Change in the Sign-Out record must be communicated to the Residence Director or to the Resident Assistant on duty by **the student concerned**. The student concerned assumes full responsibility for compliance with the provisions of the Out-of-Class Agreement and other guides which may be in effect at the time.
- b. Women, whose leaves from the campus extend beyond the city limits of Laurinburg, are required to record the information indicated above and follow other guides outlined **regardless of the hour of departure**. Recording this information is necessary, also, in the case of students who are withdrawing from St. Andrews for any reason.
- c. Men are required to follow procedures established for item 1., above, and for withdrawing from St. Andrews as indicated in item 4., b., above, i.e., they sign out when out of the dorm overnight, and for extended stay away from campus. (Holidays, etc.)

5. Residents may have overnight guests, including fellow students with residence elsewhere, provided approval **beforehand** is received from the Resi-

dence Director. Each overnight guest must report to and be registered with the Residence Director upon arrival.

6. In light of the fact that each resident is responsible for what takes place in his room, when visitors to the campus are invited by students to stay on the campus they shall be considered the "guests" not only of those who invited them but equally of those in whose rooms they reside. The behavior of the guest shall at all times be the responsibility of both of these parties. This interpretation emphasizes the necessity to register guests, to familiarize guests with college policies, and to make it clear to guests that their behavior is the responsibility of their host(s) and hostess(es).

7. Guest Rooms are available in some of the residence halls for use by guests of students when not otherwise in use. Reservations of such room @ \$2.00 for the first night and \$1.00 each night thereafter per person are to be made with the Office of Student Affairs.

8. What is in a student's personal effects, i.e., on his person while he is on campus or at off-campus college functions, in his room, or in his motor vehicle while it is on campus, is the responsibility of that student. If he possesses, with or without his knowledge, any material which is forbidden in college regulations, he shall bear full responsibility for answering to college officials or judicial bodies. Officials and judicial bodies on the other hand, bear the responsibility to view all cases brought to their attention as individual cases to be seen in the contexts in which they come.

9. Changing rooms or residence halls after confirmation of assignment, or moving equipment or furniture from its assigned room, must be approved beforehand by the Residence Director(s) with the final approval resting in the Office of Student Affairs **before** any move is made. Each change, except when made at the convenience of the College, requires payment of a \$1.00 Room Change Fee (\$2.00 when change is between dormitories). Space utilization, including initial assignments and reassignments of residence hall rooms, resides with the Office of Student Affairs.

10. Long distance calls are to be made **only** at a pay phone. Calls to Faculty or Staff Advisers when necessary after office hours, as a matter of courtesy, should be made prior to 8:30 p.m. Calls between students should be limited in time with due consideration for other students who may want to use the telephone.

*11. Freshman residents, men and women, are expected to use the hours between 8:00 p.m. and 8:00 a.m. Monday through Friday for study and rest; however, during the first semester unless otherwise restricted, freshmen may use two evenings Monday through Friday for social-recreational enjoyment, **including** college-sponsored events. Places for study may be in the student's own residence hall, in the College Library, or in an approved area in the Liberal Arts or Conservatory buildings. A 30-minute break may be taken to visit the Student Center prior to 10:30 p.m.

12. In order to promote the health and well-being of the residents and to promote orderliness and sanitation of campus facilities, periodic inspections will be made by Resident Assistants and Residence Directors, with the Assistant Deans of Students, or by officials of the State Department of Health as authorized by North Carolina law. Others going into residence areas as visitors, unless administrative staff members, are to clear their business or purpose for being there with the Residence Director or Office of Student Affairs. While service personnel are expected to inform the Residence Director of their need to enter the residence portions of the dormitories, their presence for emergency repairs as authorized by the Campus Engineer is to be expected at any time. Inspection of a student's personal belongings, including entry of dressers or desks, may be authorized only by one of the Assistant Deans of Students or a member of the Administrative Staff and such inspection will be undertaken by at least two persons, one of whom must be a Resident Assistant or Residence Director. The other party required to be present is one of those authorized to permit such investigation; however, legal search warrants issued by a Court of Law are beyond the control of the college even though police officials ordinarily work in cooperation with college officials in such instances. When a student's personal belongings are brought under inspection, those involved as authorized herein are expected to have the student concerned present if he is available; however, it is to be recognized that the nature of some inspections may provide little or no pre-announcement.

Note: House Councils and Residence Directors share coordinately in administration of these guides unless otherwise noted; however, should an emergency or conflict in judgment or interpretation of such guides occur, the staff of the Office of Student Affairs will make the decision. Changes which may be desired within the framework of basic college policy and the development of appropriate written interpretations may be requested from the Inter-Dormitory Council and when approved by the Office of Student Affairs, such change will be authorized by that office as an Official Announcement. Change in basic policy, on the other hand, should follow the regular processes of legislation as established in the Student Association Constitution or by reference to the Office of Student Affairs.

Demerit System

In order to maintain the amount of discipline and order necessary for suites and dormitories to fulfill their respective purposes as set forth in the interpretation of this Handbook of the dual social-academic function of the individual suites and dormitories, a demerit system has been devised. This demerit system, when adhered to and properly enforced, has proved to be an adequate foundation upon which a well-ordered and positively oriented community can be built. The demerit system is not an abusive attempt to control a student's every action. It is, however, an attempt to channel the student's actions in a direction which will prove to be beneficial to the student and the community in which he resides. When the actions of a student are detrimental to himself and his fellow students he will be corrected by this system. Listed below are

a few basic guidelines defining the modes of behavior which are expected of St. Andrews students.

1. The following have been vested with the authority to administer demerits:
 - a. Suite Leaders & Resident Assistants
 - b. President of the dormitory
 - c. Residence Director
 - d. Hosts and Hostesses only while on duty
2. The above may give no more than five (5) demerits for any one or any one combination of offenses at any one time. Students are expected to act in a responsible and considerate manner with regard to others, college property, and college regulations.
3. Each student is given twenty (20) **merits** at the beginning of each semester. Upon the accumulation of ten (10) demerits, a student will appear before the dormitory council. The dormitory council reserves the right to review the case of any student at any time. Upon the accumulation of twenty (20) demerits, the student will appear before the Student Judiciary Board.

CAMPUS SERVICES



COLLEGE COUNSELING

Assistance to students in their academic and personal problems is amply available upon request from (a) suite leaders, (b) the academic and student council deans, (c) Faculty Advisers, and (d) the College Health Center and the Presbyterian Guidance Center. A student may go directly to any of these sources or go by referral from any Dean. In either case, there is no expense to the student if the assistance is on-campus. However, the student may request assistance from the Guidance Center staff or off-campus agencies (medical or otherwise) by direct contact and at his own expense. The College assumes no responsibility in off-campus matters, either financial or otherwise.

Specific areas of assistance, and staff, are listed below:

- a. **Career planning:** Major department advisers and Placement Coordinators (department heads unless otherwise announced) are available for assistance. The Dean of Students, with the Financial Aid Officer, assists both students and faculty leaders in job placement services. The Guidance Center also serves in this capacity.
- b. **Financial Aid:** (grants, loans, and job placement on a part-time and full time basis). The Financial Aid Officer will receive applications from students for financial assistance based primarily upon need, and will counsel with students and others in matters relating to job placement both on and off the campus. This officer, with the Dean of Students, will assist students, major field advisers, and prospective employers in locating work opportunities, arranging interviews, and in providing information relative to job responsibilities while enrolled, during summer vacation periods, and following graduation. Students who are interested in having applications on file, whether work or other aid is based upon need or special talents, should consult with the Financial Aid Officer, Dean of Students, or one's own adviser for further information.
- c. **Foreign student matters:** The Dean of Admissions is available to discuss questions of particular interest to students attending or planning to attend St. Andrews from out of the country. Matters relating to reports required by governmental agencies and similar concerns of those in "foreign student" status should be referred to this college official.
- d. **Military and veteran's affairs:** The Registrar is available to discuss questions of particular interest to these students, including the filing of reports required by governmental and other agencies regarding students under programs relating to military or Veterans Administration services.
- e. **Reading improvement program:** The reading program is designed primarily to assist students with reading difficulties to improve their reading speed and comprehension and is under the coordination of the staff of the Division of Education and Psychology, Visual Aids Services. While participation in the program is required for certain students, those who have satisfactory competence but who wish to improve, may petition the Reading Coordinator for permission to participate either in the class or laboratory program.

- f. **Religious matters:** The College Pastor invites students to discuss their spiritual concerns with him when desired, regardless of the student's religious affiliation. Interests and problems relating to the campus religious life programs should be referred to him for appropriate consideration.
- g. **Matters regarding school decisions:** The Presbyterian Guidance Center is located on the south campus of the College. Its program is oriented primarily to assist high school juniors and seniors from the Presbyterian churches of the Synod of North Carolina; however, a portion of their time is devoted to students of St. Andrews whether or not they are members of a Presbyterian church. Appointments with the professional staff of the Guidance Center may be arranged through one of the College Deans or by the student directly by telephone or personal contact at the Guidance Center.

STUDENT CENTER

Considered the focal point of the social and recreational life on campus, the Center provides both for services and activities to and by students, and for the total college community. To assist in the development of appropriate services and activities, including recommendations as to policy level guides and procedures, a Student Center Board is authorized. This committee of students, selected by students as their representatives, works with the Office of Student Affairs in carrying out its functions. The primary function of these campus leaders is two-fold: the establishment of guidelines for promoting Center activities and services not provided for elsewhere, and the implementation of programs which will serve the general welfare of the campus community as a part of the total social and recreational life of the college.

On the one hand, the basic operation of the Student Center is that of student life activities and services. In these areas, the staff of the Office of Student Affairs and the members of the Student Center Board serve jointly in activity programming as a part of the overall area coordinated through the Office of the Dean of Students. On the other hand, services through the media of the Dining Hall, Snack Bar, College Store, and Post Office operations, are basically business management affairs. In these areas, the staff of the Office of Student Affairs and the members of the Student Center Board serve jointly to make recommendations to the Food Service Director and the College Business Manager. In matters where conflict of interest may be indicated, the President of the College serves as the source of final review and authority.

