



SAINT MARY'S

COLLEGE AND HIGH SCHOOL

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SAINT MARY'S COLLEGE



Student Handbook 1990-91

Statement of Mission and Purpose

Saint Mary's is a two-year college and an upper level preparatory school joined in a single institution offering liberal arts programs that prepare women for continued study towards a baccalaureate degree and a professional career. Saint Mary's students are women who elect to build their confidence and academic skills in a small college environment that emphasizes caring faculty and small classes, leadership and responsibility, and the building of lasting friendships. A Saint Mary's education is designed to lead each student towards a better understanding of herself, her cultural heritage, and the world in which she lives.

Historically associated with the Episcopal Church, which encourages full development of mind and spirit, Saint Mary's has four purposes:

1. TO PREPARE EACH STUDENT FOR A SENIOR COLLEGE OR UNIVERSITY.
 - through quality teaching in small classes
 - through a solid grounding in academic fundamentals
 - through a balanced liberal arts curriculum
2. TO BUILD EACH STUDENT'S CONFIDENCE
 - through personal attention of faculty and staff in and out of the classroom
 - through individual advising about majors and careers
 - through courses that help her understand herself, her heritage and the world
3. TO DEVELOP EACH STUDENT'S LEADERSHIP SKILLS
 - through participation in and planning for activities
 - through accepting responsibility for herself and her actions
4. TO FOSTER LASTING FRIENDSHIPS AND SPIRITUAL GROWTH
 - through a community that understands and supports the values and conditions that allow friendships to grow and the spirit to soar.

SAINT MARY'S COLLEGE

Student Handbook 1990-91



This handbook is published as a guide to student life at Saint Mary's. The contents herein are subject to change as deemed appropriate by the College. Rule changes may occur throughout the year. Students will be notified if this happens.

Saint Mary's College
900 Hillsborough Street
Raleigh, N.C. 27603
919/828-2521

SAINT MARY'S COLLEGE
RALEIGH, N. C.

SAINT MARY'S COLLEGE

Calendar 1990-91

1990

August 15, Wednesday.....	Workshop for Hall Counselors
August 17, Friday.....	Faculty Orientation
August 18, Saturday.....	Arrival of New Students
August 19-20, Sunday-Monday.....	Orientation & Testing of New Students
August 21, Tuesday.....	Arrival of Returning Students
August 21, Tuesday.....	Registration of New Students
August 22, Wednesday.....	Classes begin
August 31, Friday.....	Labor Day Holiday begins at 5:00 p.m.
September 4, Tuesday.....	Classes Resume
September 5, Wednesday.....	Last Day to Add A Class
September 8, Saturday.....	Classes for High School (Math)
September 15, Saturday.....	Classes for High School (Science)
September 19, Wednesday.....	Last Day to Withdraw from a Class
September 22, Saturday.....	Classes for High School (English)
October 11, Thursday.....	Fall Break begins at 5:00 p.m.
October 17, Wednesday.....	Classes Resume
October 23, Tuesday.....	Preliminary Scholastic Aptitude Test (Required for all 11th-Graders)
October 26-27, Friday, Saturday.....	Parents Weekend
October 29-November 2, Monday-Friday.....	Pre-registration conferences
November 20, Tuesday.....	Thanksgiving Holiday begins at 5:00
November 26, Monday.....	Classes Resume
December 7, Friday.....	Last Day of Classes
December 8-9, Saturday-Sunday.....	Reading Days
December 10-15, Monday-Saturday.....	Examinations
December 16-January 5.....	Christmas Holidays

1991

January 6, Sunday.....	Boarding Students Return
January 7, Monday.....	Classes begin at 12:00 noon
January 18, Friday.....	Last Day to Add a Class
January 18, Friday.....	Last Day to Remove Incomplete Grades from 1st semester
January 19, Saturday.....	Classes for High School (Social Studies)
February 1, Friday.....	Last Day to Withdraw from a Class without penalty
March 1, Friday.....	Spring Holiday begins at 5:00 p.m.
March 11, Monday.....	Classes Resume

March 28, Thursday.....	Easter Holiday begins at 5:00 p.m.
April 2, Tuesday.....	Classes resume
April 2-12, Tuesday-Friday.....	Pre-registration Conferences
April 13, Saturday.....	Classes for High School (Foreign Language)
April 19, Friday.....	Academic Honors Convocation
April 19, Friday.....	Spring Festival
April 20, Saturday.....	Alumnae Day
May 2, Thursday.....	Last Day of Classes
May 3, Friday; May 5, Sunday.....	Reading Days
May 4, Saturday; May 6-10, Monday-Friday.....	Examinations
May 11, Saturday.....	Commencement

NOTE: The equivalent of three days for high school classes will be arranged by academic departments.

Summer Sessions

(tentative dates)

May 21 - June 28.....	High School Session
May 29-June 28.....	College Session





Welcome!

I hope that you all had a wonderful summer and are as excited about the upcoming school year at Saint Mary's as I and the other Student Government officers are. Everyone is anxious to get the old and new girls acquainted with each other and start the never-ending bonds of friendships.

All of you make up the Student Government Association of Saint Mary's, and the 10 officers are the tie between you and the faculty and administration. Your input is important to us, and the SGA officers are counting on you to let us know what your ideas, opinions and needs are. We are your representatives, and your communication with us is a key factor in this venture. The 1990-91 SGA officers want you to feel free to talk with us and voice your thoughts.

Another important aspect of life here is the Honor System which has been the backbone of Saint Mary's for 148 years. It is essential that each student become involved in the Honor System and recognize the responsibilities and actions that go along with it. You must first respect yourself and, in turn, you will learn to respect and care about Saint Mary's rules and traditions. We take pride in the reputation of our Honor System both on and off campus. The only way to maintain the qualities of honor in ourselves and in our school is to cooperate and work together within the Honor System.

Also, please take advantage of every possible opportunity offered at Saint Mary's. This is the ideal place to make the most of what you can be, discover yourself and fulfill your true potential. Opportunities for leadership and involvement abound at Saint Mary's, so make the effort to take part in everything you can.

On behalf of the Student Government officers, I welcome you to Saint Mary's and challenge you to work with us to make the 1990-91 school year the best one yet!

Sincerely,

Hunter Grogan
President of SGA

Student Government Association Officers



1990-91 SGA Officers

(left to right) front row : Kristin Gardner - Chairman of Dorm Council; Kathryn Johnson - High School Social Chairman; Brooke Jaeger - Vice President; Polly Yeargan - Day Student President; second row: Ann Maury Smith - Underclassman Vice President; Janet Poythress - Chairman of Judicial Board; Hunter Grogan - President of SGA; Sarah Lamm - Social Chairman; top row: Elizabeth Williamson - Vice Chairman of Judicial Board; Donna King - Secretary/Treasurer.



Welcome!

As your 1990-91 Judicial Board Chairman, and one of the 10 SGA officers this year, I am really looking forward to the great year ahead of us.

The Judicial Board is a student-run body made up of students and faculty members, who are responsible for upholding the Honor Code of Saint Mary's. Honor has been a tradition at Saint Mary's for almost 150 years, and it plays a most important role in all of our lives here on campus. Our sisterhood is bonded and maintained from this 148-year tradition of honor.

The honor code, which affects all aspects of our life at Saint Mary's together, governs such serious violations as lying, cheating and stealing. These most serious offenses are viewed as detrimental to our campus life and sisterhood and are just not acceptable at Saint Mary's.

It is my goal as Judicial Board Chairman that the Judicial Board sees to it that our honor system is respected and upheld with the utmost dignity that it truly deserves.

Let's join together as a unified community and strive for an honor system that will make everyone proud to be a Saint Mary's girl! Looking forward to a most successful year.

Sincerely,

Janet Poythress

Chairman of Judicial Board

Clubs and Activities

Guidelines

Clubs, organizations and teams are an important part of life at Saint Mary's. All clubs and organizations are expected to contribute to the Saint Mary's community and to the larger community of Raleigh. The following is a list of guidelines established by the Dean of Students for all student organizations (with the exception of team sports):

1. All organizations must have a faculty or staff member as their advisor who has been approved by the Dean of Students. The club by-laws/constitution must be on file in the Dean of Students Office prior to the first walk.

2. The organization advisor must be present at all official functions (initiations, walks, meetings, etc.)

3. A list of all officers and club members must be submitted to the Director of Student Activities and Housing prior to the start of club activities. Membership lists must be updated as new members are selected.

4. All organizations must complete an approved service project for the college and/or local community each semester. Projects must be approved by the Director of Student Activities and Housing.

5. Bulletins, notices of walks and meetings, or other posters are not to be posted on any door or window on campus. Bulletin boards are set aside specifically for this purpose. All events must be submitted to the President's secretary, to be placed on the official school calendar.

6. When meetings of all organization presidents are called by the Dean of Students or the Director of Student Activities and Housing, the organization president or her representative must attend.

7. All club activities (meetings, walks, initiations, etc.) must be scheduled and approved in advance by the Director of Student Activities and Housing.

8. Hazing, on or off campus, will not be tolerated. Section 14-35 of the North Carolina Code states the following:

Hazing; definition and punishment

It shall be unlawful for any student in any college or school in the State to engage in what is known as hazing, or to aid or abet any other student in the commission of this offense. For the purposes of this section, hazing is defined as follows: "to annoy any student by playing abusive or ridiculous tricks upon him, to frighten, scold, beat or harass him, or to subject him to personal indignity." Any violation of this section shall constitute a misdemeanor punishable by a fine not to exceed \$500.00, imprisonment for not more than six months, or both.

(1913, c. 169, ss. 1,2,3,4; CS, s4217; 1969, c.1224, s.1.)

9. Alcoholic beverages are strictly prohibited during club events or initiations. Failure to comply with this mandate will result in the suspension of the club on campus.

10. Any students wishing to form a new club or organization must draft a written proposal and submit it to the Director of Student Activities and Housing for approval. The proposal must include a statement of club purpose, membership size and eligibility, proposed philanthropy, and the nature of proposed club activities. All new clubs will maintain probationary status for a period of one academic year.

11. Only clubs and organizations officially recognized by the College may sponsor activities on or off campus.

12. Clubs may request funds from the SGA fees budgeting committee to subsidize projects benefiting the entire Saint Mary's community.

13. No walks or major activities will be scheduled for the week prior to Fall Break, Spring Break, semester exams, and after Spring Festival.

14. High School students will not be excused from Study Hall for walks or other club activities.

Campus Clubs

The Order of the Circle

The Circle is the honorary leadership organization of the college. For 52 years the Circle members have cultivated friendship among students to promote better school spirit, created fellowship between faculty and students, and encouraged participation in school activities. Outstanding college students are selected for membership in the Circle based on their leadership, citizenship, service and scholarship.

Serenitas Veritas

Serenitas Veritas is a secret organization of sophomores dedicated to promoting a spirit of love and concern in the Saint Mary's community. The members remain anonymous because it is giving and not the giver that they emphasize.

WATS

"We Are The Spirit," the WATS, is a group of college sophomores who promote school spirit. From school songs in assemblies to club walks, the WATS' goal is to promote spirit in the college.

Cold Cuts

The Cold Cuts is a college sophomore musical group. New members are selected during the year following workshops and tryouts. Every conceivable instrument is used, including washboard, maracas, bongos, sticks and the piano. These students dress in brightly colored overalls and shirts, and play at area colleges and universities, civic organizations and school functions.

Marshals

The marshals are elected by the student body from the rising college sophomore class and assume their duties on the third Sunday before Commencement. The Chief Marshal drops the handkerchief at the end of the Commencement exercises, officially ending the school year. The marshals usher at Chapel services and concerts, serve at various school functions and maintain order at all student body gatherings.

Silent S

Silent S is composed of members of the college sophomore class who exemplify and uphold excellent moral conduct both inside and outside of campus life. Silent S seeks to promote dignity, self-respect, and an ability to uphold the Saint Mary's tradition.

Atlas

Atlas is composed of international students. Their purpose is to promote knowledge and understanding of their native countries.

Four Year Girls

The Four Year Girls club is made up of students who have been at Saint Mary's since the 11th-grade.



Scoop

The Scoop group is the only club consisting of both high school and college students. The group promotes friendship between high school and college students.

The Beacon

The Beacon is the honorary organization in the high school department which seeks to promote better school spirit, to encourage cooperation in all phases of school life, and to support participation in extracurricular activities. In selection, consideration is given to academic achievement and service.

Saint Mary's Chorale

The Saint Mary's Chorale performs in campus concerts, chapel services and for special occasions. Programs include both sacred and secular music. Registration is held during orientation and one credit per semester will be received. Membership is under the approval of the director.

Granddaughters Club

The Granddaughters Club, advised by the Alumnae Director, is composed of students whose mothers or grandmothers attended Saint Mary's. Inductions are held in the fall. The Club assists the Alumnae Office in the Lighting O' the Grove and the annual sophomore class party.

Photography Club

The Photography Club is open to all students who have an interest in or desire to learn about photography. The club participates in campus projects and sponsors a contest among students, faculty and staff.

Vestry

The Vestry is the student advisory body of the Chapel. The Vestry is composed of high school and college students and functions under the direction of the Chaplain. The Vestry plans special programs and engages guest speakers for Chapel services. The student body is welcome to attend any open Vestry meeting. The chairman, known as the Senior Warden, is a college student, and the Junior Warden is chosen from the high school department.

MAPS

MAPS is a college social club that promotes school spirit.



Card Sharks

The purpose of this club is to encourage interaction between the freshmen residents of Cruikshank and Holt. This all freshman club is an avid card playing group.

Abracadabra

Abracadabra is a secret college social club.

S.H.A.R.E.

S.H.A.R.E. consists of 12th-graders. The purpose of this club is to promote school spirit for all clubs, activities and athletics, especially in the high school department.

Undatettes

Undatettes is a high school social club that promotes school spirit.

Acolytes

The Acolyte Committee is composed of students who assist the Chaplain in weekly Chapel services and regular Sunday services. Membership is open to students of all denominations.

Sigma-Mu

The Sigmas and Mus are the two intramural sororities on campus. Every student is chosen as either a Sigma or a Mu at the beginning of the year and remains as such during her years at Saint Mary's. Intramural competition and activities between the two groups are held throughout the year.

Letter Club

The Letter Club is the honorary athletic society. A student becomes eligible for membership by participation on a varsity team. The Letter Club sponsors a fun-run in the fall and the annual athletic awards banquet in the spring.

Gillie Callum

The Gillie Callum dancers perform the traditional country dances of Scotland. They perform for special events, both on and off campus, throughout the year. Workshops and auditions are held at the beginning of each semester.

Orchesis

Orchesis is the advanced modern dance troupe. The group studies choreography and dance techniques, and performs throughout the year for special events including Parents Weekend and Spring Festival.

Sea Saints

Sea Saints, the synchronized swimming group, presents fall and spring shows. Tryouts are held at the beginning of each semester. Members learn choreography while performing water ballet.

Saint Genesis

Saint Genesis is the honorary society of the drama department.

Applause, Inc.

Applause, Inc., is the school dramatics club. It is open to everyone at Saint Mary's interested in the theater. Its members present two major productions, one first semester and one in the spring.

Muse

The Muse is the campus literary magazine published in the spring, which affords students the opportunity to exercise their creative, literary and artistic interests. *The Muse* accepts poetry, short stories, photography, and black and white art. A contest is held every February and moneyed prizes are offered in each category. *The Muse* also sponsors *Muse* week, a week-long literary festival, during which visiting poets and writers come to campus to read from their works.

Belles

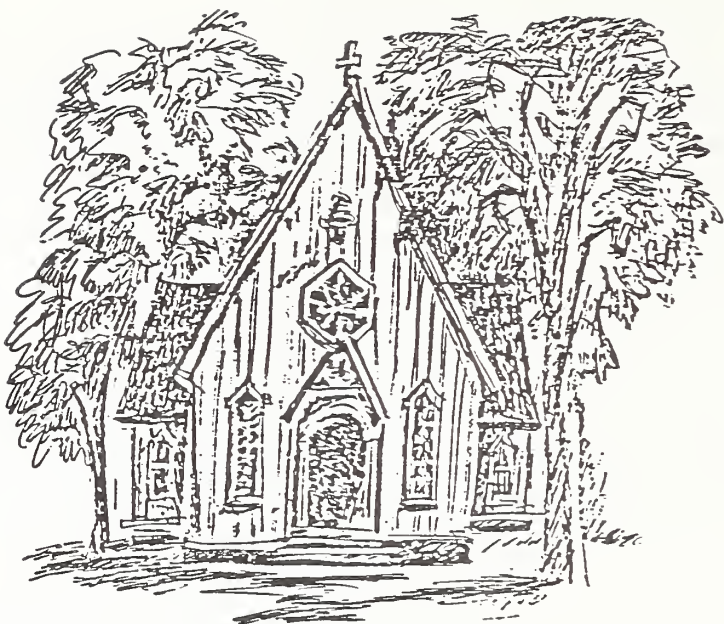
The campus newspaper is published six times a year. Students are encouraged to write for *The Belles*. It serves as a forum for student opinion as well as presenting news, feature stories, and announcements of interest to the Saint Mary's community. Students are responsible for developing story ideas, writing articles, taking photographs and editing material.

Stagecoach

The Stagecoach is a full, illustrated record of each year's work and activities. It is distributed to each student in September following each academic year. A student staff designs page layouts, writes copy and headlines, photographs campus life and events, and works with a professional publisher in production of the yearbook. Students are encouraged to join the staff, which participates in design and layout workshops to learn the skills of yearbook production.

NOTE: The College reserves the right to exercise editorial guidance over student publications.





The Chapel

To new and old students the Chapel is something more than just a place to attend; it is a refuge. Old students will remember and new ones will soon learn that our chapel is the great leveler, the great comfort, and the great source if one wishes to seek it.

*Student Handbook
Saint Mary's School
1946-1947*

Chapel Program

The chief symbols of Saint Mary's affiliation with the Episcopal Church are the chapel and the chaplaincy. The College Chaplain, an Episcopal priest, officiates at a variety of services during each week.

The Anglican tradition encompasses strengths from both the Roman Catholic and Reformed Churches, and our worship emphasizes both Word and Sacraments. Students at Saint Mary's are exposed to basic Christian Doctrine and regular Scripture study at chapel services.

The Reverend Aldert Smedes, founder of Saint Mary's, did not distinguish between secular and Christian education. The Chapel continues to serve as an

integrating force, offering a perspective which brings together academic, social and spiritual development.

Services are brief, highly participatory, and often planned and presented by students. Students at Saint Mary's should understand this role of the Chapel, since it makes clear why attendance at Chapel service is required for all boarding students. Day students are also required to attend some chapel services.

1. All boarding high school students are required to attend campus worship services during the week. In addition, boarding high school students who have not taken a weekend or overnight off campus must attend the Sunday morning service.

2. All college students must attend chapel services twice each month. A special schedule will be determined by the Chaplain.

3. A student may be excused from attending a chapel service by the Chaplain or Dean of Students, but she may not cut chapel. Unexcused absences will be handled by the Dean of Students.

4. Each student is honor-bound to put a chapel card in only for herself. Putting a chapel card in for another student is considered an honor violation.

When many alumnae look back on their years here, it is the chapel they remember as the heart of Saint Mary's.

The Honor System

The Student Government Association at Saint Mary's is based on the Honor Code. The emphasis on honesty is vital to the functioning of our self-governing college. The success of our honor system depends upon each student's acceptance of the responsibility for her own honor and for the honor of the school. If a student breaks the Honor Code she is expected to report herself to the Chairman of the Judicial Board. When questioned, a student is expected to be truthful to any member of the community.

To show their support for the Honor Code, students may be required to take the following pledge or oath during classroom or special chapel activities.

THE PLEDGE:

I pledge that I have neither given nor received help on this test.

THE OATH:

With a clear understanding of all that the Honor Code implies, I pledge that I will uphold the highest standard of personal integrity in every phase of life at Saint Mary's, and I recognize and accept my responsibility for helping others to live up to that standard.

As a member of the Student Government Association, I pledge my loyal cooperation in fulfilling the responsibilities of student government at Saint Mary's.

Student Services

A. BOOKSTORE

1. Hours: Monday-Friday, 8 a.m. - 4 p.m.
2. All books and college supplies may be purchased at the store (Master-Card and VISA accepted.)
3. Students must have ID cards when writing or cashing checks.
4. Students are advised to have their own checking accounts in either Raleigh or their hometown.
5. Students should not keep large amounts of money in their rooms. The College cannot be responsible for money lost or stolen.
6. A fee of \$15 will be charged for all returned checks. Grades will be held if these are not cleared promptly.

NOTE: All books purchased in the bookstore may be returned before the last day of drop-add period if not written in or damaged and if the student has her receipt.

B. POST OFFICE (located at the bookstore)

1. Each student is responsible for checking her mailbox by 4 p.m. Monday-Friday. She will also be responsible, before 4:30, for keeping appointments, answering messages, etc. that she received the day before. Students receiving messages on Friday will have until 4:30 p.m. Monday to respond.
2. Stamps may be purchased at the campus Post Office from 7:30 a.m. to 3:30 p.m.
3. First-class mail is put in boxes by 10:00 a.m. Monday-Friday. Mail does not come in Saturday or Sunday. Packages, newspapers, and magazines may be picked up throughout the day. There is a U.S. Government mailbox across from the main gate on Hillsborough Street.
4. Parcel post and UPS may be sent out and received during Post Office hours.

C. STUDENT UNION

1. The Student Union is open from 8:30 a.m.-11 p.m. daily. Other hours will be arranged by the Dean of Students.
2. Students may have dates in the Student Union from 7 p.m.-11 p.m. or as arranged by the Dean of Students.

D. SNACK BAR

1. The Snack Bar is open from 9:30 a.m.-3 p.m. Monday through Friday or as arranged.
2. The Snack Bar is closed Saturday and Sunday unless arranged by the Dean of Students.

E. HEALTH CENTER

We believe the good health of our students is important. The Health Center is available to meet the health care needs of students at Saint Mary's College. Located in the 1903 Building, the Health Center provides doctor's visits and referrals, lab tests, and general emergency medical care. The Health Center is staffed by caring professional nurses. The following statements outline additional information about the Health Center's operating procedures.

Hours

1. The Health Center is staffed from 3 p.m. on Sunday until 3 p.m. on Friday. The Health Center is open for unscheduled visits from students during the following periods:

Monday - Thursday	8:00 a.m. - 11:00 p.m.
Friday	8:00 a.m. - 3:00 p.m.

Doctor's hours are as follows:

Monday & Wednesday	12:30 p.m.-1:30 p.m.
Thursday	1:30 p.m.-2:30 p.m.

2. When services are required after hours during the week, a student should contact her Housemother who will call the nurse on duty and make arrangements to have her admitted.
3. When an on-campus illness necessitates it, the Health Center is kept open after 3:00 p.m. on Friday.

Emergencies

4. When the Health Center is closed, students should contact a Housemother for any health-related concern. The Housemother will make arrangements for them to see a physician or go to an emergency room as needed.

Procedures

5. Nurses respond to students with symptomatic illnesses. They do not diagnose. As needed, students will be referred to doctors for further examinations and diagnosis. A student may always request and receive an appointment with a physician other than the campus physicians. The Health Center will help the student schedule this appointment, although it will be the financial responsibility of the parents.
6. Behavior which can cause severe health problems and/or death such as: substance abuse, anorexia and bulimia, etc., will be reported to the Dean of Students. Parents will be notified, and a conference arranged including the student, her parents (if they desire), the Dean of Students, the personal counselor and/or the Head Nurse on the Health Center Staff to determine professional intervention and/or treatment. Failure on the part of the student

- to comply with the request for a conference may result in suspension until such time a conference has been arranged.
7. To ensure individual attention and confidentiality, only one patient at a time is allowed in the interview office. Students may have to wait when the Health Center is busy.
 8. Throat cultures and other specimens are taken and sent to a hospital laboratory. Most laboratory work takes about 48 hours.
 9. The nurses screen students and admit those who are ill. Students are encouraged to attend classes during minor illness as determined by the nurses. In flu season and during times when bed space is needed, the Health Center may limit admission of students with minor colds, cramps, etc. In these situations, nurses do authorize dormitory privileges and advise the Dean of Students of their decision.
 10. Nurses will require students who are ill to remain in the Health Center to ensure that they receive proper medical care and attention.
 11. When students are admitted to the Health Center, the nurse will make arrangements for their meals to be served there.
 12. Sleep aids are not available from the Health Center.
 13. Students should schedule daytime appointments at the Health Center for allergy injections.
 14. In order not to tie up the Health Center telephone and personnel, students admitted to the Health Center may not receive telephone calls.

Excuses

15. Class excuses will be written by nurses only for those classes which students miss while they are in the Health Center.
16. During the doctor's visits, the Health Center nurses may not be available to write class excuses at that time.
17. High school students who have been admitted to the Health Center as a patient during the day forfeit date night privileges that evening.

Day Students

18. For general medical treatment and doctor's visits, Day Students should use their own physician in Raleigh. The Health Center is available for emergencies as needed by Day Students.

Equipment

19. When the Health Center issues health care equipment to students, it is the student's responsibility to return it. If they do not, it will be billed to their account.

Charges

20. Bills for medicine, lab work, etc., are sent directly to parents. Questions concerning Health Center bills should be directed to the Business Office.

F. LIBRARY

1. HOURS:

Monday-Thursday.....	8:30 a.m. -10:30 p.m.
Friday.....	8:30-4:30 p.m.
Saturday.....	1:00-5:00 p.m.
Sunday.....	2:00 p.m.-10:30 p.m.

The Library will remain open until midnight during examinations.

- 2. The Library operates within the honor system of the college.** Students have open access to books, current periodicals, and other materials. Strict observance of the library regulations is expected of each student. Failure to do so may be a Judicial Board offense.
- 3. Books may be borrowed for a period of approximately three weeks.** The due date falls on Wednesday of the third week after check-out, and books may be renewed if needed. They should be presented at the circulation desk for renewal.
- 4. Reference books, magazines, and newspapers may not be borrowed.** These materials must be used within the library building. For class presentations, special arrangements may be made for the use of these items. Students should request permission from the librarian.
- 5. Reserve Books.**

One-Day Reserves. The use of material in this category is as follows:

	<u>Check out allowed</u>	<u>Return Due</u>
Monday-Thursday	After 10 a.m.	10 a.m. Tues.-Fri.
Friday	After 10 a.m.	10 a.m. Monday
Sunday	After 2 p.m.	10 a.m. Monday

Reserve periods may be adjusted to fit special needs

Two-Hour Reserves. The use of material in this category is restricted to two hours, and to the library building. No item on two-hour reserve should be taken from the Library for any reason except with the prior written consent of the professor and the librarian.

Students are advised to return reserves to the circulation desk themselves as they are responsible for any material borrowed. They may be asked to share material briefly with another student for the purpose of photocopying.

Special regulations may be made for classes who are preparing term papers to enable students with common topics to have access to material.

Announcements of special regulations will be made in class.

6. Fines on Overdue Materials and Other Charges:

Overdue books.....	20 cents per day
Reserve books.....	50 cents per hour

Students are responsible for the return of borrowed library books and for financial obligations incurred for overdue books, and for damage or loss.

Prompt attention should be given to library notices. Any notice that is in question should be taken to the library for clarification.

Lost books should be reported to the library immediately. A fee for replacement will be charged, but there will be no additional fine.

The maximum fine charged for one overdue book is \$7.50. Books not returned will be classified as lost, and the replacement fee will be charged.

7. Grades and transcripts will be withheld until all library obligations have been settled. (See financial information in the College Catalog.)

8. a. Smoking is permitted in the downstairs lobby only.

b. Food and drink are not permitted in the library.

c. Students may receive telephone calls in the library only in the case of emergency.

9. The Cooperating Raleigh Colleges:

Saint Mary's College is a member of the Cooperating Raleigh Colleges (CRC). All students are allowed to use the libraries of Meredith, Peace, St. Augustine's and Shaw. N. C. State University restricts use to college students only.

A special loan form must be obtained from the library staff each time a student wishes to borrow books from another CRC library. Loan is restricted to books not in the home library, and no more than five books may be borrowed at one time.

The lending library restricts the right to refuse borrowing and building use to any individual who violates the regulations of the library.

Saint Mary's students may be denied a CRC loan form if they have a delinquent account with the library.

10. Student participation in book and periodical selection is always welcome.

Book order cards are available at the circulation desk, and the staff will supply ordering information.

Suggestions for the improvement of library services are welcome, and should be discussed with the Head Librarian, or with any member of the Library Committee which is composed of faculty and student representatives.

G. GYM

The Gym is open to Saint Mary's students with the following regulations enforced. The following hours are to be observed daily by faculty, staff and students. (Other hours to be arranged by the physical education department chairman.)

Monday - Friday.....5 p.m.-7 p.m.

Saturday and Sunday.....2 p.m.-4 p.m.

1. No street shoes are to be worn on the basketball court or in the dance studio.

2. NO smoking, food or drink are allowed in the gym or pool area.

3. ONLY bowling shoes or shoes with socks are to be worn in the bowling lane. This is a safety precaution.

4. NO ONE IS ALLOWED TO USE THE SAUNA WITHOUT PROPER SUPERVISION.

H. TENNIS COURTS

1. Tennis courts are for the use of students, faculty and staff only.
2. Gate Rules:
 - a. Leave tennis ball cans at the entrance to the courts.
 - b. **Remove acorns, gravel, etc. before playing.**
 - c. Wear only smooth soled shoes; no track or street shoes; tennis shoes only.
 - d. Close gates when leaving.
3. Lights must be off by 10 p.m. The courts will be locked at this time.

I. SWIMMING POOL

1. Students, faculty and staff may use the pool for recreational swimming during the designated times and when supervision is provided.
2. Any student using the pool is subject to the general rules of behavior posted in the pool area.
3. **NO ONE IS ALLOWED TO SWIM ALONE.**

J. LAUNDRY

1. Two sheets (both flat), one pillow case, and three (small) towels are provided weekly by the school for each resident student. A locker for these linens is provided, and students may exchange soiled linen for cleaning each week.
2. The laundry service is provided at no additional cost. The students are expected to keep up with the linen furnished and will be billed for any lost articles at the close of the academic year.
3. There are laundromats in each dormitory. These coin-operated machines may be different from the machines you use at home. Be sure to follow the instructions on the machines for best results. Please report any difficulties to the buildings and grounds department at 839-4118.
4. Laundry keys are distributed to all students during orientation and at other times during the year in the Business Office.

K. LOST AND FOUND

1. The Lost and Found is located in the Dean of Students office. Items in lost and found are listed in the weekly bulletin.
2. The College recommends that students do not bring expensive jewelry - only costume jewelry, please. **The College cannot be responsible for valuable jewelry lost or stolen.**
3. Items not claimed at the end of each grading period will be donated to a local charity.

L. SCHOOL JOBS

1. There are several types of employment available for students who would like

to have, or who need, a job on campus. Positions are available in the Library, administrative and faculty offices, the language and science laboratories, the Gym, the Bookstore, Post Office, and the switchboard. On various occasions throughout the year, other campus offices need student assistants on a temporary basis.

2. All students who desire campus employment must apply for and be eligible for financial aid. Available positions are filled at the beginning of the school session. Contact the financial aid office.
3. Students having a job off-campus must tailor their work schedules to comply with curfews and requirements of Saint Mary's classes and required events. Exceptions to this policy must be arranged through the Dean of Students Office.

M. DINING HALL - MEALS

1. Hours:	Breakfast	Lunch	Dinner
Monday-Thursday	7:15-8:30	11:30-1:15	5:30-6:30
Friday	7:15-8:30	11:30-1:15	5:30-6:00
Saturday	*11:-1:00		5:30-6:00
	*(Saturday brunch except on Departmental Saturdays, SAT Saturdays, and exam days when weekday schedules will be in effect)		
Sunday	9:30 a.m.	12:00-1:00	5:30-6:00
	(in Lower Smedes)		

2. Students are welcome to bring guests to all meals. They must pay a charge at the door.
3. Unlimited seconds are offered on all meals except gourmet nights.
4. Students must not carry food, silverware or china out of the dining hall.

N. PARKING POLICY

A. Cars with decals

1. Cars with Saint Mary's decals may park Monday through Friday, 7 a.m. to 5 p.m. in **designated areas only**. Faculty, staff and student parking areas are marked by signs, and decals must match the designated areas. The visitors' area is for visitors only.
2. Cars with Saint Mary's decals may park during the following hours in any parking area except the visitor's area: Monday-Friday, 5 p.m. to 7 a.m. (after 7 a.m., violations will result in towing, and/or cars being locked down); and Saturday and Sunday - all hours.

B. Visitors

1. Visitors without decals may park in the visitors area in front of Smedes at any time except from curfew to 7 a.m. It is the responsibility of all students to advise their visitors of parking restrictions.



C. Temporary Permits

1. Temporary Special Parking Permits are available at all times from the Supervisor of Buildings and Grounds or from the Security Stations.

D. No Parking Areas

1. All red paint areas and Fire Lanes are no parking areas. Reserved parking spaces are for reserved users only. Violations will result in towing and/or cars being locked down on a 24-hour basis.

E. Towing

1. Parking violations may result in towing and/or cars being locked down at owner's expense.

F. Decals

1. Parking decals are available for \$25 in the Business Office. Students who are eligible to purchase parking decals include all college students, day students, and any 11th or 12th-grade student who maintains a 3.0 cumulative grade point average after her first semester at Saint Mary's. High school students returning to Saint Mary's for the 12th-grade may purchase a parking decal in August if they have a cumulative 3.0 grade point average.
2. A parking decal authorizes on-campus parking but does not guarantee availability of a parking space.
3. During night hours, parking space is usually available for all authorized students. If you use a distant area, we recommend that students use the "Buddy" system and not walk from cars alone.