Unless otherwise provided for, the Student Center Board is the source of referral for all activities and services in the Student Center including those phases of the Center operation which reside with the Business Manager. In consideration of matters relating to the Dining Hall, Snack Bar, College Store, and Post Office, the supervisor whose operation may be involved serves as an ex-officio member of the Student Center Board. The judgments and recommendations of the Student Center Board and the staff advisers are essential to sound policy formation and administration and all who may have interest in the programs of the Center are

urged to communicate their suggestions to members of the Board for follow-up attention.

Basic Guides for the Student Center

1. Scheduling use of the various rooms of the Center requires clearance through the Office of Student Affairs as well as the Calendar Committee.

2. The Center is provided for the use of students of St. Andrews and their guests, staff of the college, alumni, and persons who have official business on the campus. Students are responsible for their guests with observance of the following regulations expected:

- a. Bridge and dancing are permitted **except** on Sundays.
- b. Bermuda shorts are permitted (except in the Dining Hall during the noon and evening meals), Monday through Saturday, with the expectation that neatness, decency, and cleanliness are considerations to be observed at all times.
- c. Sunday dress in the Center is the same as that expected in classrooms except that dress-up attire is to be worn for the noon meal.
- d. Student Association officials are granted office space where available and are expected to assume responsibility for its proper care and use. When available, cabinets for storage will be assigned. Keys are available with payment of a \$1.00 deposit with an extra charge per key in excess of two per office or cabinet.

3. Individuals and groups using the Student Center are expected to exercise due respect for the physical facilities, equipment, and other persons in the Center. Observance of the following guides will save embarrassment, including possible charges for unnecessary wear and tear or other appropriate action:

- a. Unless otherwise announced for a scheduled coffee, tea, reception, etc., refreshments are not permitted in the Main Lounge.
- b. Sitting on tables, placing cigarettes on tables or floors, and similar careless conduct cannot be tolerated.
- c. The use of unauthorized appliances, opening of windows while air conditioning units are in operation, and the moving of furniture or equipment without prior authorization must be avoided.
- d. Recreational supplies such as ping pong paddles, playing cards, chess, records, etc., are available and should be returned after use.
- e. Other guides necessary to the effective operation of the social-recreational areas of the Center will be announced through the Office of Student Affairs.

4. Meeting rooms are to be scheduled through the Calendar Committee and the Office of Student Affairs; however, use-priority is given to those groups which have assigned space as provided for above.

- a. The Small Dining Room with a seating capacity of 35 may be used for conference meetings and meal service.
- b. The President's Dining Room will accommodate 24 people and offers a more formal setting.

- c. The Alcove may be used for meals and special occasions and will accommodate up to 75 people.
- d. The Small Lounge is available for large or small group meetings while the Main Lounge is reserved as an open lounge except for special occasions.
- d. The Snack Bar is provided for snacks and fellowship, including bridge, dancing, and similar social activities appropriate to the area; however, the Snack Bar may be scheduled for special programs, such as seated meals from time to time where other food-service facilities may be too small or too large.

5. Reservations and Requisitions relating to use of Center facilities must be processed by an officer of the group desiring a particular facility in order that proper clearance of dates, time, spaces, and services needed may be assured. Such clearance must be secured sufficiently in advance of the date required. While only a matter of hours may be necessary in some cases, days or weeks may be required to arrange special services or to provide special equipment or other adjustments.

6. The use of bulletin boards, the display of posters, and use of communication systems in or around the Student Center require advance clearance from the Office of Student Affairs. Assignment of space for the college-year or for a shorter length of time may be requested through that office, and when so assigned, such space and use thereof is the responsibility and privilege of the group holding such space and is not to be encroached upon by others unless specifically authorized in writing through the Office of Student Affairs.

7. Other regulations presented in this handbook are applicable to the Student Center unless otherwise announced by the Office of Student Affairs following recommendation by the Student Center Board or other authorized agency.

Hours for Operation of Student Center

- 1. The Main Center —Sundays through Fridays, 7 a.m.-11 p.m.
—Saturdays, 7 a.m.-12 midnight
- 2. Dining Hall —Monday through Saturday (except Saturday Supper)

Breakfast: 7 a.m.-8:15 a.m. (No hot food will be served after 8:15 a.m., but service area will remain open until 9 a.m. to serve those students who wish only cereal and coffee for breakfast).

Lunch: 11:30 a.m.-1:30 p.m. (Permission to eat prior to 11:30 a.m. must be obtained in **writing** from the Student Affairs Office).

Supper: 5:00 p.m.-6:30 p.m. (Saturday Supper: 5:00 p.m.-6:00 p.m.)

Sundays:

Breakfast: 8:00 a.m.-9:00 a.m.

Lunch: 12:00-1:00 p.m.

Supper: 5:00 p.m.-6:00 p. m.

Note: All students are requested to leave the main dining room area not later than 30 minutes after closing times listed above in order for cafeteria personnel to complete their assigned duties. Each student is expected to place his tray on the conveyor belt leading to the dish-washing area.

3. College Book Store —Mondays through Fridays:
8:30 a.m.-1:00 p.m.
3:00 p.m.-5:00 p.m.
- Saturdays:
8:30 a.m.-12:00 noon.
4. Post Office Window Service—Mondays through Fridays:
8:30 a.m.-9:00 a.m.
11:30 a.m.-1:15 p.m.
4:30 p.m.-5:00 p.m.
- Saturdays:
8:30 a.m.-9:00 a.m.
11:30 a.m.-12:15 p.m.

Note: All resident students are **required** to rent post office boxes. There is no General Delivery service.

5. Snack Bar Counter Service —Monday through Fridays:
7:30 a.m.-10:30 p.m.
- Saturdays:
7:30 a.m.-11:30 p.m.
- Sundays:
3:00 p.m.-10:30 p.m.

Note: All persons using the Snack Bar are asked to vacate the facility no later than 15 minutes after the counter closes.

COLLEGE HOUSING

The operation of residence halls is undertaken at St. Andrews in recognition of two primary considerations: one, residing with the resident leaders and the Deans of Students, is that of providing educational experiences in a living and learning context as a part of the out-of-class life of the students; the other, residing with the Business Manager and his staff, is that of providing on-campus housing accommodations as a part of the auxiliary services for students.

Officials of St. Andrews extend to students, through their representative leaders, the opportunity to develop greater maturity and insight as they participate in the self-government and self-administration of residence hall life in co-

operation with official representatives of the College. Residence halls are administered jointly by House Councils, composed of elected house officers and student resident assistants, and the Residence Directors, in keeping with guides provided in this handbook; however, should points arise where judgments of Directors and councils differ, that of the Directors will prevail until written recommendations from the councils and the Directors can be reviewed by the Deans in Student Affairs.

The Deans in Student Affairs, assisted by the Inter-Dormitory Council, represent the Dean of Students and other officers of the College as the primary source of reference for development of residence life programs and for interpretation of policy matters and questions of procedure relating to resident life. And, while services of a business or plant facility nature in the residence area reside with the College Business Manager, the Office of Student Affairs is the proper point for **initial** reference in such instances. Official Announcements relating to residence hall matters will be filed with the Residence Directors and House Presidents, whether such announcements relate to interpretations or to change which may be recommended.

The role of the Inter-Dormitory Council in affairs relating to residence life is considered to be a most important one, particularly in attempts to relate the programs of one residence hall to others. Officials of St. Andrews invite resident students to share their ideas for improving residence life within and between dormitories with members of this Council and with the Assistant Deans who serve as liaison between the students and the Administrative Staff and Faculty. Since the members of this Council are the chief student resident leaders, its views regarding residence activities and services are important considerations in policy formulation and revision whether initiated by students through procedures established for the Student Association program or by staff or faculty leaders.

THE DETAMBLE LIBRARY

Mrs. Carl Bennett, Acting Librarian

Hours

Variations from these hours will be posted.

Monday-Friday_____	8:00 a.m.-10:00 p.m.
Saturday_____	8:00 a.m.- 5:00 p.m.
Sunday_____	2:00 p.m.- 5:00 p.m.
	7:00 p.m.-10:00 p.m.

Some general regulations should be mentioned here; others will be found later in discussion of topics where they are applicable.

1. Dress appropriate to the academic side of the campus should be worn in the library.
2. No food or beverages may be brought into the library.
3. Smoking is not permitted.
4. Use the main entrance. The side doors are emergency (fire) exit doors only.

Reserve books: Most reserve books may be taken from the library for overnight use after 8:00 p.m. or for the weekend after 11:30 a.m., Saturday.

Fines: To encourage the prompt return of books for use by others, a fine of five cents per day per book will be charged. To minimize record keeping, overdue charges on two-week books will be discounted fifty percent if they are paid when the books are returned. This discount is not allowed on overdue reserve books or on recalled books which are not returned promptly. If a book has to be sent for, a messenger fee will be added to the overdue fine.

Lost books: If you lose a book, report it promptly since fines accrue until the loss is reported. Full publisher's price, plus fines, will be charged. If a lost book is found, return it to the Circulation Desk; your payment will be refunded upon presentation of your receipt.

Book Deposit: Books that are not overdue may be returned when the library is closed by means of the book deposit slot near the service (lakeside) entrance to the library.

HEALTH CENTER

Services in the College Health Center are provided primarily for resident students who have paid the general fee and room and board. Such services include health counseling, first aid, and Out-patient and In-patient medication when prescribed by a physician and approved by a College Physician in keeping with local campus facilities and staff. Patients who need careful bedside attention, specialized medical care, and medication of other than a first aid nature will be referred to a hospital. The cost of special medicines and materials necessary for their proper administration must be borne by the student.

Non-resident students and college employees, including members of the faculty and staff, are provided emergency first aid services without charge. Overnight care is limited to a total of ten days or nights during the regular college year, or to three days or nights during the summer session, without additional charge as provided for elsewhere in this section. Regularly enrolled students who would be campus residents if dormitory space were available, and who find it necessary to reside off-campus with other than their own families, are permitted to use the services of the Health Center provided they have paid the general fee; however, a service charge for board required while in the center will be made in these cases.

Other members of the college community, and regularly enrolled residents whose bed-care extends beyond the number of days or nights permitted, may use the room accommodations and other services of the center for periods up to 24 hours at a time in emergencies and when space is available; however, extra costs for such services must be borne by the person receiving these accommodations.

All personnel of the college, students and employees including faculty and staff, and members of their immediate families, are invited to participate in vaccination and inoculation programs as announced by the Health Center staff. Costs of serum and material necessary for such programs, of course, are to be borne by the participants.