Student Government Councils

A. THE JUDICIAL BOARD

1. The Judicial Board is composed of a Chairman, a Vice Chairman, representatives from each class and the day students, and three faculty members. A quorum consists of four students and two faculty members.
2. The Judicial Board deals only with those offenses in Section D of the rules.
3. The Judicial Board makes recommendations on cases including, but not limited to:
 - a. dismissal of a case
 - b. assigning a student to community service
 - c. placing a student on probation
 - d. suspension of a student
 - e. expulsion of a student
4. The Judicial Board will handle each case individually, taking into consideration the circumstances under which the infraction occurred and whether the student turned herself in.
5. Recommendations of the Judicial Board will automatically be referred to the Review Committee who will make the final decision regarding the case. A student appearing before the Judicial Board will only be told of the recommendation of the Judicial Board after a decision has been reached by the Review Committee.
6. A student who has been suspended for the remainder of the semester, and who desires to return, must request admission to the readmissions committee for the next semester.
7. A student expelled **MAY NOT RETURN** to Saint Mary's and her file may show that she was required to leave the college for disciplinary reasons.

B. THE DORMITORY COUNCIL

1. The Dormitory Council is composed of a Chairman, the Underclassman Vice President who acts as secretary, a representative from each class, the Dean of Students, one Housemother and a faculty representative.
2. The Dormitory Council deals with rule infractions including, but not limited to those listed in section E of the rules.
3. The Dormitory Council may assign as punishment community service hours, may curtail curfews or special permissions, or may refer a case to the Judicial Board or the Dean of Students.

General Rules for All Students

Saint Mary's cherishes tradition. There is no better way to understand the spirit of our rules than to comprehend this introduction to the Student Handbook of 1943-45.

"The rules set forth here form a pattern of behavior expected of a Saint Mary's girl. They do not pretend to list every undesirable action. In general, she is expected to conform to the live-and-let-live principle of any democratic, well-ordered community."

Clauston Jenkins, President

The College reserves the right to intervene in any disciplinary matter regarding a student whether the incident involved occurred on or off campus when it is judged in the best interest of the College to do so. ALL College rules are in effect at College-sponsored functions, on or off campus.

Students must be aware that there is no grace period. All students are expected to be ON TIME for all classes, activities and events. Except in cases of illness, all excuses must be procured IN ADVANCE. Excuses are not valid if they have not been obtained before the absence occurred.

A. STUDENT RECORDS

To comply with the Family Education Rights and Privacy Act of 1974, commonly known as the Buckley Amendment, Saint Mary's College has established the following policy regarding access to student records.

Information in student files may be made available to the following people: (1) Saint Mary's College officials; (2) officials at other schools where a student seeks to enroll; (3) certain Federal or State officials; (4) anyone involved in a student's financial aid matters; (5) accrediting organizations; (6) parents of dependent students; (7) to comply with a judicial order or subpoena; (8) to certain parties in a health or safety emergency. Information will not be released to others without the consent of the student.

A student may have access to her official records and files, excluding parents' financial records and confidential letters of recommendation, by making a request with the appropriate department. A student may discuss concerns regarding information in her personal file with the Dean of Students, who will review the information with the appropriate department. Student records are kept in the admissions office, business office, guidance office, dean of students office, registrar's office, college relations office, the student activities and housing office, the health center and with individual faculty members as advisors and instructors.

The College may make public certain "directory information," including name, home and school address and phone number, date and place of birth, extracurricular activities, date of attendance, previous institution attended,

degree, awards and honors. Any student who wishes that any of this information not be released should notify the Dean of Students by September 15 and the information will be withheld.

B. DEAN'S PRIVILEGE

The Dean of Students reserves the right to handle any matter administratively. This means students may be punished, suspended, or expelled, for just cause, by the Dean of Students.

C. DRUG AND ALCOHOL POLICY

The faculty and administration recognize that students' poor judgement may lead to abuse of drugs and alcohol. It is our intention to educate students regarding the dangers that these substances present.

The faculty and administration will actively seek to identify students whose actions indicate that they may be using drugs or alcohol. Where evidence exists that a student may be involved in such action, her parents will be apprised of our concern and urged to seek professional help. In those instances where student behavior strongly indicates drug or alcohol use, the administration may require professional intervention and subsequent treatment in order for the student to continue enrollment at the school. This may include required drug testing. Students failing to follow administrative recommendations will jeopardize their privilege to attend Saint Mary's.

Possession, use or distribution of drugs or alcohol on campus is strictly prohibited. Violations of this policy will be handled administratively on a case by case basis depending on the circumstances. Suspension or expulsion may be the result of such actions.

Students must be aware that their off-campus activities will have implications for them on campus.

D. JUDICIAL BOARD OFFENSES

The following rules are considered very serious and may carry the heaviest possible penalties: suspension or expulsion. While such are not automatic in cases involving these offenses, they will be considered for breaking one of the following major rules. Because of the seriousness of the possible punishment, neither accusations nor considerations of offenses of the following will be taken lightly. Parents are always notified of the result of Judicial Board hearings when the student is found guilty.

1. **LYING:** Lying is telling a deliberate falsehood to any member of the community or deliberately allowing a falsehood to stand.
2. **STEALING:** Stealing is taking, and keeping without permission of the owner, anything that belongs to someone else. This includes taking College property.
3. **CHEATING:** Cheating is deliberately taking advantage of someone else, their ideas, or their work, either in or out of the classroom; cheating also includes using unauthorized materials during tests or examinations.

4. **PLAGIARISM:** Plagiarism is the use of other people's words, phrases, ideas, or opinions without giving proper credit. (See definition below.)
5. Breaking any North Carolina or federal law while on campus, including, but not limited to:
 - a. Use and/or possession of alcohol or illegal drugs. (The College reserves the right to search any dormitory room, car, or student.)
 - b. Hazing on or off campus.
 - c. Fraudulent use of credit cards, the telephone, identification cards or checks.
6. Willful and/or repeated violation of College rules.
7. Failure to cooperate with any properly identified College official.
8. Malicious destruction of personal or College property.

E. DORMITORY COUNCIL OFFENSES

1. Failure to sign in and out properly.
2. Lateness up to one hour past curfew.
3. Distribution of quiet hours.
4. Failure to attend hall meetings.

F. NON-JUDICIAL BOARD OFFENSES

1. Saint Mary's may require the immediate withdrawal of any student who:
 - a. poses a danger to the health and safety of the College community or herself.
 - b. fails to fulfill the required financial obligations to the College.
 - c. violates probation imposed by the College for failure to follow the College's class attendance policy.
 - d. leaves the College subject to a lawsuit by her actions.
2. **Illegal Datanight:** leaving campus without proper authorization after 7 p.m. (High School only). The penalty for taking an illegal datenight is the loss of four consecutive datenights.
3. **Illegal Overnight:** returning to campus more than one hour after your curfew. The penalty for taking an illegal overnight is the loss of two weekends (high school) or the loss of four consecutive nights of SDH (college freshman) or the loss of eight consecutive nights of SDH (college sophomores). During the last month of school, a high school student taking an illegal overnight will be subject to a 24-hour strict campus for a week. A college student will have a 7:30 p.m. curfew for one week. In addition, the student will serve one hour of community service for each hour she is away beyond her regular curfew.
4. **Illegal Weekend:** leaving campus for the weekend without proper authorization or failing to notify Saint Mary's of a change of location during a weekend. The penalty for taking an illegal weekend is the loss of five weekends.

G. DEFINITIONS

1. **Probation:** a penalty recommended by the Judicial Board, Dormitory Council or Dean of Students which places a student's behavior under close scrutiny for a specified period of time. Breaking any rule while on probation may result in suspension or expulsion. The College may request a parent conference when a student is placed on probation.
2. **Strict Probation:** a penalty recommended by the Judicial Board or Dean of Students which places student's behavior under the closest scrutiny for a specified period of time. Violations of ANY rule or regulation while on probation (this may include cutting any required activity and, for high school students, this will include classes) may result in expulsion.
3. **Dean's Probation:** a penalty recommended by the Dean of Students similar to Class Attendance Probation. This applies to attendance for all required activities except classes.
4. **Suspension:** a penalty recommended by the Judicial Board or Dean of Students which requires a student to leave the college for a specified period of time. There may be academic penalty, and a student is responsible for making up all work to be made up, provided faculty members permit work to be made up. Students are not allowed on campus during the period for which they are suspended without permission from the Dean of Students. The College may request a parent conference when a student is suspended. When a student is suspended, she must leave campus that same day or make special arrangements with the Dean of Students.
5. **Expulsion:** a penalty recommended by the Judicial Board or Dean of Students which requires a student to leave the college permanently. Students who have been expelled are not allowed on campus without permission from the Dean of Students. The College may request a parent conference when a student is expelled. When a student is expelled, she must leave campus that same day or make special arrangements with the Dean of Students.
6. **Plagiarism:** Plagiarism normally falls into the following categories:
 - a. Copying word-for-word another's writing without quotation marks and correct identification by footnote or textual reference.
 - b. Paraphrasing from the source using the author's basic sentence structure with some words added, omitted or changed.
 - c. Putting together a patchwork of phrases and words taken at random from one or more sources.
 - d. Using facts, ideas or opinions in your own words or the author's without giving proper credit in standard form. Standard form will be defined by the instructor for that discipline.

Plagiarism is a serious academic offense and may constitute an honor offense. It is always better to give too much credit than too little.

Offenses covered in letter a. above constitute cheating and clearly violate the Judicial Board rules.

Offenses covered in letters b., c., and d. are of a serious academic nature, but are not considered to be honor violations. The disposition of such cases lies within the discretion of the instructor involved.

H. APPELLATE PROCEDURE

To appeal a Judicial Board decision, a student must do the following:

1. Notify the Dean of Students in writing within 24 hours of the Judicial Board decision. The written appeal must state the grounds for the appeal (i.e., new evidence to be presented). A student who has been expelled may appeal automatically.
2. The Dean of Students will convene the Review Board to hear the appeal if there are appropriate grounds. Review Board consists of the Dean of Students, Chairman of Judicial Board, President of SGA and one faculty representative to the Judicial Board.
3. A student may appear before the Review Board in person or submit a written statement.
4. The Review Board may summon any witness they deem appropriate.
5. Decisions of the Review Board are final.

Dormitory Regulations

The Housemothers are responsible for seeing that the dormitories are clean, quiet places in which to live, relax and study. STUDENTS ARE TO ABIDE BY THE HOUSEMOTHERS' SUGGESTIONS, REQUESTS AND DECISIONS AS THEY WOULD THE DEAN OF STUDENTS. DISPUTES WILL ULTIMATELY BE DECIDED BY THE DEAN OF STUDENTS, BUT UNTIL THEY ARE, STUDENTS WILL ACCEPT THE DECISION OF THEIR HOUSEMOTHER.

The Hall Counselors assist the Housemothers and help students adjust to residential student life. They are to serve as role models and counsel students with problems, either personally or by referral to the appropriate staff member.

1. Saint Mary's expects that student rooms will be kept at a minimum standard of cleanliness. The College reserves the right to inspect any student room at any time. High school rooms will be inspected by the Housemothers weekly. Any damage to rooms will be charged to the students in the room. High school students may earn one extra datenight for four consecutive satisfactory room inspections. Students who do not comply with the rules set down for closing at breaks will lose certain social privileges for a period of time (i.e., SDH or datenights).
2. Students may have one refrigerator (not to exceed 4 cubic feet) per room. No hot plates, toaster ovens, sun lamps or microwave ovens are allowed. Illegal appliances will be confiscated.
3. No pets of any kind are permitted in the dormitories.
4. Room changes: All room changes will be made only after students have received permission from the Director of Student Activities and Housing. To move without permission is a serious dormitory offense. Since learning to live with students from many different backgrounds is one of the goals of

residence life, students are encouraged to work out their difficulties before requesting a change.

- a. If a student feels that room change is necessary for her own personal growth and adjustment, such requests may be made through the Director of Student Activities and Housing. All necessary moves are dependent upon available space as well as the mutual consent of all parties involved. Each student must be aware that when she requests a room change she, herself, must be the one to move.
 - b. Please note that changes must have final approval BEFORE ANYTHING IS MOVED. Once a room change has been approved, a student has 24 hours to completely move from one room to another. Students are responsible for exchanging keys in the Buildings and Grounds Office.
 - c. Once a student has changed rooms, the room will be inspected, and the student will be charged for any and all damages. It is important that rooms be left in the exact order in which they were found when the student moved in.
5. Furniture may not be brought from home or moved from any room. Structures intended for lofts are prohibited.
 6. Damage to rooms (i.e., markings on walls, floors, doors, broken furniture and/or fixtures) will result in fines to students.
 7. Fathers, brothers, dates ARE NOT PERMITTED IN LIVING AREAS EXCEPT on the opening and closing days of the school year, at the beginning of each vacation period, on Parents Weekend or by permission of the Housemother on that hall.
 8. Men are allowed in dormitories only to pick up or drop off dates and only in designated parlors. Dates are allowed in dormitories for a maximum of 15 minutes. Dates are expected to abide by all the rules of Saint Mary's while on campus. Men must leave campus by their date's curfew. Parking is limited to visitor areas in front of Smedes and Cruikshank. Dates may be in Smedes Parlor until 11:30 p.m. or Tyler Lounge until 11:00 p.m. Dates are allowed in the gym or pool area when they are accompanied by a Saint Mary's student.
 9. Students may have outside visitors on Friday and Saturday nights only. All guests must be pre-registered in the dormitory in which they are staying and must observe all regulations that relate to the hostess. The hostess receives any penalty accumulated by her guest. During the week, students must request special permission for guests from the Dean of Students. Day Students may stay in the dorms, on occasion, free of charge. A \$5 guest fee is required of all other guests.
 10. No smoking is allowed in high school living areas except in designated lounges in Lower Smedes. All cigarettes must be disposed of properly.
 11. Students are required to dress formally for special weekday and Sunday chapels, evening concerts and lectures, formal dinners, assemblies and other announced occasions. This means no T-shirts, sweatshirts, pants, tennis or other sport shoes, denim jackets, any tie-dyed clothing or longjohns, etc. Students are NOT to appear in the Dining Hall, Smedes Parlor or in classrooms in sleepwear.

12. If at any time a student realizes she will be late in returning to campus, she must call her Housemother. All students must know their Housemother and other emergency numbers.

EMERGENCY NUMBERS:

1st Smedes.....	839-4017
2nd Smedes.....	839-4018
3rd Smedes.....	839-4019
Smedes Reception Desk.....	839-4029
Holt.....	839-4021
Cruikshank.....	839-4023
Penick.....	839-4022
Health Center.....	839-4043
Security.....	839-4044

IN CASE OF ANY EMERGENCY ON CAMPUS (A PROWLER, FIRE, ETC.) NOTIFY THE HOUSEMOTHER AND/OR SECURITY AT 839-4044 AT ONCE AND CALL THE CITY EMERGENCY NUMBER - 911 - IF NECESSARY.

13. Foul Weather Policy: "When it falls, everything stalls." In cases of severe inclement weather, no datenights will be granted and all high school students are to remain on campus at all times. College students who leave campus during a snow emergency are responsible for their timely return to campus. No excuses will be issued for missed classes or other required activities. Students are responsible for attending ALL classes regardless of weather.
14. Students must lock their room doors whenever they are not in their rooms, and must carry their keys with them. A \$1 fine will be imposed for having to open a student's room from 8:00 a.m. until 12:00 midnight. From midnight until 8:00 a.m., the fine for opening the door is \$5. Students who lose their key may obtain a new one from the Buildings and Grounds Department for \$5.
15. Students are not permitted to burn incense or candles in the dormitories.
16. Bicycles may not be stored in dormitory rooms or hallways or other College buildings. All bikes must be locked to the bike racks located in front of the security office.

TELEPHONES:

1. Switchboard hours are 8:00 a.m.-4:30 p.m., Monday-Friday.
2. Students are NOT to call the President at home. In case of emergency, contact your Housemother, and she will notify other officials if necessary.
3. Students may have private phones in their rooms at their own expense.

Rules Specifically for High School Students

A. GENERAL

1. Students must have parental permission and hostess invitation for overnights. All students must fill out a form in the Dean of Students Office by 4:30 p.m. Thursday to take an overnight. All permissions and invitations must be in by that time. Students may NOT decide to take an overnight on Saturday unless they are going home with their parents and their parents call their Housemother.

Any student who changes her address after she has left for the weekend must notify the school of the change.

2. After filing for an overnight in the Dean of Student's Office, students must fill out a slip and register it with their Housemother.
3. Students must return to campus by their 7:00 p.m. curfew unless they have special permission to be off campus. If a student wishes to leave her own hall after 7:00 p.m. she must check out with their Housemother and check back in when she returns.
4. No high school student may spend the night in a college dormitory.
5. Closed weekends for High School Students: All boarding high school students are required to remain on campus; that is, they may not leave Raleigh for the first four weekends of the fall semester, excluding the Labor Day weekend. The following is a list of closed weekends: August 24-25; September 7-8; September 14-15; and September 21-22. The College will be closed for the Labor Day weekend.
6. The weekend overnight when a high school dance is planned will be closed for any high school student attending the dance. Curfew for high school dances, both on and off campus, will always be one hour after the dance.

B. DORMITORIES

1. For safety and health reason, **NO SMOKING IS ALLOWED IN HIGH SCHOOL LIVING AREAS** except in designated smoking lounges in Lower Smedes. A student's first two offenses of the smoking regulations will result in a \$25 fine and parental notification. A student's next two offenses will each result in \$100 fines. A student's fifth offense may result in expulsion.
2. Tenth and 11th-graders are to be on their halls by 11:00 p.m. Sunday-Thursday and by 12:00 midnight Friday and Saturday. Twelfth-graders are to be on their halls by 11:30 p.m. Sunday-Thursday and by 12:30 a.m. Friday and Saturday. Lights out for *all* high school students will be 12 midnight Sunday-Thursday.
3. Tenth and 11th-graders must have their belongings packed and rooms cleaned and must leave campus after their final examination in the

spring semester. Only graduating students or those assisting with graduation may stay in the dormitories after the examination period. A \$5.00 per person fine will be imposed for rooms which have not been cleaned by the occupants.

4. Once a student (high school only) is over one-half hour late, her Housemother will call her parents to notify them of her absence.

C. SOCIAL/DATING

1. 10th and 11th Graders:

- a. 10th and 11th graders must sign out whenever they leave campus and sign back in when they return.
- b. After fall break, 10th and 11th-graders who have earned a project 2.5 G.P.A. will have two (2) datenights per month. These datenights are to be taken during the week and curfew is 11:00 p.m. Tenth and 11th-graders will have the opportunity to earn extra datenights by having four consecutive "good" room inspections. Students must obtain permission from their Housemother prior to leaving campus for their datenight.
- c. If, at any time, a student realizes that she will be late, she should call her Housemother immediately.
- d. Tenth and 11th-graders may take 10 overnights each semester.

2. 12th-Graders:

- a. Twelfth-graders must sign out whenever they leave campus and sign back in when they return.
- b. After fall break 12th-graders who have earned a projected 2.5 G.P.A. will have one (1) datenight during the week until 11:30 p.m. A student must obtain permission from her Housemother prior to leaving campus. Twelfth-graders may earn extra datenights by having four consecutive "good" room inspections.
- c. If, at any time, a student realizes that she will be late, she must call her Housemother immediately.
- d. Twelfth-graders may take 12 overnights each semester.

Rules Specifically for College Students

A. GENERAL

1. Students must sign out and back in on white cards when they are on and off campus after 7:00 p.m. After the dormitories close, students must be admitted by a security guard.

B. DORMITORIES

1. All students who are not graduating or participating in the graduation

tion exercises must have their belongings packed and rooms cleaned and must leave campus after their last final examination in the spring semester. Only graduating students, or those assisting with graduation, may stay in the dormitories after the exam period. A \$25 per person fine will be imposed for rooms which have not been cleaned by the occupants.

C. SOCIAL/DATING

1. FRESHMEN:

- a. The freshmen curfew is 1:00 a.m. Sunday through Thursday.
- b. Freshmen may have self-determining hours (SDH) on Friday and Saturday nights. However, parents may refuse their daughter SDH by indicating so in writing to the Dean of Students. In such cases, the student's curfew will be 1:30 a.m. on Friday and Saturday nights.

A security guard opens the doors to the dormitories every half-hour between 1 a.m. and 6 a.m.

Students must sign out on their cards indicating that they are taking SDH.

- c. At mid-term, freshmen who have a projected 2.5 G.P.A. and no Fs may have SDH on Thursdays.
- d. Freshmen may have SDH on nights when a mixer has been scheduled.



- e. Freshmen may have three special permissions per semester for a later curfew or overnight during the week. Students must obtain permission from their Housemother by curfew when taking a special permission SDH.

2. SOPHOMORES

- a. The sophomore curfew is 1:00 Monday through Wednesday.
- b. Sophomores may have SDH Thursday through Sunday nights.
- c. Sophomores may have three special permissions per semester for later curfews or overnights during the week. Students must obtain permission from their Housemother by curfew when taking a special permission SDH.

3. ALL COLLEGE STUDENTS

- a. At mid-term, any college student with less than a projected 1.5 G.P.A. will forfeit all rights to Thursday SDH.
- b. At the end of any semester, any college student with a cumulative 3.75 G.P.A. will earn unlimited SDH.

Day Students

Day Students are an integral part of the Saint Mary's community. As individuals, they take part in clubs and other activities. As a group, they are represented in the Student Government Association by the Day Student President.

1. Day Students must attend assemblies, all Day Student meetings, required chapel services and other required activities as they are announced.
2. Day students may park on campus. Parking decals may be purchased in the Business Office for \$25 per year. Decals allow students to park in any authorized student area on campus.
3. On returning from an illness or emergency absence, a day student must bring to the Dean of Students office a written explanation from her physician or parent. Failure to bring this note within three (3) days of return is an unexcused absence.
4. Day Students may spend the night in a dormitory with the permission of the Housemother. They must follow all rules which apply to their class, including chapel attendance. If a day student breaks any rule, she is subject to the same penalty as her hostess. If a day student is not spending the night, she must leave the dormitories by curfew. Day Students are expected to pay for all meals taken in the Dining Hall.
5. Day Student House:
 - a. Each student is responsible for taking care of the Day Student House furniture and keeping the house clean. All property of the house - including kitchenware - must remain in the house.
 - b. **SMOKING IS ALLOWED ONLY IN DESIGNATED SMOKING AREAS.** A \$25 fine will be imposed for each of a student's first two

- offenses of this policy. A student's next two offenses will each result in a \$100 fine. A student's fifth infraction may result in expulsion.
- c. The Day Student House will be open from approximately 7:30 a.m. until 6:00 p.m. Monday through Friday. The house will be open at other times as arranged by the Dean of Students.
 - d. Male visitors are permitted in the Day Student House in the front two rooms *only* for a period of 30 minutes. Male visitors may visit the Day Student House for longer periods on Parents Weekend and other designated special event days.
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Academic Regulations

The Saint Mary's College Catalog lists all academic regulations and requirements. Students should familiarize themselves with these requirements in order to plan their academic program.

The academic section of the catalog includes additional information about course requirements, academic load, transfer of credit from other institutions, registration procedures, examinations, the grading system, grade point average (G.P.A.) and requirements for graduation.

If you do not have a copy of the catalog, one is available from the Admissions Office.

Fulfillment of Requirements

Required Courses. All required courses must be attempted at Saint Mary's. Possible exceptions will be considered on an individual basis by the Dean of the College. A student who is unable to complete her graduation requirements in the normal length of the program may be allowed to return for the following semester to complete her degree under the requirements of the catalog under which she originally entered. Should additional time be required, she must comply with the requirements stated in the catalog at the time of her graduation.

Tailored Curriculum. All students should, with the assistance of their advisor, check carefully the requirements of the institution in which they plan to enroll upon graduation from Saint Mary's. Any student who plans to pursue a degree with specialized basic course requirements that cannot be completed in two years in conjunction with the Associate in Arts degree at Saint Mary's may request a curriculum tailored to her particular needs. She must present to the Dean of the College a letter from an appropriate official of the College of her choice outlining the special requirements of that institution.

Residence. A candidate for the high school diploma must be enrolled as a full-time student during her 12th-grade year. A candidate for the Associate in Arts degree must be enrolled as a full-time student during her college sophomore year unless, because of unusual circumstances, the Dean of the College gives her permission to enroll part-time.

Transfer of Credit from Other Institutions. Upperclassmen may transfer a maximum of nine semester hours from an accredited college or university (ten semester hours, if a laboratory science or one semester of physical education is included). A student entering Saint Mary's as a sophomore would be permitted to transfer a maximum of 32 semester hours. No enrolled student may assume that she will receive credit for work completed at other institutions unless she has a written statement from the Dean of the College saying what credit will be accepted.

Summer School. A student at Saint Mary's planning to attend summer school at another institution can only be certain that she may transfer the credit to Saint Mary's if she gets written authorization in advance from the Dean of the College. Without prior approval, the Dean will decide whether or not to award credit after the transcript and a course description are submitted and evaluated.

Ordinarily, students attending either high school or college summer school classes at Saint Mary's will live on campus. Exceptions to this must be arranged *in advance* with the Dean of Students.

Grade Transfer. A minimum grade of "C" must be earned on all work accepted for transfer credit. Transfer grades are recorded as earned but will not be included in the computation of the student's grade point average. Thus, a student may not use grades earned at another institution to improve her grade point status at Saint Mary's.

Academic Load. The normal load for a college student planning to graduate with a degree in two years is 16 hours per semester. The minimum academic load is 13 semester hours and the maximum load is 18 semester hours. Written permission of the Dean of the College is required for any variance from these limits, such as an underload (less than 13 hours) or an overload (more than 18 hours).

All underclassmen are required to carry a minimum load of four academic units per year. High school religion and physical education are required in addition. The maximum load is five academic units per year. Any deviation from the normal academic load must be approved by the Dean of the College.

In summer school, a student may carry a maximum of six semester hours in either session.

Registration Procedures

Registration Period. Near the end of each semester, after consulting with their advisors, students register for the subsequent semester. This registration must be validated at the beginning of the next semester. New students must register during the stated registration period at the beginning of each semester.

Adding Courses. A student may add a course during the first two weeks of a semester.

Withdrawal from Courses - First Four Weeks. A course may be dropped within the first four weeks of a semester without penalty. No grade is recorded on the permanent records.

Withdrawal Passing. After four weeks, a student who is passing a course may, with the permission of her advisor and the Dean of the College, withdraw from the course. "Withdrawal Passing" is recorded on her permanent record.

Withdrawal Failing. After four weeks, a student who is failing a course and wishes to withdraw may do so only with the written permission of her advisor and the Dean of the College. In this case, hours attempted are averaged into her grade point average and "Withdrawal Failing," is recorded on her permanent record.

Medical Withdrawal. A student may be allowed to drop a course for medical reasons. Such permission may be granted by the Dean of the College upon the written recommendation of the student's physician. "Withdrawal Medical" is recorded on her permanent record. If a physical education course is dropped for medical reasons, it will not have to be retaken.

Auditing Courses. Any student wishing to audit a course may do so with the permission of the instructor. Because of the work which may be required of the auditor by the instructor, any course audited is counted in the student's total academic load.

Repetition of Courses. Should a student repeat a course in which a grade of "D" or "F" was earned, both grades are recorded on the permanent record. Although credit hours can be awarded only once, all semester hours attempted and all grade points earned are included in the computation of the grade point average.

Class Attendance

1. Saint Mary's considers regular class attendance to be vital to academic success. Students are expected to be present at all regularly scheduled class meetings. Students are responsible for all class discussions and assignments even if they are absent.
2. All students, regardless of their grade point average, must attend at least 75% of all class meetings to receive credit for the course. When a student receives no credit because of excessive absences, she is considered to have failed the course. The excused absences of students who are involved in field trips, athletic teams or performing groups will not be included in the 25% total absences allowed. Days missed because a student is suspended will also not be included. Any special exception to this policy may be made only by the Dean of College.
3. Students in high school courses are allowed NO EXCUSED absences. Absences from college courses are at the discretion of the professor. Each

- student is responsible for knowing and following the class attendance policies set by the instructor of each course.
4. Parents will be informed when a high school student misses class.
 5. Any student who begins a pattern of nonattendance will be placed on class attendance probation. Further absences will be grounds for required withdrawal from Saint Mary's.
 6. High school students enrolled in a college-level course for college credit may follow the absence policy set for college students in that course. College students enrolled in a high school-level course must follow the no-cut policy of underclassmen in that course.
 7. Saint Mary's NEVER closes because of snow or icy road conditions. Day students are expected to make all reasonable efforts to be present on such days. Day students who are unable to attend class because of adverse weather conditions are to bring a written note of explanation to the Dean of Students.
 8. The policy on absences from laboratory classes will be determined by the individual instructor.
 9. Under no circumstances will a class be dismissed on the basis of limited attendance.
 10. If an instructor has not arrived 15 minutes after the scheduled announcement of a class, students may sign a roll and leave, unless instructed to do otherwise.
 11. No unexcused absences are permitted during the summer school session.

Absences Requested by Parents for High School Students

Absences requested by parents for vacation, extended travel, service as a legislative page, early rides or flights home, etc. must be arranged with the faculty prior to the absence. An excuse may then be picked up in the Dean of Students Office. Only then is the absence approved. Such absences are believed to be detrimental to the student's academic progress and are, therefore, discouraged. It is the responsibility of the student to make up all work missed, and the work must be completed according to whatever schedule the faculty member considers appropriate.

Excused Absences

Student requests for excused absences will be considered by the appropriate official as listed below:

1. The health center will issue excuses for absences incurred by students who were:
 - a. consulting the physician or nurses
 - b. confined because of illness
 - c. sent home because of illness
2. The Dean of Students will issue excuses for absences incurred because of:
 - a. official school business
 - b. day student illness and local weather conditions
 - c. campus emergencies such as power failures, accidents, etc.

- d. special occasions such as family weddings, funerals, court appearances, etc.
3. In cases when a parent requests that a student miss a class for reasons other than medical or family emergency, the Dean of Students will issue a Parental Request excuse if the faculty involved approve the absence in advance. It is up to each individual faculty member whether the absence will be counted as excused or unexcused. This means that faculty members may choose not to allow students to make up the work they have missed.
4. The Dean of the College will consider all absences caused by extraordinary circumstances not covered above.

Excuses should be presented to the Dean of Students Office for approval within three (3) consecutive days following the student's return to campus. The student's failure to do this will result in the absence being recorded as unexcused. All excuses from the Dean of Student's Office and the Health Center should be presented to the faculty the following day.

Unexcused Absences (Overcuts)

Procedures:

1. Absences for high school students will be reported to the office of the Dean of the College. Advisors and parents will be notified. Continued offenses will result in the student being placed on class attendance probation. Breaking the probation may result in expulsion. Class attendance may also be considered in the instructor's evaluation of the student's performance in the course.
2. Excessive absences for college students will be reported to the advisor and Dean of the College. Class attendance may be considered in the instructor's evaluation of the student's performance in the course. Each instructor will inform each class of their specific expectations, regulations and requirements at the beginning of the course. Continued offenses will result in advisor and parental notification, and the student will be placed on class attendance probation. Breaking the probation may result in expulsion.

Work Missed During Absence

All work missed during an excused absence must be made up during the two-week period immediately following the student's return to campus. Cases in which extenuating circumstances would seem to demand an extension of time should be cleared through the Dean of the College. Work which cannot be made up will receive no grade.

All work missed during an unexcused absence may be made up at the discretion of the instructor. Work which a student fails to make up will receive the grade of zero.

In the case of an anticipated excused absence on the day of an announced test, the student and the instructor should come to a mutual understanding, prior to the absence, of how and by what time the expected missed work will be made up.

Grade Point Average

In courses carrying academic credit, grade points are awarded as follows in accordance with the value of the grades earned:

A - 4 grade points per semester hour

B - 3 grade points per semester hour

C - 2 grade points per semester hour

D - 1 grade point per semester hour

F - 0 grade points per semester hour

WF - 0 grade points per semester hour

Some college courses (as designated in the course description) and some sections of high school courses (as designated in the class schedule each semester) are considered to be honors classes for high school students. A high school student, whether she is taking the course for high school or college credit, would earn grade points in an honors class as follows:

A - 5 grade points per semester hour

B - 4 grade points per semester hour

C - 3 grade points per semester hour

D - 2 grade points per semester hour

F - 0 grade points per semester hour

WF - 0 grade points per semester hour

The grade point average is determined by dividing the number of grade points earned by the number of semester hours attempted, whether passed or failed.

G.P.A.s are computed at the end of each semester, not at mid-semester. To compute G.P.A. add up the number of hours attempted (usual college load is 16 hours), then add up grade points earned (an A is worth 4 GPs per hour, so in a three-hour course you would earn 12 GPs for that course; a B is worth 3 GPs per hour or 9 GPs and so forth.) Divide your hours attempted into GPs.

For example:

Your Hours:	Biology	4 hours
	English	3 hours
	Philosophy	3 hours
	Spanish	3 hours
	Art	2 hours
	P.E.	<u>1 hour</u>
		16 hours

Your Grades:	C in Biology	=8 GP
	C in English	=6 GP
	C in Philosophy	=6 GP
	B in Spanish	=9 GP
	A in Art	=8 GP
	A in P.E.	<u>=4 GP</u>

41 GPs divided by 16 hours = 2.56 G.P.A.

High school students follow the same procedure. (Academic courses carry 3 hours, except Religion, which carries 2 hours.)

Unsatisfactory Academic Performance. A student who is not making satisfactory progress toward graduation is given a warning at the end of each semester of unsatisfactory progress. A student who is not making satisfactory progress toward graduation is subject to academic suspension.

High school students whose cumulative G.P.A. is less than 1.50 at the end of the fall semester are placed on academic probation for the subsequent semester. If they are unable to attain this minimum G.P.A. by the end of the spring semester, they are required to attend summer school at Saint Mary's. If a student cannot bring her average up to 1.50 during the academic probation period or the summer school session, she will not be allowed to return to Saint Mary's for the following semester.

High school students whose cumulative G.P.A. is less than 1.50 for the first time at the end of the spring semester of their 11th-grade year are required to attend summer school at Saint Mary's. Students still on academic probation at the end of the fall term of their 12th-grade year may be subject to academic suspension if it appears that they will be unable to complete the requirements for the high school diploma.

College students whose cumulative G.P.A. is less than 1.50 are placed on academic probation for the subsequent semester. Students on academic probation who are unable to attain this minimum G.P.A. by the end of the probation period are required to attend summer school at Saint Mary's College. Students who are unable to demonstrate the ability to achieve the minimum G.P.A. of 1.50 during the semester of academic probation and the summer session are subject to academic suspension.

Faculty members will work closely to help students who are experiencing academic problems. The methods of extra attention will vary with the individual instructor.

Absences for College Visits. The Dean of the College emphasizes the importance of college visits being done on weekends and not using up classroom time. However; if there is no other time to make these appointments, exceptions will be made. College visits are considered free overnights. The faculty reserves the right not to accept college visits as class absence excuses.

Study Hall for High School Students. All new high school students are required to attend study hall. At the middle of her first semester, any student whose progress report grades project a G.P.A. of 2.5 or better will be excused from study hall. After her first semester, a student is required to attend study hall whenever her cumulative G.P.A. at the end of the previous semester falls below 2.0

Medical excuse. Any student who has a medical excuse must regularly attend her physical education classes even though excused from active participation.

Examinations

1. All final examinations include a cumulative component. For college courses, final examinations are the ones taken at the end of the semester. For high school courses, final examinations are the ones taken at the end of a semester, although

most high school courses are year-long. No student is excused from examinations; an examination that is missed because of illness may be made up.

2. Students may reschedule final exams only if they have three finals in a row.

Transcripts

When a student applies to another college or university, she must request a transcript of her Saint Mary's record to be sent to the institution to which she is applying. In order to do this, the student must fill out a request form. The first transcript that the student requests is sent free. There is a charge for each additional transcript sent. When the student has decided on the college or university she plans to attend, she must request that a final transcript be sent.

Honors

1. Phi Theta Kappa

Outstanding academic achievement in the college department is recognized by the Chi Beta Chapter of Phi Theta Kappa Honor Fraternity of American Junior Colleges. To be eligible for membership in this club, "a student shall be of good moral character, shall possess recognized qualities of citizenship, and shall have established academic excellence as judged by the faculty." College freshmen must have an average of 3.5 after first semester to qualify. College sophomores must have an overall average of 3.25 or better.

2. High School Honor Society

The High School Honor Society chooses 11th-grade members at the beginning of the second semester who have a 3.75 G.P.A. or better on one semester's work and 12th-graders who have a 3.5 cumulative G.P.A. on two or more semesters of work. Members are elected in the late spring and again at the beginning of the fall semester. The purpose of the Honor Society is "to recognize and encourage scholarship and to promote those qualities of character reflective of the best in Saint Mary's history."



3. The Dean's List

A general award of merit open to college students is the Dean's List. This list is published at the end of each semester. A student must fulfill the following requirements to be on the Dean's List: (1) she must carry a minimum of 14 semester hours during the semester; (2) she must attain a G.P.A. of 3.25 or better in courses taken for credit; and (3) she must maintain the status of a student in good standing with the faculty and the Judicial Board.

4. The Honor Roll

The Honor Roll is a general award of merit open to high school students. A student must fulfill the following requirements to be listed on the Honor Roll: (1) she must carry a minimum of four academic courses; (2) she must attain a grade point average of 3.25 or better in courses taken for credit; and (3) she must maintain the status of a student in good standing with the faculty and the Judicial Board.

5. The Societe Honoraire de Francais

The Societe Honoraire de Francais is a national honor society for high school students of French. Founded in 1949, the society now has over 700 active chapters in the U.S., Puerto Rico and Canada. The aims of the organization are to promote higher standards of scholarship, to reward high scholastic attainment, and to encourage an understanding of French culture and civilization. Candidates must have a 3.5 average in French and a 3.0 average in all other subjects for the preceding three semesters at Saint Mary's.

6. The Sociedad Honoraria Hispanica

The Sociedad Honoraria Hispanica is a national honor society for high school students of Spanish sponsored by the American Association of Teachers of Spanish and Portugese. Originally organized in 1953 as the Spanish National Honor Society, the purpose of the organization is to recognize high achievement in Spanish by students of secondary schools and to promote a continuity of interest in Hispanic studies. Candidates must have maintained an honor average in the study of Spanish for a minimum of three semesters. The Sor Juana Ines de la Cruz Chapter was initiated at Saint Mary's on November 20, 1987.

7. Graduating with Honors

A student graduating from the high school will be recognized as graduating "with honors" if her cumulative G.P.A. is in the range of 3.0 to 3.49. A student with a cumulative G.P.A. of 3.5 or better will graduate "with high honors."

A college student whose cumulative G.P.A. is in the range of 3.25 to 3.49 will graduate "with honors". A student with a cumulative G.P.A. of 3.5 or better will graduate "with high honors."

8. Honors Convocation

A special academic honors convocation is held in the spring. Each academic department recognizes outstanding students in both the high school and college divisions.

Special Programs

Special programs and advantages offered at Saint Mary's enhance the school's solid liberal arts program.

Scholars Program for Advanced Tenth-Graders. The Scholars Program is offered to those students wishing to participate in a more challenging college preparatory program. Those students who complete the program will receive special recognition on their diploma and transcript.

This program is designed for the student who has completed ninth-grade with five academic units including one unit of ninth-grade English and one unit of Algebra. In addition, the student must have an overall B average on her ninth-grade work; a recommendation from the teacher of one of the five required academic units; a recommendation from her guidance counselor; appropriate test scores from the SAT, SSAT or ACT; and a complete transcript. An interview is also required.

Accelerated College Freshman Program. This program is designed for the 11th-grade student who has completed 14 or 15 of the required 16 academic units needed for graduation and who has a G.P.A. of 3.0 or above. She must also have the written permission of her parents or guardian. She may apply to the admissions committee for eligibility to skip her 12th-grade year and enter Saint



Mary's as a college freshman. During the next two years (with careful planning, probably including summer school) she can complete the requirements for both the high school diploma and the Associate in Arts degree. As an accelerated freshman, she will be considered a college student with regard to both academic and social regulations.

The student can be awarded a high school diploma if she completes all the requirements for the high school diploma as outlined in the College Catalog. However, a student may choose not to complete requirements for the high school diploma but may continue her course of study and be awarded the Associate in Arts degree after completing the requirements for such.

Advanced Placement. Entering college freshmen may submit scores for the Advanced Placement test of the College Entrance Examination Board. Advanced placement and/or academic credit may be awarded, subject to the approval of the academic department involved.

Advanced placement examinations are administered in May in many secondary schools, including Saint Mary's. Information may be obtained by writing College Board Advanced Placement Examination, Box 977, Princeton, New Jersey, 08540. In addition, several departments at Saint Mary's give their own examinations for advanced credit.

Eleventh and 12th-graders who achieve a grade of B or better in Saint Mary's high school courses are encouraged to take the CEEB Advanced Placement Examinations. Interested students should contact the Guidance Director.

Special Students. Admission as a non-resident special student may be granted to a non-degree candidate who has a special reason for taking college courses, or to a student who needs only three courses or less to complete her Associate in Arts degree. Special students may not take more than three courses per semester. Contact the Admissions Office for further information.

Internship Program. Saint Mary's internship program is designed to provide opportunities for a student to explore careers and other interests. The student will offer her services and work with a community sponsor in an organization which interests her. The student will submit her application to the Guidance Office, which coordinates the program. The student will keep a record of her experience which will be evaluated. A final evaluation by a review committee consisting of the campus coordinator, the program advisor, and the student will also be made. This internship experience will be listed on the student's permanent record upon satisfactory completion of a minimum of 40 hours service experience.



Cooperating Raleigh Colleges. Saint Mary's is a participating member of a consortium of the six institutions of higher education located in Raleigh. With the approval of the Registrar, a Saint Mary's student may apply for enrollment in courses not available at Saint Mary's at one of the member institutions. Other stipulations relative to student participation in the Cooperating Raleigh Colleges program are:

The student must carry a minimum course load of 13 semester hours at Saint Mary's.

Only one course per semester may be taken in the Cooperating Raleigh Colleges program.

The student's faculty advisor must approve the course.

An Interinstitutional Registration Form must be completed in the Registrar's Office. This form is the student's actual registration; she does not have to register on the campus she is visiting.

The Interinstitutional Registration Form does not guarantee enrollment. Naturally, the Cooperating Raleigh College must serve the needs of its own students first.

Out-of-state students must pay all fees in excess of in-state tuition.

Volunteer Activity. Every student will have an opportunity to volunteer either for a team, an arts program or community service project each semester.

Counseling Services

The Guidance Center

The purpose of the Counseling Center is to assist students in making the most of their opportunities for academic and personal development while at Saint Mary's. Certified professional counselors direct the high school and college programs in the areas of testing, test registration, academic planning, vocational choices, transfer programs and internships. Assistance with study skills and reading programs is also available. The services are supplemented by means of vertical files, computer software, audiovisual materials, reference books, study-abroad programs and summer programs. An extensive collection of material on career opportunities and job-market potential is available for student use. Information services are also available to the students through the campus calendar and bulletin boards. The Counseling Center, located in Lower Smedes, is open from 8:30 a.m. until 4:30 p.m., Monday through Friday.

Academic Advising

The academic advising system is administered through the Guidance Office. All students are assigned a faculty advisor and are periodically given the opportunity to change advisors as the need arises.

Each semester the advisor helps students select courses appropriate to their educational objectives. Students should feel free to call upon their advisors for assistance or referral in any area of campus life. Advisors refer students to those qualified to help them in other matters, but the final responsibility for meeting all academic requirements for a selected program rests with the individual student. All programs of study are subject to the approval of the advisor. Questions or concerns regarding the advising system should be directed to the Guidance Director.

Personal and Career Counseling

Personal and Career Counseling services are available for all students through the Counselor's Office. Students with personal concerns, roommate conflicts or family problems are encouraged to go by the Dean of Students Office or directly to the Counselor's Office, both located in Lower Smedes.

Community Resources

Saint Mary's is located in the heart of the Research Triangle, the cultural, governmental, educational and business center of North Carolina, with over 50,000 college students in a 30-mile radius. A variety of community resources exists for students to take advantage of, including public parks, lakes, theaters, concerts, museums and restaurants. Students are encouraged to take advantage of the many cultural activities and special events in the area. The monthly student activities calendar lists special events happening in the Triangle. For more information on community resources, contact the Director of Student Activities and Housing or your Hall Counselor.

Special Attractions and Events in the Raleigh Area

State Capitol Building

N. C. State Legislative Building

The Governor's Mansion

Historic Oakwood - Raleigh's historic district

Mordecai House in Historic Oakwood

The North Carolina Museum of Art

The North Carolina Natural History Museum

The North Carolina Museum of History

The North Carolina Symphony at Memorial Auditorium

The North Carolina State Fair in October in Raleigh

ACC Sporting Events

Concerts and Basketball games at the Dean Smith Center in Chapel Hill

Concerts and Football games at Carter-Finley Stadium in Raleigh

Artsposure arts festival in downtown Raleigh

WRAL's free Alive After Five Concerts on the Civic Center Mall in Raleigh

Durham Bulls Baseball Games



Restaurants

Angus Barn, Hwy. 70 West past Crabtree Valley Mall.....	781-2444
Bennigan's, Six Forks Rd.....	782-5468
Bo's Cafe America, Artspace Building.....	876-7132
Brother's Pizza, Hillsborough St., across from NCSU.....	832-3664
Cantina, Hillsborough St.....	832-4541
Cappers, 4217 4217 Six Forks Rd., North Hills.....	787-8963
Char-Grill, Hillsborough St (walking distance).....	821-7636
Charlie Goodnight's, restaurant and comedy club (nearby).....	833-8356
Chi-Chi's, Wake Forest Road.....	876-4516
Crossroads, overlooking Crabtree Valley.....	787-3840
Darryl's, Hillsborough Street.....	833-1906
Est Est Est Trattoria, downtown.....	832-8899
Fat Daddy's, 6201 Glenwood.....	787-3773
42nd Street Oyster Bar and Seafood, 507 W. Jones St.....	831-2811
Flamingo's, 607 Glenwood Ave.....	829-1503
Glenwood Grill, Glenwood Village Shopping Center.....	782-3102
Hangchow Chinese, Creekside Dr.....	828-5430
Irregardless Cafe, 901 W. Morgan St. (walking distance).....	833-9920
Jade Garden Chinese, Hillsborough St. (across the street).....	833-7798
Joe's Place - Featuring Joe's Mom's Food, 301 W. Martin St.....	832-5260
Kanki Japanese Steak House, Crabtree Valley Mall.....	782-9708
Karen's, Cameron Village.....	832-7950
The Melting Pot Fondue Restaurant, Creekside Dr.....	832-4846
Second City Grill, Cameron Village.....	856-0336
Sunflower's, Glenwood Ave (walking distance).....	833-4676
Rockola Cafe, Mission Valley.....	848-4052
Winston's Grille, 6401 Falls of Neuse Rd.....	790-0700

Sandwich and Pizza Delivery

Bubba's Breakaway, subs and sandwiches.....	839-9224
Crusty's Pizza.....	831-2525
Domino's Pizza.....	821-2330
Pizza Hut.....	833-1213
Sub Conscious.....	833-3495

Hotels

Brownstone Hotel, Hillsborough St.....	828-0811
Comfort Suites Crabtree Hotel, near Crabtree Valley.....	782-6868
Howard Johnson, Hwy. U.S. 1 North.....	1-800-654-2000
Hospitality Inn, 2800 Brentwood Dr.....	872-8600
Mission Valley, Avent Ferry Rd.....	1-800-223-2252
The Raddison Plaza, downtown.....	834-9900
Ramada Blue Ridge, Blue Ridge Rd.....	1-800-228-2828
The Velvet Cloak Inn, Hillsborough St.....	828-0333



School Hymn

We Build our School on Thee, O Lord;
To Thee we bring our common need;
The loving heart, the helpful word,
The tender thought, the kindly deed.

We work together in Thy sight,
We live together in Thy love;
Guide Thou our falt'ring steps aright,
And lift our thoughts to heaven above.

Hold Thou each hand to keep it just,
Touch Thou our lips and make them pure;
If thou art with us, Lord, we must
Be faithful friends and comrades sure.

We change, but Thou art still the same,
The same good Master, Teacher, Friend;
We change; but Lord, we bear Thy Name,
To journey with it to the end, AMEN.

- *Sebastian W. Meyer, 1908 (words)*
Russell Broughton (music)

School Song

Hail, Saint Mary's

In a grove of stately oak trees,
Where the sunlight lies,
Stands Saint Mary's true and noble
'Neath the Southern skies.

*Far and wide, Oh sound her praises,
Chorus full and free
Hail, Saint Mary's, Alma Mater
Hail, all hail to thee!*

Well, we love the little Chapel
Ever hold it dear;
Hear the echoes of the music
Rising soft and clear.

Far and wide, etc.

There the ivy and the roses
Climb the old stone wall;
There the sweet enticing bird notes
Sound their magic call.

Far and wide, etc.

There the bonds of friendship strengthen
As her beauties charm;
We draw close to Alma Mater,
Trust her guiding arm.

Far and wide, etc.

- Adapted from Margaret Mason Young, 1899

Student Information Directory

Main Switchboard (Mon.-Fri.: 8 a.m.-4:30 p.m.): 828-2521

- Absence Forms** - Dean of Students, Ms. Hack, 839-4015
- Academic Advisors** - Guidance Director, Mrs. Bunch, 839-4116
- Academic Regulations** - Dean of the College, Dr. Watson, 839-4135
- Admissions** - Admissions Director, Mrs. Herbert, 839-4001
- Alumnae Affairs** - Alumnae Director, Mrs. Wyman, 839-4102
- Auditing a Class** - Instructor, Registrar, Mrs. Petway, 839-4008
- Campus Jobs for Students** - Financial Aid Director, Mrs. Smith, 839-4006
- Chapel Services** - Chaplain Watrous, 839-4131
- Class Changes (Drop/Add)** - Registrar, Mrs. Petway, 839-4008
- Cooperating Raleigh Colleges** - Registrar, Mrs. Petway, 839-4008
- Educational Testing (SAT, etc.)** - Mrs. Bunch, 839-4116
- Examination Rescheduling** - Mrs. Petway, 839-4008
- Exceptions to Graduation Requirements** - Dean of the College,
Dr. Watson, 839-4135
- Expenses** - Business Manager, Ms. Richards, 839-4123
- Financial Aid** - Financial Aid Director, Mrs. Smith, 839-4006
- Grades** - Instructor
- Guests Overnight** - Dean of Students, Ms. Hack, 839-4015
- Guidance/Academic Counseling** - Guidance Director, Mrs. Bunch, 839-4116
- Guidance Counselor for High School** - Mrs. Dixon, 839-4116
- Housing** - Director of Student Activities and Housing,
Ms. McGlohon, 839-4013
- Incompletes** - Instructor or Registrar, Mrs. Petway, 839-4008
- Library** - Librarian, 839-4040
- Literary Magazine** - *Muse* advisor, Mrs. Wooten-Hawkins, 839-4067
- Lost and Found** - Dean of Students Office, 839-4015
- Mail** - Post Office, Mrs. Hunter, 839-4128
- Medical Excuses** - Health Center, 839-4043
- Campus Newspaper** - *Belles* advisor, Dr. Proctor, 839-4068
- Parking Stickers** - Business Office, 839-4126
- Temporary Parking Stickers** - Buildings and Grounds Office or
Security Office
- Personal/Career Counseling** - Counselor, Ms. Hicks, 839-4132
- Physical Education Facilities** - Physical Education Chair,
Ms. Jones, 839-4056

President of the College - Dr. Clauston Jenkins, 839-4138
Publicity - College Relations Director, Ms. Swain, 839-4103
Grade Point Average - Registrar, Mrs. Petway, 839-4008
Readmission - Dean of the College, Dr. Watson, 839-4135
Registration - Registrar, Mrs. Petway, 839-4008
Repairs and Maintanance - Buildings and Grounds, 839-4118
Dorm Regulations - Director of Student Activities and Housing,
Ms. McGlohon, 839-4013
Room Changes - Director of Student Activities and Housing,
Ms. McGlohon, 839-4013
Scholarships - Financial Aid Director, Mrs. Smith, 839-4006
Social Privileges and Regulations - Dean of Students, Ms. Hack, 839-4015
Summer School at Another College - Dean of the College,
Dr. Watson, 839-4135
Telephone Numbers - Switchboard, Mrs. Johnson, 828-2521
Tutors - Chairman of the Department concerned
Weddings in the Saint Mary's Chapel - Chaplain Watrous, 839-4131
Yearbook - *Stagecoach* advisor, Dr. Proctor, 839-4068

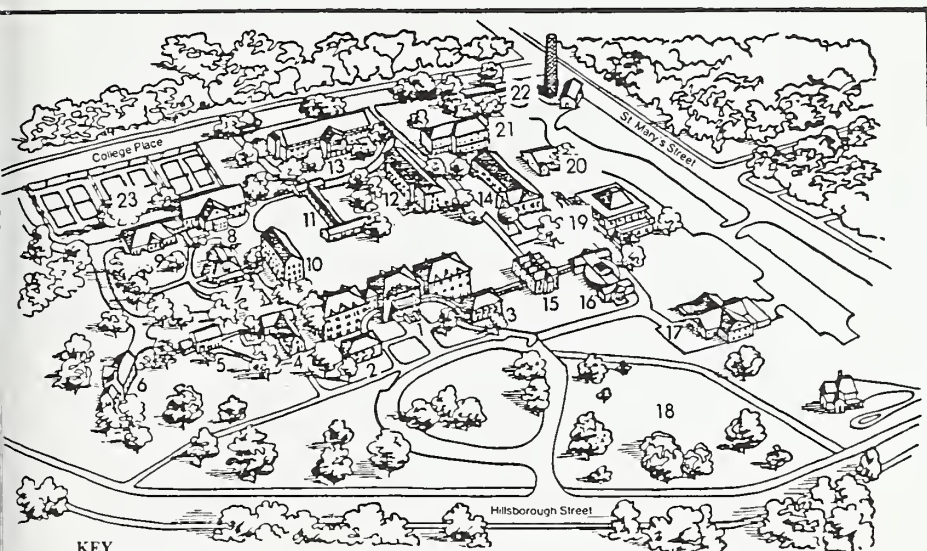


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CAMPUS MAP



KEY

- | | | |
|------------------------|---------------------------|----------------------------------|
| 1. Smedes Hall | 10. Holt Dormitory | 19. Kenan Library |
| 2. West Rock Dormitory | 11. Music Building | 20. Day Student's House |
| 3. East Rock | 12. Penick Dormitory | 21. Ragland Classroom Building |
| 4. Chapel | 13. Cruikshank Dormitory | 22. Buildings and Grounds Office |
| 5. Chaplain's Home | 14. Cheshire Hall | 23. Tennis Courts |
| 6. President's Home | 15. Language-Art Building | |
| 7. Health Center | 16. Pittman Auditorium | |
| 8. Gymnasium | 17. Student Center | |
| 9. Pool | 18. Athletic Field | |

SAINT MARY'S COLLEGE



Student Handbook 1991-92

Statement of Mission and Purpose

Saint Mary's is a two-year college and an upper level preparatory school joined in a single institution. Our liberal arts programs prepare women for continued study towards a baccalaureate degree, for professional career, and for lives in which they can be confident, adventurous, productive and fulfilled through their choices. Saint Mary's students are women who elect to build their confidence and academic skills in a small college environment that emphasizes caring faculty and small classes, leadership and responsibility, and the building of lasting friendships. A Saint Mary's education is designed to lead each student towards a better understanding of herself, her cultural heritage, and the world in which she lives.

Historically associated with the Episcopal Church, which encourages full development of mind and spirit, Saint Mary's has four purposes:

1. TO PREPARE EACH STUDENT FOR A SENIOR COLLEGE OR UNIVERSITY.
 - through quality teaching in small classes
 - through a solid grounding in academic fundamentals
 - through a balanced liberal arts curriculum
2. TO BUILD EACH STUDENT'S CONFIDENCE
 - through personal attention of faculty and staff in and out of the classroom
 - through individual advising about majors and careers
 - through courses that help her understand herself, her heritage and the world
3. TO DEVELOP EACH STUDENT'S LEADERSHIP SKILLS
 - through participation in and planning for activities
 - through accepting responsibility for herself and her actions
4. TO FOSTER LASTING FRIENDSHIPS AND SPIRITUAL GROWTH
 - through a community that understands and supports the values and conditions that allow friendships to grow and the spirit to soar.

SAINT MARY'S COLLEGE



Student Handbook 1991-92

This handbook is published as a guide to student life at Saint Mary's. The contents herein are subject to change as deemed appropriate by the College. Rule changes may occur throughout the year. Students will be notified if this happens.

Saint Mary's College
900 Hillsborough Street
Raleigh, N.C. 27603
919/828-2521

SAINT MARY'S COLLEGE

Calendar 1991-92

1991

August 14, Wednesday.....	Workshop for Hall Counselors
August 16, Friday.....	Faculty Orientation
August 17, Saturday.....	Arrival of New Students
August 18-19, Sunday-Monday.....	Orientation & Testing of New Students
August 20, Tuesday.....	Arrival of Returning Students
August 20, Tuesday.....	Registration of New Students
August 21, Wednesday.....	Classes begin
September 3, Wednesday.....	Last Day to Add A Class
September 7, Saturday.....	Classes for High School (Math)
September 14, Saturday.....	Classes for High School (Science)
September 17, Wednesday.....	Last Day to Withdraw from a Class
September 21, Saturday.....	Classes for High School (English)
October 9, Wednesday.....	Fall Break begins at 5:00 p.m.
October 15, Tuesday.....	Classes Resume
October 22, Tuesday.....	Preliminary Scholastic Aptitude Test (Required for all 11th-Graders)
October 25, Friday.....	Parents Day
October 28-November 1, Monday-Friday.....	Pre-registration conferences
November 1, Friday.....	Founder's Day and Fall Convocation
November 26, Tuesday.....	Thanksgiving Holiday begins at 5:00
December 2, Monday.....	Classes Resume
December 11, Friday.....	Last Day of Classes
December 12, Thursday, December 15, Sunday.....	Reading Days
December 13-14, Friday-Saturday; December 16-20, Monday-Friday.....	Exams
December 21-January 6.....	Christmas Holidays

1992

January 6, Monday.....	Boarding Students Return
January 7, Tuesday.....	Classes resume
January 18, Friday.....	Last Day to Add a Class
January 18, Friday.....	Last Day to Remove Incomplete Grades from 1st semester
January 19, Saturday.....	Classes for High School (Social Studies)
February 1, Friday.....	Last Day to Withdraw from a Class without penalty
March 1, Friday.....	Spring Holiday begins at 5:00 p.m.
March 10, Tuesday.....	Classes Resume
April 16, Thursday.....	Easter Holiday begins at 5:00 p.m.

April 20, Tuesday.....	Classes begin at 12:00 noon
April 2-12, Tuesday-Friday.....	Pre-registration Conferences
April 13, Saturday.....	Classes for High School (Foreign Language)
April 24, Friday.....	Academic Honors Convocation
April 24, Friday.....	Spring Festival
May 1, Friday.....	Last Day of Classes
May 2 - 3, Saturday - Sunday, May 10, Sunday.....	Reading Days
May 4 - 9, Monday - Saturday, May 11, Monday.....	Exams
May 12, Tuesday.....	150th Commencement
May 15, Friday.....	Aldert Smedes Ball
May 15 - 16, Friday, Saturday.....	Alumnae Weekend

Summer Sessions

(tentative dates)

May 19 - June 26.....	High School Session
May 27 -June 26.....	College Session



Welcome!

It is time to start a new year at Saint Mary's College. The faculty and staff have been working all summer to improve the Saint Mary's campus, and plans for the Sesquicentennial, celebrating the school's 150th birthday, have been finalized.

The Student Government Association is excited and eager to help each individual make Saint Mary's a special place. For 150 years, Saint Mary's has stood as a uniquely special school with an outstanding reputation, and the students make it what it is today. I, along with the other nine SGA officers, want to help you find your place at Saint Mary's and grow to love and appreciate all it has to offer.

Everyone in the Saint Mary's community works together for the good of the school. The Honor Code is one very important way in which the girls can show their respect for Saint Mary's, the students, the faculty and themselves. While attending Saint Mary's, you will learn to respect yourself, other students and the school's tradition of honor. The Honor Code requires each student to recognize the responsibility that goes along with being an independent person away from home and a respectable member of the school community. As long as we respect the Honor Code, the Saint Mary's community will continue to thrive in an atmosphere of mutual respect between students, faculty and administrators.

No matter what your interest may be, Saint Mary's will provide the opportunity and support to help you reach your goals. The SGA wants to hear your ideas and thoughts so we can work on your behalf for Saint Mary's. Many exciting events have been planned to make the 150th year at Saint Mary's the best ever.

A handwritten signature in cursive script that reads "Paige Smith". The signature is written in dark ink and is positioned above the printed name and title.

Paige Smith

President, Student Government Association

Student Government Association Officers



1991-92 Student Government Association Officers

Front row (l to r): Gillian Troy, *judicial board vice chairman*; Nina Cavallaro, *day student president*; Meg Tuttle, *dorm council chairman*; Second row (l to r): Paige Smith, *president*; Louise Harris, *vice president*; Robin Bullard, *judicial board chairman*; Ardis Burford, *social chairman*; Top row (l to r): Blake Dawbarn, *secretary/treasurer*; Elizabeth Gillam, *underclassman vice president*; Jane Singleton, *high school social chairman*.



Welcome!

The new year at Saint Mary's promises to be a great one. As Chairman of the Judicial Board, one of your Student Government officers, I would like to invite everyone to get involved in campus life.

Basic to the core of Saint Mary's campus life is the Honor Code. The Judicial Board is responsible for governing serious violations of the Honor Code such as lying, cheating and stealing. How fortunate we are to have the privilege of governing ourselves and taking responsibility for our actions.

Saint Mary's represents a family of young women bonded together by ideals and dreams. We must therefore strive to uphold the honor of this institution, as well as our own personal convictions, by working together to ensure that a 150-year tradition continues.

Sincerely,

Robin Bullard
Chairman of Judicial Board

Clubs and Activities

Campus Clubs

The Order of the Circle

The Circle is the honorary leadership organization of the college. For 53 years the Circle members have cultivated friendship among students to promote better school spirit, created fellowship between faculty and students, and encouraged participation in school activities. Outstanding college students are selected for membership in the Circle based on their leadership, citizenship, service and scholarship.

Serenitas Veritas

Serenitas Veritas is a secret organization of sophomores dedicated to promoting a spirit of love and concern in the Saint Mary's community. The members remain anonymous because it is giving and not the giver that they emphasize.

WATS

"We Are The Spirit," the WATS, is a group of college sophomores who promote school spirit. From school songs in assemblies to club walks, the WATS' goal is to promote spirit in the college.

Cold Cuts

The Cold Cuts is a college sophomore musical group. New members are selected during the year following workshops and tryouts. Every conceivable instrument is used, including washboard, maracas, bongos, sticks and the piano. These students dress in brightly colored overalls and shirts, and play at area colleges and universities, civic organizations and school functions.

Marshals

The marshals are elected by the student body from the rising college sophomore class and assume their duties on the third Sunday before Commencement. The Chief Marshal drops the handkerchief at the end of the Commencement exercises, officially ending the school year. The marshals usher at Chapel services and concerts, serve at various school functions and maintain order at all student body gatherings.

Silent S

Silent S is composed of members of the college sophomore class who exemplify and uphold excellent moral conduct both inside and outside of campus life. Silent S seeks to promote dignity, self-respect, and an ability to uphold the Saint Mary's tradition.

Atlas

Atlas is composed of international students. Their purpose is to promote knowledge and understanding of their native countries.

Four Year Girls

The Four Year Girls club is made up of students who have been at Saint Mary's since the 11th-grade.

Scoop

The Scoop group is the only club consisting of both high school and college students. The group promotes friendship between high school and college students.

The Beacon

The Beacon is the honorary organization in the high school department which seeks to promote better school spirit, to encourage cooperation in all phases of school life, and to support participation in extracurricular activities. In selection, consideration is given to academic achievement and service.

Saint Mary's Chorale

The Saint Mary's Chorale performs in campus concerts, chapel services and for special occasions. Programs include both sacred and secular music. Registration is held during orientation and one credit per semester will be received. Membership is under the approval of the director.

Granddaughters Club

The Granddaughters Club, advised by the Alumnae Director, is composed of students whose mothers or grandmothers attended Saint Mary's. Inductions are held in the fall. The Club assists the Alumnae Office in the Lighting O' the Grove and the annual sophomore class party.

Photography Club

The Photography Club is open to all students who have an interest in or desire

to learn about photography. The club participates in campus projects and sponsors a contest among students, faculty and staff.

Vestry

The Vestry is the student advisory body of the Chapel. The Vestry is composed of high school and college students and functions under the direction of the Chaplain. The Vestry plans special programs and engages guest speakers for Chapel services. The student body is welcome to attend any open Vestry meeting. The chairman, known as the Senior Warden, is a college student, and the Junior Warden is chosen from the high school department.

MAPS

MAPS is a college social club that promotes school spirit.

BACS

The purpose of this club is to form a permanent bond between members of the freshman class living in various dorms.

Abracadabra

Abracadabra is a secret college social club.



S.H.A.R.E.

S.H.A.R.E. consists of 12th-graders. The purpose of this club is to promote school spirit for all clubs, activities and athletics, especially in the high school department.

Undatettes

Undatettes is a high school social club that promotes school spirit.

Spiders

Spiders is a high school social club for 12th-grade students. The Spiders host the Governor Morehead School children at Halloween and promote other school functions.

Acolytes

The Acolyte Committee is composed of students who assist the Chaplain in weekly Chapel services and regular Sunday services. Membership is open to students of all denominations.

Sigma-Mu

The Sigmas and Mus are the two intramural sororities on campus. Every student is chosen as either a Sigma or a Mu at the beginning of the year and remains as such during her years at Saint Mary's. Intramural competition and activities between the two groups are held throughout the year.

Letter Club

The Letter Club is the honorary athletic society. A student becomes eligible for membership by participation on a varsity team. The Letter Club sponsors a fun-run in the fall and the annual athletic awards banquet in the spring.

Gillie Callum

The Gillie Callum dancers perform the traditional country dances of Scotland. They perform for special events, both on and off campus, throughout the year. Workshops and auditions are held at the beginning of each semester.

Orchesis

Orchesis is the advanced modern dance troupe. The group studies choreography and dance techniques, and performs throughout the year for special events including Parents Weekend and Spring Festival.

Sea Saints

Sea Saints, the synchronized swimming group, presents fall and spring shows. Tryouts are held at the beginning of each semester. Members learn choreography while performing water ballet.

Fine Arts Club

The purpose of this club is to enhance, expose and involve fine arts on campus and in the community.

Medical Minds

The purpose of this club is to learn about and give support to persons with chronic illnesses both on campus and in the greater community.

Muse

The Muse is the campus literary supplement published in the student newspaper, which affords students the opportunity to exercise their creative, literary and artistic interests. *The Muse* accepts poetry, short stories, photography, and black and white art. A contest is held every February and moneyed prizes are offered in each category. *The Muse* also sponsors *Muse* week, a week-long literary festival, during which visiting poets and writers come to campus to read from their works.