The Health Center Staff

Hugh M. McArn, Jr., M.D. (City Office: 422 King Street)
David A. Williams, M.D. (City Office: 509 Atkinson Street)
Mrs. Selah P. Stephens, R.N. (Office and Quarters, Health Center)
Mrs. Alice McKenzie, R.N. (Route 3, Laurinburg, N. C.)

OPERATIONAL GUIDES

1. **Admittance:** The Resident Nurse will render first aid services at no charge for any who report to the Health Center in keeping with instructions and procedures approved by the College Physician.

2. **Services by the College Physician:** Daily visits are made by one of the College Physicians at 7:00 a.m., Monday through Saturday, for consultation services and treatment of minor ailments. For emergencies at other times, students should report through the Residence Director to the Resident Nurse who will communicate with the College Physician for proper guidance; however, students who wish may go directly as a private (non-Health Center case) patient to one of the College Physicians at the regular professional call rates.

3. **Health Center Hours:** Mondays through Fridays: 7:00-9:00 a.m., 1:00-2:00 p.m., and 6:00-7:00 p.m.

Saturdays: 7:00-9:00 a.m., and 1:00-2:00 p.m.

Sundays: 1:00-2:00 p.m.

Note: Students with 8:00 a.m. classes should report promptly at 7:00 a.m. in order that class attendance will be possible unless consultation with the physician at a later time is directed by the Resident Nurse. At other times, resident students in need of health services are to check in with the Residence Director of his or her residence hall (also see item 2 above).

4. **Visiting Hours:** Student visitors are permitted to visit patients who may have visitors by order of the College Physician during the hours of 4:00-5:00 p.m. At any other times, the Resident Nurse is to be consulted, if books or articles of clothing are needed for bed patients.

5. **Bed-care:** Bed space for routine observation is available; however, cases requiring bedside care or other specialized services will be referred to the local hospital.

6. **Meal Service in Health Center:** In keeping with the above schedule, patients will be served the customary liquid, soft, or regular diet as prescribed by the College Physician. If any special diet is prescribed by the College Physician, the student will be charged \$1.00 extra per day or portion thereof.

7. **Referral to physician's office or hospital:** The College Physician may direct any case to be sent to his office or to the hospital if attention by a physician is needed at other than regular Sick Call hours.

8. **Notice to Parent/Guardian:** The College Physician or other attending physician will call a parent or guardian when first convenient when hospital

confinement or specialized medical attention appears needed. Cost of such a call will be charged to the student's bill either at the physician's office, the hospital, or the Health Center. When desirable, the physician will communicate the matter to one of the Deans of Students, except that the Resident Nurse will include such matters in her daily morning report to the Office of Student Affairs and to the Faculty Advisers concerned.

9. **Medication and Special Services:** Medications believed appropriate for routine administration by the Resident Nurse will be approved by the College Physician and held in stock in the Health Center. Supplies and equipment necessary for examination room and bedside use by the physician will be maintained without additional charge. Special services and special medications are prescribed by the College Physician or another physician may be administered in the Health Center only with the approval of the College Physician. Students concerned will bear the costs of such services and/or medications as a personal expense.

10. **Check-out of Patients:** After bed-care assignment, students may be released officially from the Health Center and readmitted to classes and other campus programs only by permission of the College Physician.

11. **Absence excuses** for classes missed during periods of sickness or accident while confined in the Health Center are to be approved in the Registrar's Office upon recommendation of the Health Center staff. Absence excuses must be initiated with the Health Center within 24 hours following return to classes.

12. **Non-residents** who are absent from classes because of illness or accident must report to the Health Center for an absence excuse recommendation by that staff to the Registrar. Written notes from a family physician will help expedite action in the Health Center. Absence excuses must be initiated with the Health Center within 24 hours following return to classes.

13. A roster of all students having sickness and accident insurance through the college-sanctioned plan will be provided each physician and the Scotland Memorial Hospital by the Business Office. This policy pays only for patients treated in a hospital. Each individual student is responsible for the proper processing of insurance claim reports.

14. Unless specifically informed by a member of the Health Center that a particular charge is authorized for payment by the College, the hospital and physician concerned are to bill the student directly for services rendered. The College, of course, expects each student to keep his financial obligations on and off campus clear at all times.

CAMPUS ACTIVITIES



CAMPUS ACTIVITIES

Academically-Related Activities

1. Academic Honors

The Dean's List recognizes superior academic achievement each semester and is published soon after the end of each semester. To be included on the Dean's List, juniors and seniors must have a quality point average of 4.5 for the semester, freshmen and sophomores a quality point average of 4.0, and all must have a clear citizenship record.

The St. Andrews Honor Society

1. Students with an overall academic average of 4.50 for five semesters are eligible.
2. The Adviser of this society shall be a Phi Beta Kappa member.
3. This society shall work toward the establishment of a Phi Beta Kappa Society on campus.
4. Members shall be honored by serving in the following capacities:
 - a. Marshals for graduation at the end of the junior year.
 - b. Marshals for dignitaries.
 - c. Marshals at Convocation.
 - d. Having supper or touring the campus with important visitors on campus.
5. New members will be named at Awards Night each Spring.

Who's Who Among Students annually includes approximately a dozen juniors and seniors from St. Andrews. The Student Life Committee sets the qualifications for nominees and appoints a Who's Who Selection Committee, composed of faculty members and students, to compose a ballot of those juniors and seniors who meet the qualifications. This list of nominees is voted upon in the fall by all upperclassmen. The final selections are subject to approval by the Student Life Committee, the Dean of Students and the Dean of the College.

The nominees are voted upon on the basis of academic achievement, responsible citizenship in the college community and leadership potential. Students are notified of their selection by National Headquarters and the announcement is made to the student body at the annual Awards Night.

2. Musical Opportunities

Choirs

Choir membership is open to all students; participants earn one hour credit per semester. The Touring Choir practices three times a week and presents concerts in neighboring cities and states. The Chapel Choir practices twice a week and sings each week in chapel. Choir members are chosen in the spring, but openings are left for which Freshmen and new students may audition in the fall.

Wind Ensemble

The Wind Ensemble is also open to all students; participants earn one hour credit per semester. Auditions are held in the fall. The Wind Ensemble presents concerts during the year and plays for special occasions; a number of Senior Recitals and performances by members of the conservatory faculty will be provided for the enjoyment of the college community.

Non-Academic Activities

1. Activity Scheduling Procedures

In order to coordinate the various activities of our college community, a Calendar Committee has been appointed by the President. All events other than regularly scheduled classes must be approved by this committee.

A copy of the **“Request for scheduling events on the college calendar”** is available in Dean Davidson’s office and in the Office of Student Affairs. Completed forms should be submitted to Professor McDonald.

2. College Requisitions

A requisition is the form to be used by all organization treasurers in acquiring money, service or equipment of any type. Its purpose is to let the Business Office **know** of the transaction and to have its approval **before** the transaction takes place.

The forms are available in the Business Office and Student Affairs Office and are to be filled out completely by the organization treasurer and signed by the group sponsor before the requisition is submitted.

Organizations under the Student Association submit their requisitions to the Student Association Treasurer for approval. All other organizations submit requisitions directly to the Business Office.

A minimum of 72 hours must be allowed the Business Office for preparing the contract or check.

No contracts for cash will be approved; except for contracts with out-of-state parties for which cashier’s checks and receipt of payment forms may be used, all disbursements from the Business Office will be by regular College drafts.

Any student who negotiates services or expenses without clearance as outlined above must assume full responsibility himself for any such commitment(s) he may have made or implied. On rare occasions, exceptions for emergencies will be made.

If a special preparation order is necessary, no less than two weeks may be required for delivery.

3. Advisers for Clubs and Organizations

Student leaders should recognize that their group adviser/sponsor is their official liaison to the Administration and Faculty, and that each, in such capacity, needs to be counselled with and informed to assure mutual concern and support. Faculty Advisers to the Senate and Judiciary Boards, to the Student Christian Council, to the Student Life Committee and to the publications are appointed by the Dean of the College upon recommendation by the Faculty Executive Committee; the Cabinet, Student Center Board and Inter-Dormitory Council

advisers are representatives of the Dean of Students. A representative of the Physical Education Department serves as adviser to the Intramural Sports Council.

Faculty Advisers or sponsors of social and department-related clubs and organizations are nominated by the groups and approved by the Dean of the College and the Dean of Students. Academic class sponsors are selected by class officers in consultation with the Dean of the College and Dean of Students.

4. Chartering and Organizing Procedures

1. **Any group wanting to organize** should secure a list of requirements for tentative approval from the Student Affairs Office, make a request to the secretary of the Student Life Committee for an initial meeting and register the name of the "Temporary Chairman" or the one person making the request for the initial meeting.

Criteria which must be met in order to secure tentative approval include:

1. Proposed name of organization.
2. Statement of purposes, general and specific aims.
3. List of students interested in organization.
4. Name of agency to which affiliated, if any*.
5. Name of adviser: a member of the faculty or staff.
6. Nature of plans for financing programs and operation of organization, and membership dues, if any are to be charged.
7. Any other information which would support application.

2. **A request for tentative approval as a campus organization** should be presented to the Student Life Committee through the Activities and Standards Sub-Committee.

3. **Application for a charter** should be made, after a minimum of three months and within six months after tentative approval. Submit required information to the Student Affairs Office for attention by the Activities and Standards Sub-Committee. The sub-committee will make a recommendation about the application to the Student Life Committee which will then take action.

Charters are granted by the Student Life Committee. The basis for evaluation of the group's application includes:

- a. Financial report.
- b. List of charter members.
- c. Attendance records.
- d. List of projects accomplished.

4. **Extension of tentative approval** may be granted by the Student Life Committee if the club can offer valid reasons for delaying the application for its charter.

5. **Charters shall be renewed annually** by the Student Life Committee on

*Academically related clubs must receive approval of the division to which they are related. This approval should represent a joint student-faculty decision within the division.

the basis of a satisfactory report filed on or before May 1 of each year with the Secretary of the Student Life Committee. Forms for such a report will be provided by the Secretary at least one month previous. It will include the following data:

- a. Evidence of continuing adherence to basic charter criteria as required under item 1, above, unless otherwise authorized in writing by the Student Life Committee.
- b. Information about the fulfillment of the purposes of the organization.
- c. Projects accomplished.
- d. Attendance record (number of meetings, average attendance per meeting).
- e. Financial record, including a balance sheet.
- f. List of current officers and officers elected for the ensuing year.