Belles

The campus newspaper is published several times throughout the year. Students are encouraged to write for *The Belles*. It serves as a forum for student opinion as well as presenting news, feature stories, and announcements of interest to the Saint Mary's community. Students are responsible for developing story ideas, writing articles, taking photographs and editing material.

Stagecoach

The Stagecoach is a full, illustrated record of each year's work and activities. It is distributed to each student in September following each academic year. A student staff designs page layouts, writes copy and headlines, photographs campus life and events, and works with a professional publisher in production of the yearbook. Students are encouraged to join the staff, which participates in design and layout workshops to learn the skills of yearbook production.

NOTE: The College reserves the right to exercise editorial guidance over student publications.

Club Guidelines

Clubs, organizations and teams are an important part of life at Saint Mary's. All clubs and organizations are expected to contribute to the Saint Mary's community and to the larger community of Raleigh. The following is a list of guidelines established by the Dean of Students for all student organizations (with the exception of team sports):

1. All organizations must have a faculty or staff member as their advisor who has been approved by the Dean of Students. The club by-laws/constitution must be on file in the Dean of Students Office prior to the first walk.

2. The organization advisor must be present at all official functions (initiations, walks, meetings, etc.)

3. A list of all officers and club members must be submitted to the Director of Student Activities and Housing prior to the start of club activities. Membership lists must be updated as new members are selected.

4. Bulletins, notices of walks and meetings, or other posters are not to be posted on any door or window on campus. Bulletin boards are set aside specifically for this purpose. All events must be submitted to the President's secretary, to be placed on the official school calendar.

5. When meetings of all organization presidents are called by the Dean of Students or the Director of Student Activities and Housing, the organization president or her representative must attend.

6. All club activities (meetings, walks, initiations, etc.) held on campus must be scheduled and approved in advance by the Director of Student Activities and Housing.

7. Hazing, on or off campus, will not be tolerated. Section 14-35 of the North Carolina Code states the following:

Hazing; definition and punishment

It shall be unlawful for any student in any college or school in the State to engage in what is known as hazing, or to aid or abet any other student in the commission of this offense. For the purposes of this section, hazing is defined as follows: "to annoy any student by playing abusive or ridiculous tricks upon him, to frighten, scold, beat or harass him, or to subject him to personal indignity." Any violation of this section shall constitute a misdemeanor punishable by a fine not to exceed \$500.00, imprisonment for not more than six months, or both. (1913, c. 169, ss. 1,2,3,4; CS, s4217; 1969, c.1224, s.1.)

8. Alcoholic beverages are strictly prohibited during club events or initiations. Failure to comply with this mandate will result in the suspension of the club on campus.

9. Any students wishing to form a new club or organization must draft a written proposal and submit it to the Director of Student Activities and Housing for approval. The proposal must include a statement of club purpose, membership size and eligibility, proposed philanthropy, and the nature of proposed club

activities. All new clubs will maintain probationary status for a period of one academic year.

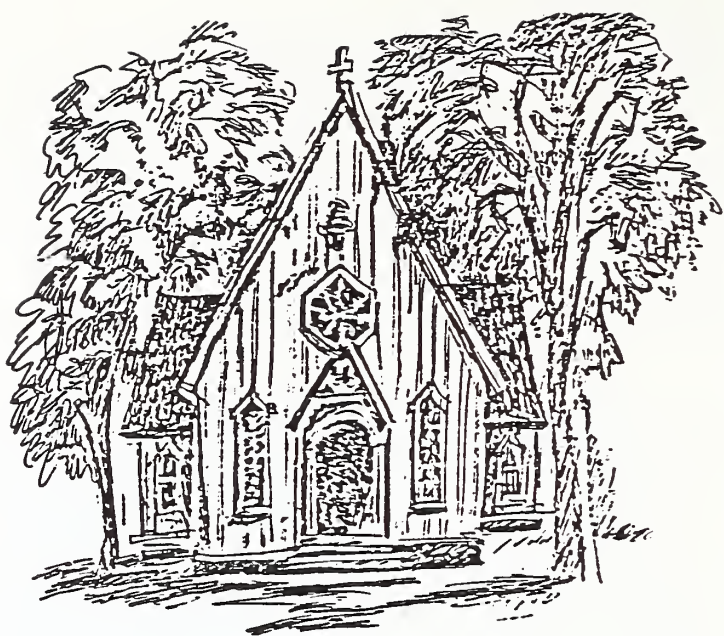
10. Only clubs and organizations officially recognized by the College may sponsor activities on or off campus.

11. Clubs may request funds from the SGA fees budgeting committee to subsidize projects benefiting the entire Saint Mary's community.

12. No walks or major activities will be scheduled for the week prior to Fall Break, Spring Break, semester exams, and after Spring Festival.

13. High School students will not be excused from Study Hall for walks or other club activities.





The Chapel

To new and old students the Chapel is something more than just a place to attend; it is a refuge. Old students will remember and new ones will soon learn that our chapel is the great leveler, the great comfort, and the great source if one wishes to seek it.

*Student Handbook
Saint Mary's School
1946-1947*

Chapel Program

The chief symbols of Saint Mary's affiliation with the Episcopal Church are the chapel and the chaplaincy. The College Chaplain, an Episcopal priest, officiates at a variety of services during each week.

The Anglican tradition encompasses strengths from both the Roman Catholic and Reformed Churches, and our worship emphasizes both Word and Sacraments. Students at Saint Mary's are exposed to basic Christian Doctrine and regular Scripture study at chapel services.

The Reverend Aldert Smedes, founder of Saint Mary's, did not distinguish between secular and Christian education. The Chapel continues to serve as an

integrating force, offering a perspective which brings together academic, social and spiritual development.

Services are brief, highly participatory, and often planned and presented by students. Students at Saint Mary's should understand this role of the Chapel, since it makes clear why attendance at Chapel service is required for all boarding students. Day students are also required to attend some chapel services.

1. All boarding high school students are required to attend campus worship services during the week. In addition, boarding high school students who have not taken a weekend or overnight off campus must attend the Sunday morning service.

2. All college students must attend chapel services twice each month. A special schedule will be determined by the Chaplain.

3. A student may be excused from attending a chapel service by the Chaplain or Dean of Students, but she may not cut chapel. Unexcused absences will be handled by the Dean of Students.

4. Each student is honor-bound to put a chapel card in only for herself. Putting a chapel card in for another student is considered an honor violation.

When many alumnae look back on their years here, it is the chapel they remember as the heart of Saint Mary's.

The Honor System

The Student Government Association at Saint Mary's is based on the Honor Code. The emphasis on honesty is vital to the functioning of our self-governing college. The success of our honor system depends upon each student's acceptance of the responsibility for her own honor and for the honor of the school. If a student breaks the Honor Code she is expected to report herself to the Chairman of the Judicial Board. When questioned, a student is expected to be truthful to any member of the community.

To show their support for the Honor Code, students may be required to take the following pledge or oath during classroom or special chapel activities.

THE PLEDGE:

I pledge that I have neither given nor received help on this test.

THE OATH:

With a clear understanding of all that the Honor Code implies, I pledge that I will uphold the highest standard of personal integrity in every phase of life at Saint Mary's, and I recognize and accept my responsibility for helping others to live up to that standard.

As a member of the Student Government Association, I pledge my loyal cooperation in fulfilling the responsibilities of student government at Saint Mary's.

Student Services

A. BOOKSTORE

1. Hours: Monday-Friday, 8 a.m. - 4 p.m.
 2. All books and college supplies may be purchased at the store (Master-Card and VISA accepted.)
 3. Students must have ID cards when writing or cashing checks.
 4. Students are advised to have their own checking accounts in either Raleigh or their hometown.
 5. Students should not keep large amounts of money in their rooms. The College cannot be responsible for money lost or stolen.
 6. A fee of \$15 will be charged for all returned checks. **Grades will be held if these are not cleared promptly.**
- NOTE:** All books purchased in the bookstore may be returned before the last day of drop-add period if not written in or damaged and if the student has her receipt.

B. POST OFFICE (located at the bookstore)

1. Each student is responsible for checking her mailbox by 4 p.m. Monday-Friday. She will also be responsible, before 4:30, for keeping appointments, answering messages, etc. that she received the day before. Students receiving messages on Friday will have until 4:30 p.m. Monday to respond.
2. Stamps may be purchased at the campus Post Office from 7:30 a.m. to 3:30 p.m.
3. First-class mail is put in boxes by 10:00 a.m. Monday-Friday. Mail does not come in Saturday or Sunday. Packages, newspapers, and magazines may be picked up throughout the day. There is a U.S. Government mailbox across from the main gate on Hillsborough Street.
4. Parcel post and UPS may be sent out and received during Post Office hours.

C. STUDENT CENTER

The Student Center, located on back campus, houses two student lounges (smoking and non-smoking), a vending room, club meeting room, a faculty/staff smoking lounge, a music practice room and several study rooms.

Behavior in the Student Center, as in all areas of the campus, should reflect a sense of propriety and conformity to appropriate behavior considered to be the standard for public areas. All students may entertain dates in the Student Center.

STUDENT CENTER HOURS:

- 1. College:** The Student Center is open for college students from 8:30 a.m. until 1:00 a.m. during the week and until 1:30 a.m. on weekends, unless otherwise approved by the Dean of Students.
- 2. High School:** The Student Center is open for high school students during the week and weekends until their respective curfews unless otherwise approved by the Dean of Students:
 - 11th-grade:** 11:00 p.m., Sunday-Thursday; 12 midnight, weekends
 - 12th-grade:** 11:30 p.m., Sunday-Thursday; 12:30 a.m., weekends.

D. HEALTH CENTER

We believe the good health of our students is important. The Health Center is available to meet the health care needs of students at Saint Mary's College. Located in the 1903 Building, the Health Center provides doctor's visits and referrals, lab tests, and general non-acute medical care. The Health Center is staffed by caring personnel, two registered nurses and a nursing assistant. In addition, two doctors are available on campus three days a week for one hour. The following statements outline additional information about the Health Center's operating procedures.

Hours

- The Health Center is staffed from 4:00 p.m.-midnight on Sunday; 8:00 a.m.-midnight, Monday-Thursday; and 8:00 a.m.-4:00 p.m. on Friday. The Health Center is open for unscheduled visits from students during the following periods:

Monday - Thursday	8:00 a.m. - midnight
Friday	8:00 a.m. - 4:00 p.m.

Doctor's hours are as follows:

Monday, Wednesday and Friday	9:00 a.m. - 10:00 a.m.
------------------------------	------------------------

- When services are required after hours during the week, a student should contact her Housemother who will call the nurse on duty and make arrangements to have her admitted.
- When an on-campus illness necessitates it, the Health Center is kept open all night after 4:00 p.m. on Friday.

Emergencies

- When the Health Center is closed, students should contact a Housemother for any health-related concern. The Housemother will make arrangements for them to see a physician or go to an emergency room as needed.

Procedures

5. Nurses respond to students with symptomatic illnesses. They do not diagnose. As needed, students will be referred to doctors for further examinations and diagnosis. A student may always request and receive an appointment with a physician other than the campus physicians. The Health Center will help the student schedule this appointment, although it will be the financial responsibility of the parents.
6. Behavior which can cause severe health problems and/or death such as: substance abuse, anorexia and bulimia, etc., will be reported to the Dean of Students. Parents will be notified, and a conference arranged including the student, her parents (if they desire), the Dean of Students, the personal counselor and/or the Head Nurse on the Health Center Staff to determine professional intervention and/or treatment. Failure on the part of the student to comply with the request for a conference may result in suspension until such time a conference has been arranged.
7. To ensure individual attention and confidentiality, only one patient at a time is allowed in the interview office. Students may have to wait when the Health Center is busy.
8. Throat cultures and other specimens are taken and sent to a hospital laboratory. Most laboratory work takes about 48 hours.
9. The nurses screen students and admit those who are ill. Students are encouraged to attend classes during minor illness as determined by the nurses. In flu season and during times when bed space is needed, the Health Center may limit admission of students with minor colds, cramps, etc. In these situations, nurses do authorize dormitory privileges and advise the Dean of Students of their decision.
10. Nurses will require students who are ill to remain in the Health Center to ensure that they receive proper medical care and attention.
11. Sleep aids are not available from the Health Center.
12. Students should schedule daytime appointments at the Health Center for allergy injections.
13. In order not to tie up the Health Center telephone and personnel, students admitted to the Health Center may not receive telephone calls.

Excuses

14. Class excuses will be written by nurses only for those classes which students miss while they are in the Health Center.
15. During the doctor's visits, the Health Center nurses may not be available to write class excuses at that time.
16. High school students who have been admitted to the Health Center as a patient during the day forfeit date night privileges that evening.

Day Students

17. For general medical treatment and doctor's visits, Day Students should use their own physician in Raleigh. The Health Center is available for emergencies as needed by Day Students.

Equipment

18. When the Health Center issues health care equipment to students, it is the student's responsibility to return it. If they do not, it will be billed to their account.

Charges

19. Bills for medicine, lab work, etc., are sent directly to parents. There is a \$10 processing fee for each billing to the parents - this covers school costs for processing and paying the medical bills and billing parents. Questions concerning Health Center bills should be directed to the Business Office. **Grades will be held if there are outstanding medicine or lab bills.**

E. LIBRARY

1. HOURS:

Monday-Thursday.....	8:30 a.m. -10:30 p.m.
Friday.....	8:30-4:30 p.m.
Saturday.....	12 - 4 p.m.
Sunday.....	2:00 p.m.-10:30 p.m.

2. **The Library operates within the honor system of the college.** Students have open access to books, current periodicals, and other materials. Strict observance of the library regulations is expected of each student. Failure to do so may be a Judicial Board offense.
3. **Books may be borrowed for a period of approximately three weeks.** The due date falls on Wednesday of the third week after check-out, and books may be renewed if needed. They should be presented at the circulation desk for renewal.
4. **Reference books, magazines, and newspapers may not be borrowed.** These materials must be used within the library building. For class presentations, special arrangements may be made for the use of these items. Students should request permission from the librarian.

5. Reserve Books.

One-Day Reserves. The use of material in this category is as follows:

	<u>Check out allowed</u>	<u>Return Due</u>
Monday-Thursday	After 10 a.m.	10 a.m. Tues.-Fri.
Friday	After 10 a.m.	10 a.m. Monday
Saturday	After 12 noon	10 a.m. Monday
Sunday	After 2 p.m.	10 a.m. Monday

Reserve periods may be adjusted to fit special needs

Two-Hour Reserves. The use of material in this category is restricted to two hours, and to the library building. No item on two-hour reserve should be taken from the Library for any reason except with the prior written consent of the professor and the librarian.

Students are advised to return reserves to the circulation desk themselves as

they are responsible for any material borrowed. They may be asked to share material briefly with another student for the purpose of photocopying.

Special regulations may be made for classes who are preparing term papers to enable students with common topics to have access to material.

Announcements of special regulations will be made in class.

6. Fines on Overdue Materials and Other Charges:

Overdue books.....20 cents per day

Reserve books.....50 cents per hour

Students are responsible for the return of borrowed library books and for financial obligations incurred for overdue books, and for damage or loss.

Prompt attention should be given to library notices. Any notice that is in question should be taken to the library for clarification.

Lost books should be reported to the library immediately. A fee for replacement will be charged, but there will be no additional fine.

The maximum fine charged for one overdue book is \$7.50. Books not returned will be classified as lost, and the replacement fee will be charged.

7. Grades and transcripts will be withheld until all library obligations have been settled. (See financial information in the College Catalog.)

8. a. Smoking is permitted in the downstairs lobby only.

b. Food and drink are not permitted in the library.

c. Students may receive telephone calls in the library only in the case of emergency.

9. The Cooperating Raleigh Colleges:

Saint Mary's College is a member of the Cooperating Raleigh Colleges (CRC). All students are allowed to use the libraries of Meredith, Peace, St. Augustine's and Shaw. N. C. State University restricts use to college students only.

A special loan form must be obtained from the library staff each time a student wishes to borrow books from another CRC library. Loan is restricted to books not in the home library, and no more than five books may be borrowed at one time.

The lending library restricts the right to refuse borrowing and building use to any individual who violates the regulations of the library.

Saint Mary's students may be denied a CRC loan form if they have a delinquent account with the library.

10. Student participation in book and periodical selection is always welcome.

Book order cards are available at the circulation desk, and the staff will supply ordering information.

Suggestions for the improvement of library services are welcome, and should be discussed with the Head Librarian, or with any member of the Library Committee which is composed of faculty and student representatives.

F. GYM

The Gym is open to Saint Mary's students with the following regulations enforced. The following hours are to be observed daily by students, and faculty and staff and their families. (Other hours to be arranged by the physical education department chairman.) The rules and regulations regarding the use of the building are to be observed at all times. No one is allowed in the building without proper authorization for recreational use other than at the stated times.

Monday.....	5 p.m. - 7 p.m.
Tuesday.....	4:30 - 6:30 p.m.
Wednesday.....	5 p.m. - 7 p.m.
Thursday.....	5 p.m. - 7 p.m.
*Friday.....	5 p.m. - 7 p.m.
*Saturday.....	2 p.m. - 4 p.m.
*Sunday.....	2 p.m. - 4 p.m.

**Dates are welcome when accompanied by a Saint Mary's student on Friday, Saturday and Sunday*

Unsupervised Use

The physical fitness center, gym, bowling alley, and recreational area will be open for unsupervised use by presently enrolled Saint Mary's students at the following times:

Monday, Wednesday, Thursday, Friday.....	7 - 9 p.m.
Tuesday.....	6:30 - 9:00 p.m.

1. No street shoes are to be worn on the basketball court or in the dance studio.
2. **NO** smoking, food or drink are allowed in the gym or pool area.
3. **ONLY** bowling shoes or shoes with socks are to be worn in the bowling lane. This is a safety precaution.
4. **No one is allowed to use the sauna without proper supervision.**

G. TENNIS COURTS

1. Tennis courts are for the use of students, faculty and staff only.
2. Gate Rules:
 - a. Leave tennis ball cans at the entrance to the courts.
 - b. **Remove acorns, gravel, etc. before playing.**
 - c. Wear only smooth soled shoes; no track or street shoes; tennis shoes only.
 - d. Close gates when leaving.
3. The tennis courts may be used until 10:00 p.m. when not in use by classes or teams. Lights must be off by 10 p.m. The courts will be locked at this time.

H. SWIMMING POOL

1. Students, faculty and staff may use the pool for recreational swimming

- during the designated times and when supervision is provided.
2. Any student using the pool is subject to the general rules of behavior posted in the pool area.
 3. **No one is allowed to swim alone.**

I. LAUNDRY

1. Two sheets (both flat), one pillow case, and three (small) towels are provided weekly by the school for each resident student. A locker for these linens is provided, and students may exchange soiled linen for cleaning each week.
2. The laundry service is provided at no additional cost. The students are expected to keep up with the linen furnished and will be billed for any lost articles at the close of the academic year.
3. There are laundromats in each dormitory. These coin-operated machines may be different from the machines you use at home. Be sure to follow the instructions on the machines for best results. Please report any difficulties to the buildings and grounds department at 839-4118.
4. Laundry keys are distributed to all students during orientation and at other times during the year in the Business Office.

J. LOST AND FOUND

1. The Lost and Found is located in the Dean of Students office. Items in lost and found are listed in the weekly bulletin.
2. The College recommends that students do not bring expensive jewelry - only costume jewelry, please. **The College cannot be responsible for valuable jewelry lost or stolen.**
3. Items not claimed at the end of each grading period will be donated to a local charity.

K. SCHOOL JOBS

1. There are several types of employment available for students who would like to have, or who need, a job on campus. Positions are available in the Library, administrative and faculty offices, the language and science laboratories, the Gym, the Bookstore, Post Office, and the switchboard. On various occasions throughout the year, other campus offices need student assistants on a temporary basis.
2. All students who desire campus employment must apply for and be eligible for financial aid. Available positions are filled at the beginning of the school session. Contact the financial aid office.
3. Students having a job off-campus must tailor their work schedules to comply with curfews and requirements of Saint Mary's classes and required events. Exceptions to this policy must be arranged through the Dean of Students Office.



L. DINING HALL - MEALS

1. Hours:	Breakfast	Lunch	Dinner
Monday-Thursday	7:15-8:30	11:30-1:15	5:30-6:30
Friday	7:15-8:30	11:30-1:15	5:30-6:00
Saturday	*11:-1:00		5:30-6:00
*(Saturday brunch except on Departmental Saturdays, SAT Saturdays, and exam days when weekday schedules will be in effect)			
Sunday	9:30 a.m. (in Lower Smedes)	12:00-1:00	5:30-6:00

2. Students are welcome to bring guests to all meals. They must pay a charge at the door.
3. Unlimited seconds are offered on all meals except gourmet nights.
4. Students must not carry food, silverware or china out of the dining hall.

M. PARKING POLICY

- A. Any student who is on academic probation (projecting a cumulative G.P.A. lower than 1.5) will be prohibited from having a car at school.
- B. Cars with decals
 1. Cars with Saint Mary's decals may park Monday through Friday, 7 a.m. to 5 p.m. in designated areas only. Faculty, staff and student parking areas are marked by signs, and decals must match the designated areas. The visitors' area is for visitors only.
 2. Cars with Saint Mary's decals may park during the following hours in any parking area except the visitor's area: Monday-Friday, 5 p.m. to 7 a.m. (after 7 a.m., violations will result in towing, and/or cars being locked down); and Saturday and Sunday - all hours.

C. Visitors

1. Visitors without decals may park in the visitors area in front of Smedes at any time except from curfew to 7 a.m. It is the responsibility of all students to advise their visitors of parking restrictions.

D. Temporary Permits

1. Temporary Special Parking Permits are available at all times from the Supervisor of Buildings and Grounds or from the Security Stations.

E. No Parking Areas

1. All red paint areas and Fire Lanes are no parking areas. Reserved parking spaces are for reserved users only. Violations will result in towing and/or cars being locked down on a 24-hour basis.

F. Towing

1. Parking violations may result in towing and/or cars being locked down at owner's expense.

G. Decals

1. Parking decals are available for \$25 in the Business Office. Students who are eligible to purchase parking decals include all college students (except those on academic probation), day students, and any 11th- or 12th-grade student who maintains a 3.0 cumulative grade point average after her first semester at Saint Mary's. High school students returning to Saint Mary's for the 12th-grade may purchase a parking decal in August if they have a cumulative 3.0 grade point average. Other students may not bring a car to school without the special authorization of the Dean of Students. Use of the car will be monitored when exceptions have been made.
2. A parking decal authorizes on-campus parking but does not guarantee availability of a parking space.
3. During night hours, parking space is usually available for all authorized students. If you use a distant area, we recommend that students use the "Buddy" system and not walk from cars alone.

Student Government Councils

A. THE JUDICIAL BOARD

1. The Judicial Board is composed of a Chairman, a Vice Chairman, representatives from each class and the day students, and three faculty members. A quorum consists of four students and two faculty members.
2. The Judicial Board deals only with those offenses in Section D of the rules.
3. The Judicial Board makes recommendations on cases including, but not limited to:
 - a. dismissal of a case
 - b. assigning a student to community service

- c. placing a student on probation
 - d. suspension of a student
 - e. expulsion of a student
4. The Judicial Board will handle each case individually, taking into consideration the circumstances under which the infraction occurred and whether the student turned herself in.
 5. Recommendations of the Judicial Board will automatically be referred to the Review Committee who will make the final decision regarding the case. A student appearing before the Judicial Board will only be told of the recommendation of the Judicial Board after a decision has been reached by the Review Committee.
 6. A student who has been suspended for the remainder of the semester, and who desires to return, must request admission to the readmissions committee for the next semester.
 7. A student expelled **MAY NOT RETURN** to Saint Mary's and her file may show that she was required to leave the college for disciplinary reasons.
 8. Once final exams have commenced, honor offenses will be handled administratively.

B. THE DORMITORY COUNCIL

1. The Dormitory Council is composed of a Chairman, the Underclassman Vice President who acts as secretary, a representative from each class, the Dean of Students and a faculty representative.
2. The Dormitory Council deals with rule infractions including, but not limited to those listed in section E of the rules.
3. The Dormitory Council may assign as punishment community service hours, may curtail curfews or special permissions, or may refer a case to the Judicial Board or the Dean of Students.



General Rules for All Students

Saint Mary's cherishes tradition. There is no better way to understand the spirit of our rules than to comprehend this introduction to the Student Handbook of 1943-45.

"The rules set forth here form a pattern of behavior expected of a Saint Mary's girl. They do not pretend to list every undesirable action. In general, she is expected to conform to the live-and-let-live principle of any democratic, well-ordered community."

Clauston Jenkins, President

The College reserves the right to intervene in any disciplinary matter regarding a student whether the incident involved occurred on or off campus when it is judged in the best interest of the College to do so. ALL College rules are in effect at College-sponsored functions, on or off campus.

Students must be aware that there is no grace period. All students are expected to be ON TIME for all classes, activities and events. Except in cases of illness, all excuses must be procured IN ADVANCE. Excuses are not valid if they have not been obtained before the absence occurred.

A. STUDENT RECORDS

To comply with the Family Education Rights and Privacy Act of 1974, commonly known as the Buckley Amendment, Saint Mary's College has established the following policy regarding access to student records.

Information in student files may be made available to the following people: (1) Saint Mary's College officials; (2) officials at other schools where a student seeks to enroll; (3) certain Federal or State officials; (4) anyone involved in a student's financial aid matters; (5) accrediting organizations; (6) parents of dependent students; (7) to comply with a judicial order or subpoena; (8) to certain parties in a health or safety emergency. Information will not be released to others without the consent of the student.

A student may have access to her official records and files, excluding parents' financial records and confidential letters of recommendation, by making a request with the appropriate department. A student may discuss concerns regarding information in her personal file with the Dean of Students, who will review the information with the appropriate department. Student records are kept in the admissions office, business office, guidance office, dean of students office, registrar's office, college relations office, the student activities and housing office, the health center and with individual faculty members as advisors and instructors.

The College may make public certain "directory information," including name, home and school address and phone number, date and place of birth,

extracurricular activities, date of attendance, previous institution attended, degree, awards and honors. Any student who wishes that any of this information not be released should notify the Dean of Students by September 15 and the information will be withheld.

B. DEAN'S PRIVILEGE

The Dean of Students reserves the right to handle any matter administratively. This means students may be punished, suspended, or expelled by the Dean of Students.

C. DRUG AND ALCOHOL POLICY

The faculty and administration recognize that students' poor judgement may lead to abuse of drugs and alcohol. It is our intention to educate students regarding the dangers that these substances present.

The faculty and administration will actively seek to identify students whose actions indicate that they may be using drugs or alcohol. Where evidence exists that a student may be involved in such action, her parents will be apprised of our concern and urged to seek professional help. In those instances where student behavior strongly indicates drug or alcohol use, the administration may require professional intervention and subsequent treatment in order for the student to continue enrollment at the school. This may include required drug testing. Students failing to follow administrative recommendations will jeopardize their privilege to attend Saint Mary's.

Possession, use or distribution of drugs or alcohol on campus is strictly prohibited. Violations of this policy will be handled administratively on a case by case basis depending on the circumstances. Suspension or expulsion may be the result of such actions.

High school students who have abused the use of alcohol or drugs off-campus and return to campus inebriated (unable to walk alone, navigate stairs alone, staggering, bumping into furniture, unable to sign in, unable to carry on a coherent conversation, etc.) will be subject to the following:

FIRST OFFENSE :

- * strict campus for one full-week including the weekend
- * the following weekend the student is campused Friday and Saturday nights
- * parents may be notified

SECOND OFFENSE:

- * loss of all datenights for the remainder of the semester
- * loss of all overnights for the remainder of the semester
- * probation imposed for the remainder of the semester
- * student and her parents must agree that the student will undergo drug/alcohol counseling if she is to remain at Saint Mary's

THIRD OFFENSE:

- * student may be asked to withdraw from Saint Mary's

Students must be aware that their off-campus activities will have implications for them on campus.

D. JUDICIAL BOARD OFFENSES

The following rules are considered very serious and may carry the heaviest possible penalties: suspension or expulsion. While such are not automatic in cases involving these offenses, they will be considered for breaking one of the following major rules. Because of the seriousness of the possible punishment, neither accusations nor considerations of offenses of the following will be taken lightly. Parents are always notified of the result of Judicial Board hearings when the student is found guilty.

1. **LYING:** Lying is telling a deliberate falsehood to any member of the community or deliberately allowing a falsehood to stand.
2. **STEALING:** Stealing is taking, and keeping without permission of the owner, anything that belongs to someone else. This includes taking College property.
3. **CHEATING:** Cheating is deliberately taking advantage of someone else, their ideas, or their work, either in or out of the classroom; cheating also includes using unauthorized materials during tests or examinations.
4. **PLAGIARISM:** Plagiarism is the use of other people's words, phrases, ideas, or opinions without giving proper credit. (See definition below.)
5. Breaking any North Carolina or federal law while on campus, including, but not limited to:
 - a. Use and/or possession of alcohol or illegal drugs. (The College reserves the right to search any dormitory room, car, or student.)
 - b. Hazing on or off campus.
 - c. Fraudulent use of credit cards, the telephone, identification cards or checks.
6. Willful and/or repeated violation of College rules.
7. Failure to cooperate with any properly identified College official.
8. Malicious destruction of personal or College property.

E. DORMITORY COUNCIL OFFENSES

1. Failure to sign in and out properly.
2. Lateness up to one hour past curfew.
3. Disturbance of quiet hours.
4. Failure to attend hall meetings.
5. Being off hall after curfew.
6. Failure to have lights out at midnight.

F. NON-JUDICIAL BOARD OFFENSES

1. Saint Mary's may require the immediate withdrawal of any student who:
 - a. poses a danger to the health and safety of the College community or herself.
 - b. fails to fulfill the required financial obligations to the College.
 - c. violates probation imposed by the College for failure to follow the College's class attendance policy.
 - d. leaves the College subject to a lawsuit by her actions.
2. **Illegal Datenight:** leaving campus without proper authorization after 7 p.m. (High School only). The penalty for taking an illegal datenight is the loss of four consecutive datenights.
3. **Illegal Overnight:** returning to campus more than one hour after your curfew. The penalty for taking an illegal overnight for high school students is the same as the penalty for the abused use of alcohol. For college students, the penalty is the or the loss of four consecutive nights of SDH (college freshman) or the loss of eight consecutive nights of SDH (college sophomores). During the last month of school, a high school student taking an illegal overnight will be subject to a 24-hour strict campus for a week. A college student will have a 7:30 p.m. curfew for one week. In addition, the student will serve one hour of community service for each hour she is away beyond her regular curfew.
4. **Illegal Weekend:** leaving campus for the weekend without proper authorization or failing to notify Saint Mary's of a change of location during a weekend. The penalty for taking an illegal weekend is the loss of five weekends.



G. DEFINITIONS

1. **Probation:** a penalty recommended by the Judicial Board, Dormitory Council or Dean of Students which places a student's behavior under close scrutiny for a specified period of time. Breaking any rule while on probation may result in suspension or expulsion. The College may request a parent conference when a student is placed on probation.
2. **Strict Probation:** a penalty recommended by the Judicial Board or Dean of Students which places student's behavior under the closest scrutiny for a specified period of time. Violations of ANY rule or regulation while on probation (this will include cutting any required activity and, for high school students, this will include classes) may result in expulsion.
3. **Dean's Probation:** a penalty recommended by the Dean of Students similar to Class Attendance Probation. This applies to attendance for all required activities except classes.
4. **Suspension:** a penalty recommended by the Judicial Board or Dean of Students which requires a student to leave the college for a specified period of time. There may be academic penalty, and a student is responsible for making up all work to be made up, provided faculty members permit work to be made up. Students are not allowed on campus during the period for which they are suspended without permission from the Dean of Students. The College may request a parent conference when a student is suspended. When a student is suspended, she must leave campus that same day or make special arrangements with the Dean of Students.
5. **Expulsion:** a penalty recommended by the Judicial Board or Dean of Students which requires a student to leave the college permanently. Students who have been expelled are not allowed on campus without permission from the Dean of Students. The College may request a parent conference when a student is expelled. When a student is expelled, she must leave campus that same day or make special arrangements with the Dean of Students.
6. **Plagiarism:** Plagiarism normally falls into the following categories:
 - a. Copying word-for-word another's writing without quotation marks and correct identification by footnote or textual reference.
 - b. Paraphrasing from the source using the author's basic sentence structure with some words added, omitted or changed.
 - c. Putting together a patchwork of phrases and words taken at random from one or more sources.
 - d. Using facts, ideas or opinions in your own words or the author's without giving proper credit in standard form. Standard form will be defined by the instructor for that discipline.

Plagiarism is a serious academic offense and may constitute an honor offense. It is always better to give too much credit than too little.

Offenses covered in letter a. above constitute cheating and clearly violate the Judicial Board rules.

Offenses covered in letters b., c., and d. are of a serious academic nature, but are not considered to be honor violations. The disposition of such cases lies within the discretion of the instructor involved.

H. APPELLATE PROCEDURE

To appeal a Judicial Board decision, a student must do the following:

1. Notify the Dean of Students in writing within 24 hours of the Judicial Board decision. The written appeal must state the grounds for the appeal (i.e., new evidence to be presented). A student who has been expelled may appeal automatically.
2. The Dean of Students will convene the Review Board to hear the appeal if there are appropriate grounds. Review Board consists of the Dean of Students, Chairman of Judicial Board, President of SGA and one faculty representative to the Judicial Board.
3. A student may appear before the Review Board in person or submit a written statement.
4. The Review Board may summon any witness they deem appropriate.
5. Decisions of the Review Board are final.

Dormitory Regulations

Ordinarily students attending Saint Mary's College live in the dormitories or with their parents or a guardian appointed by their parents in the Triangle area. Exceptions to these living arrangements must be approved in advance by the President of the College.

The Housemothers are responsible for seeing that the dormitories are clean, quiet places in which to live, relax and study. STUDENTS ARE TO ABIDE BY THE HOUSEMOTHERS' SUGGESTIONS, REQUESTS AND DECISIONS AS THEY WOULD THE DEAN OF STUDENTS. DISPUTES WILL ULTIMATELY BE DECIDED BY THE DEAN OF STUDENTS, BUT UNTIL THEY ARE, STUDENTS WILL ACCEPT THE DECISION OF THEIR HOUSEMOTHER.

The Hall Counselors assist the Housemothers and help students adjust to residential student life. They are to serve as role models and counsel students with problems, either personally or by referral to the appropriate staff member.

1. Saint Mary's expects that student rooms will be kept at a minimum standard of cleanliness. The College reserves the right to inspect any student room at any time. High school rooms will be inspected by the Housemothers weekly. Any damage to rooms will be charged to the students in the room. High school students may earn a variety of extra privileges for four consecutive satisfactory room inspections. Students who do not comply with the rules set down for closing at breaks will lose certain social privileges for a period of time (i.e., SDH or overnights).
2. Students may have one refrigerator (not to exceed 4 cubic feet) per room. No hot plates, toaster ovens, sun lamps or microwave ovens are allowed. Illegal appliances will be confiscated.
3. No pets of any kind are permitted in the dormitories.
4. Room changes: All room changes will be made only after students have

received permission from the Director of Student Activities and Housing. To move without permission is a serious dormitory offense. Since learning to live with students from many different backgrounds is one of the goals of residence life, students are encouraged to work out their difficulties before requesting a change.

- a. The college reserves the right to move students from room to room when deemed necessary. Students do not have the right to refuse such changes.
 - b. If a student feels that room change is necessary for her own personal growth and adjustment, such requests may be made through the Director of Student Activities and Housing. All necessary moves are dependent upon available space as well as the mutual consent of all parties involved. Each student must be aware that when she requests a room change she, herself, must be the one to move.
 - c. Please note that changes must have final approval **BEFORE ANYTHING IS MOVED**. Once a room change has been approved, a student has 24 hours to completely move from one room to another. Students must exchange keys with the Director of Student Activities and Housing.
 - d. Once a student has changed rooms, the room will be inspected, and the student will be charged for any and all damages. It is important that rooms be left in the exact order in which they were found when the student moved in.
5. Furniture may not be brought from home or moved from any room. Structures intended for lofts are prohibited.
 6. Damage to rooms (i.e., markings on walls, floors, doors, broken furniture and/or fixtures) will result in fines to students.
 7. Fathers, brothers, dates **ARE NOT PERMITTED IN LIVING AREAS EXCEPT** on the opening and closing days of the school year, at the beginning of each vacation period, on Parents Weekend or by permission of the Housemother on that hall.
 8. Men are allowed in dormitories only to pick up or drop off dates and only in designated parlors. Dates are allowed in dormitories for a maximum of 15 minutes. Dates are expected to abide by all the rules of Saint Mary's while on campus. Men must leave campus by their date's curfew. Parking is limited to visitor areas in front of Smedes and Cruikshank. Dates may be in Smedes Parlor until 11:30 p.m. Dates are allowed in the gym or pool area when they are accompanied by a Saint Mary's student only on weekends.
 9. Students may have a female guest stay free of charge in any dorm for two nights in any one grading period (i.e. August - fall break, etc.) After two free nights a guest will pay \$5 per night. All guests must be pre-registered in the dormitory in which they are staying and must observe all regulations that relate to the hostess. The hostess receives any penalty accumulated by her guest. Day students and mothers of students may stay in the dorms, on occasion, free of charge.
 10. No smoking is allowed in any part of Smedes Hall. College students, when given a room assignment must designate the room as smoking or non-

smoking. Once the designation is given, students may not change the status of that room during the course of the year. All cigarettes must be disposed of properly.

11. Students are required to dress formally for special weekday and Sunday chapels, evening concerts and lectures, formal dinners, assemblies and other announced occasions. This means no T-shirts, sweatshirts, pants, tennis or other sport shoes, denim jackets, any tie-dyed clothing or longjohns, etc. Students are NOT to appear in the Dining Hall, Smedes Parlor or in classrooms in sleepwear. Barefeet are not permitted outside of actual living areas; this includes the Dining Hall, Smedes Parlor, Lower Smedes, classrooms, gym, etc.
12. If at any time a student realizes she will be late in returning to campus, she must call her Housemother. All students must know their Housemother and other emergency numbers.

EMERGENCY NUMBERS:

1st Smedes.....	839-4017
2nd Smedes.....	839-4018
3rd Smedes.....	839-4019
Smedes Reception Desk.....	839-4029
Holt.....	839-4021
Cruikshank.....	839-4023
Penick.....	839-4022
Health Center.....	839-4043
Security.....	839-4044
Buildings and Grounds (daytime emergencies).....	839-4118

IN CASE OF ANY EMERGENCY ON CAMPUS (A PROWLER, FIRE, ETC.) NOTIFY THE HOUSEMOTHER AND/OR SECURITY AT 839-4044 AT ONCE AND CALL THE CITY EMERGENCY NUMBER - 911 - IF NECESSARY.

13. Foul Weather Policy: "When it falls, everything stalls." In cases of severe inclement weather, no datenights will be granted and all high school students are to remain on campus at all times. College students who leave campus during a snow emergency are responsible for their timely return to campus. No excuses will be issued for missed classes or other required activities. Students are responsible for attending ALL classes regardless of weather.
14. Students must lock their room doors whenever they are not in their rooms, and must carry their keys with them. A \$1 fine will be imposed for having to open a student's room from 8:00 a.m. until 12:00 midnight. From midnight until 8:00 a.m., the fine for opening the door is \$5. Students who lose their key may obtain a new one from the Buildings and Grounds Department for \$5.
15. Students are not permitted to burn incense or candles in the dormitories.

16. Bicycles may not be stored in dormitory rooms or hallways or other College buildings. All bikes must be locked to the bike racks located in front of the security office.

TELEPHONES:

1. Switchboard hours are 8:00 a.m.-4:30 p.m., Monday-Friday.
2. Students are NOT to call the President at home. In case of emergency, contact your Housemother, and she will notify other officials if necessary.
3. Students may have private phones in their rooms at their own expense.

Rules Specifically for High School Students

A. GENERAL

1. Students must have parental permission and hostess invitation for overnights. All students must fill out a form in the Dean of Students Office by 4:30 p.m. Thursday to take an overnight. All permissions and invitations must be in by that time. Students may NOT decide to take an overnight on Saturday unless they are going home with their parents and their parents call their Housemother.

Any student who changes her address after she has left for the weekend must notify the school of the change.

Parents may give "blanket permission" (eliminates parents' phone call each weekend) to leave campus for overnights. Blanket permission does not cover a student staying with a young make companion or going to an unsupervised place (hotel, motel, etc.)

2. After filing for an overnight in the Dean of Student's Office, students must fill out a slip and register it with their Housemother.
3. Students must return to campus by their 7:00 p.m. curfew unless they have special permission to be off campus. If a student wishes to leave her own hall after 7:00 p.m. she must check out with her Housemother and check back in when she returns.
4. No high school student may spend the night in a college dormitory.
5. Closed weekends for High School Students: All boarding high school students are required to remain on campus; that is, they may not leave Raleigh for the first four weekends of the fall semester, excluding the Labor Day weekend. The following is a list of closed weekends: August 23-24; September 6-7; September 13-14; and September 20-21. Special activities are planned for the closed weekends. Students will be permitted to leave campus if they plan to participate in the ISAAC

events which are school sponsored and chaperoned.

6. The weekend overnight when a high school dance is planned will be closed for any high school student attending the dance. Curfew for high school dances, both on and off campus, will always be one hour after the dance.
7. High school students are to be in their own room with lights out at 12 o'clock midnight Sunday - Thursday. Extension for lights out must be requested from the Dean of Students. Students will not be allowed extensions if they have cut a class, cut assembly or chapel or study hall or have been to dorm council the week prior to their request. One request for lights out extension is allowed per week.

A student who has been in the health center must be in her own room at 9:30 p.m. No extension for lights out is permitted.

Students may redeem four consecutive clean room inspections for additional lights out extensions in a given week.

B. DORMITORIES

1. For safety and health reasons, **NO SMOKING IS ALLOWED IN SMEDES HALL.** A student's first two offenses of the smoking regulations will result in a \$25 fine and parental notification. A student's next two offenses will each result in \$100 fines. A student's fifth offense may result in expulsion.
2. Eleventh-graders are to be on their halls by 11:00 p.m. Sunday-Thursday and by 12:00 midnight Friday and Saturday. Twelfth-graders are to be on their halls by 11:30 p.m. Sunday-Thursday and by 12:30 a.m. Friday and Saturday.
3. Eleventh-graders must have their belongings packed and rooms cleaned and must leave campus after their final examination in the spring semester. Only graduating students or those assisting with graduation may stay in the dormitories after the examination period. A \$25 per person fine will be imposed for rooms which have not been cleaned by the occupants.
4. Once a student (high school only) is over one-half hour late, her Housemother will call her parents to notify them of her absence.
5. High School students must have parental permission to travel more than 30 miles from Raleigh.
6. Students who have been in the health center have a 7:30 p.m. curfew that evening; this includes Friday night.

C. SOCIAL/DATING

1. 11th Graders:

- a. 11th graders must sign out whenever they leave campus and sign back in when they return.
- b. After fall break, 11th-graders who have earned a projected 2.5 G.P.A. will have two (2) datenights per month. These datenights are to be taken during the week and curfew is 11:00 p.m. Eleventh-graders will have the opportunity to earn extra datenights by having four consecutive "good" room inspections. Students must obtain permission from their Housemother prior to leaving campus for their datenight.
- c. If, at any time, a student realizes that she will be late, she should call her Housemother immediately.
- d. Eleventh-graders may take 10 overnights each semester.
- e. Eleventh- and 12th-grade students returning from the weekend on Sunday night must sign in by 7:00 p.m. or take a datenight. If a datenight is taken, the housemother must be notified. When returning from a holiday the curfew is 11:00 p.m.

2. 12th-Graders:

- a. Twelfth-graders must sign out whenever they leave campus and sign back in when they return.
- b. After fall break 12th-graders who have earned a projected 2.5 G.P.A. will have one (1) datenight during the week until 11:30 p.m. A student must obtain permission from her Housemother prior to leaving campus. Twelfth-graders may earn extra datenights by having four consecutive "good" room inspections.
- c. If, at any time, a student realizes that she will be late, she must call her Housemother immediately.
- d. Twelfth-graders may take 12 overnights each semester.

Rules Specifically for College Students

A. GENERAL

1. Students must sign out and back in on white cards when they are on and off campus after 7:00 p.m. After the dormitories close, students must be admitted by a security guard.

B. DORMITORIES

1. All students who are not graduating or participating in the graduation exercises must have their belongings packed and rooms cleaned and must leave campus after their last final examination in the spring semester. Only graduating students, or those assisting with

graduation, may stay in the dormitories after the exam period. A \$25 per person fine will be imposed for rooms which have not been cleaned by the occupants.

C. SOCIAL/DATING

1. FRESHMEN:

- a. The freshmen curfew is 1:00 a.m. Sunday through Thursday.
- b. Freshmen may have self-determining hours (SDH) on Friday and Saturday nights. However, parents may refuse their daughter SDH by indicating so in writing to the Dean of Students. In such cases, the student's curfew will be 1:30 a.m. on Friday and Saturday nights.

A security guard opens the doors to the dormitories every half-hour between 1 a.m. and 6 a.m.

Students must sign out on their cards indicating that they are taking SDH.

- c. At mid-term first semester, freshmen who have a projected 2.5 G.P.A. and no grades of F may have SDH on Thursdays. Second semester, a cumulative G.P.A. of 2.5 earns SDH on Thursdays.
- d. Freshmen may have SDH one night a month (August-October) when a mixer has been scheduled. After fall break, only freshmen who have earned the right to Thursday SDH may take it the night a mixer is scheduled.
- e. Freshmen may have three special permissions per semester for a later curfew or overnight during the week. Students must obtain permission from their Housemother by curfew when taking a special permission SDH.

2. SOPHOMORES

- a. The sophomore curfew is 1:00 Monday through Wednesday.
- b. Sophomores may have SDH Thursday through Sunday nights.
- c. Sophomores may have three special permissions per semester for later curfews or overnights during the week. Students must obtain permission from their Housemother by curfew when taking a special permission SDH.
- d. At mid-term sophomores with a 2.5 cumulative G.P.A. and no Fs may have one extra SDH per week.

3. ACCELERATED COLLEGE FRESHMEN/PGPC

- a. Accelerated college freshmen and PGPC students will have 11:30 p.m. curfew Sunday-Thursday and 1:00 a.m. curfew on weekends. With parental consent, they may leave campus each weekend.
- b. Two hour of study in the library is required during the week (Monday-Thursday). Students will sign in on a card provided. Failure to meet this requirement will result in a 9:00 p.m. curfew.
- c. At mid-term students who project a 2.5 G.P.A. will have a 12:00 curfew on weeknights (Sunday-Thursday).

- d. Accelerated college freshmen and PGPC students may have SDH once a month (August-October) when a mixer has been scheduled. After fall break, they must have a 2.5 G.P.A. to have SDH on the night of a mixer.
- e. During second semester, students who have a 2.5 cumulative G.P.A. may have 1:00 a.m. curfew Sunday-Thursday; 1:30 a.m. curfew on weekends; and they will have three special SDHs.
- f. During second semester, a student projecting a 2.5 cumulative G.P.A. is not required to sign in for two hours of study in the library.
- e. During second semester, a student projecting lower than a 2.5 cumulative G.P.A. will have a 12:00 midnight curfew on weeknights and no SDH.

4. ALL COLLEGE STUDENTS

- a. At mid-term, any college student with less than a projected 1.5 G.P.A. will forfeit all rights to Thursday SDH. She will have an 11:00 p.m. curfew Sunday-Thursday and will be required to sign in in for two hours of study in the library.
- b. At the end of any semester, any college student (including accelerated college freshmen and PGPC students) who has earned a cumulative 3.0 G.P.A. may have 4 special SDH; if she has a cumulative G.P.A. of 3.2-3.7, she may have 5 special SDH; and if she has a cumulative 3.75 she may have unlimited SDH.



Day Students

Day Students are an integral part of the Saint Mary's community. As individuals, they take part in clubs and other activities. As a group, they are represented in the Student Government Association by the Day Student President.

1. Day Students must attend assemblies, all Day Student meetings, required chapel services and other required activities as they are announced.
2. Day students may park on campus. Parking decals may be purchased in the Business Office for \$25 per year. Decals allow students to park in any authorized student area on campus.
3. On returning from an illness or emergency absence, a day student must bring to the Dean of Students office a written explanation from her physician or parent. Failure to bring this note within three (3) days of return is an unexcused absence.
4. Day Students may spend the night in a dormitory with the permission of the Housemother. They must follow all rules which apply to their class, including chapel attendance. If a day student breaks any rule, she is subject to the same penalty as her hostess. If a day student is not spending the night, she must leave the dormitories by curfew. Day Students are expected to pay for all meals taken in the Dining Hall.
5. Day Student House:
 - a. Each student is responsible for taking care of the Day Student House furniture and keeping the house clean. All property of the house - including kitchenware - must remain in the house.
 - b. **SMOKING IS NOT ALLOWED IN THE DAY STUDENT HOUSE.** A \$25 fine will be imposed for each of a student's first two offenses of this policy. A student's next two offenses will each result in a \$100 fine. A student's fifth infraction may result in expulsion.
 - c. The Day Student House will be open from approximately 7:30 a.m. until 6:00 p.m. Monday through Friday. The house will be open at other times as arranged by the Dean of Students.
 - d. Male visitors are permitted in the Day Student House in the front two rooms *only* for a period of 30 minutes. Male visitors may visit the Day Student House for longer periods on Parents Weekend and other designated special event days.

Academic Regulations

The Saint Mary's College Catalog lists all academic regulations and requirements. Students should familiarize themselves with these requirements in order to plan their academic program.

The academic section of the catalog includes additional information about course requirements, academic load, transfer of credit from other institutions, registration procedures, examinations, the grading system, grade point average (G.P.A.) and requirements for graduation.

If you do not have a copy of the catalog, one is available from the Admissions Office.

Fulfillment of Requirements

Required Courses. All required courses must be attempted at Saint Mary's. Possible exceptions will be considered on an individual basis by the Dean of the College. A student who is unable to complete her graduation requirements in the normal length of the program may be allowed to return for the following semester to complete her degree under the requirements of the catalog under which she originally entered. Should additional time be required, she must comply with the requirements stated in the catalog at the time of her graduation.

Tailored Curriculum. All students should, with the assistance of their advisor, check carefully the requirements of the institution in which they plan to enroll upon graduation from Saint Mary's. Any student who plans to pursue a degree with specialized basic course requirements that cannot be completed in two years in conjunction with the Associate in Arts degree at Saint Mary's may request a curriculum tailored to her particular needs. She must present to the Dean of the College a letter from an appropriate official of the College of her choice outlining the special requirements of that institution.

Residence. A candidate for the high school diploma must be enrolled as a full-time student during her 12th-grade year. A candidate for the Associate in Arts degree must be enrolled as a full-time student during her college sophomore year unless, because of unusual circumstances, the Dean of the College gives her permission to enroll part-time.

Transfer of Credit from Other Institutions. Freshmen may transfer a maximum of nine semester hours from an accredited college or university (ten semester hours, if a laboratory science or one semester of physical education is included). The limitation of nine semester hours does not apply to hours earned at Saint Mary's College. A student entering Saint Mary's as a sophomore would be permitted to transfer a maximum of 32 semester hours. No enrolled student may assume that she will receive credit for work completed at other institutions unless she has a written statement from the Dean of the College saying what credit will be accepted.

Summer School. A student at Saint Mary's planning to attend summer school at another institution can only be certain that she may transfer the credit to Saint Mary's if she gets written authorization in advance from the Dean of the College. Without prior approval, the Dean will decide whether or not to award credit after the transcript and a course description are submitted and evaluated.

Ordinarily, students attending either high school or college summer school classes at Saint Mary's will live on campus. Exceptions to this must be arranged *in advance* with the Dean of Students.

Grade Transfer. A minimum grade of "C" must be earned on all work accepted for transfer credit. Transfer grades are recorded as earned but will not be included in the computation of the student's grade point average. Thus, a student may not use grades earned at another institution to improve her grade point status at Saint Mary's.

Academic Load. The normal load for a college student planning to graduate with a degree in two years is 16 hours per semester. The minimum academic load is 13 semester hours and the maximum load is 18 semester hours. Written permission of the Dean of the College is required for any variance from these limits, such as an underload (less than 13 hours) or an overload (more than 18 hours).

All underclassmen are required to carry a minimum load of four academic units per year. High school religion and physical education are required in addition. The maximum load is five academic units per year. Any deviation from the normal academic load must be approved by the Dean of the College.

In summer school, a student may carry a maximum of six semester hours in either session.



Registration Procedures

Registration Period. Near the end of each semester, after consulting with their advisors, students register for the subsequent semester. This registration must be validated at the beginning of the next semester. New students must register during the stated registration period at the beginning of each semester.

Adding Courses. A student may add a course during the first two weeks of a semester.

Withdrawal from Courses - First Four Weeks. A course may be dropped within the first four weeks of a semester without penalty. No grade is recorded on the permanent records.

Withdrawal Passing. After four weeks, a student who is passing a course may, with the permission of her advisor and the Dean of the College, withdraw from the course. "Withdrawal Passing" is recorded on her permanent record.

Withdrawal Failing. After four weeks, a student who is failing a course and wishes to withdraw may do so only with the written permission of her advisor and the Dean of the College. In this case, hours attempted are averaged into her grade point average and "Withdrawal Failing," is recorded on her permanent record.

Medical Withdrawal. A student may be allowed to drop a course for medical reasons. Such permission may be granted by the Dean of the College upon the written recommendation of the student's physician. "Withdrawal Medical" is recorded on her permanent record. If a physical education course is dropped for medical reasons, it will not have to be retaken.

Auditing Courses. Any student wishing to audit a course may do so with the permission of the instructor. Because of the work which may be required of the auditor by the instructor, any course audited is counted in the student's total academic load.

Repetition of Courses. Should a student repeat a course in which a grade of "D" or "F" was earned, both grades are recorded on the permanent record. Although credit hours can be awarded only once, all semester hours attempted and all grade points earned are included in the computation of the grade point average.

Class Attendance

Saint Mary's considers regular class attendance to be vital to academic success. Students are expected to be present at all regularly scheduled class meetings. Students are responsible for all class discussions and assignments even if they are absent.

1. All students, regardless of their grade point average, must attend at least 75% of the meetings of each course to receive credit for that course. When a student receives no credit because of excessive absences, she is considered to have failed the course. Absences of the students who add a class, or are involved in field trips, athletic teams or performing groups will not be included in the 25% total absences allowed. Days missed because a student is suspended will also not be included. Any special exception to this policy may be made only by the Dean of College.
2. Students in high school courses are allowed NO EXCUSED absences. Absences from college courses are at the discretion of the professor. Each student is responsible for knowing and following the class attendance policies set by the instructor of each course.
3. Parents will be informed when a high school student misses class.
4. Any student who begins a pattern of nonattendance will be placed on class attendance probation. Further absences will be grounds for required withdrawal from Saint Mary's.
5. High school students enrolled in a college-level course for college credit may follow the absence policy set for college students in that course. College students enrolled in a high school-level course must follow the no-cut policy of underclassmen in that course.
6. Saint Mary's NEVER closes because of snow or icy road conditions. Day students are expected to make all reasonable efforts to be present on such days. Day students who are unable to attend class because of adverse weather conditions are to bring a written note of explanation to the Dean of Students.
7. The policy on absences from laboratory classes will be determined by the individual instructor.
8. Under no circumstances will a class to be dismissed on the basis of limited attendance.
9. If an instructor has not arrived 15 minutes after the scheduled announcement of a class, students may sign a roll and leave, unless instructed to do otherwise.
10. No unexcused absences are permitted during the summer school session.

Absences Requested by Parents for High School Students

Absences requested by parents for vacation, extended travel, service as a legislative page, early rides or flights home, etc. must be arranged with the faculty prior to the absence. An excuse may then be picked up in the Dean of Students Office. Only then is the absence approved. Such absences are believed to be detrimental to the student's academic progress and are, therefore, discouraged. It is the responsibility of the student to make up all work missed, and the work must be completed according to whatever schedule the faculty member considers appropriate.

Excused Absences

Student requests for excused absences will be considered by the appropriate official as listed below:

1. The health center will issue excuses for absences incurred by students who were:
 - a. consulting the physician or nurses
 - b. confined because of illness
 - c. sent home because of illness
2. The Dean of Students will issue excuses for absences incurred because of:
 - a. official school business
 - b. day student illness and local weather conditions
 - c. campus emergencies such as power failures, accidents, etc.
 - d. special occasions such as family weddings, funerals, court appearances, etc.
3. In cases when a parent requests that a student miss a class for reasons other than medical or family emergency, the Dean of Students will issue a Parental Request excuse if the faculty involved approve the absence in advance. It is up to each individual faculty member whether the absence will be counted as excused or unexcused. This means that faculty members may choose not to allow students to make up the work they have missed.
4. The Dean of the College will consider all absences caused by extraordinary circumstances not covered above.

Excuses should be presented to the Dean of Students Office for approval within three (3) consecutive days following the student's return to campus. The student's failure to do this will result in the absence being recorded as unexcused. All excuses from the Dean of Student's Office and the Health Center should be presented to the faculty the following day.

Unexcused Absences (Overcuts)

Procedures:

1. Absences for high school students will be reported to the office of the Dean of the College. Advisors and parents will be notified. Continued offenses will result in the student being placed on class attendance probation. Breaking the probation may result in expulsion. Class attendance may also be considered in the instructor's evaluation of the student's performance in the course.
2. Excessive absences for college students will be reported to the advisor and Dean of the College. Class attendance may be considered in the instructor's evaluation of the student's performance in the course. Each instructor will inform each class of their specific expectations, regulations and requirements at the beginning of the course. Continued offenses will result in advisor and parental notification, and the student will be placed on class attendance probation. Breaking the probation may result in expulsion.

Work Missed During Absence

All work missed during an excused absence must be made up during the two-week period immediately following the student's return to campus. Cases in which extenuating circumstances would seem to demand an extension of time should be cleared through the Dean of the College. Work which cannot be made up will not be used in calculating the student's grade.

All work missed during an unexcused absence may be made up at the discretion of the instructor. Work which a student fails to make up will receive the grade of zero.

In the case of an anticipated excused absence on the day of an announced test, the student and the instructor should come to a mutual understanding, prior to the absence, of how and by what time the expected missed work will be made up.

Grade Point Average

In courses carrying academic credit, grade points are awarded as follows in accordance with the value of the grades earned:

- A - 4 grade points per semester hour
- B - 3 grade points per semester hour
- C - 2 grade points per semester hour
- D - 1 grade point per semester hour
- F - 0 grade points per semester hour
- WF - 0 grade points per semester hour

Some college courses (as designated in the course description) and some sections of high school courses (as designated in the class schedule each semester) are considered to be honors classes for high school students. A high school student, whether she is taking the course for high school or college credit, would earn grade points in an honors class as follows:

- A - 5 grade points per semester hour
- B - 4 grade points per semester hour
- C - 3 grade points per semester hour
- D - 2 grade points per semester hour
- F - 0 grade points per semester hour
- WF - 0 grade points per semester hour

The grade point average is determined by dividing the number of grade points earned by the number of semester hours attempted, whether passed or failed.

G.P.A.s are computed at the end of each semester, not at mid-semester. To compute G.P.A. add up the number of hours attempted (usual college load is 16 hours), then add up grade points earned (an A is worth 4 GPs per hour, so in a three-hour course you would earn 12 GPs for that course; a B is worth 3 GPs per hour or 9 GPs and so forth.) Divide your hours attempted into GPs.

For example:

Your Hours:	Biology	4 hours
	English	3 hours
	Philosophy	3 hours
	Spanish	3 hours
	Art	2 hours
	P.E.	<u>1 hour</u>
		16 hours

Your Grades:	C in Biology	=8 GP
	C in English	=6 GP
	C in Philosophy	=6 GP
	B in Spanish	=9 GP
	A in Art	=8 GP
	A in P.E.	<u>=4 GP</u>

41 GPs divided by 16 hours = 2.56 G.P.A.

High school students follow the same procedure. (Academic courses carry 3 hours, except Religion, which carries 2 hours.)

Unsatisfactory Academic Performance. A student who is not making satisfactory progress toward graduation is given a warning at the end of each semester of unsatisfactory progress. A student who is not making satisfactory progress toward graduation is subject to academic suspension.

High school students whose cumulative G.P.A. is less than 1.50 at the end of the fall semester are placed on academic probation for the subsequent semester. If they are unable to attain this minimum G.P.A. by the end of the spring semester, they are required to attend summer school at Saint Mary's. If a student cannot bring her average up to 1.50 during the academic probation period or the summer school session, she will not be allowed to return to Saint Mary's for the following semester.

High school students whose cumulative G.P.A. is less than 1.50 for the first time at the end of the spring semester of their 11th-grade year are required to attend summer school at Saint Mary's. Students still on academic probation at the end of the fall term of their 12th-grade year may be subject to academic suspension if it appears that they will be unable to complete the requirements for the high school diploma.

College students whose cumulative G.P.A. is less than 1.50 are placed on academic probation for the subsequent semester. Students on academic probation who are unable to attain this minimum G.P.A. by the end of the probation period are required to attend summer school at Saint Mary's College. Students who are unable to demonstrate the ability to achieve the minimum G.P.A. of 1.50 during the semester of academic probation and the summer session are subject to academic suspension.

Faculty members will work closely to help students who are experiencing academic problems. The methods of extra attention will vary with the individual instructor.



Absences for College Visits. The Dean of the College emphasizes the importance of college visits being done on weekends and not using up classroom time. However; if there is no other time to make these appointments, exceptions will be made. College visits are considered free overnights. The faculty reserves the right not to accept college visits as class absence excuses.

Study Hall for High School Students. All new high school students are required to attend study hall. At the middle of her first semester, any student whose progress report grades project a G.P.A. of 2.5 or better will be excused from study hall. After her first semester, a student is required to attend study hall whenever her cumulative G.P.A. at the end of the previous semester falls below 2.0

Medical excuse. Any student who has a medical excuse must regularly attend her physical education classes even though excused from active participation.

Examinations

1. All final examinations include a cumulative component. For college courses, final examinations are the ones taken at the end of the semester. For high school courses, final examinations are the ones taken at the end of a semester, although most high school courses are year-long. No student is excused from examinations; an examination that is missed because of illness may be made up.
2. Students may reschedule final exams only if they have three finals in a row.

Transcripts

When a student applies to another college or university, she must request a transcript of her Saint Mary's record to be sent to the institution to which she is applying. In order to do this, the student must fill out a request form. The first

transcript that the student requests is sent free. There is a charge for each additional transcript sent. When the student has decided on the college or university she plans to attend, she must request that a final transcript be sent.

Honors

1. Phi Theta Kappa

Outstanding academic achievement in the college department is recognized by the Chi Beta Chapter of Phi Theta Kappa Honor Fraternity of American Junior Colleges. To be eligible for membership in this club, "a student shall be of good moral character, shall possess recognized qualities of citizenship, and shall have established academic excellence as judged by the faculty." College freshmen must have an average of 3.5 after first semester to qualify. College sophomores must have an overall average of 3.25 or better.

2. High School Honor Society

The High School Honor Society chooses 11th-grade members at the beginning of the second semester who have a 3.75 G.P.A. or better on one semester's work and 12th-graders who have a 3.5 cumulative G.P.A. on two or more semesters of work. Members are elected in the late spring and again at the beginning of the fall semester. The purpose of the Honor Society is "to recognize and encourage scholarship and to promote those qualities of character reflective of the best in Saint Mary's history."

3. The Dean's List

A general award of merit open to college students is the Dean's List. This list is published at the end of each semester. A student must fulfill the following requirements to be on the Dean's List: (1) she must carry a minimum of 14 semester hours during the semester; (2) she must attain a G.P.A. of 3.25 or better in courses taken for credit; and (3) she must maintain the status of a student in good standing with the faculty and the Judicial Board.

4. The Honor Roll

The Honor Roll is a general award of merit open to high school students. A student must fulfill the following requirements to be listed on the Honor Roll: (1) she must carry a minimum of four academic courses; (2) she must attain a grade point average of 3.25 or better in courses taken for credit; and (3) she must maintain the status of a student in good standing with the faculty and the Judicial Board.

5. The Societe Honoraire de Francais

The Societe Honoraire de Francais is a national honor society for high school students of French. Founded in 1949, the society now has over 700 active chapters in the U.S., Puerto Rico and Canada. The aims of the organization are to promote higher standards of scholarship, to reward high scholastic attainment, and to encourage an understanding of French culture and civilization. Candidates must have a 3.5 average in French and a 3.0 average in all other subjects for the preceding three semesters at Saint Mary's.

6. The Sociedad Honoraria Hispanica

The Sociedad Honoraria Hispanica is a national honor society for high school students of Spanish sponsored by the American Association of Teachers of Spanish and Portuguese. Originally organized in 1953 as the Spanish National Honor Society, the purpose of the organization is to recognize high achievement in Spanish by students of secondary schools and to promote a continuity of interest in Hispanic studies. Candidates must have maintained an honor average in the study of Spanish for a minimum of three semesters. The Sor Juana Ines de la Cruz Chapter was initiated at Saint Mary's on November 20, 1987.

7. Graduating with Honors

A student graduating from the high school will be recognized as graduating "with honors" if her cumulative G.P.A. is in the range of 3.0 to 3.49. A student with a cumulative G.P.A. of 3.5 or better will graduate "with high honors."

A college student whose cumulative G.P.A. is in the range of 3.25 to 3.49 will graduate "with honors". A student with a cumulative G.P.A. of 3.5 or better will graduate "with high honors."

8. Honors Convocation

A special academic honors convocation is held in the spring. Each academic department recognizes outstanding students in both the high school and college divisions.

Special Programs

Special programs and advantages offered at Saint Mary's enhance the school's solid liberal arts program.

Accelerated College Freshman Program. This program is designed for the 11th-grade student who has completed 14 or 15 of the required 16 academic units needed for graduation and who has a G.P.A. of 3.0 or above. She must also have the written permission of her parents or guardian. She may apply to the admissions committee for eligibility to skip her 12th-grade year and enter Saint Mary's as a college freshman. During the next two years (with careful planning, probably including summer school) she can complete the requirements for both the high school diploma and the Associate in Arts degree. As an accelerated freshman, she will be considered a college student with regard to both academic regulations.

The student can be awarded a high school diploma if she completes all the requirements for the high school diploma as outlined in the College Catalog. However, a student may choose not to complete requirements for the high school diploma but may continue her course of study and be awarded the Associate in Arts degree after completing the requirements for such.



Advanced Placement. Entering college freshmen may submit scores for the Advanced Placement test of the College Entrance Examination Board. Advanced placement and/or academic credit may be awarded, subject to the approval of the academic department involved.

Advanced placement examinations are administered in May in many secondary schools, including Saint Mary's. Information may be obtained by writing College Board Advanced Placement Examination, Box 977, Princeton, New Jersey, 08540. In addition, several departments at Saint Mary's give their own examinations for advanced credit.

Eleventh and 12th-graders who achieve a grade of B or better in Saint Mary's high school courses are encouraged to take the CEEB Advanced Placement Examinations. Interested students should contact the Guidance Director.