6. Clubs Currently Chartered

The **American Marketing Association** is open to anyone interested in marketing and other phases of business administration. The club brings outstanding members of the marketing profession to campus to promote interest in this phase of business administration and also sponsors service projects.

President.....John Apperson
Vice-President.....Bob Quantz
Secretary.....Betsy Bridgers
Treasurer.....Bill Hubbard
Adviser.....Mr. Wade

The **International Relations Club** is open to anyone interested in world affairs. Programs consist of interesting speakers and films which help members to study problems of world interest and foster a better understanding of contemporary international relations.

President.....Nick Gordon
Vice-President....."Rag" Rigby
Sec./Treas.....Llynda Fogle
Adviser.....(to be appointed)

The **Lettermen's Club** initiates each spring students who have earned a letter in a varsity sport and who desire membership. The club seeks to foster good will and sportsmanship. It sponsors various activities, such as student-faculty athletic events, and gives an annual McKinnon Morgan athlete-of-the-year award, based on academic achievement, athletic ability, sportsmanship, and dedication.

President.....Athos Rostan
First Vice-President.....Roger Dixon
Second Vice-President.....Flo Smith
Secretary.....Vann Taylor
Treasurer.....Guy Starling
Sergeant-at-Arms.....Mr. Hackney

The **St. Andrews Chapter of the Music Educators National Conference** is open to anyone interested in music. The club provides opportunities for professional development, for acquaintance with leaders in the music education profession, for school projects and for contracts with MENC members of other schools. At the annual Awards Night the club gives a Most Outstanding Music Student award.

President Madeline Leonard
 Vice-President John Kinlaw
 Sec./Treas. (to be elected)
 Corresponding Secretary Carleen Strayer
 Adviser Miss Bryant

Phi Beta Lambda membership is open to upperclassmen who are business majors. The club's purpose is to create interest in and understanding of business occupations and to develop competent and aggressive business leadership. Phi Beta Lambda sponsors various projects for the improvement of business and community.

President..... Dick Stone
 First Vice-President on campus Cooper Davis
 Second Vice-President day student Mary Mercer
 Secretary Minnie Smith
 Treasurer Sharyn Brown
 Adviser Miss McIntyre

The **Radio Club** is open to all students interested in any phase of radio broadcasting. By operating the campus radio station, W. S. A. P., the club provides live opportunities for students in script writing, electronics and announcing.

President..... David Henderson
 Secretary..... Marjorie Kingsley
 Treasurer Suzanne MacLeod
 Adviser Mr. McLean

Sigma Lambda Gamma is open to students taking Greek and anyone interested in the classical arts. The club seeks to promote interest in the study of life and culture of the ancient Greeks and Romans, to gain appreciation of the contributions in literature and culture and how they have influenced society, and to assist the Junior Classical League.

President..... Bob Brewbaker
 Sec./Treas. (to be elected)
 Adviser Dr. LaMotte

The **Circle K Club** of St. Andrews is a student affiliate of Kiwanis International. Membership is open to all male students with an average of 2.0 or better. Its purpose is to render service to the campus community. One particular project of the organization is the publication and distribution of the bi-monthly St. Andrews Newsletter.

President..... Mike Mullinnix
 Vice-President Jim Smith
 Secretary Howard Yost
 Treasurer Bill Wooddell
 Adviser Mr. Gross

The **Human Relations Club** is open to all students and faculty members. Juniors and seniors majoring in Human Relations are full members; others are affiliate members. The purpose of the club is to inform and guide the student toward the fulfillment of his potentialities in the areas of employment when an emphasis on Human Relations is significantly relevant. The Human Relations Club sponsors movies dealing with emotional problems and invited speakers from the professional world.

President..... Ellerbe Ackerman
 Vice-President Angela Stronach
 Sec./Treas..... Tillie Van Dyke
 Adviser Dr. Smith

7. Clubs With Charter Approval Pending

Highland Players. To help develop the talents of students along theatrical lines, the Highland Players provides opportunity for acting, staging, and other training in aspects of the theater, by presenting and promoting superior dramatic art. To qualify for membership a student must have worked forty hours on various phases of production. Students with 120 hours qualify for honor membership.

President Kay McClanahan
 Vice-President Bob Bercaw
 Secretary Helen Gregory
 Treasurer Joe Mitchell
 Adviser Mr. McDonald

The **Trumpet Bridge Club** provides the opportunity for student-faculty relationships in a recreational participation in bridge, where individuals may learn and improve skills in the game. Besides providing the opportunity for playing bridge every two weeks, the club sponsors an Inter-Dormitory Duplicate Bridge Tournament and annually enters the National Intercollegiate Bridge Tournament.

President..... Buddy Elmore
 Vice-President..... Rick Johnson
 Secretary/Treasurer..... Brian Weger
 Adviser Dr. Carver

8. Publications

The Lance is the campus newspaper, published bi-monthly.

Editor..... Ed Butterworth
 Assistant Editor Mary Fisher
 Managing Editor..... Brian Weger
 Business Manager..... John Apperson
 Adviser..... Mr. Abernathy

The **Lamp and Shield**, the yearbook, is published each May, records memorable events and personalities of the year. Miss Lamp and Shield is selected annually in a campus-wide pageant sponsored by the yearbook staff.

Editor..... Mevelyn Fraser
 Business Manager..... Athos Rostan
 Adviser..... Mr. Abernathy

The **Cairn** is the literary magazine.

Mr. Jack Abernathy serves as publications adviser.

Offices of the **Lance** and the **Lamp and Shield** are located on the first floor of the Student Center.

9. Sports and Recreation

Intercollegiate athletics in tennis, basketball, baseball, golf, cross country, track, soccer and wrestling provide for active participation and for spectator enjoyment throughout the various sport seasons. "Try-out" dates for those interested as participants in intercollegiate competition will be announced by Mr. Hackney and his coaching staff. The programs are open to all students and no athletic scholarships are offered.

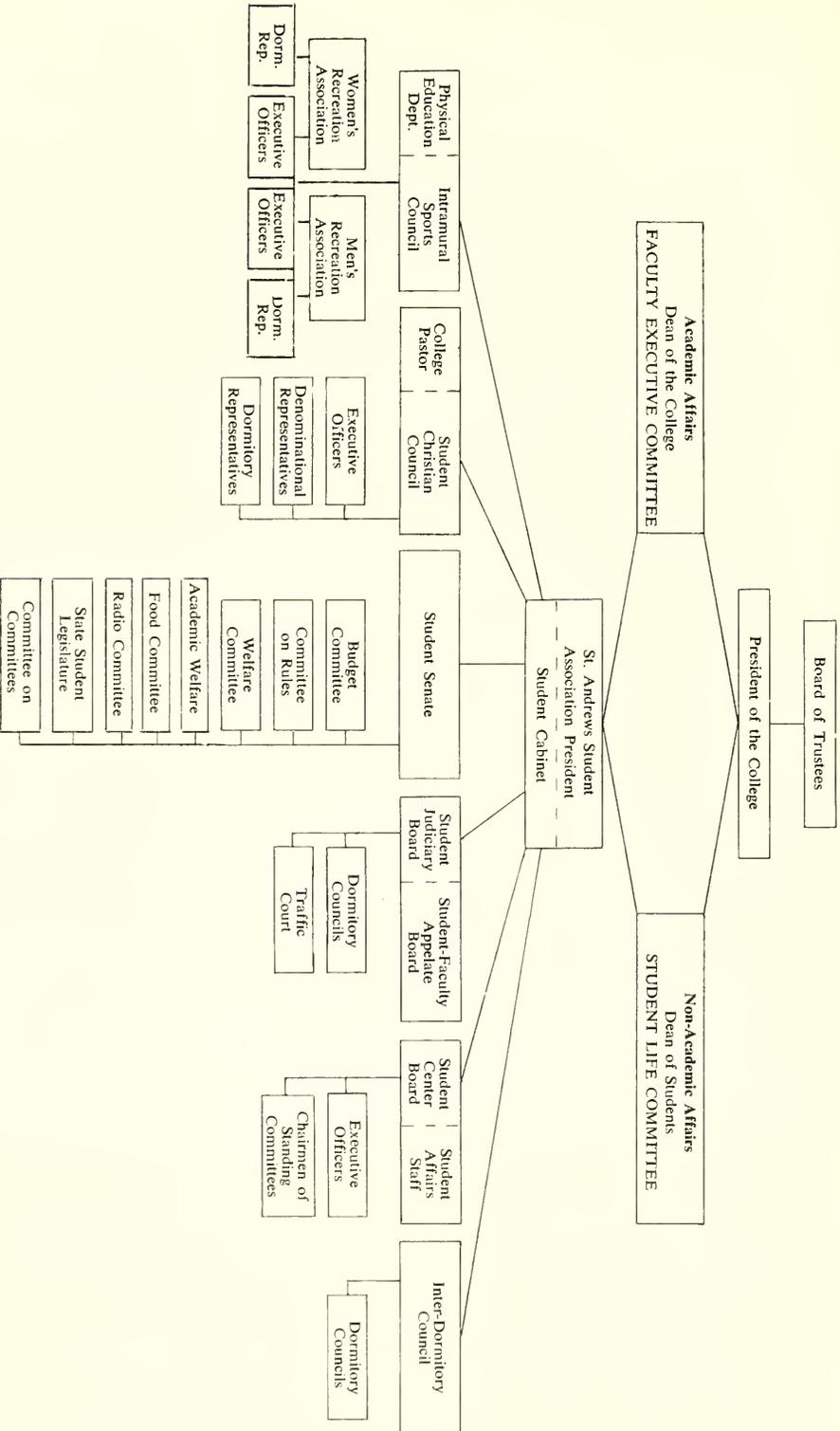
Intramural sports include a wide range of activities organized on an individual or dorm competition level. The Intramural Sports Council organizes the various activities, which include touch football, basketball, volleyball, softball, track, bowling, tennis, and table tennis.

The St. Andrews **Cheerleaders** lead the spirit and enthusiasm needed by participants in the inter-collegiate athletic programs. Seven regular and three alternate cheerleaders are selected by a joint student-faculty committee during the annual fall "try-outs". The **Pep Club** is organized by the cheerleaders. St. Andrews has membership in the NAIA and is a charter member of the new Dixie Intercollegiate Athletic Conference.

ST. ANDREWS STUDENT ASSOCIATION



**ORGANIZATIONAL CHART OF THE
ST. ANDREWS STUDENT ASSOCIATION**



Organization of the Student Association

The St. Andrews Student Association is made up of all students of the college and has as its primary purpose the promotion of "mutual concerns, obligations, and responsibilities with the Faculty and the Administration," toward the end of challenging complacency and mediocrity in all phases of campus life. The President of St. Andrews, on behalf of the Board of Trustees, and with concurrence by the college faculty and administrative officers, extends to the student association leadership the opportunity and obligation to participate to the fullest potential in the affairs of the corporate community.

Student participation in the governance of the college community is encouraged, therefore, and the involvement of students in college affairs will be increased as student leadership responsibly assumes the obligations as well as the privileges. It is to be understood that the college president may decrease student involvement when evidence of irresponsibility persists or when delegated authority to particular student groups becomes ineffective.

The Student Association functions through three primary divisions. The Student Cabinet, as the executive body, is composed of leaders of all major divisions and departments of the Association together with the chief elected officers of the student body. The Student Judiciary is the chief judicial agency of the Association and is composed of elected representatives from the upper three academic classes. The Student Senate, with representatives from each class and residence group, serves as the chief legislative body of the Association. The major divisions and the various departments of the student body have Faculty and Staff Advisers to assist with programs of the student groups.

SUSGA

St. Andrews is a member of the Southern Universities Student Government Association, an association of over one hundred southern colleges and universities. SUSGA is a non-political association and exists as a grounds for communication and exchange of problems and ideas among the member schools. Bruce Robertson of St. Andrews, at the 1966 Convention meeting in Jacksonville, Florida, was elected Vice-Chairman to the Executive Council of SUSGA for the state of North Carolina.

CONSTITUTION OF THE STUDENT ASSOCIATION

PREAMBLE

We, the students of St. Andrews Presbyterian College, with the concurrence of the Board of Trustees, Administration, and Faculty, recognizing our fallibility and the changing context of our community, do nevertheless, by the forgiving grace of God in Christ, dedicate ourselves to the intense pursuit of knowledge and meaning as we challenge complacency and mediocrity in all phases of life and to the development of a maturity which faces both the ideals and the realities of our corporate life, and do hereby establish this Constitution for the purpose of more effectively accepting this perpetual challenge to share mutual concerns, obligations, and responsibilities with the Faculty and the Administration,

thus preparing us to participate in responsible and informed relations among all men.

ARTICLE I. NAME

This organization is known as the St. Andrews Student Association, hereinafter referred to as the Student Association.

ARTICLE II. MEMBERSHIP

Every regularly enrolled, full-time student at St. Andrews Presbyterian College is a member of the Student Association.

ARTICLE III. EXECUTIVE OFFICERS

SECTION 1. The executive officers of the Student Association and the Student Cabinet are the President, the Vice-President, the Secretary, and the Treasurer.

SECTION 2. The President and the Vice-President must be members of the incoming Senior Class and have held an elected position within the Student Association. The Secretary and Treasurer must be members of the incoming Junior or Sophomore Class. Each executive officer must maintain an overall scholastic average of 3.0.

SECTION 3. Duties of the Executive Officers

a. The President serves as the official representative of the Student Association and President of the Student Cabinet; calls and presides over all meetings of the Student Association and the Cabinet; approves or vetoes all legislation passed by the Senate; refers approved legislation to the Dean of Students for attention by the President of the College; appoints such committees and fills such positions as are necessary for the operation of the Student Association, with the consent of the Senate unless otherwise specified in this Constitution; and serves as a member of the Student Life Committee.

b. The Vice-President serves as President of the Senate; serves as a member of the Student Cabinet; assumes the duties of the President in his absence or at his request, and assumes the office of President if for any reason the President must vacate his office.

SECTION 3. The Senate, in cooperation with appropriate faculty or administrative bodies, considers all questions of student welfare and general student interest; considers and initiates all legislation; refers legislation to the Student Association President for his approval or veto; has the power to override the Student Association President's veto by a two-thirds vote of the Senate, and then refers the recommendation directly to the Dean of Students for attention by the Student Life Committee, if he thinks it desirable, and by the President of the College; hears recommendations from the Student Association Treasurer and approves a budget for the Student Association and authorizes any expenditures necessary outside the budget; appoints standing committees and such additional committees necessary for the operation of the business of the Senate; fills any vacancies which occur in the Cabinet; has the power to impeach and may remove from office any officer of the Student Association by a two-thirds vote of the

Senate; establishes all courts and judiciary committees not herein established; and by a two-thirds vote of the Senate gives consent for membership of Student Association agencies in all local, regional, and national organizations.

ARTICLE IV. STUDENT-FACULTY APPELLATE BOARD

SECTION 1. The Student-Faculty Appellate Board is the highest judicial body representing the students, Faculty, and Administration of St. Andrews Presbyterian College, which makes recommendations to the President of the College or his own appointed representative.

SECTION 2. The Student-Faculty Appellate Board consists of two elected members from the incoming Senior Class, and one elected member from the incoming Junior Class, each maintaining an overall scholastic average of 3.0; one faculty-administration member selected in keeping with the procedure provided in the Faculty By-Laws; one representative of the Dean of Students; and one student, faculty, or administrative counsel of the student being heard. The Board elects a chairman from its membership.

SECTION 3. The Student-Faculty Appellate Board interprets the Constitution of the Student Association, and hears all appeals from the Student Judiciary Board, but has no original jurisdiction. Upon hearing an appeal, the Board may uphold the original decision, may reduce the original sentence, may reverse the original judgment, or may return the case to the board or council of original jurisdiction.

ARTICLE VII. STUDENT JUDICIARY BOARD

SECTION 1. The Student Judiciary Board is the student judicial body of the Student Association, which makes recommendations to the President of the College or his own appointed representative.

SECTION 2. The membership of the Judiciary Board consists of two elected members from the incoming Senior Class, two elected members from the incoming Junior Class, and one elected member from the incoming Sophomore Class, each of whom must maintain an overall scholastic average of 3.0; one faculty-administrative representative selected in keeping with the procedure provided in the Faculty By-Laws and one representative of the Dean of Students serve as advisers to the Student Judiciary Board. One student, faculty, or administrative representative may be selected by the student as his counsel. The Board elects a chairman from its membership. All members of the Board are distinct from those on the Student-Faculty Appellate Board.

SECTION 3. The Student Judiciary Board hears all cases involving Honor Code offenses and all other offenses specified in the College regulations which are outside the jurisdiction of the Dormitory Councils and other courts or committees established by the Senate; hears all cases of appeals from Dormitory Councils; and recommends to the Senate the establishment of any other necessary court and/or judiciary committee.

ARTICLE VIII. INTER-DORMITORY COUNCIL

SECTION 1. The Inter-Dormitory Council is responsible for the general

welfare of all resident students and serves as the coordinating body of inter-dormitory activities and programs in cooperation with the Office of Student Affairs.

SECTION 2. The Inter-Dormitory Council consists of the presidents of the dormitories who meet regularly with a representative of the Office of Student Affairs. The Chairman of the Council is elected within its membership.

SECTION 3. The Council considers problems common to all residence halls; makes recommendations to the Senate and/or the Office of Student Affairs regarding desired changes in dormitory regulations and operational procedures; codifies and publishes regulations as approved; coordinates inter-dormitory activities.

ARTICLE IX. DORMITORY COUNCILS

SECTION 1. A Dormitory Council is responsible for the general welfare of the students in a particular residence hall.

SECTION 2. The membership of a Dormitory Council consists of the President and the Resident Assistants and Suite Leaders of the residence hall. The President is elected in the spring by prospective residents of the dormitory who must be a member of the incoming Junior or Senior classes and must maintain an overall scholastic average of 2.0. A Vice-President and Secretary are chosen by the Council within its membership. The Residence Director serves as adviser.

SECTION 3. The Dormitory Council enforces the dormitory regulations; reviews cases of those students who have reached the ten demerit limit; submits for review by the Student Judiciary Board a record of all cases; reports to the Student Judiciary Board the cases of students who have reached the twenty demerit limit; refers to the Student Judiciary Board any case beyond its own jurisdiction; and is responsible for approving and overseeing dormitory social plans.

ARTICLE X. STUDENT CENTER BOARD

SECTION 1. The Student Center Board coordinates and directs the program of campus social activities and services in cooperation with the Office of Student Affairs.

SECTION 2. The membership of the Student Center Board consists of President, Vice-President, Secretary, Treasurer, and chairmen of standing committees who are appointed by the executive officers of the Board. A representative of the Office of Student Affairs serves as adviser.

SECTION 3. The President and Vice-President of the Board must be members of the incoming Junior or Senior Class and have served at least one semester on the Board or one of its committees. The Secretary and Treasurer must be members of the incoming Sophomore or Junior Class. Each executive officer of the Board must maintain an overall scholastic average of 3.0.

ARTICLE XI. STUDENT CHRISTIAN COUNCIL

SECTION 1. The Student Christian Council coordinates the programs of the various denominational groups represented on campus and promotes various campus activities related to the Christian Life Program of the College in cooperation with the College Pastor.

SECTION 2. The Student Christian Council consists of a President, Vice-President, Secretary, Treasurer, representatives of official denominational organizations, appointed by the President of each organization, and chairmen of standing committees who are appointed by the executive officers of the Council and advisory representation as appointed by the College Pastor.

SECTION 3.. The President and Vice-President of this Council must be members of the incoming Junior or Senior Class and have served at least one semester on this Council or one of its committees. The Secretary and Treasurer must be members of the incoming Sophomore or Junior Class. Each executive officer of the Council must maintain an overall scholastic average of 3.0.

ARTICLE XII. INTRAMURAL SPORTS COUNCIL

SECTION 1. The Intramural Sports Council coordinates all recreational activities and promotes coeducational recreational programs in cooperation with the Department of Physical Education.

SECTION 2. The Intramural Sports Council consists of the executive officers of the Men's Recreation Association and the Women's Recreation Association. The Chairman of this Council is elected within the Council. The advisers of the Men's Recreation Association and the Women's Recreation Association serve as advisers to this Council.

SECTION 3. All men students are members of the Men's Recreation Association. Its executive board consists of three executive officers who are a President, Vice-President, and Secretary-Treasurer that are elected in a general election by its members, and representatives from each recreational unit. A representative of the Physical Education Department serves as adviser. This executive board coordinates men's recreational activities and promotes men's athletic programs.