Special Students. Admission as a non-resident special student may be granted to a non-degree candidate who has a special reason for taking college courses, or to a student who needs only three courses or less to complete her Associate in Arts degree. Special students may not take more than three courses per semester. Contact the Admissions Office for further information.

Internship Program. Saint Mary's internship program is designed to provide opportunities for a student to explore careers and other interests. The student will offer her services and work with a community sponsor in an organization which interests her. The student will submit her application to the Guidance Office, which coordinates the program. The student will keep a record of her experience which will be evaluated. A final evaluation by a review committee consisting of the campus coordinator, the program advisor, and the student will also be made. This internship experience will be listed on the student's permanent record upon satisfactory completion of a minimum of 40 hours service experience.

Cooperating Raleigh Colleges. Saint Mary's is a participating member of a consortium of the six institutions of higher education located in Raleigh. With the approval of the Registrar, a Saint Mary's student may apply for enrollment in courses not available at Saint Mary's at one of the member institutions. Other stipulations relative to student participation in the Cooperating Raleigh Colleges program are:

The student must carry a minimum course load of 13 semester hours at Saint Mary's.

Generally, only one course per semester may be taken in the Cooperating Raleigh Colleges program.

The student's faculty advisor or the Dean of the College must approve the course.

An Interinstitutional Registration Form must be completed in the Registrar's Office. This form is the student's actual registration; she does not have to register on the campus she is visiting.

The Interinstitutional Registration Form does not guarantee enrollment. Naturally, the Cooperating Raleigh College must serve the needs of its own students first.

Out-of-state students must pay all fees in excess of in-state tuition.

Volunteer Activity. Every student will have an opportunity to volunteer either for a team, an arts program or community service project each semester.

Counseling Services

The Guidance Center

The purpose of the Counseling Center is to assist students in making the most of their opportunities for academic and personal development while at Saint Mary's. Certified professional counselors direct the high school and college programs in the areas of testing, test registration, academic planning, vocational choices, transfer programs and internships. Assistance with study skills and reading programs is also available. The services are supplemented by means of vertical files, computer software, audiovisual materials, reference books, study-abroad programs and summer programs. An extensive collection of material on career opportunities and job-market potential is available for student use. Information services are also available to the students through the campus calendar and bulletin boards. The Counseling Center, located in Lower Smedes, is open from 8:30 a.m. until 4:30 p.m., Monday through Friday.

Academic Advising

The academic advising system is administered through the Guidance Office. All students are assigned a faculty advisor and are periodically given the opportunity to change advisors as the need arises.

Each semester the advisor helps students select courses appropriate to their educational objectives. Students should feel free to call upon their advisors for assistance or referral in any area of campus life. Advisors refer students to those qualified to help them in other matters, but the final responsibility for meeting all academic requirements for a selected program rests with the individual student. All programs of study are subject to the approval of the advisor. Questions or concerns regarding the advising system should be directed to the Guidance Director.

Personal and Career Counseling

Personal and Career Counseling services are available for all students through the Counselor's Office. Students with personal concerns, roommate conflicts or family problems are encouraged to go by the Dean of Students Office or directly to the Counselor's Office, both located in Lower Smedes.

Community Resources

Saint Mary's is located in the heart of the Research Triangle, the cultural, governmental, educational and business center of North Carolina, with over 50,000 college students in a 30-mile radius. A variety of community resources exists for students to take advantage of, including public parks, lakes, theaters, concerts, museums and restaurants. Students are encouraged to take advantage of the many cultural activities and special events in the area. The monthly student activities calendar lists special events happening in the Triangle. For more information on community resources, contact the Director of Student Activities and Housing or your Hall Counselor.

Special Attractions and Events in the Raleigh Area

State Capitol Building

N. C. State Legislative Building

The Governor's Mansion

Historic Oakwood - Raleigh's historic district

Mordecai House in Historic Oakwood

The North Carolina Museum of Art

The North Carolina Natural History Museum

The North Carolina Museum of History

The North Carolina Symphony at Memorial Auditorium

The North Carolina State Fair in October in Raleigh

ACC Sporting Events

Concerts and Basketball games at the Dean Smith Center in Chapel Hill

Concerts and Football games at Carter-Finley Stadium in Raleigh

Artsposure arts festival in downtown Raleigh

WRAL's free Alive After Five Concerts on the Civic Center Mall in Raleigh

Durham Bulls Baseball Games



Restaurants

Angus Barn, Hwy. 70 West past Crabtree Valley Mall.....	781-2444
Bennigan's, Six Forks Rd.....	782-5468
Bo's Cafe America, Artspace Building.....	876-7132
Brother's Pizza, Hillsborough St., across from NCSU.....	832-3664
Cantina, Hillsborough St.....	832-4541
Cappers, 4217 4217 Six Forks Rd., North Hills.....	787-8963
Char-Grill, Hillsborough St (walking distance).....	821-7636
Charlie Goodnight's, restaurant and comedy club (nearby).....	833-8356
Chi-Chi's, Wake Forest Road.....	876-4516
Crossroads, overlooking Crabtree Valley.....	787-3840
Darryl's, Hillsborough Street.....	833-1906
Est Est Est Trattoria, downtown.....	832-8899
Fat Daddy's, 6201 Glenwood.....	787-3773
42nd Street Oyster Bar and Seafood, 507 W. Jones St.....	831-2811
Flamingo's, 607 Glenwood Ave.....	829-1503
Glenwood Grill, Glenwood Village Shopping Center.....	782-3102
Hangchow Chinese, Creekside Dr.....	828-5430
Irregardless Cafe, 901 W. Morgan St. (walking distance).....	833-9920
Jade Garden Chinese, Hillsborough St. (across the street).....	833-7798
Joe's Place - Featuring Joe's Mom's Food, 301 W. Martin St.....	832-5260
Kanki Japanese Steak House, Crabtree Valley Mall.....	782-9708
Karen's, Cameron Village.....	832-7950
The Melting Pot Fondue Restaurant, Creekside Dr.....	832-4846
Second City Grill, Cameron Village.....	856-0336
Sunflower's, Glenwood Ave (walking distance).....	833-4676
Rockola Cafe, Mission Valley.....	848-4052
Winston's Grille, 6401 Falls of Neuse Rd.....	790-0700

Sandwich and Pizza Delivery

Dino's Pizza.....	831-2525
Domino's Pizza.....	821-2330
Oliverio's Pizza and Subs.....	
Pizza Hut.....	833-1213
Sub Conscious.....	833-3495

Hotels

Brownstone Hotel, Hillsborough St.....	828-0811
Comfort Suites Crabtree Hotel, near Crabtree Valley.....	782-6868
Howard Johnson, Hwy. U.S. 1 North.....	1-800-654-2000
Hospitality Inn, 2800 Brentwood Dr.....	872-8600
Mission Valley, Avent Ferry Rd.....	1-800-223-2252
The Raddison Plaza, downtown.....	834-9900
Ramada Blue Ridge, Blue Ridge Rd.....	1-800-228-2828
The Velvet Cloak Inn, Hillsborough St.....	828-0333



School Hymn

We Build our School on Thee, O Lord;
To Thee we bring our common need;
The loving heart, the helpful word,
The tender thought, the kindly deed.

We work together in Thy sight,
We live together in Thy love;
Guide Thou our falt'ring steps aright,
And lift our thoughts to heaven above.

Hold Thou each hand to keep it just,
Touch Thou our lips and make them pure;
If thou art with us, Lord, we must
Be faithful friends and comrades sure.

We change, but Thou art still the same,
The same good Master, Teacher, Friend;
We change; but Lord, we bear Thy Name,
To journey with it to the end, AMEN.

- *Sebastian W. Meyer, 1908 (words)*
Russell Broughton (music)

School Song

Hail, Saint Mary's

In a grove of stately oak trees,
Where the sunlight lies,
Stands Saint Mary's true and noble
'Neath the Southern skies.

*Far and wide, Oh sound her praises,
Chorus full and free
Hail, Saint Mary's, Alma Mater
Hail, all hail to thee!*

Well, we love the little Chapel
Ever hold it dear;
Hear the echoes of the music
Rising soft and clear.

Far and wide, etc.

There the ivy and the roses
Climb the old stone wall;
There the sweet enticing bird notes
Sound their magic call.

Far and wide, etc.

There the bonds of friendship strengthen
As her beauties charm;
We draw close to Alma Mater,
Trust her guiding arm.

Far and wide, etc.

- Adapted from Margaret Mason Young, 1899

Student Information Directory

Main Switchboard (Mon.-Fri.: 8 a.m.-4:30 p.m.): 828-2521

- Absence Forms** - Dean of Students, Dean Hack, 839-4015
Academic Advisors - Guidance Director, Mrs. Battle, 839-4116
Academic Regulations - Dean of the College, Dean Hume, 839-4135
Admissions - Admissions Director, Mrs. Herbert, 839-4001
Alumnae Affairs - Alumnae Director, Mrs. Wyman, 839-4102
Auditing a Class - Instructor, Registrar, Mrs. Petway, 839-4008
Campus Jobs for Students - Financial Aid Director, Mrs. Johnson, 839-4006
Chapel Services - Chaplain Watrous, 839-4131
Class Changes (Drop/Add) - Registrar, Mrs. Petway, 839-4008
Cooperating Raleigh Colleges - Registrar, Mrs. Petway, 839-4008
Educational Testing (SAT, etc.) - Mrs. Battle, 839-4116
Examination Rescheduling - Mrs. Petway, 839-4008
Exceptions to Graduation Requirements - Dean of the College,
Dean Hume, 839-4135
Expenses - Business Manager, Ms. Richards, 839-4123
Financial Aid - Financial Aid Director, Mrs. Johnson, 839-4006
Grades - Instructor
Guests Overnight - Dean of Students, Dean Hack, 839-4015
Guidance/Academic Counseling - Guidance Director, Mrs. Battle, 839-4116
Guidance Counselor for High School - Mrs. Dixon, 839-4116
Housing - Director of Student Activities and Housing,
Ms. McGlohon, 839-4013
Incompletes - Instructor or Registrar, Mrs. Petway, 839-4008
Library - Librarian, 839-4040
Literary Magazine - *Muse* advisor, Mrs. Wooten-Hawkins, 839-4067
Lost and Found - Dean of Students Office, 839-4015
Mail - Post Office, Mrs. Hunter, 839-4128
Medical Excuses - Health Center, 839-4043
Campus Newspaper - *Belles* advisor, Dr. Proctor, 839-4068
Parking Stickers - Business Office, 839-4126
Temporary Parking Stickers-Buildings and Grounds Office or Security Office
Personal/Career Counseling - Counselor, Ms. Hicks, 839-4132
Physical Education Facilities - Physical Education Chair,
Ms. Jones, 839-4056
President of the College - Dr. Clauston Jenkins, 839-4138
Publicity - College Relations Director, Ms. Swain, 839-4103

Grade Point Average - Registrar, Mrs. Petway, 839-4008
Readmission - Dean of the College, Dean Hume, 839-4135
Registration - Registrar, Mrs. Petway, 839-4008
Repairs and Maintenance - Buildings and Grounds, 839-4118
Dorm Regulations - Director of Student Activities and Housing,
Ms. McGlohon, 839-4013
Room Changes - Director of Student Activities and Housing,
Ms. McGlohon, 839-4013
Scholarships - Financial Aid Director, Mrs. Johnson, 839-4006
Social Privileges and Regulations - Dean of Students, Ms. Hack, 839-4015
Summer School at Another College - Dean of the College,
Dean Hume, 839-4135
Telephone Numbers - Switchboard, Mrs. Johnson, 828-2521
Tutors - Chairman of the Department concerned
Weddings in the Saint Mary's Chapel - Chaplain Watrous, 839-4131
Yearbook - *Stagecoach* advisor, Dr. Proctor, 839-4068

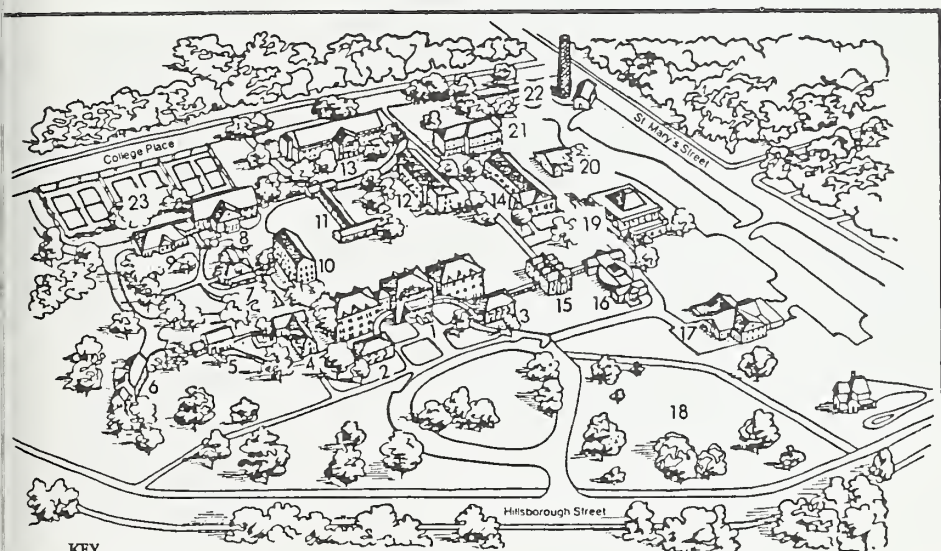


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CAMPUS MAP



KEY

- | | | |
|------------------------|---------------------------|----------------------------------|
| 1. Smedes Hall | 10. Holt Dormitory | 19. Kenan Library |
| 2. West Rock Dormitory | 11. Student Center | 20. Day Student House |
| 3. East Rock | 12. Penick Dormitory | 21. Ragland Classroom Building |
| 4. Chapel | 13. Cruikshank Dormitory | 22. Buildings and Grounds Office |
| 5. Chaplain's Home | 14. Cheshire Hall | 23. Tennis Courts |
| 6. President's Home | 15. Fine Arts Building | |
| 7. Health Center | 16. Pittman Auditorium | |
| 8. Gymnasium | 17. Dining Hall/Bookstore | |
| 9. Pool | 18. Athletic Field | |

SAINT MARY'S COLLEGE



Student Handbook
1992-93

Statement of Mission and Purpose

Saint Mary's is a two-year college and an upper level preparatory school joined in a single institution. Our liberal arts programs prepare women for continued study towards a baccalaureate degree, for professional career, and for lives in which they can be confident, adventurous, productive and fulfilled through their choices. Saint Mary's students are women who elect to build their confidence and academic skills in a small college environment that emphasizes caring faculty and small classes, leadership and responsibility, and the building of lasting friendships. A Saint Mary's education is designed to lead each student towards a better understanding of herself, her cultural heritage, and the world in which she lives.

Historically associated with the Episcopal Church, which encourages full development of mind and spirit, Saint Mary's has four purposes:

1. TO PREPARE EACH STUDENT FOR A SENIOR COLLEGE OR UNIVERSITY.
 - through quality teaching in small classes
 - through a solid grounding in academic fundamentals
 - through a balanced liberal arts curriculum
2. TO BUILD EACH STUDENT'S CONFIDENCE
 - through personal attention of faculty and staff in and out of the classroom
 - through individual advising about majors and careers
 - through courses that help her understand herself, her heritage and the world
3. TO DEVELOP EACH STUDENT'S LEADERSHIP SKILLS
 - through participation in and planning for activities
 - through accepting responsibility for herself and her actions
4. TO FOSTER LASTING FRIENDSHIPS AND SPIRITUAL GROWTH
 - through a community that understands and supports the values and conditions that allow friendships to grow and the spirit to soar.

SAINT MARY'S COLLEGE



Student Handbook 1992-93

This handbook is published as a guide to student life at Saint Mary's. The contents herein are subject to change as deemed appropriate by the College. Rule changes may occur throughout the year. Students will be notified if this happens.

Saint Mary's College
900 Hillsborough Street
Raleigh, N.C. 27603
919/828-2521

SAINT MARY'S COLLEGE
RALEIGH, N. C.



School Hymn

We Build our School on Thee, O Lord;
To Thee we bring our common need;
The loving heart, the helpful word,
The tender thought, the kindly deed.

We work together in Thy sight,
We live together in Thy love;
Guide Thou our falt'ring steps aright,
And lift our thoughts to heaven above.

Hold Thou each hand to keep it just,
Touch Thou our lips and make them pure;
If thou art with us, Lord, we must
Be faithful friends and comrades sure.

We change, but Thou art still the same,
The same good Master, Teacher, Friend;
We change; but Lord, we bear Thy Name,
To journey with it to the end, AMEN.

- *Sebastian W. Meyer, 1908 (words)*
Russell Broughton (music)

School Song

Hail, Saint Mary's

In a grove of stately oak trees,
Where the sunlight lies,
Stands Saint Mary's true and noble
'Neath the Southern skies.

*Far and wide, Oh sound her praises,
Chorus full and free
Hail, Saint Mary's, Alma Mater
Hail, all hail to thee!*

Well, we love the little Chapel
Ever hold it dear;
Hear the echoes of the music
Rising soft and clear.

Far and wide, etc.

There the ivy and the roses
Climb the old stone wall;
There the sweet enticing bird notes
Sound their magic call.

Far and wide, etc.

There the bonds of friendship strengthen
As her beauties charm;
We draw close to Alma Mater,
Trust her guiding arm.

Far and wide, etc.

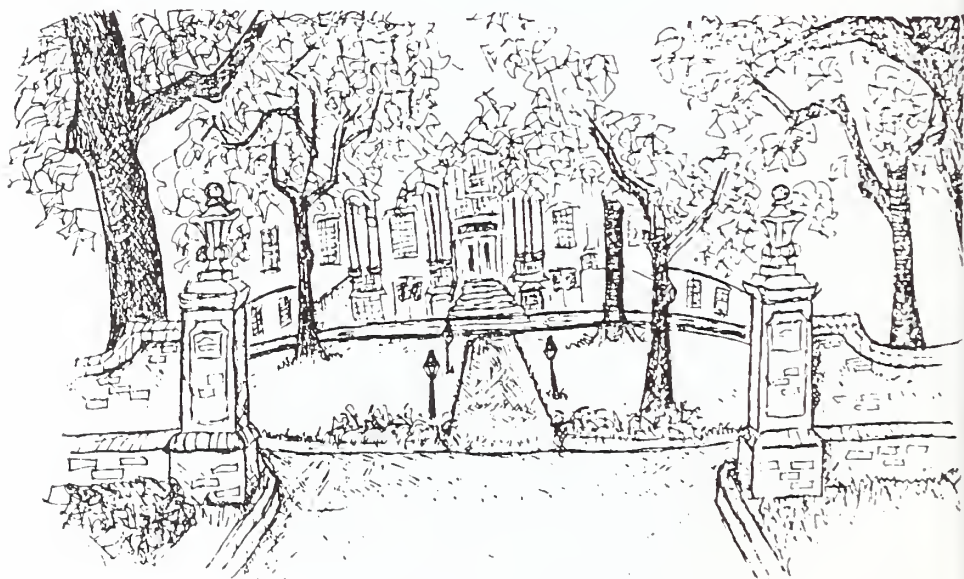
- Adapted from Margaret Mason Young, 1899

SAINT MARY'S COLLEGE

Calendar 1992-93

1992

August 14, Friday.....Workshop for Hall Counselors
August 14, Friday.....Faculty Orientation
August 15, Saturday.....Arrival of new students
August 16-17, Sunday-Monday.....Orientation of new students
August 17, Monday.....Arrival of returning students
August 18, Tuesday.....Classes begin
August 31, Monday.....Last day to add a class
August 31, Monday.....Opening Convocation
September 4, Friday.....Labor Day Holiday begins at 5:00 p.m.
September 8, Tuesday.....Classes resume at 8:00 a.m.
September 12, Saturday, 9:00-1:00.....Classes for High School (Math)
September 15, Tuesday.....Last Day to withdraw from a class without penalty
September 19, Saturday, 9:00-1:00.....Classes for High School (English)
October 7, Wednesday.....Fall Break begins at 5:00 p.m.





Welcome!

I hope that you had a fun and relaxing summer and are eager for the upcoming school year at Saint Mary's. The other nine Student Government Association officers and I are busy at work, determined to make this year the best and most memorable ever. We are planning several activities including continued Sesquicentennial celebrations, a lawn party, formals and much more that are sure to bond many Saint Mary's friendships.

Because all of us are members of the Student Government Association, it is important that we recognize, respect and live by the Honor Code while attending Saint Mary's. The Honor System is of utmost importance in our school community and therefore must be taken seriously. It teaches each of us respect for one another, trust and maturity, along with a special and unique sense of pride in being a Saint Mary's girl.

Saint Mary's offers several leadership opportunities, making this an ideal place to participate and become involved. Challenge yourself to take that step forward and work up to your true potential.

On behalf of the Student Government Officers, I welcome you to Saint Mary's. I look forward to working with all of you to make this 1992-93 school year the best yet. May the Saint Mary's tradition continue!

Christine L. Griffin

Christine L. Griffin
President, Student Government Association

Student Government Association Officers



1992-93 Student Government Association Officers

(Left to right) Front row: Camilla May - *Secretary/Treasurer*, Dow Perry - *Social Chairman*, Ann Lee - *Chairman of Judicial Board*, Catherine Dalton - *Dormitory Council Chairman*; Second row: Lara Eppert - *Vice Chairman of Judicial Board*, Erica Jones - *SGA Vice President*, Chrissy Griffin - *SGA President*, Julie Bauchman - *Day Student President*; Top Row: Lora Elder - *Underclassman Vice President*, Allison Murphy - *High School Social Chairman*

SAINT MARY'S COLLEGE



150TH YEAR • 1992

Welcome!

I hope all of you had a wonderful summer and are excited about being here at Saint Mary's. I know all of the Student Government Officers, including myself, are eager to get to know you and invite you to get involved in campus life immediately.

As Chairman of Judicial Board, I want you to get involved, but understand the most important aspect of life here on our campus is the Honor Code. The Judicial Board is responsible for any violations of the Honor Code, including lying, cheating and stealing. We take pride in our Honor System both on and off campus. I hope all of you show Saint Mary's the respect and trust she shows us as we walk together within the system. Respect and uphold the Honor System and keep Saint Mary's tradition of honor alive.

Sincerely,

A handwritten signature in cursive script that reads "Ann Lee".

Ann Lee

Chairman of Judicial Board

The Honor System

The Student Government Association at Saint Mary's is based on the Honor Code. The emphasis on honesty is vital to the functioning of our self-governing college. The success of our honor system depends upon each student's acceptance of the responsibility for her own honor and for the honor of the school. If a student breaks the Honor Code she is expected to report herself to the Chairman of the Judicial Board. When questioned, a student is expected to be truthful to any member of the community.

To show their support for the Honor Code, students may be required to take the following pledge or oath during classroom or special chapel activities.

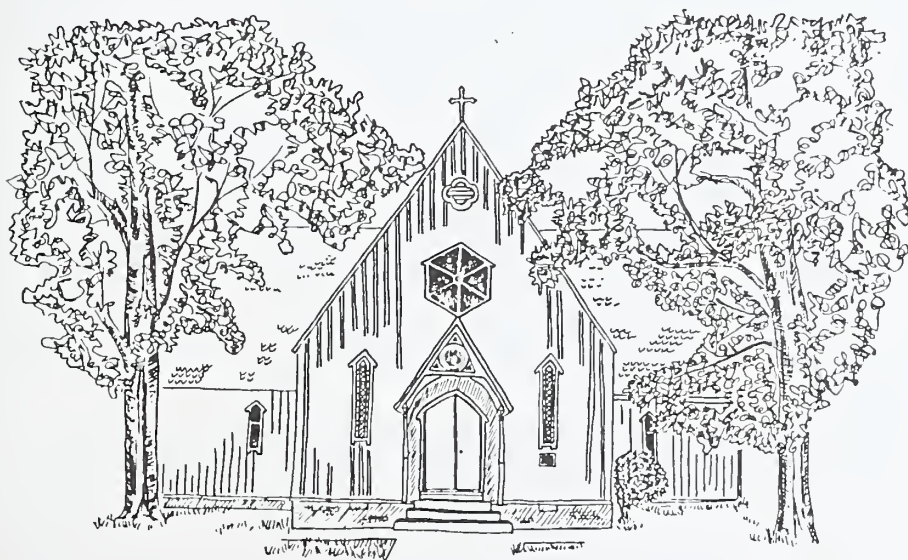
THE PLEDGE:

I pledge that I have neither given nor received help on this test.

THE OATH:

With a clear understanding of all that the Honor Code implies, I pledge that I will uphold the highest standard of personal integrity in every phase of life at Saint Mary's, and I recognize and accept my responsibility for helping others to live up to that standard.

As a member of the Student Government Association, I pledge my loyal cooperation in fulfilling the responsibilities of student government at Saint Mary's.



The Chapel

To new and old students the Chapel is something more than just a place to attend; it is a refuge. Old students will remember and new ones will soon learn that our chapel is the great leveler, the great comfort, and the great source if one wishes to seek it.

*Student Handbook
Saint Mary's School
1946-1947*

Chapel Program

The chief symbols of Saint Mary's affiliation with the Episcopal Church are the chapel and the chaplaincy. The College Chaplain, an Episcopal priest, officiates at a variety of services during each week.

The Anglican tradition encompasses strengths from both the Roman Catholic and Reformed Churches, and our worship emphasizes both Word and Sacraments. Students at Saint Mary's are exposed to basic Christian Doctrine and regular Scripture study at chapel services.

The Reverend Aldert Smedes, founder of Saint Mary's, did not distinguish between secular and Christian education. The Chapel continues to serve as an integrating force, offering a perspective which brings together academic, social and spiritual development.

Services are brief, highly participatory, and often planned and presented by students. When many alumnae look back on their years here, it is the Chapel they remember as the heart of Saint Mary's. Students at Saint Mary's should understand this role of the Chapel, since it makes clear why attendance at Chapel service is required for all boarding students. Day students are also required to attend monthly all-campus chapel services.

1. All boarding high school students are required to attend campus worship services on Wednesday evenings at 6:30 p.m. High School students are also required to attend Sunday evening chapel services at 6:30 p.m. College students are invited to attend these services.

2. All college students must attend chapel services twice each month, usually following an every-other-week schedule. The schedule will be determined by the Chaplain.

3. A student may be excused from attending a chapel service by the Chaplain or Dean of Students, but she may not cut chapel. Unexcused absences will be handled by the Dean of Students.

4. Each student is honor-bound to put a chapel card in only for herself. Putting a chapel card in for another student is considered an honor violation.

Activities and Campus Clubs

Activities

Acolytes

The Acolyte Committee is composed of students who assist the Chaplain in weekly Chapel services and regular Sunday services. Membership is open to students of all denominations.

Belles

The campus newspaper is published several times throughout the year. Students are encouraged to write for *The Belles*. It serves as a forum for student opinion as well as presenting news, feature stories, and announcements of interest to the Saint Mary's community. Students are responsible for developing story ideas, writing articles, taking photographs and editing material.*

Chorale

The Saint Mary's Chorale performs in campus concerts, chapel services and for special occasions. Programs include both sacred and secular music. Registration is held during orientation and one credit per semester will be received. Membership is based upon the approval of the director.

Gillie Callum

The Gillie Callum dancers perform the traditional country dances of Scotland. They perform for special events, both on and off campus, throughout the year. Workshops and auditions are held at the beginning of each semester.

Muse

The Muse is the campus literary supplement published in the student newspaper, which affords students the opportunity to exercise their creative, literary and artistic interests. *The Muse* accepts poetry, short stories, photography, and black and white art. A contest is held every February and moneyed prizes are offered in each category. *The Muse* also sponsors *Muse* week, a week-long literary festival, during which visiting poets and writers come to campus to read from their works.*

Orchesis

Orchesis is the advanced modern dance troupe. The group studies choreography and dance techniques, and performs throughout the year for special events including Parents Weekend and Spring Festival.

Stagecoach

The Stagecoach is the school yearbook. It is distributed to each student in September following each academic year. A student staff designs page layouts, writes copy and headlines, photographs campus life and events, and works with a professional publisher in production of the yearbook. Students are encouraged to join the staff, which participates in design and layout workshops to learn the skills of yearbook production. *

** The College reserves the right to exercise editorial guidance over student publications.*

The Vestry

The Vestry is the student advisory body of the Chapel. The Vestry is composed of high school and college students and functions under the direction of the Chaplain. The Vestry plans special programs and engages guest speakers for Chapel services. All students are welcome to attend any open Vestry meeting. The chairman, known as the Senior Warden, is a college student. The Junior Warden is chosen from the high school department.

Honor/Service Organizations

The Beacon

The Beacon is the honorary organization in the high school department which seeks to promote better school spirit, to encourage cooperation in all phases of school life, and to support participation in extracurricular activities. Consideration is given to academic achievement and service in consideration of members.

Chapel Marshals

High School Chapel Marshals are a group of 12th-graders elected by their peers to provide special assistance in the chapel, such as serving as ushers at chapel services.

The Order of the Circle

The Circle is the honorary leadership organization of the college. For 54 years the Circle members have cultivated friendship among students to promote better school spirit, created fellowship between faculty and students, and encouraged participation in school activities. Outstanding college students are selected for membership in the Circle based on their leadership, citizenship, service and scholarship.

High School Honor Society

Outstanding academic achievement in the high school department is recognized by membership in the High School Honor Society. The purpose of the High School Honor Society is "to recognize and encourage scholarship and to promote those qualities of character reflective of the best in Saint Mary's history."

Letter Club

The Letter Club is the honorary athletic society. A student becomes eligible for membership by participation on a varsity team. The Letter Club sponsors a fun-run in the fall and the annual athletic awards in the spring.

Marshals

The marshals are elected by the college students from the rising college sophomore class. The Chief Marshal drops the handkerchief at the end of Commencement, officially ending the school year. The marshals usher at Chapel services, assemblies and concerts, serve at various school functions and maintain order at all student body gatherings.

Phi Theta Kappa

Outstanding academic achievement in the college department is recognized by the Chi Beta Chapter of Phi Theta Kappa Honor Fraternity of American Junior Colleges.

Serenitas Veritas

Serenitas Veritas is a secret organization of students dedicated to promoting a spirit of love and concern in the Saint Mary's community. The members remain anonymous because it is giving and not the giver that they emphasize.

Sociedad Honoria Hispanica

The Sociedad Honoraria Hispanica is a national honor society for high school students of Spanish.

Societe Honoraire de Francais

The Societe Honoraire de Francais is a national honor society for high school students of French.

Special Interest Clubs

Atlas

Atlas is composed of international students. Their purpose is to promote knowledge and understanding of their native countries.

Cold Cuts

The Cold Cuts is a college sophomore musical group. New members are selected during the year following workshops and tryouts. Every conceivable instrument is used, including washboard, maracas, bongos, sticks and the piano. These students dress in straw hats and brightly colored overalls and shirts, and play for school functions and community groups.

Environmental Club

The Environmental Club is open to all students. The club seeks to promote awareness of environmental issues and sponsors special projects throughout the year such as recycling and fund-raisers that support local nature areas.

Fine Arts Club

The purpose of this club is to expose students to and involve them in fine arts on campus and in the community. The club is open to all students.





Four-Year Girls

The Four-Year Girls club is made up of students who have attended Saint Mary's for four years from the 11th-grade through their sophomore year in college.

Granddaughters Club

The Granddaughters Club, advised by the Alumnae Director, is composed of students whose mothers or grandmothers attended Saint Mary's. Inductions are held in the fall. The club assists the Alumnae Office in the Lighting O' the Grove and the annual sophomore class party. Members also participate in a special chapel service that informs students about Saint Mary's history. The club mascot is the spirit of Saint Mary's founder, Aldert Smedes.

Photography Club

The Photography Club is open to all students who have an interest in or a desire to learn about photography. The club participates in campus projects and sponsors a photography contest for students, faculty and staff.

Social Clubs

College:

Abracadabra

MAPS

Silent S

Scoop

WATS

High School

Share

Spiders

Undatettes

Scoop

Club Guidelines

Clubs, organizations and teams are an important part of life at Saint Mary's. All clubs and organizations are expected to contribute to the Saint Mary's community and to the larger community of Raleigh. The following is a list of guidelines established by the Dean of Students for all student organizations (with the exception of team sports):

1. All organizations must have a faculty or staff member as their advisor who has been approved by the Dean of Students. The club by-laws/constitution must be on file in the Dean of Students Office prior to the first walk/function.

2. The organization advisor must be present at all official functions (initiations, walks, meetings, formal or informal events off campus and activities on or off campus).

3. A list of all officers and club members must be submitted to the Director of Student Activities and Housing prior to the start of club activities. Membership lists must be updated as new members are selected. MEMBERS MUST HAVE AND MAINTAIN A SPECIFIC G.P.A. TO BE ELIGIBLE FOR MEMBERSHIP.

4. Bulletins, notices of walks and meetings, or other posters are not to be posted on any door or window on campus. Bulletin boards are set aside specifically for this purpose. All events must be submitted to the President's secretary two days prior to an event, to be placed on the official school calendar.

5. When meetings of all organization presidents are called, the organization president or her representative must attend.

6. All club activities (meetings, walks, initiations, etc.) held on campus must be scheduled and approved in advance by the Director of Student Activities and Housing.

7. Hazing, on or off campus, will not be tolerated. THERE SHALL BE NO VINDICTIVE BEHAVIOR, STATEMENTS OR TREATMENT. THE GROUP WILL BE HELD ACCOUNTABLE FOR ALL BEHAVIOR BEFORE, DURING OR AFTER A WALK, ACTIVITY OR MEETING. Section 14-35 of the North Carolina Code states the following:

Hazing; definition and punishment

It shall be unlawful for any student in any college or school in the State to engage in what is known as hazing, or to aid or abet any other student in the commission of this offense. For the purposes of this section, hazing is defined as follows: "to annoy any student by playing abusive or ridiculous tricks upon him, to frighten, scold, beat or harass him, or to subject him to personal indignity." Any violation of this section shall constitute a misdemeanor punishable by a fine not to exceed \$500.00, imprisonment for not more than six months, or both.

(1913, c. 169, ss. 1,2,3,4; CS, s4217; 1969, c.1224, s.1.)

8. Alcoholic beverages are strictly prohibited during club events or initia-

tions. Failure to comply with this mandate will result in the suspension of the club on campus.

9. Any students wishing to form a new club or organization must draft a written proposal and submit it to the Director of Student Activities and Housing for approval. The proposal must include a statement of club purpose, membership size and eligibility, proposed philanthropy, and the nature of proposed club activities. If approved, all new clubs will maintain probationary status for a period of one academic year.

10. Only clubs and organizations officially recognized by the College may sponsor activities on or off campus.

11. Clubs may request funds from the SGA fees budgeting committee to subsidize projects benefiting the entire Saint Mary's community.

12. No walks or major activities will be scheduled for the week prior to Fall Break, Spring Break, semester exams, and after Spring Festival.

13. High School students will not be excused from Study Hall for walks or other club activities.

14. Clubs may not conduct or continue walks, initiations or activities off the Saint Mary's campus. This includes: private establishments, public parks, fraternities, eating establishments or any other off-campus area.

15. All club members are responsible for cleaning any building, room or any area used during walks, meetings, initiations or activities.

16. All groups must be in good financial standing. Groups in debt may not conduct any activities until all debts are cleared.

17. All fundraisers must be approved in advance by the Director of Student Activities and Housing.

18. No club/organization may use the chapel without prior approval. Each club/organization must appoint a Chapel Liaison to work with the Chaplain.



Student Services

BOOKSTORE

1. Hours: Monday-Friday, 8 a.m. - 4 p.m.
2. All books and college supplies may be purchased at the store (Master-Card and VISA accepted.)
3. Students must have ID cards when writing or cashing checks.
4. Students are advised to have their own checking accounts in either Raleigh or their hometown.
5. Students should not keep large amounts of money in their rooms. The College cannot be responsible for money lost or stolen.
6. A fee of \$15 will be charged for all returned checks. **Grades will be held if these are not cleared promptly.**

NOTE: All books purchased in the bookstore may be returned before the last day of drop-add period if not written in or damaged and if the student has her receipt.

POST OFFICE (located at the bookstore)

1. Each student is responsible for checking her mailbox by 4 p.m. Monday-Friday, and, subsequently, for responding to any messages received or meeting any appointments by 4:30 the following day.
2. Stamps may be purchased at the campus Post Office from 7:30 a.m. to 3:30 p.m.
3. First-class mail is put in boxes by 10:00 a.m. Monday-Friday. Mail does not come in Saturday or Sunday. Packages, newspapers, and magazines may be picked up throughout the day. There is a U.S. Government mailbox across from the main gate on Hillsborough Street.
4. Parcel Post and UPS may be sent out and received during Post Office hours.

STUDENT CENTER

The Student Center, located on back campus, houses two student lounges (smoking and non-smoking), a vending room, club meeting room, a faculty/staff smoking lounge, a music practice room and several study rooms.

Behavior in the Student Center, as in all areas of the campus, should reflect a sense of propriety and conformity to appropriate behavior considered to be the standard for public areas. All students may entertain dates in the Student Center.

STUDENT CENTER HOURS:

1. **College:** The Student Center is open for college students from 8:30 a.m. until 1:00 a.m. during the week and until 1:30 a.m. on weekends, unless otherwise approved by the Dean of Students.

2. **High School:** The Student Center is open for high school students during the week and weekends until their respective curfews unless otherwise approved by the Dean of Students:
 - 11th-grade: 11:00 p.m., Sunday-Thursday; 12 midnight, weekends
 - 12th-grade: 11:30 p.m., Sunday-Thursday; 12:30 a.m., weekends.
3. Day Student area hours are open to be determined for the convenience of the Day Students.

HEALTH CENTER

We believe the good health of our students is important. The Health Center is available to meet the health care needs of students at Saint Mary's College. Located in the 1903 Building, the Health Center provides doctor's visits and referrals, lab tests, and general non-acute medical care. The Health Center is staffed by caring personnel, two registered nurses and a nursing assistant. In addition, two doctors are available on campus three days a week for one hour. The following statements outline additional information about the Health Center's operating procedures.

Hours

1. The Health Center is staffed from 4:00 p.m.-midnight on Sunday; 8:00 a.m.-midnight, Monday-Thursday; and 8:00 a.m.-4:00 p.m. on Friday. The Health Center is open for unscheduled visits from students during the following periods:

Monday - Thursday	8:00 a.m. - midnight
Friday	8:00 a.m. - 4:00 p.m.

Doctor's hours are as follows:

Monday, Wednesday and Friday	9:00 a.m. - 10:00 a.m.
------------------------------	------------------------
2. When services are required after hours during the week, a student should contact her Dorm Director who will call the nurse on duty and make arrangements to have her admitted.
3. When an on-campus illness necessitates it, the Health Center is kept open all night after 4:00 p.m. on Friday.

Emergencies

4. When the Health Center is closed, students should contact a Dorm Director for any health-related concern. The Dorm Director will make arrangements for them to see a physician or go to an emergency room as needed.

Procedures

5. Nurses respond to students with symptomatic illnesses. They do not diagnose. As needed, students will be referred to doctors for further examinations and diagnosis. A student may always request and receive an appointment with a physician other than the campus physicians. The Health Center will

help the student schedule this appointment, although it will be the financial responsibility of the parents.

6. Behavior which can cause severe health problems and/or death such as: substance abuse, anorexia and bulimia, etc., will be reported to the Dean of Students. Parents will be notified, and a conference arranged including the student, her parents (if they desire), the Dean of Students, the personal counselor and/or the Head Nurse on the Health Center Staff to determine professional intervention and/or treatment. Failure on the part of the student to comply with the request for a conference may result in suspension until such time a conference has been arranged.
7. To ensure individual attention and confidentiality, only one patient at a time is allowed in the interview office. Students may have to wait when the Health Center is busy.
8. Throat cultures and other specimens are taken and sent to a hospital laboratory. Most laboratory work takes about 48 hours.
9. The nurses screen students and admit those who are ill. Students are encouraged to attend classes during minor illness as determined by the nurses. In flu season and during times when bed space is needed, the Health Center may limit admission of students with minor colds, cramps, etc. In these situations, nurses do authorize dormitory privileges and advise the Dean of Students of their decision.
10. Nurses will require students who are ill to remain in the Health Center to ensure that they receive proper medical care and attention.
11. Sleep aids are not available from the Health Center.
12. Students should schedule daytime appointments at the Health Center for allergy injections.
13. In order not to tie up the Health Center telephone and personnel, students admitted to the Health Center may not receive telephone calls.



Excuses

14. Class excuses will be written by nurses only for those classes which students miss while they are in the Health Center. In order to be excused for an entire class, students must be in the Health Center at the beginning of class.
15. During the doctor's visits, the Health Center nurses may not be available to write class excuses at that time.
16. High school students who have been admitted to the Health Center as a patient during the day forfeit date night privileges that evening.

Day Students

17. For general medical treatment and doctor's visits, Day Students should use their own physician in Raleigh. The Health Center is available for emergencies as needed by Day Students.

Equipment

18. When the Health Center issues health care equipment to students, it is the student's responsibility to return it. If they do not, it will be billed to their account.

Charges

19. Bills for medicine, lab work, etc., are sent directly to parents. There is a \$10 processing fee for each billing to the parents - this covers school costs for processing and paying the medical bills and billing parents. Questions concerning Health Center bills should be directed to the Business Office.
Grades will be held if there are outstanding medicine or lab bills.

LIBRARY

1. Hours:

Monday-Thursday.....	8:30 a.m. - 10:30 p.m.
Friday.....	8:30 - 4:30 p.m.
Saturday.....	12 - 4 p.m.
Sunday.....	2:00 p.m.-10:30 p.m.

2. **The Library operates within the honor system of the college.** Students have open access to books, current periodicals, and other materials. Strict observance of the library regulations is expected of each student. Failure to do so may be a Judicial Board offense.
3. **Books may be borrowed for a period of four weeks and may be renewed at the circulation desk .**
The due date falls on Wednesday of the third week after check-out, and books may be renewed if needed. They should be presented at the circulation desk for renewal.
4. **Reference books, magazines, and newspapers may not be borrowed.** These materials must be used within the library building. For class presentations, special arrangements may be made for the use of these items. Students should request permission from a library staff member.

5. Reserve Books.

One-Day Reserves. The use of material in this category is as follows:

	<u>Check out allowed</u>	<u>Return Due</u>
Monday-Thursday	After 8:30 a.m.	10:30 a.m. Tues.-Fri.
Friday	After 8:30 a.m.	1:00 p.m. Saturday
Saturday	After 12 noon	3 p.m. Sunday
Sunday	After 2 p.m.	10:30 a.m. Monday

Reserve periods may be adjusted to fit special needs

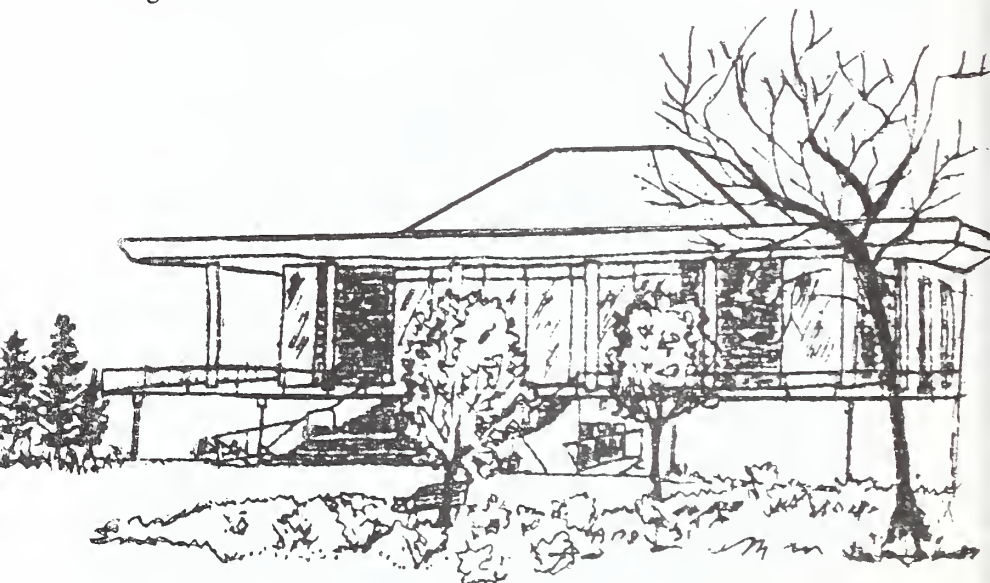
Two-Hour Reserves. The use of material in this category is restricted to two hours and to the library building. No item on two-hour reserve should be taken from the Library for any reason except with the prior written consent of the professor and a member of the library staff.

Students are advised to return reserves to the circulation desk themselves since they are responsible for any material borrowed. They may be asked to share material briefly with another student for the purpose of photocopying.

6. Fines on Overdue Materials and Other Charges:

Overdue books.....20 cents per day
Reserve books.....50 cents per hour

- Students are responsible for the return of borrowed library books and for financial obligations incurred for overdue books and for damage or loss.
- Prompt attention should be given to library notices. Any notice that is in question should be taken to the library for clarification.
- Lost books should be reported to the library immediately. A fee for replacement will be charged, but there will be no additional fine.
- The maximum fine charged for one overdue book is \$7.50. Books not returned will be classified as lost, and a replacement fee of \$25 will be charged.



7. Grades and transcripts will be withheld until all library obligations have been settled. (See financial information in the College Catalog.)
8. Food and drink are not permitted in the library.
9. **The Cooperating Raleigh Colleges:**
 - Saint Mary's College is a member of the Cooperating Raleigh Colleges (CRC). All students are allowed to borrow from the libraries of Meredith, Peace, St. Augustine's and Shaw. N. C. State University restricts borrowing to college students only.
 - A special loan form must be obtained from the library staff each time a student wishes to borrow books from another CRC library. Loan is restricted to books not in the home library, and no more than five books may be borrowed at one time.
 - The lending library restricts the right to refuse borrowing and building use to any individual who violates the regulations of the library.
 - Saint Mary's students may be denied a CRC loan form if they have a delinquent account with the library.
10. Student participation in book and periodical selection is always welcome. Book order cards are available at the circulation desk, and the staff will supply ordering information.

Suggestions for the improvement of library services are welcome, and should be discussed with the Head Librarian, or with any member of the Library Committee.

GYM

The Gym is open to Saint Mary's students with the following regulations enforced. The following hours are to be observed daily by students, and faculty and staff and their families. (Other hours to be arranged by the physical education department chairman.) The rules and regulations regarding the use of the building are to be observed at all times. No one is allowed in the building without proper authorization for recreational use other than at the stated times.

Monday.....	5 p.m. - 7 p.m.
Tuesday.....	5 p.m. - 7 p.m.
Wednesday.....	4:30 p.m. - 6:30 p.m.
Thursday.....	5 p.m. - 7 p.m.
*Friday.....	5 p.m. - 7 p.m.
*Saturday.....	2 p.m. - 4 p.m.
*Sunday.....	2 p.m. - 4 p.m.

**Dates are welcome when accompanied by a Saint Mary's student on Friday, Saturday and Sunday*

Unsupervised Use

The physical fitness center, gym, bowling alley, and recreational area will be open for unsupervised use by presently enrolled Saint Mary's students at the following times:

Monday, Wednesday, Thursday, Friday..... 7 - 9 p.m.

Tuesday..... 6:30 - 9:00 p.m.

1. No street shoes are to be worn on the basketball court or in the dance studio.
2. **NO** smoking, food or drink are allowed in the gym or pool area.
3. **ONLY** bowling shoes or shoes with socks are to be worn in the bowling lane. This is a safety precaution.
4. **No one is allowed to use the sauna without proper supervision.**

TENNIS COURTS

1. Tennis courts are for the use of students, faculty and staff only.
2. Gate Rules:
 - a. Wear **only** smooth soled tennis shoes; no running or street shoes.
 - b. Close gates when leaving.
3. The tennis courts may be used until 10:00 p.m. when not in use by classes or teams. Lights must be off by 10 p.m. The courts will be locked at this time.

SWIMMING POOL

1. Students, faculty and staff may use the pool for recreational swimming during the designated times and when supervision is provided.
2. Any student using the pool is subject to the general rules of behavior posted in the pool area.
3. **No one is allowed to swim alone.**

LAUNDRY

1. Two sheets (both flat), one pillow case, and three (small) towels are provided weekly by the school for each resident student. A locker for these linens is provided, and students may exchange soiled linen for cleaning each week.
2. The laundry service is provided at no additional cost. The students are expected to keep up with the linen furnished and will be billed for any lost articles at the close of the academic year.
3. There are laundromats in each dormitory. These coin-operated machines may be different from the machines you use at home. Be sure to follow the instructions on the machines for best results. Please report any difficulties to the buildings and grounds department at 839-4118.
4. Laundry keys are distributed to all students during orientation and at other times during the year in the Business Office.

LOST AND FOUND

1. The Lost and Found is located in the Dean of Students Office. Items in lost and found are listed in the weekly bulletin.
2. The College recommends that students do not bring expensive jewelry - only costume jewelry, please. **The College cannot be responsible for valuable jewelry lost or stolen.**
3. Items not claimed at the end of each grading period will be donated to a local charity.

SCHOOL JOBS

1. There are several types of employment available for students who would like to have, or who need, a job on campus. Positions are available in the Library, administrative and faculty offices, the language and science laboratories, the Gym, the Bookstore and Post Office. On various occasions throughout the year, other campus offices need student assistants on a temporary basis.
2. All students who desire campus employment must apply for and be eligible for financial aid. Available positions are filled at the beginning of the school session. Contact the financial aid office.
3. Students having a job off-campus must tailor their work schedules to comply with curfews and requirements of Saint Mary's classes and required events. Exceptions to this policy must be arranged through the Dean of Students Office.



DINING HALL - MEALS

- | 1. Hours: | Breakfast | Lunch | Dinner |
|-----------------|--------------|------------|-----------|
| Monday-Thursday | 7:30-9:00 | 11:30-1:15 | 5:30-6:30 |
| Friday | 7:30-9:00 | 11:30-1:15 | 5:30-6:00 |
| Saturday | *11:00 -1:00 | | 5:30-6:00 |
- *(Saturday brunch except on Departmental Saturdays, SAT Saturdays, and exam days when weekday schedules will be in effect)
- | | | | |
|--------|--------------------------------|------------|-----------|
| Sunday | 9:30 a.m.
(in Lower Smedes) | 12:00-1:00 | 5:30-6:00 |
|--------|--------------------------------|------------|-----------|
2. Students are welcome to bring guests to all meals. They must pay a charge at the door.
 3. Unlimited seconds are offered on all meals except gourmet nights.
 4. Students must not carry food, silverware or china out of the dining hall.

PARKING POLICY

- A. Any student who is on academic probation (projecting a cumulative G.P.A. lower than 1.5) will be prohibited from having a car at school.
- B. **Cars with decals**
 1. Cars with Saint Mary's decals may park Monday through Friday, 7 a.m. to 5 p.m. **in designated areas only**. Faculty, staff and student parking areas are marked by signs, and decals must match the designated areas. The visitors' area is for visitors only.
 2. Cars with Saint Mary's decals may park during the following hours in any parking area (except visitors' parking, fire lanes, reserved spaces or other prohibited spaces as so designated): Monday-Friday, 5 p.m. to 7 a.m. (after 7 a.m., violations will result in towing and/or cars being locked down); Saturday and Sunday - all hours.
- C. **Visitors**
 1. Visitors without decals may park in the visitors area in front of Smedes at any time except from curfew to 7 a.m. It is the responsibility of all students to advise their visitors of parking restrictions.
- D. **Temporary Permits**
 1. Temporary parking permits are available to those persons with decals. Temporary overnight parking may be granted by a security officer until 7 a.m. of the next working day at which time the driver of the vehicle must come by the Maintenance Office.
- E. **No Parking Areas**
 1. All red paint areas and Fire Lanes are no parking areas. Reserved parking spaces are for reserved users only. Violations will result in towing and/or cars being locked down on a 24-hour basis.
- F. **Towing**
 1. Parking violations may result in towing and/or cars being locked down at owner's expense.

2. Should a locking device be damaged while affixed to a vehicle that is improperly parked, such cost will be assessed to the student responsible for that vehicle.

G. Decals

1. Parking decals are available for \$25 in the Business Office. Students who are eligible to purchase parking decals include all college students (except those on academic probation), day students, and any 11th- or 12th-grade student who maintains a 3.0 cumulative grade point average after her first semester at Saint Mary's. High school students returning to Saint Mary's for the 12th-grade may purchase a parking decal in August if they have a cumulative 3.0 grade point average. Other students may not bring a car to school without the special authorization of the Dean of Students. Use of the car will be monitored when exceptions have been made.
2. A parking decal authorizes on-campus parking but does not guarantee availability of a parking space.
3. During night hours, parking space is usually available for all authorized students. If you use a distant area, we recommend that students use the "Buddy System" and not walk from cars alone. If needed, go by the Security Office and ask for Security assistance.



Student Government Councils

THE JUDICIAL BOARD

1. The Judicial Board is composed of a Chairman, a Vice Chairman, representatives from each class and the day students, and three faculty members. A quorum consists of four students and two faculty members.
2. The Judicial Board deals only with those offenses on pages 31-32 of this handbook.
3. The Judicial Board makes recommendations on cases including, but not limited to:
 - a. dismissal of a case
 - b. assigning a student to community service
 - c. placing a student on probation
 - d. suspension of a student
 - e. expulsion of a student.The Judicial Board always reserves the right to turn down a case for lack of evidence.
4. The Judicial Board will handle each case individually, taking into consideration the circumstances under which the infraction occurred and whether the student voluntarily turned herself in.
5. Recommendations of the Judicial Board will automatically be referred to the Review Committee who will make the final decision regarding the case. A student appearing before the Judicial Board will only be told of the recommendation of the Judicial Board after a decision has been reached by the Review Committee.
6. A student who has been suspended for the remainder of the semester, and who desires to return, must request admission to the readmissions committee for the next semester.
7. A student expelled **MAY NOT RETURN** to Saint Mary's and her file may show that she was required to leave the college for disciplinary reasons.
8. Once final exams have commenced, honor offenses will be handled administratively.

THE DORMITORY COUNCIL

1. The Dormitory Council is composed of a Chairman, the Underclassman Vice President who acts as secretary, a representative from each class, the Dean of Students and a faculty representative.
2. The Dormitory Council deals with rule infractions including, but not limited to those found on page 32 of this handbook.
3. The Dormitory Council may assign as punishment community service hours, may curtail curfews or special permissions, or may refer a case to the Judicial Board or the Dean of Students.

General Rules for All Students

Saint Mary's cherishes tradition. There is no better way to understand the spirit of our rules than to comprehend this introduction to the Student Handbook of 1943-45.

"The rules set forth here form a pattern of behavior expected of a Saint Mary's girl. They do not pretend to list every undesirable action. In general, she is expected to conform to the live-and-let-live principle of any democratic, well-ordered community."

Clauston Jenkins, President

The College reserves the right to intervene in any disciplinary matter regarding a student whether the incident involved occurred on or off campus when it is judged in the best interest of the College to do so. ALL College rules are in effect at College-sponsored functions, on or off campus.

Students must be aware that there is no grace period. All students are expected to be ON TIME for all classes, activities and events. Except in cases of illness, all excuses must be procured IN ADVANCE. Excuses are not valid if they have not been obtained before the absence occurred.

A. STUDENT RECORDS

To comply with the Family Education Rights and Privacy Act of 1974, commonly known as the Buckley Amendment, Saint Mary's College has established the following policy regarding access to student records.

Information in student files may be made available to the following people: (1) Saint Mary's College officials; (2) officials at other schools where a student seeks to enroll; (3) certain Federal or State officials; (4) anyone involved in a student's financial aid matters; (5) accrediting organizations; (6) parents of dependent students; (7) to comply with a judicial order or subpoena; (8) to certain parties in a health or safety emergency. Information will not be released to others without the consent of the student.

A student may have access to her official records and files, excluding parents' financial records and confidential letters of recommendation, by making a request with the appropriate department. A student may discuss concerns regarding information in her personal file with the Dean of Students, who will review the information with the appropriate department. Student records are kept in the admissions office, business office, guidance office, dean of students office, registrar's office, college relations office, the student activities and housing office, the health center and with individual faculty members as advisors and instructors.

The College may make public certain "directory information," including name, home and school address and phone number, date and place of birth,

extracurricular activities, date of attendance, previous institution attended, degree, awards and honors. Any student who wishes that any of this information not be released should notify the Dean of Students by September 15 and the information will be withheld.

B. DEAN'S PRIVILEGE

The Dean of Students reserves the right to handle any matter administratively. This means students may be punished, suspended, or expelled by the Dean of Students.

C. DRUG AND ALCOHOL POLICY

Saint Mary's College aims to be an alcohol and drug free environment. The following policy statement supports and provides for such an environment.

Possession, use, distribution or sale of alcohol and/or illegal drugs on campus is strictly prohibited. It is also prohibited to possess or display any container that once held an alcoholic beverage or any drug paraphernalia. Possession of containers or drug paraphernalia will indicate that consumption was the intent. Ownership of items found in dormitory rooms, or in cars on campus, will be attributed to all persons sharing that room or car unless one of the persons claims actual ownership.

Violation of this policy will be handled administratively on an individual basis. The faculty and administration will actively seek to identify students whose actions indicate that they may be using drugs or alcohol.

Saint Mary's reserves the right to search all rooms in the dormitories and all motor vehicles parked on campus.

All students must be aware that their off-campus activities will have implications for them on-campus.

Where evidence exists that a student in the college or the high school is using drugs or alcohol on campus or off-campus, the following will occur if the student is to be allowed to remain at Saint Mary's.

High School and college students who have used alcohol or drugs off-campus and are noticed by campus officials as being impaired when they return to campus will be subject to the following:

FIRST OFFENSE:

- strict-campus for one full week including the weekend
- parents will be notified (if the student is under 18 years of age)
- student will write a paper related to their drug of choice.

SECOND OFFENSE:

- The student will be placed on strict probation for the remainder of the semester. **FAILURE TO COMPLY WITH THE TERMS OF STRICT PROBATION COULD RESULT IN IMMEDIATE DISMISSAL FROM THE COLLEGE.**
- The student and her parents must agree that the student will undergo an

alcohol/drug evaluation by a licensed substance abuse counselor in Raleigh. (At the recommendation/discretion of the substance abuse counselor, this could include drug testing, in which case the results of the tests would be submitted to the substance abuse counselor.)

- Based on the outcome of the evaluation, if it is deemed necessary, the student and her parents must agree to a term of out-patient treatment/counseling/education.

- Treatment will include, but will not be limited to:

- * abstinence from alcohol and all mood-altering drugs while in treatment
- * a specified number of one-on-one counseling and/or group sessions to monitor symptoms and learn about alcoholism and addiction (these sessions may include the parents)
- * support from the parents to help maintain abstinence when the student is not at home.

PAYMENT FOR ALL FACETS OF THE TREATMENT PROGRAM IS THE FINANCIAL RESPONSIBILITY OF THE PARENTS

Inability or failure on the part of the student to comply with the terms of our-patient treatment established by the substance abuse counselor will result in:

1. The student leaving Saint Mary's to enter in-patient treatment at a treatment center agreed upon by the parents in consultation with the substance-abuse counselor and a community relations representative. In the event of successful in-patient treatment, the student will be welcomed back to Saint Mary's and allowed to make up missed academic work while she is supported in out-patient aftercare for a specified period of time.

2. The uncooperative student will be asked to withdraw from Saint Mary's. In this case, the student will not be permitted to re-apply unless she can provide proof that she subsequently underwent treatment and is willing to work with a substance-abuse professional upon her return.

D. JUDICIAL BOARD OFFENSES

The following rules are considered very serious and may carry the heaviest possible penalties: suspension or expulsion. While such are not automatic in cases involving these offenses, they will be considered for breaking one of the following major rules. Because of the seriousness of the possible punishment, neither accusations nor considerations of offenses of the following will be taken lightly. Parents are always notified by the Dean of Students of the result of Judicial Board hearings when the student is found guilty.

1. **LYING:** Lying is telling a deliberate falsehood to any member of the community or deliberately allowing a falsehood to stand.

2. **STEALING:** Stealing is taking, and keeping without permission of the owner, anything that belongs to someone else. This includes taking College property.

3. **CHEATING:** Cheating is deliberately taking advantage of someone else, their ideas, or their work, either in or out of the classroom; cheating also includes using unauthorized materials during tests or examinations.
4. **PLAGIARISM:** Plagiarism is the use of other people's words, phrases, ideas, or opinions without giving proper credit. (See definition below.)
5. Breaking any North Carolina or federal law while on campus, including, but not limited to:
 - a. Use and/or possession of alcohol or illegal drugs. (The College reserves the right to search any dormitory room, car, or student.)
 - b. Hazing on or off campus.
 - c. Fraudulent use of credit cards, the telephone, identification cards or checks.
6. Willful and/or repeated violation of College rules.
7. Failure to cooperate with any properly identified College official.
8. Malicious destruction of personal or College property.
9. Possession of empty or full beer, wine coolers, wine, champagne or liquor bottles or cans in a dormitory room or any other place on campus.

E. DORMITORY COUNCIL OFFENSES

1. Failure to sign in and out properly.
2. Lateness up to one hour past curfew.
3. Disturbance of quiet hours.
4. Failure to attend hall meetings.
5. Being off hall after curfew.
6. Failure to have lights out at midnight.

For each infraction, a student receives points equal to the offense. Failure to work off the points results in the accumulation of more points. To work off points, students must sign up with Dean of Students for community service. If a student accumulates more than 11 points, she is subject to Judicial Board action.

F. NON-JUDICIAL BOARD OFFENSES

1. Saint Mary's may require the immediate withdrawal of any student who:
 - a. poses a danger to the health and safety of the College community or herself.
 - b. fails to fulfill the required financial obligations to the College.
 - c. violates probation imposed by the College for failure to follow the College's class attendance policy.
 - d. leaves the College subject to a lawsuit by her actions.
2. **Illegal Datanight:** leaving campus without proper authorization after 7 p.m. (High School only). The penalty for taking an illegal datenight is the loss of four consecutive datenights.
3. **Illegal Overnight:** returning to campus more than one hour after your

curfew. The penalty for taking an illegal overnight for high school students is the same as the penalty for the abused use of alcohol. For college students, the penalty is the loss of four consecutive nights of SDH [11 p.m. curfew] for college freshman or the loss of eight consecutive nights of SDH [11 p.m. curfew] for college sophomores. During the last month of school, a high school student taking an illegal overnight will be subject to a 24-hour strict campus for a week. A college student will have a 7:30 p.m. curfew for one week. In addition, the student will serve one hour of community service for each hour she is away beyond her regular curfew.

4. **Illegal Weekend:** leaving campus for the weekend without proper authorization or failing to notify Saint Mary's of a change of location during a weekend. The penalty for taking an illegal weekend is the loss of five weekends.

G. DEFINITIONS

1. **Probation:** a penalty recommended by the Judicial Board, Dormitory Council or Dean of Students which places a student's behavior under close scrutiny for a specified period of time. Breaking any rule while on probation may result in suspension or expulsion. The College may request a parent conference when a student is placed on probation.
2. **Strict Probation:** a penalty recommended by the Judicial Board or Dean of Students which places student's behavior under the closest scrutiny for a specified period of time. Violations of ANY rule or regulation while on probation (this will include cutting any required activity and, for high school students, this will include classes) may result in expulsion.
3. **Dean's Probation:** a penalty recommended by the Dean of Students similar to Class Attendance Probation. This applies to attendance for all required activities except classes.
4. **Suspension:** a penalty recommended by the Judicial Board or Dean of Students which requires a student to leave the college for a specified period of time. There may be academic penalty, and a student is responsible for making up all work to be made up, provided faculty members permit work to be made up. Students are not allowed on campus during the period for which they are suspended without permission from the Dean of Students. The College may request a parent conference when a student is suspended. When a student is suspended, she must leave campus that same day or make special arrangements with the Dean of Students.
5. **Expulsion:** a penalty recommended by the Judicial Board or Dean of Students which requires a student to leave the college permanently. Students who have been expelled are not allowed on campus without permission from the Dean of Students. The College may request a parent conference when a student is expelled. When a student is expelled, she must leave campus that same day or make special arrangements with the Dean of Students.
6. **Plagiarism:** Plagiarism normally falls into the following categories:
 - a. Copying word-for-word another's writing without quotation marks and correct identification by footnote or textual reference.

- b. Paraphrasing from the source using the author's basic sentence structure with some words added, omitted or changed.
- c. Putting together a patchwork of phrases and words taken at random from one or more sources.
- d. Using facts, ideas or opinions in your own words or the author's without giving proper credit in standard form. Standard form will be defined by the instructor for that discipline.

Plagiarism is a serious academic offense and may constitute an honor offense. It is always better to give too much credit than too little.

Offenses covered in letter a. above constitute cheating and clearly violate the Judicial Board rules.

Offenses covered in letters b., c., and d. are of a serious academic nature, but are not considered to be honor violations. The disposition of such cases lies within the discretion of the instructor involved.

H. APPELLATE PROCEDURE

To appeal a Judicial Board decision, a student must do the following:

1. Notify the Dean of Students in writing within 24 hours of the Judicial Board decision. The written appeal must state the grounds for the appeal (i.e., new evidence to be presented). A student who has been expelled may appeal automatically.
2. The Dean of Students will convene the Review Board to hear the appeal if there are appropriate grounds. Review Board consists of the Dean of Students, Chairman of Judicial Board, President of SGA and one faculty representative to the Judicial Board.
3. A student may appear before the Review Board in person or submit a written statement.
4. The Review Board may summon any witness it deems appropriate.
5. Decisions of the Review Board are final.
6. In unusual circumstances, the President may substitute a special Review Panel to review Judicial Board decisions. This panel will consist of the President, the Dean of the College and the Dean of Students. Decisions of this panel are final.



Dormitory Regulations

Ordinarily students attending Saint Mary's College live in the dormitories or with their parents or a guardian appointed by their parents in the Triangle area. Exceptions to these living arrangements must be approved in advance by the President of the College.

Dorm Directors are responsible for seeing that the dormitories are clean, quiet places in which to live, relax and study. **STUDENTS ARE TO ABIDE BY THE DORM DIRECTOR'S SUGGESTIONS, REQUESTS AND DECISIONS AS THEY WOULD THE DEAN OF STUDENTS. DISPUTES WILL ULTIMATELY BE DECIDED BY THE DEAN OF STUDENTS, BUT UNTIL THEY ARE, STUDENTS WILL ACCEPT THE DECISION OF THEIR DORM DIRECTOR.**

The Hall Counselors assist the Dorm Directors and help students adjust to residential student life. They are to serve as role models and counsel students with problems, either personally or by referral to the appropriate staff member.