SECTION 4. All women students are members of the Women's Recreation Association. Its executive board consists of three executive officers who are a President, Vice-President, and Secretary-Treasurer that are elected in a general election by its members, a Publicity Chairman and Awards Chairman who are elected in a general election by its members, and representatives from each recreational unit. A representative of the Physical Education Department serves as adviser. This executive board coordinates women's recreational activities and promotes women's athletic programs.

SECTION 5. The President of the Men's Recreation Association and of the Women's Recreation Association must have served at least one semester on the Council, one of its committees, or an executive board of a Recreation

Association. Each executive officer must maintain an overall scholastic average of 2.0.

ARTICLE XIII. STUDENT LIFE COMMITTEE

SECTION 1. The Student Life Committee is a joint student-faculty-administration body provided for in the Faculty By-Laws, to oversee and coordinate Student Life in non-academic matters. With the Dean of Students as Chairman, it will function as a liaison agency between the Student Association and the Faculty Administration.

SECTION 2. The Student Life Committee consists of the Student Association President; a designated member of the Senate; the editor of the **Lance**; four student representatives; with each class represented, appointed by the Student Association President and approved by the Senate; the Dean of Students; a representative from the staff of the Dean of Students; five additional representatives from the Faculty and Administration, one of which must be the adviser of the **Lance**. The Dean of Students serves as the Chairman of the group and the representative of the staff of the Dean of Students serves as Vice-Chairman and Secretary.

SECTION 3. As a hearing body to review questions which may be referred to it, the Student Life Committee makes recommendations to, asks opinions of, and hears reports from any College-related body; charters clubs; serves as a long-range planning group for student life; and develops policies and procedures necessary for a total program of student publications.

ARTICLE XIV. MEETINGS

The time and place of the meetings of Student Organizations are specified in the by-laws of each organization.

ARTICLE XV. TERM OF OFFICE

The officers of the Student Association are elected in a general election each April and serve a term of office beginning at their installation which takes place within two weeks after the close of Student Association elections and ending with the installation of new officers in the spring semester of the succeeding year.

ARTICLE XVI. AMENDMENTS

The Senate may initiate an amendment; if it is passed by a three-fourths majority of the Senate it is immediately posted in the Student Center for two weeks at the end of which time it is presented to the Student Association for a vote. A three-fourths majority of the Student Association members voting is necessary for adoption; subject to review by the Dean of Students and the approval of the faculty and President of the College, the amendment becomes a part of this Constitution.

By presenting a petition to the President of the Student Association signed by at least one-third of the members of the Student Association, the members of the Student Association may initiate an amendment. The President of the Student Association posts the petition in the Student Center for two weeks at

the end of which time it is presented to the Student Association for a vote. A three-fourths majority of the Student Association members voting is necessary for adoption; subject to review by the Dean of Students and approval of the faculty and President of the College, the amendment becomes a part of this Constitution.

A By-Law of this Constitution is amended in the Senate. Any proposed By-Law amendment must be presented to the Senate and then posted in the Student Center for one week at the end of which time it is presented to the Senate for approval by a two-thirds majority of those present; subject to approval by the Student Association President in keeping with the procedures described in Article III, the By-Law amendment becomes a part of the By-Laws of this Constitution.

ARTICLE XVII. BY-LAWS OF STUDENT ASSOCIATION ORGANIZATIONS

Each organization of the Student Association must enact a set of by-laws within one month of their first business meeting consistent with the provisions of this Constitution.

ARTICLE XVIII.

This Constitution will be ratified by a majority of those voting if the voting is at least 50% of the Student Association, and becomes effective with the signature of the President of St. Andrews Presbyterian College.

BY-LAWS OF THE CONSTITUTION OF THE ST. ANDREWS STUDENT ASSOCIATION

I. ORIENTATION COMMITTEE

a. An Orientation Committee is appointed by the Student Association President in consultation with the Dean of Students and with the consent of the Senate.

b. This committee consists of seven members, three men and three women representing the rising upperclasses and the President of the rising Sophomore Class. Co-Chairmen are designated by the Student Association President, one from the men and one from the women members. The Co-Chairmen are students who plan to attend the College Summer Session, and they are awarded Summer Resident Assistantships to work with the residence programs during the summer as well as to assist with completion of orientation plans for the ensuing year. The Dean of Students appoints advisory representation.

c. The Orientation Committee formulates ways and means for effective orientation of students.

II. HANDBOOK COMMITTEE

a. A Handbook Committee is appointed by the Student Association President in consultation with the Dean of Students and with the consent of the Senate.

b. This committee consists of three men and three women students representing the rising upperclasses. A Chairman and a Recording Secretary are designated by the Student Association President, one from the women and one

from the men. A representative of the Office of the Dean of Students serves as adviser.

c. This committee receives recommendations relative to provisions of the handbook, and formulates editorial statements for consideration by the proper student, faculty, and administrative authorities.

III. CLASS ORGANIZATION

a. Each academic class elects a President, a Vice-President, and a Secretary-Treasurer, each of whom must maintain an overall scholastic average of 2.0 to represent it in all matters of concern to the class except when the class delegates specific authority and responsibility to a standing or special committee.

b. The President calls and presides over class meetings as required or as requested by a class officer, a College Dean or Sponsor, or by a petition of ten or more members of the class.

c. The Vice-President serves as class representative to the Senate.

d. The President, Vice-President, and Secretary-Treasurer appoint standing and special committees as needed to carry out the business of the class. The President is an ex-officio member of each committee with voting privileges.

e. Each class has an organizational meeting prior to October 15 and at least one additional meeting during the month of February.

f. After the first grading period the Orientation Committee presents to the Freshman Class the organizational plans as established by the Elections Board for their Class election.

g. There is a Faculty Sponsor for each class selected from among the full-time Faculty by class officers in consultation with the Dean of Students prior to November first. The Sponsor is the official representative of the College in matters relating to the class.

IV. ELECTIONS BOARD

a. The Elections Board shall have the power to conduct all Student Association elections and to announce the outcome.

b. The Elections Board consists of the two senior members of the Student Judiciary Board, the two Senior members of the Appellate Board, the three Senior Class Officers, one representative from the Office of Student Affairs, and one faculty member selected by the Student Life Committee. The Chairman is selected within the membership of the Board.

c. The Elections Board begins functioning after election each spring; sets up elections dates for the coming year in accordance with constitutional provisions; prepares the official ballots from the basic list of candidates meeting constitutional qualifications who have filed with the Office of Student Affairs; supervises campaigning regulations; supervises the polls; and counts ballots.

d. In a single position election the winner shall be determined by a simple majority of the total votes cast for that office. If no candidate receives a simple majority, there shall be one run-off election between the candidates who have polled the two highest numbers of votes. In multi-position elections, the candidates receiving the greatest numbers of votes shall be elected. If the stated number of positions cannot be filled, as a result of a tie, there shall be one run-off.

e. All candidates for Student Association offices must have properly filed in the Office of Student Affairs in accordance with the provisions made by the Elections Board.

Amendments to the Constitution of the St. Andrews Student Association

Amendment 1

The Chairmanship of the Intramural Sports Council shall alternate from year to year between the President of the Men's and the Women's Recreation Association. When the fall semester begins in an odd year, the President of the Men's Recreation Association shall be Chairman. When the fall semester begins in an even year, the President of the Women's Recreation Association shall be Chairman.

STUDENT ASSOCIATION OFFICERS

The Cabinet:

President..... Bob Anderson (also President of the Student Body)
Vice-President..... Joe Overton (also President of the Senate)
Secretary..... Margaret Offerdinger
Treasurer..... David Betts
Inter-Dormitory Council..... Steve Wainscott
Student Center Board..... Ted Foy
Student Christian Council..... Scottie Warren
Student Judiciary Board..... Bill Townsend
Intramural Sports Council..... Dottie DuBose
Adviser..... Dean Wells

The Student Judiciary Board:

Chairman..... Bill Townsend
Secretary..... Mary Raine Sydnor
Lynn Terry
Jim Bennett
Bob Brewbaker
Advisers..... Mr. Skinner, Miss McQueen

The Student-Faculty Appellate Board:

Chairman..... Carolyn Ehardt
Secretary..... Lee Accettullo
Kay McClanahan
Mr. Geffert
Mr. Wells

The Senate:

President..... Joe Overton
President Pro-Tem..... Flo Smith
Secretary..... Pam Neal
Parliamentarian..... Mike Cotton
Advisers..... Mr. Doubles, Mr. Ludlow
Albemarle..... Ann Bottoms, Gail Gillam, Julie McDowell

Concord	Gloria Bell, Eloise Ristau, Frances Stroud
Granville	Mev Fraser, Ellen Moss, Lil Tandy
Kings Mountain	Frankie Reid, Don White, Jim Wilson
Mecklenburg	John Apperson, Mike Cotton, Art Gatewood
Orange	Ruth McClaughry, Norman Pierce, Robbie Tatum
Wilmington	Ellen Clarke, Pam Neal, Angela Stronach
Winston-Salem	Norman Blanchard, Pete Peery, Bill Wyatt
Joint Representatives:	
Mecklenburg and Wilmington	Tommy Trow
Concord and Winston-Salem	(to be appointed)
Class Representatives:	
Senior Class	Ann Covington
Junior Class	(to be appointed)
Sophomore Class	Scott McCrea
Freshman Class	(to be appointed)
Day Student Representative	Laurence Smith

The Inter-Dormitory Council: (Presidents of Dormitories):

President	Steve Wainscott (Kings Mountain)
Secretary	Pam Floyd (Wilmington)
Secretary-Treasurer	Nancy Hitt (Concord)
Ed Osborne (Mecklenburg)	
Eleanor Brown (Albemarle)	
Brenda Keel (Granville)	
Johnny Phillips (Orange)	
Roger Pike (Winston-Salem)	
Adviser	Dean Wells

The Student Center Board:

President	Ted Foy
Vice-President	Judi Lawson
Secretary	Betty Baldwin
Treasurer	John Price
Adviser	Miss McQueen

The Student Christian Council:

President	Scottie Warren
Vice-President	Camille DuPree
Secretary	Betts Hunter
Treasurer	Kenny Pritchard
Adviser	Mr. Davenport

The Intramural Sports Council:

President	Dottie DuBose
Women's Recreation Association:	
President	Dottie DuBose
Vice-President	Betty Anne Ford
Secretary	Peggy Clements

Men's Recreation Association:

President..... Buddy Elmore
Vice-President..... Bruce Tighe

The Orientation Committee:

Co-Chairmen..... Judy Maurer, Ellison Gillis
Elliott Caldwell
Jack Marion
Danny Beerman
Paul Vestal
Robbie Tatum

The Student Life Committee:

Bob Anderson
Ed Butterworth
Art Gatewood
(class representatives to be appointed)
Dr. Doubles
Dr. Hester, Chairman
Miss McQueen, Secretary
Mr. Skinner
Dr. Smith
Miss Williams
Dr. Williamson

The Handbook Committee:

Chairman..... Roger Pike
Tom Bower
Ann Covington
Lynne Pou
Peggy Gamble

The Class Officers:

Class of 1967

President..... Al Thomas
Vice-President..... Ann Covington
Secretary-Treasurer..... Carol Crawford

Class of 1968

President..... Tom Bower
Vice-President..... (to be appointed)
Secretary-Treasurer..... Beverly Black

Class of 1969

President..... Danny Beerman
Vice-President..... Scott McCrea
Secretary-Treasurer..... Joyce Lowdermilk

Class of 1970

(to be elected)

Dormitory Social Chairmen:

Albemarle	Sharon Castle
Concord	Rebecca Rigby
Granville	Margaret Parrish
Kings Mountain	Ray Riddle
Mecklenburg	(to be appointed)
Orange	(to be appointed)
Wilmington	(to be appointed)
Winston-Salem	Tommy Ingram

Note: Vacancies will be filled by appointment by the student body President and the approval of the Senate.

GENERAL INFORMATION



ST. ANDREWS SAFETY AND SECURITY PLAN

Several assumptions are stated to provide basic understanding of the total safety and security program of the College, with particular reference to various emergency situations which might be anticipated.

Disasters

1. **Flooding:** Geographical location is such that danger from general flooding would be negligible. Localized flooding may occur but will not endanger the living area of the campus.
2. **Severe weather disturbances:** Hurricane or tornado type storms are likely to produce some damage to buildings but type of construction precludes serious or sustained damage to occupants.
3. **Earthquake:** Frequency of occurrence in this area and the type of buildings are factors which minimize danger to personnel.
4. **Fire:** Fire resistant construction of buildings localizes fire damage to contents only. Fire hazard can be limited to the immediate proximity of origin.
5. **War:** Two major considerations are identified in this category:
 - a. Conventional high explosives. Any extent of damage cannot be predicted unless the campus becomes a prime target.
 - b. Nuclear effects. This area is not considered to be sufficiently close to any prime target to receive direct effect from a nuclear attack; therefore, in this plan, consideration will be given only to radioactive fallout.

Resources for Safety and Security

1. **Housing:** Adequate facilities exist for all personnel under conditions of natural disaster. The second floor of three-story buildings, corridors, laundry rooms, storage rooms, and baths offer the most protection for campus personnel from nuclear fallout until decontamination measures have been completed. Total protection for all conceivable conditions does not exist. Single-story dormitories and buildings and the top floor of the multi-story dormitories do not offer sufficient protection from nuclear fallout unless appropriate decontamination measures have been completed.
2. **Feeding:** Kitchen and food service areas offer sufficient protection from most natural and man-made disasters. Limited operation during nuclear fallout may be sustained consistent with radiation dosage levels as determined by monitoring teams. Ample area exists for emergency storage of non-perishable and canned foods. External damage to power lines can severely curtail or even stop cooking until service is restored. Ample storage space in multi-story dormitories exists for emergency rations for a two-week period.

3. **Power:** Internal power distribution systems are considered amply protected from most man-made and natural disasters. External power sources are subject to sabotage or external damage and are not within the control of the college.
4. **Water:** Ample supply of protected water exists for the college. Also, emergency water supply is available if needed.
5. **Sewage Disposal:** Sewage disposal is adequate even under extreme conditions.
6. **Communication:** External resources include telephone, radio, and TV and should be adequate. Internal resources include telephone and messenger.

Organization and Administration

1. The President of the College has designated the College Business Manager as the Director of Safety and Security at St. Andrews. Emergencies should be brought to his attention for proper follow-up and instructions.
2. The Campus Engineer is responsible to the Business Manager and Security Officer for placing proper safety and security plans in effect and for coordinating the details as called for in the appropriate plan. Instructions from the Business Manager or the Campus Engineer will govern all college operations during emergencies as outlined herein.
3. The President of the Student Association, with the assistance of the Vice-President of the Association, will notify all residence hall presidents of any declared emergency by the Business Manager or the Campus Engineer with instructions as to the proper plan to follow.
4. Residence Hall presidents will notify Student Resident Assistants of the announced emergency plan and will cause the plan to be carried out as instructed.
5. A Radiation Monitoring Team will be appointed by the Business Manager and the Campus Engineer to serve in monitoring radioactive fallout and other emergency capacities as primary assistants to the Campus Engineer.

Communication System

1. **Telephone:** During the normal work day the switchboard operator will notify all phones on campus of the emergency situation as directed by the Business Manager or the Campus Engineer. During off-duty hours, the Campus Engineer or the Business Manager will be notified of emergency state and they will notify the President and the Vice-President of the Student Association to set the proper plan in effect.

Messenger Service: Upon the announcement of an emergency situation, the President and the Vice-President of the Student Association will desig-

nate members of the Student Senate to act as messengers for the Campus Engineer as requested, and unless otherwise instructed, will stand by in their assigned sections.

Emergency Plans

1. Plan A — Natural and Man-Made Disasters (Except Nuclear Fallout):
 - a. Upon receipt of alert on emergency situation, dormitory presidents will assemble all personnel residing within their respective dormitories and review measures to be taken in accordance with announced plan.
 - b. Resident Student Assistants will supervise members of their sections in carrying out the provisions of the announced plan.
 - c. Faculty and staff on duty will be advised of the emergency situation by the Academic Dean.
 - d. **Tornado:** Seek immediate shelter in permanent building or depression until danger has passed. The Campus Engineer or Business Manager will announce passing of danger.
 - e. **Earthquake:** Evacuate buildings immediately, if possible; otherwise, seek shelter in doorways or under tables and desks.
 - f. **Fire:** Notify Residence Director (or Student Resident Assistant on duty in her absence). The director (or assistant) should call the Laurinburg Fire Department if needed, **and** the Campus Engineer, Campus Security Officer, and Business Manager. There are fire extinguishers in all buildings that should be used advisedly in keeping with instructions from the Campus Engineer. These extinguishers are for fires only and any other use will result in disciplinary action as well as leave the area for which the extinguisher is provided without essential protective instruments. The Residence Director and Residence Hall President of the house concerned should call for building evacuation of the students **if** in their judgment it is necessary following for help from the fire department or other officials so notified.
 - g. **Hurricane:** The Campus Engineer or Business Manager will announce the threat of a hurricane. When the hurricane is approximately three hours away, the Campus Engineer or Business Manager will place emergency plan into effect.
 1. Close all windows and latch securely.
Close exterior doors and latch as necessary to prevent free swinging.
 2. Prepare to occupy and remain in quarters for an indefinite period. When hurricane is approximately one hour away, all outside activity must cease and all personnel except as authorized by the Business Manager or Campus Engineer are to go to and remain in their quarters.
 3. Non-resident personnel should join residents in one of the permanent resident buildings.

4. All personnel stay away from glass-enclosed areas.
2. **Plan B — Nuclear Effects**
 - a. Campus Engineer (or Business Manager) will receive notification of a nuclear attack through established Civil Defense channels.
 - b. Campus Engineer (or Business Manager) will notify the President and Vice-President of the Student Association, and officials of the College, of the nuclear attack and advise them of measures to be taken.
 - c. Campus Emergency Team (Radiation Monitoring Team) will assemble at the pre-arranged place with the Campus Engineer to check out equipment and necessary supplies.
 - d. The Campus Engineer maintains check on emergency equipment and decontamination materials and provides direction for its proper use.
 - e. Students are to collect minimum personal necessities and clothing and prepare to move to designated shelter areas when so instructed. Personal supplies needed are:
 - At least one blanket.
 - Raincoat and wet weather footwear.
 - Minimum toilet articles and comfortable clothing.
 - Reading material, playing cards and games.
 - f. When notified by Resident Student Association on instructions from the Campus Engineer or Business Manager, occupants of single-story dormitories and top floors of the multi-story dormitories are to move out to designated areas.
 - Female personnel will move to the second floors of Concord and Wilmington halls.
 - Male personnel will move to the second floors of Winston-Salem and Mecklenburg halls.All personnel will stay away from exterior walls and windows to the maximum extent possible and will remain in corridors, storage rooms, stairways, and baths until notified otherwise. Movement outside of buildings after entry into emergency shelter area will be prohibited to all personnel except designated messengers and members of the Campus Emergency Team (Radiation Monitoring Team). The Campus Emergency Team (Radiation Monitoring Team) will enforce decontamination of authorized traffic prior to re-entry into shelters. Evacuation of medical emergencies will be handled in accordance with the medical evacuation plan as announced by the College Physician.
 - g. **Decontamination:** The Campus Engineer will direct all such activity consistent with radiation levels and the materials available.
3. **Plan C — Other Emergencies**

Since other emergencies or near-emergency conditions may arise from time to time, the Business Manager or Campus Engineer will serve as

the point of referral and source of instructions for plans of action to properly protect the well-being of campus personnel and property. These two officials of St. Andrews, along with the College Security Officer who reports to the Campus Engineer as a part of the functions residing with the Business Manager, are well versed in emergency measures and the resources available for meeting such situations. It will be more expeditious and less confusing if suspected or impending emergencies be reported directly to one of these officials for evaluation and proper follow-up.

Meal Cards for Residents

Each resident student, and non-residents who wish meal service in the college cafeteria, will be issued a meal ticket upon registration and payment of required fees to the Business Office. To gain admission to the cafeteria service line, a student must present his meal ticket or pay the normal individual service charge for the meal. Lost, illegible, or misplaced Meal Tickets are to be reported immediately to the Business Office for replacement at \$1.00 each.

NOTE: Upon withdrawal, voluntary or involuntary, from St. Andrews, the Meal Ticket must be turned in to the Business Office as a part of the regular withdrawal process. Upon registration for a subsequent semester, the Meal Ticket must either be reissued as a new one, or have entered upon it the new semester designation, and certified by the Business Office representative at registration time.

Directory of Laurinburg Churches

The names and addresses of representative churches in the area are listed below, with the names of their pastors. You are invited to regular attendance in the church of your choice.

Baptist

Bright Hopewell, Dixon Street
The Rev. W. C. Blalock
East Laurinburg, East Laurinburg
The Rev. D. C. Watkins
First, East Church Street
The Rev. Richard E. Preece, Jr.
North Laurinburg, Lee's Mill Road
The Rev. Robert L. Brown
Spring Hill, Wagram
The Rev. John B. Hiott

Episcopal:

St. David's, Azure Court
The Rev. Christopher King Cole

Lutheran:

Laurinburg Community Building
The Rev. Peter Setzer

Methodist:

Caledonia, U. S. 501 and Caledonia Road
 The Rev. J. Rodney Fulcher
 Collegiate (Meeting place to be announced)
 The Rev. Robert Pullman
 First, West Church Street
 The Rev. Charles Mercer
 Galilee, McGirt's Bridge Road
 The Rev. S. L. Townsend

Presbyterian:

Church in the Pines, Laurel Hill
 The Rev. William Massey
 Friendship, 500 East Covington Street
 The Rev. Howard Gilkeson
 Laurinburg, West Church Street
 The Rev. Albert N. Wells
 Middleton Heights, Perk Street
 The Rev. Howard Gilkeson
 Montpelier, Wagram
 The Rev. Vernon Broyles
 Pleasant View, Old Lumberton Road and Blue Street
 The Rev. Howard Gilkeson
 Trinity, Liberal Arts Auditorium
 The Rev. Grant Sharp
 Westminster, (U.P.U.S.A.), McGirt's Bridge Road
 The Rev. Grover Nelson

Roman Catholic:

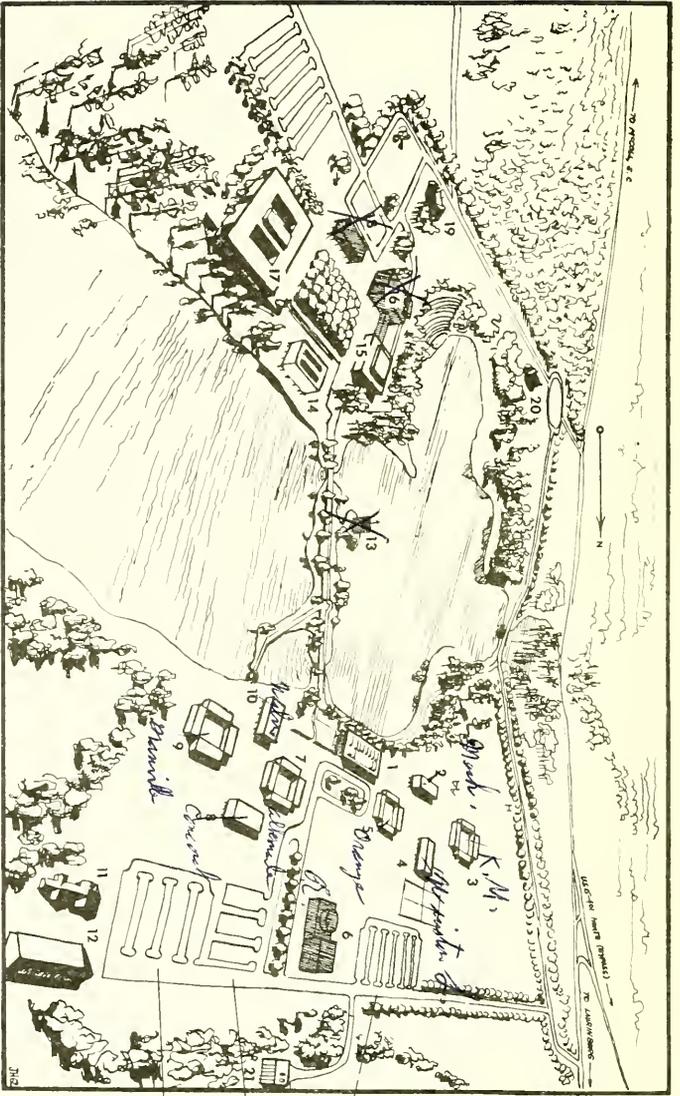
St. Margaret's Hall, South Main Street (Masses at 8:00 & 10:00 a.m.)
 Father Patrick N. Gallagher

Where Do You Go To:

- 1. See about a room change?**
 Residence Director
 Assistant Deans of Students
- 2. Arrange for transportation to or from airports or train stations?**
 Assistant Deans of Students
 Maintenance Department
- 3. Get permission to have a car on campus?**
 Dean of Students (if permission necessary)
 Maintenance Department
- 4. Request late permission?**
 Assistant Dean of Students

5. **Request an excused absence?**
Dean of the College
6. **Buy a meal ticket?**
Food Service (Cafeteria)
7. **Apply for financial aid?**
Mr. Hiott, Business Office
8. **Inquire about transferring and/or credits at other colleges?**
Registrar
Dean of Admissions
9. **Inquire about a permission for an extra night out or excuse for Orientation meetings?**
Dean of Students (Freshmen, only)
10. **Register a vehicle on campus?**
Maintenance Department
11. **Report dormitory damage or needs?**
Residence Director
12. **Arrange to have an overnight guest?**
Residence Director
13. **Schedule a meeting or function?**
Mr. McDonald, Chairman, Calendar Committee
14. **Schedule a function involving refreshments?**
Assistant Dean of Students and Food Service
15. **Apply to be a Resident Assistant, Suite Leader, or Host/Hostess?**
Assistant Deans of Students
16. **Pay a parking ticket?**
Maintenance Department (Students)
17. **Borrow cards and ping pong paddles? Buy ping pong balls?**
Assistant Deans of Students
18. **Seek advice on matriculation?**
Faculty Adviser
19. **Cash a \$5.00 check?**
Snack Bar or School Store
20. **Cash a larger check?**
Business Office
21. **Make arrangements to withdraw?**
Faculty Adviser

22. **Look for "Lost" articles or turn in "found" ones?**
Assistant Deans of Students
Secretarial Pool
23. **Discuss plans for marriage and remaining in college?**
Dean of Students
24. **Get permission to order a film?**
Business Office, then Assistant Deans of Students
25. **Get an application for a club charter?**
Assistant Deans of Students
26. **Inquire about off-campus housing?**
Assistant Deans of Students
27. **Send college publicity to other papers?**
Mr. Abernathy, Development Office
28. **Get a key to a boat?**
P. E. Department
29. **Inquire about off-campus jobs?**
Business Office
30. **Arrange rides with other students?**
Student Center Board—in Post Office alcove
31. **Report an Honor Code offense?**
Assistant Deans of Students or Judiciary Board Chairman
32. **Change a dormitory regulations or policy?**
Dormitory Council and Inter-Dormitory Council
33. **Reserve rooms for meetings in the L. A. Building or Library?**
Registrar
34. **Reserve rooms for meetings in Vardell Building?**
Mr. West's Office
35. **Get permission for any sales or pledges involving money of individual students, faculty or staff?**
Business Manager
36. **Make an appointment to see your Faculty Adviser (It's YOUR responsibility!)?**
His or her office
37. **Get a form for withdrawal from St. Andrews?**
Registrar's Office
38. **Turn in articles for THE LANCE?**
Box outside Lance office door; under Student Center stair well.
39. **Turn in articles for Circle K Newsletter?**
Student Affairs Office



KEY TO BUILDINGS

- 1 Student Center
- 2 Mecklenburg Hall
- 3 Kings Mountain Hall
- 4 Winston-Salem Hall
- 5 Orange Hall
- 6 Physical Education Plant (Under Construction)
- 7 Albemarle Hall
- 8 Concord Hall
- 9 Granville Hall
- 10 Wilmington Hall
- 11 Health Center
- 12 Physical Education Offices and Temporary Gymnasium
- 13 Proposed Chapel
- 14 DeLamotte Library
- 15 Music Conservatory
- 16 Proposed Auditorium
- 17 Liberal Arts and Science Building
- 18 Proposed Administration Building
- 19 Guidance Center
- 20 College House
- 21 Power Plant

Office Locations

- 17 Admissions and Registrar's Office
- 17 Business Office
- 17 Dean's Office
- 17 Dean of Students' Office
- 17 Development Office
- 17 President's Office
- 17 Student Affairs Office
- 1 Student Store and Post Office

Parking:

- Men Residents
- Visitors and Non-residents
- Women Residents

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Hail, St. Andrews!

Words by Donald F. and
Robert MacDonald
In stately tempo

Tune: "Maigheanan na h' Airidh"
Traditional Scots Gaelic Air
arr. by MacDonald

1. Hail to thee our Al-ma Ma-ter! Bold thy Banner wav-ing o'er us!
2. Hail, all hail to thee St. An-drews May thy cour-age be un-bend-ing.

The first system of musical notation consists of two staves. The upper staff is in treble clef and the lower staff is in bass clef. The music is written in a stately tempo and features a mix of eighth and sixteenth notes, with some rests. The key signature has one flat (B-flat).

Let each loy-al son and daugh-ter proud-ly stand and raise the cho-rus:
Guid-ed by His migh-ty hand whose loving mer-cy knows no end-ing.

The second system of musical notation consists of two staves. The upper staff is in treble clef and the lower staff is in bass clef. The music continues with a similar stately tempo and features a mix of eighth and sixteenth notes, with some rests. The key signature has one flat (B-flat).

From old Sco-tia's lof-ty lands to Ca-ro-lin-a's gen-tle plain--
With thy sal-tire raised be-fore us-- cross of white and field of blue--

The third system of musical notation consists of two staves. The upper staff is in treble clef and the lower staff is in bass clef. The music continues with a similar stately tempo and features a mix of eighth and sixteenth notes, with some rests. The key signature has one flat (B-flat).

Now thy no-ble name, St. An-drews -- Ev-er glor-ious shall re-main!
we pro-claim thy faith vic-tori-ous -- and thy vis-ion ev-er true!

The fourth system of musical notation consists of two staves. The upper staff is in treble clef and the lower staff is in bass clef. The music concludes with a final cadence, marked with a double bar line and repeat dots. The key signature has one flat (B-flat).