1. Saint Mary's expects that student rooms will be kept at a minimum standard of cleanliness. The College reserves the right to inspect any student room at any time. High school rooms will be inspected by the Dorm Directors weekly. Any damage to rooms will be charged to the students in the room. High school students may earn a variety of extra privileges for four consecutive satisfactory room inspections. Students who do not comply with the rules set down for closing at breaks will lose certain social privileges for a period of time (i.e., SDH or overnights).
2. Students may have one refrigerator (not to exceed 4 cubic feet) per room. No hot plates, toaster ovens, sun lamps or microwave ovens are allowed. Illegal appliances will be confiscated.
3. No pets of any kind are permitted in the dormitories.
4. Room changes: All room changes will be made only after students have received permission from the Director of Student Activities and Housing. To move without permission is a serious dormitory offense. Since learning to live with students from many different backgrounds is one of the goals of residence life, students are encouraged to work out their difficulties before requesting a change.
 - a. The college reserves the right to move students from room to room when deemed necessary. Students do not have the right to refuse such changes.
 - b. If a student feels that a room change is necessary for her own personal growth and adjustment, such requests may be made through the Director of Student Activities and Housing. All necessary moves are dependent upon available space as well as the mutual consent of all parties involved. Each student must be aware that when she requests a room change she, herself, must be the one to move.
 - c. Please note that changes must have final approval **BEFORE ANYTHING IS MOVED**. Once a room change has been approved, a student has 24



hours to completely move from one room to another. Students must exchange keys with the Buildings and Grounds Office.

- d. Once a student has changed rooms, the room will be inspected, and the student will be charged for any and all damages. It is important that rooms be left in the exact order in which they were found when the student moved in.
5. Furniture may not be brought from home or moved from any room. Structures intended for lofts are prohibited. Area rugs or throw-rugs are recommended because of the difficulty of measuring rooms.
6. Damage to rooms (i.e., markings on walls, floors, doors, broken furniture and/or fixtures) will result in the loss of room deposit.
7. Fathers, brothers, dates ARE NOT PERMITTED IN LIVING AREAS EXCEPT on the opening and closing days of the school year, at the beginning of each vacation period, on Parents Weekend or by permission of the Dorm Director on that hall.
8. Men are allowed in dormitories only to pick up or drop off dates and only in designated parlors. Dates are allowed in dormitories for a maximum of 15 minutes. Dates are expected to abide by all the rules of Saint Mary's while on campus. Men must leave campus by their date's curfew. Parking is limited to visitor areas in front of Smedes and Cruikshank. Dates may be in Smedes Parlor until 11:30 p.m. Dates are allowed in the gym or pool area when they are accompanied by a Saint Mary's student only on weekends.

9. Students may have a female guest stay free of charge in any dorm for two nights in any one grading period (i.e. August-fall break, etc.) After two free nights a guest will pay \$5 per night. All guests must be pre-registered in the dormitory in which they are staying and must observe all regulations that relate to the hostess. The hostess receives any penalty accumulated by her guest. Day students and mothers of students may stay in the dorms, on occasion, free of charge.
10. No smoking is allowed in any part of Smedes Hall. College students, when given a room assignment must designate the room as smoking or non-smoking. Once the designation is given, students may not change the status of that room during the course of the year. All cigarettes must be disposed of properly.
11. Students are required to dress formally for special weekday and Sunday chapels, evening concerts and lectures, formal dinners, assemblies and other announced occasions. This means no T-shirts, sweatshirts, pants, tennis or other sport shoes, denim jackets, any tie-dyed clothing or longjohns, sleepwear, bathing suits, towels, etc. **SHOES MUST BE WORN AT ALL TIMES.**
Students are NOT to appear in the Dining Hall, Smedes Parlor or in classrooms in sleepwear. Barefeet are not permitted outside of actual living areas; this includes the Dining Hall, Smedes Parlor, Lower Smedes, classrooms, gym, etc.
12. If at any time a student realizes she will be late in returning to campus, she must call her Dorm Director. All students must know their Dorm Director and other emergency numbers.

EMERGENCY NUMBERS:

1st Smedes.....	839-4017
2nd Smedes.....	839-4018
3rd Smedes.....	839-4019
Smedes Reception Desk.....	839-4029
Holt.....	839-4021
Cruikshank.....	839-4023
Penick.....	839-4022
Health Center.....	839-4043
Security.....	839-4044
Buildings and Grounds (daytime emergencies).....	839-4118

IN CASE OF ANY EMERGENCY ON CAMPUS (A PROWLER, FIRE, ETC.) NOTIFY THE DORM DIRECTOR AND/OR SECURITY AT 839-4044 AT ONCE. SECURITY WILL CALL CITY EMERGENCY 911 IF NECESSARY.

13. Foul Weather Policy: "When it falls, everything stalls." In cases of severe inclement weather, no datenights will be granted and all high school students are to remain on campus at all times. College students who leave cam-

pus during a snow emergency are responsible for their timely return to campus. No excuses will be issued for missed classes or other required activities. Students are responsible for attending ALL classes regardless of weather.

14. Students must lock their room doors whenever they are not in their rooms, and must carry their keys with them. A \$1 fine will be imposed for having to open a student's room from 8:00 a.m. until 12:00 midnight. From midnight until 8:00 a.m., the fine for opening the door is \$5. Students who lose their key may obtain a new one from the Buildings and Grounds Office for \$5.
15. Students are not permitted to burn incense or candles in the dormitories.
16. Bicycles may not be stored in dormitory rooms or hallways or other College buildings. All bikes must be locked to the bike racks located in front of the security office and near Penick.
17. Signs and property such as speed limit signs, commercial advertising signs, street signs, rural mailboxes, etc. are prohibited from rooms. Possession of such stolen property violates North Carolina laws.
18. Students will not be admitted into their dormitory without valid Saint Mary's student ID card.
19. **Room Searches:** The College reserves the right to hold random searches of all dormitory rooms at any time and as often as possible as deemed necessary. Automobiles parked on the campus are also subject to search.
 - A. Room searches may only be conducted by an adult member of the Student Affairs Staff or on occasion by a person in the Buildings and Grounds Office. In most cases, the Dean of Students, Mr. Crawley or the Dorm Director will conduct room searches or inspections.
 - B. If a student has reason to believe that another student's room should be searched, she should contact the Dean of Students or her Dorm Director. SHE SHOULD NOT CONDUCT THE SEARCH ON HER OWN.
 - C. Students' rooms should be kept locked at all times. No student should enter another student's room or ask security to allow her to enter without the explicit permission of the person or persons living in that room.

TELEPHONES:

1. Switchboard hours are 8:30 a.m.-4:30 p.m., Monday-Friday.
2. Students are NOT to call the President at home. In case of emergency, contact your Dorm Director, and she will notify other officials if necessary.
3. Students may have private phones in their rooms at their own expense.

Rules Specifically for High School Students

A. GENERAL

1. Students must have parental permission and hostess invitation for overnights. All students must fill out a form in the Dean of Students Office by 4:30 p.m. Thursday to take an overnight. All permissions and invitations must be in by that time. Students may NOT decide to take an overnight on Saturday unless they are going home with their parents and their parents call their Dorm Director.

Any student who changes her address after she has left for the weekend must notify the school of the change.

Parents may give "blanket permission" (eliminating parents' phone call each weekend) to leave campus for overnights. Blanket permission does not cover a student staying with a male companion or going to an unsupervised place (hotel, motel, college dorm or residence off-campus).

2. After filing for an overnight in the Dean of Student's Office, students must fill out a slip and register it with their Dorm Director.
3. Students must return to campus by their 7:00 p.m. curfew unless they have special permission to be off campus. If a student wishes to leave her own hall after 7:00 p.m. she must check out with her Dorm Director and check back in when she returns. **On Sunday nights, all boarding high school students must be on campus by 5:30 p.m. - no exceptions. Chapel is required of all boarding students at 6:30 p.m. Students with date night privileges may take their date night after chapel.**
4. No high school student may spend the night in a college dormitory.
5. Closed weekends for High School Students: All boarding high school students are required to remain on campus; that is, they may not leave Raleigh on a closed weekend, excluding the Labor Day weekend. **The following is a list of closed weekends: August 21-23; August 28-30; September 11-13; September 18-20 and October 16-18.** Special activities are planned for the closed weekends. Students will be permitted to leave campus if they plan to participate in the ISAAC events which are school sponsored and chaperoned.
6. The weekend overnight when a high school dance is planned will be closed for any high school student attending the dance. Curfew for high school dances, both on and off campus, will always be one hour after the dance.
7. High school students are to be in their own room with lights out at 12 o'clock midnight Sunday - Thursday. Extension for lights outs must be

requested from the Dean of Students. Students will not be allowed extensions if they have cut a class, cut assembly or chapel or study hall or have been to dorm council the week prior to their request. One request for lights out extension is allowed per week.

A student who has been in the health center must be in her own room at 9:30 p.m. No extension for lights out is permitted.

Students may redeem four consecutive clean room inspections for additional lights out extensions in a given week.

B. DORMITORIES

1. For safety and health reasons, **NO SMOKING IS ALLOWED IN SMEDES HALL**. A student's first two offenses of the smoking regulations will result in a \$25 fine and parental notification. A student's next two offenses will each result in \$100 fines. A student's fifth offense may result in expulsion. Students must have written parental permission to smoke in designated areas. The designated smoking areas for high school students are: the smoking lounge in the student center and out doors on back-campus.
2. Eleventh-graders are to be on their halls by 11:00 p.m. Sunday-Thursday and by 12:00 midnight Friday and Saturday. Twelfth-graders are to be on their halls by 11:30 p.m. Sunday-Thursday and by 12:30 a.m. Friday and Saturday.
3. Eleventh-graders must have their belongings packed and rooms cleaned and must leave campus after their final examination in the spring semester. Only graduating students or those assisting with graduation may stay in the dormitories after the examination period. A \$25 per person fine will be imposed for rooms which have not been cleaned by the occupants.
4. Once a student (high school only) is over one-half hour late, her Dorm Director will call her parents to notify them of her absence.
5. High School students must have parental permission to travel more than 30 miles from Raleigh.
6. Students who have been in the health center have a 7:30 p.m. curfew that evening; this includes Friday night.

C. SOCIAL/DATING

1. **11th Graders:**
 - a. 11th graders must sign out whenever they leave campus and sign back in when they return.
 - b. After fall break, 11th-graders who have earned a projected 2.5 G.P.A. will have two (2) datenights per month. These datenights are to be taken during the week and curfew is 11:00 p.m. Eleventh-

graders will have the opportunity to earn extra datenights by having four consecutive "good" room inspections. Students must obtain permission from their Dorm Director prior to leaving campus for their datenight.

- c. If, at any time, a student realizes that she will be late, she should call her Dorm Director immediately.
- d. Eleventh-graders may take 10 overnights each semester.
- e. Eleventh- and 12th-grade students returning from the weekend on Sunday night must sign in by 5:30 p.m. Date nights may be taken after chapel. When returning from a holiday the curfew is 11:00 p.m.

2. 12th-Graders:

- a. Twelfth-graders must sign out whenever they leave campus and sign back in when they return.
- b. After fall break 12th-graders who have earned a projected 2.5 G.P.A. will have one (1) datenight during the week until 11:30 p.m. A student must obtain permission from her Dorm Director prior to leaving campus. Twelfth-graders may earn extra datenights by having four consecutive "good" room inspections.
- c. If, at any time, a student realizes that she will be late, she must call her Dorm Director immediately.
- d. Twelfth-graders may take 12 overnights each semester.



Rules Specifically for College Students

A. GENERAL

1. Students must sign out and back in on white cards when they are on and off campus after 7:00 p.m. After the dormitories close, security guards will only admit students into the dorms with valid student ID.

B. DORMITORIES

1. All students who are not graduating or participating in the graduation exercises must have their belongings packed and rooms cleaned and must leave campus after their last exam in the spring semester. Only graduating students, or those assisting with graduation, may stay in the dormitories after the exam period. A \$25 per person fine will be imposed for rooms which have not been cleaned by the occupants.

C. SOCIAL/DATING

1. FRESHMEN:

- a. The freshmen curfew is 1:00 a.m. Sunday through Thursday.
- b. Freshmen may have self-determining hours (SDH) on Friday and Saturday nights. However, parents may refuse their daughter SDH by indicating so in writing to the Dean of Students. In such cases, the student's curfew will be 1:30 a.m. on Friday and Saturday nights.

A security guard opens the doors to the dormitories every half-hour between 1 a.m. and 6 a.m. Students will only be admitted to their dorm with a valid student ID.

Students must sign out on their cards indicating that they are taking SDH.

- c. At mid-term first semester, freshmen who have a projected 2.5 G.P.A. and no grades of F may have SDH on Thursdays. Second semester, a cumulative G.P.A. of 2.5 earns SDH on Thursdays.
- d. Freshmen may have SDH one night a month (August-October) when a mixer has been scheduled. After fall break, only freshmen who have earned the right to Thursday SDH may take it the night a mixer is scheduled.
- e. Freshmen may have three special permissions per semester for a later curfew or overnight during the week. Students must obtain permission from their Dorm Director by curfew when taking a special permission SDH.

2. SOPHOMORES

- a. The sophomore curfew is 1:00 a.m. Monday through Wednesday.
- b. Sophomores may have SDH Thursday through Sunday nights.
- c. Sophomores may have three special permissions per semester for later curfews or overnights during the week. Students must obtain permission from their Dorm Director by curfew when taking a special permission SDH.
- d. At mid-term sophomores with a 2.5 cumulative G.P.A. and no Fs may have one extra SDH per month.

3. ACCELERATED COLLEGE FRESHMEN/PGPC

- a. Accelerated college freshmen and PGPC students will have 12:30 a.m. curfew Sunday-Thursday and 1:00 a.m. curfew on weekends. With parental consent, they may leave campus each weekend.
- b. Two hours of study in the library is required during the week (Monday-Thursday). Students will sign in on a card provided. Failure to meet this requirement will result in a 9:00 p.m. curfew.
- c. At mid-term students who project a 2.5 G.P.A. will have a 1:00 a.m. curfew on weeknights (Sunday-Thursday) and a 1:30 a.m. curfew on weekends. Students projecting a 3.0 G.P.A. or better need not sign in for the required two-hour study in the library.
- d. Accelerated college freshmen and PGPC students may have SDH once a month when a mixer has been scheduled. After fall break, they must have a 2.5 G.P.A. to have SDH on the night of a mixer.
- e. During second semester, students who have a 2.5 cumulative G.P.A. may have 1:00 a.m. curfew Sunday-Thursday; 1:30 a.m. curfew on weekends; and they will have three special SDHs.
- f. During second semester, a student projecting a 2.5 cumulative G.P.A. is not required to sign in for two hours of study in the library.
- e. During second semester, a student projecting lower than a 2.5 cumulative G.P.A. will have a 12:00 midnight curfew on weeknights and no SDH.

4. ALL COLLEGE STUDENTS

- a. At mid-term, any college student with less than a projected 1.5 G.P.A. will forfeit all rights to Thursday SDH. She will have an 11:00 p.m. curfew Sunday-Thursday and will be required to sign in for two hours of study in the library.
- b. At the end of any semester, any college student (including accelerated college freshmen and PGPC students) who has earned a cumulative 3.0 G.P.A. may have 4 special SDHs; if she has a cumulative G.P.A. of 3.2 - 3.7, she may have 5 special SDHs; and if she has a cumulative 3.75 she may have unlimited SDH.

Day Students

Day Students are an integral part of the Saint Mary's community. As individuals, they take part in clubs and other activities. As a group, they are represented in the Student Government Association by the Day Student President.

1. Day Students must attend assemblies, all Day Student meetings, required chapel services and other required activities as they are announced.
2. Day Students may park on campus. Parking decals may be purchased in the Business Office for \$25 per year. Decals allow students to park in any authorized student area on campus.
3. On returning from an illness or emergency absence, a Day Student must bring to the Dean of Students office a written explanation from her physician or parent. Failure to bring this note within three (3) days of return is an unexcused absence.
4. Day Students may spend the night in a dormitory with the permission of the Dorm Director. They must follow all rules which apply to their class, including chapel attendance. If a Day Student breaks any rule, she is subject to the same penalty as her hostess. If a Day Student is not spending the night, she must leave the dormitories by curfew. Day Students are expected to pay for all meals taken in the Dining Hall.
5. Day Student Areas in the Student Center:
Each student is responsible for taking care of the furniture and keeping the areas clean.



Academic Regulations

The Saint Mary's College Catalog lists all academic regulations and requirements. Students should familiarize themselves with these requirements in order to plan their academic program.

The academic section of the catalog includes additional information about course requirements, academic load, transfer of credit from other institutions, registration procedures, examinations, the grading system, grade point average (G.P.A.) and requirements for graduation.

If you do not have a copy of the catalog, one is available from the Admissions Office.

Fulfillment of Requirements

Required Courses. All required courses must be attempted at Saint Mary's. Possible exceptions will be considered on an individual basis by the Dean of the College. A student who is unable to complete her graduation requirements in the normal length of the program may be allowed to return for the following semester to complete her degree under the requirements of the catalog under which she originally entered. Should additional time be required, she must comply with the requirements stated in the catalog at the time of her graduation.

Tailored Curriculum. All students should, with the assistance of their advisor, check carefully the requirements of the institution in which they plan to enroll upon graduation from Saint Mary's. Any student who plans to pursue a degree with specialized basic course requirements that cannot be completed in two years in conjunction with the Associate in Arts degree at Saint Mary's may request a curriculum tailored to her particular needs. She must present to the Dean of the College a letter from an appropriate official of the College of her choice outlining the special requirements of that institution.

Residence. A candidate for the high school diploma must be enrolled as a full-time student during her 12th-grade year. A candidate for the Associate in Arts degree must be enrolled as a full-time student during her college sophomore year unless, because of unusual circumstances, the Dean of the College gives her permission to enroll part-time.

Transfer of Credit from Other Institutions. Freshmen may transfer a maximum of nine semester hours from an accredited college or university (ten semester hours, if a laboratory science or one semester of physical education is included). The limitation of nine semester hours does not apply to hours earned at Saint Mary's College. A student entering Saint Mary's as a sophomore would be permitted to transfer a maximum of 32 semester hours. No enrolled student may assume that she will receive credit for work completed at other institutions unless she has a written statement from the Dean of the College saying what credit will be accepted.

Summer School. A student at Saint Mary's planning to attend summer school at another institution can only be certain that she may transfer the credit to Saint Mary's if she gets written authorization in advance from the Dean of the College. Without prior approval, the Dean will decide whether or not to award credit after the transcript and a course description are submitted and evaluated.

Ordinarily, students attending either high school or college summer school classes at Saint Mary's will live on campus. Exceptions to this must be arranged *in advance* with the Dean of Students.

Grade Transfer. A minimum grade of "C" must be earned on all work accepted for transfer credit. Transfer grades are recorded as earned but will not be included in the computation of the student's grade point average. Thus, a student may not use grades earned at another institution to improve her grade point status at Saint Mary's.

Academic Load. The normal load for a college student planning to graduate with a degree in two years is 16 hours per semester. The minimum academic load is 13 semester hours and the maximum load is 18 semester hours. Written permission of the Dean of the College is required for any variance from these limits, such as an underload (less than 13 hours) or an overload (more than 18 hours).

All underclassmen are required to carry a minimum load of four academic units per year. High school religion and physical education are required in addition. The maximum load is five academic units per year. Any deviation from the normal academic load must be approved by the Dean of the College.

In summer school, a student may carry a maximum of six semester hours in either session.

Registration Procedures

Registration Period. Near the end of each semester, after consulting with their advisors, students register for the subsequent semester. This registration must be validated at the beginning of the next semester. New students must register during the stated registration period at the beginning of each semester.

Adding Courses. A student may add a course during the first two weeks of a semester.

Withdrawal from Courses - First Four Weeks. A course may be dropped within the first four weeks of a semester without penalty. No grade is recorded on the permanent records.

Withdrawal Passing. After four weeks, a student who is passing a course may, with the permission of her advisor and the Dean of the College, withdraw from the course. "Withdrawal Passing" is recorded on her permanent record.

Withdrawal Failing. After four weeks, a student who is failing a course and wishes to withdraw may do so only with the written permission of her advisor and the Dean of the College. In this case, hours attempted are averaged into her grade point average and "Withdrawal Failing," is recorded on her permanent record.

Medical Withdrawal. A student may be allowed to drop a course for medical reasons. Such permission may be granted by the Dean of the College upon the written recommendation of the student's physician. "Withdrawal Medical" is recorded on her permanent record. If a physical education course is dropped for medical reasons, it will not have to be retaken.

Auditing Courses. Any student wishing to audit a course may do so with the permission of the instructor. Because of the work which may be required of the auditor by the instructor, any course audited is counted in the student's total academic load.

Repetition of Courses. Should a student repeat a course in which a grade of "D" or "F" was earned, both grades are recorded on the permanent record. Although credit hours can be awarded only once, all semester hours attempted and all grade points earned are included in the computation of the grade point average.

Class Attendance

Saint Mary's considers regular class attendance to be vital to academic success. Students are expected to be present at all regularly scheduled class meetings. Students are responsible for all class discussions and assignments even if they are absent.

1. All students, regardless of their Grade Point Average, must attend at least 75% of the meetings of each course to receive credit for that course. When a student receives no credit because of excessive absences, she is considered to have failed the course. Absences of the students who add a class, or are involved in field trips, athletic teams or performing groups will not be included in the 25% total absences allowed. Days missed because a student is suspended will also not be included. Any special exception to this policy may be made only by the Dean of College.
2. Students in high school courses are allowed NO EXCUSED absences. Absences from college courses are at the discretion of the professor. Each student is responsible for knowing and following the class attendance policies set by the instructor of each course.
3. Parents will be informed when a high school student misses class.
4. Any student who begins a pattern of nonattendance will be placed on class attendance probation. Further absences will be grounds for required withdrawal from Saint Mary's.
5. High school students enrolled in a college-level course for college credit may follow the absence policy set for college students in that course. College

students enrolled in a high school-level course must follow the no-cut policy of underclassmen in that course.

6. Saint Mary's NEVER closes because of snow or icy road conditions. Day Students are expected to make all reasonable efforts to be present on such days. Day Students who are unable to attend class because of adverse weather conditions are to bring a written note of explanation to the Dean of Students.
7. The policy on absences from laboratory classes will be determined by the individual instructor.
8. Under no circumstances will a class be dismissed on the basis of limited attendance.
9. If an instructor has not arrived 15 minutes after the scheduled announcement of a class, students may sign a roll and leave, unless instructed to do otherwise.
10. No unexcused absences are permitted during the summer school session.

Absences Requested by Parents for High School Students

Absences requested by parents for vacation, extended travel, service as a legislative page, early rides or flights home, etc. must be arranged with the faculty prior to the absence. An excuse may then be picked up in the Dean of Students Office. Only then is the absence approved. Such absences are believed to be detrimental to the student's academic progress and are, therefore, discouraged. It is the responsibility of the student to make up all work missed, and the work must be completed according to whatever schedule the faculty member considers appropriate.

Excused Absences

Student requests for excused absences will be considered by the appropriate official as listed below:

1. The health center will issue excuses for absences incurred by students who were:
 - a. consulting the physician or nurses
 - b. confined because of illness
 - c. sent home because of illness
2. The Dean of Students will issue excuses for absences incurred because of:
 - a. official school business
 - b. day student illness and local weather conditions
 - c. campus emergencies such as power failures, accidents, etc.
 - d. special occasions such as family weddings, funerals, court appearances, etc.
3. In cases when a parent requests that a student miss a class for reasons other than medical or family emergency, the Dean of Students will issue a Parental Request Excuse if the faculty involved approve the absence in advance. It is up to each individual faculty member whether the absence will be counted as

excused or unexcused. This means that faculty members may choose not to allow students to make up the work they have missed.

4. The Dean of the College will consider all absences caused by extraordinary circumstances not covered above.

Excuses should be presented to the Dean of Students Office for approval within three (3) consecutive days following the student's return to campus. The student's failure to do this will result in the absence being recorded as unexcused. All excuses from the Dean of Student's Office and the Health Center should be presented to the faculty the following day.

Unexcused Absences (Overcuts)

Procedures:

1. Absences for high school students will be reported to the office of the Dean of the College. Advisors and parents will be notified. Continued offenses will result in the student being placed on class attendance probation. Breaking the probation may result in expulsion. Class attendance may also be considered in the instructor's evaluation of the student's performance in the course.
2. Excessive absences for college students will be reported to the advisor and Dean of the College. Class attendance may be considered in the instructor's evaluation of the student's performance in the course. Each instructor will inform each class of their specific expectations, regulations and requirements at the beginning of the course. Continued offenses will result in advisor and parental notification, and the student will be placed on class attendance probation. Breaking the probation may result in expulsion.

Work Missed During Absence

All work missed during an excused absence must be made up during the two-week period immediately following the student's return to campus. Cases in which extenuating circumstances would seem to demand an extension of time should be cleared through the Dean of the College. Work which cannot be made up will not be used in calculating the student's grade.

All work missed during an unexcused absence may be made up at the discretion of the instructor. Work which a student fails to make up will receive the grade of zero.

In the case of an anticipated excused absence on the day of an announced test, the student and the instructor should come to a mutual understanding, prior to the absence, of how and by what time the expected missed work will be made up.

Grade Point Average

In courses carrying academic credit, grade points are awarded as follows in accordance with the value of the grades earned:

- A - 4 grade points per semester hour
- B - 3 grade points per semester hour
- C - 2 grade points per semester hour
- D - 1 grade point per semester hour
- F - 0 grade points per semester hour
- WF - 0 grade points per semester hour

Some college courses (as designated in the course description) and some sections of high school courses (as designated in the class schedule each semester) are considered to be honors classes for high school students. A high school student, whether she is taking the course for high school or college credit, would earn grade points in an honors class as follows:

- A - 5 grade points per semester hour
- B - 4 grade points per semester hour
- C - 3 grade points per semester hour
- D - 2 grade points per semester hour
- F - 0 grade points per semester hour
- WF - 0 grade points per semester hour

The Grade Point Average (G.P.A.) is determined by dividing the number of grade points earned by the number of semester hours attempted, whether passed or failed. G.P.A.s are computed at the end of each semester, not at mid-semester. To compute G.P.A. add up the number of hours attempted (usual college load is 16 hours), then add up grade points earned (an A is worth 4 GPs per hour, so in a three-hour course you would earn 12 GPs for that course; a B is worth 3 GPs per hour or 9 GPs and so forth.) Divide your hours attempted into GPs.

For example:

Your Hours:	Biology	4 hours
	English	3 hours
	Philosophy	3 hours
	Spanish	3 hours
	Art	2 hours
	P.E.	<u>1 hour</u>
		16 hours

Your Grades:	C in Biology	=8 GPs
	C in English	=6 GPs
	C in Philosophy	=6 GPs
	B in Spanish	=9 GPs
	A in Art	=8 GPs
	A in P.E.	<u>=4 GPs</u>

41 GPs divided by 16 hours = 2.56 G.P.A.

High school students follow the same procedure. (Academic courses carry 3 hours, except Religion, which carries 2 hours.)

Unsatisfactory Academic Performance. A student who is not making satisfactory progress toward graduation is given a warning at the end of each semester of unsatisfactory progress. A student who is not making satisfactory progress toward graduation is subject to academic suspension.

High school students whose cumulative G.P.A. is less than 1.50 at the end of the fall semester are placed on academic probation for the subsequent semester. If they are unable to attain this minimum G.P.A. by the end of the spring semester, they are required to attend summer school at Saint Mary's. If a student cannot bring her average up to 1.50 during the academic probation period or the summer school session, she will not be allowed to return to Saint Mary's for the following semester.

High school students whose cumulative G.P.A. is less than 1.50 for the first time at the end of the spring semester of their 11th-grade year are required to attend summer school at Saint Mary's. Students still on academic probation at the end of the fall term of their 12th-grade year may be subject to academic suspension if it appears that they will be unable to complete the requirements for the high school diploma.

College students whose cumulative G.P.A. is less than 1.50 are placed on academic probation for the subsequent semester. Students on academic probation who are unable to attain this minimum G.P.A. by the end of the probation period are required to attend summer school at Saint Mary's College. Students who are unable to demonstrate the ability to achieve the minimum G.P.A. of 1.50 during the semester of academic probation and the summer session are subject to academic suspension.

Faculty members will work closely to help students who are experiencing academic problems. The methods of extra attention will vary with the individual instructor.

Absences for College Visits. The Dean of the College emphasizes the importance of college visits being done on weekends and not using up classroom time. However, if there is no other time to make these appointments, exceptions will be made. College visits are considered free overnights. The faculty reserves the right not to accept college visits as class absence excuses.

Study Hall for High School Students. All new high school students are required to attend study hall. At the middle of her first semester, any student whose progress report grades project a G.P.A. of 2.5 or better will be excused from study hall. After her first semester, a student is required to attend study hall whenever her cumulative G.P.A. at the end of the previous semester falls below 2.0

Medical excuse. Any student who has a medical excuse must regularly attend her physical education classes even though excused from active participation.

Examinations

1. All final examinations include a cumulative component. For college courses, final examinations are the ones taken at the end of the semester. For high school courses, final examinations are the ones taken at the end of a semester, although most high school courses are year-long. No student is excused from

examinations; an examination that is missed because of illness may be made up.
2. Students may reschedule final exams only if they have three finals in a row.

Transcripts

When a student applies to another college or university, she must request a transcript of her Saint Mary's record to be sent to the institution to which she is applying. In order to do this, the student must fill out a request form. The first transcript that the student requests is sent free. There is a charge for each additional transcript sent. When the student has decided on the college or university she plans to attend, she must request that a final transcript be sent.

Honors

1. Phi Theta Kappa

Outstanding academic achievement in the college department is recognized by the Chi Beta Chapter of Phi Theta Kappa Honor Fraternity of American Junior Colleges. To be eligible for membership in this club, "a student shall be of good moral character, shall possess recognized qualities of citizenship, and shall have established academic excellence as judged by the faculty." College freshmen must have an average of 3.5 after first semester to qualify. College sophomores must have an overall average of 3.25 or better.

2. High School Honor Society

The High School Honor Society chooses 11th-grade members at the beginning of the second semester who have a 3.75 G.P.A. or better on one semester's work and 12th-graders who have a 3.5 cumulative G.P.A. on two or more semesters of work. Members are elected in the late spring and again at the beginning of the fall semester. The purpose of the Honor Society is "to recognize and encourage scholarship and to promote those qualities of character reflective of the best in Saint Mary's history."

3. The Dean's List

A general award of merit open to college students is the Dean's List. This list is published at the end of each semester. A student must fulfill the following requirements to be on the Dean's List: (1) she must carry a minimum of 14 semester hours during the semester; (2) she must attain a G.P.A. of 3.25 or better in courses taken for credit; and (3) she must maintain the status of a student in good standing with the faculty and the Judicial Board.

4. The Honor Roll

The Honor Roll is a general award of merit open to high school students. A student must fulfill the following requirements to be listed on the Honor Roll: (1) she must carry a minimum of four academic courses; (2) she must attain a grade point average of 3.25 or better in courses taken for credit; and (3) she must maintain the status of a student in good standing with the faculty and the Judicial Board.

5. **The Societe Honoraire de Francais**

The Societe Honoraire de Francais is a national honor society for high school students of French. Founded in 1949, the society now has over 700 active chapters in the U.S., Puerto Rico and Canada. The aims of the organization are to promote higher standards of scholarship, to reward high scholastic attainment, and to encourage an understanding of French culture and civilization. Candidates must have a 3.5 average in French and a 3.0 average in all other subjects for the preceding three semesters at Saint Mary's.

6. **The Sociedad Honoraria Hispanica**

The Sociedad Honoraria Hispanica is a national honor society for high school students of Spanish sponsored by the American Association of Teachers of Spanish and Portuguese. Originally organized in 1953 as the Spanish National Honor Society, the purpose of the organization is to recognize high achievement in Spanish by students of secondary schools and to promote a continuity of interest in Hispanic studies. Candidates must have maintained an honor average in the study of Spanish for a minimum of three semesters. The Sor Juana Ines de la Cruz Chapter was initiated at Saint Mary's on November 20, 1987.

7. **Graduating with Honors**

A student graduating from the high school will be recognized as graduating "with honors" if her cumulative G.P.A. is in the range of 3.0 to 3.49. A student with a cumulative G.P.A. of 3.5 or better will graduate "with high honors."

A college student whose cumulative G.P.A. is in the range of 3.25 to 3.49 will graduate "with honors." A student with a cumulative G.P.A. of 3.5 or better will graduate "with high honors."

8. **Honors Convocation**

A special academic honors convocation is held in the spring. Each academic department recognizes outstanding students in both the high school and college divisions.

Special Programs

Special programs and advantages offered at Saint Mary's enhance the school's solid liberal arts program.

Accelerated College Freshman Program. This program is designed for the 11th-grade student who has completed 14 or 15 of the required 16 academic units needed for graduation and who has a G.P.A. of 3.0 or above. She must also have the written permission of her parents or guardian. She may apply to the admissions committee for eligibility to skip her 12th-grade year and enter Saint Mary's as a college freshman. During the next two years (with careful planning,



probably including summer school) she can complete the requirements for both the high school diploma and the Associate in Arts degree. As an accelerated freshman, she will be considered a college student with regard to both academic and social regulations.

The student can be awarded a high school diploma if she completes all the requirements for the high school diploma as outlined in the College Catalog. However, a student may choose not to complete requirements for the high school diploma but may continue her course of study and be awarded the Associate in Arts degree after completing the requirements for such.

Special Students. A special student is one who is enrolled at Saint Mary's College and is carrying less than nine (9) class hours. Special Students normally live off-campus and are exempt from all required on-campus extracurricular events. However, if a special student lives on campus in a dormitory, she shall be subject to all of the social regulations affecting students living on-campus.

Internship Program. Saint Mary's internship program is designed to provide opportunities for a student to explore careers and other interests. The student will offer her services and work with a community sponsor in an organization which interests her. The student will submit her application to the Guidance Office, which coordinates the program. The student will keep a record of her experience which will be evaluated. A final evaluation by a review committee consisting of the campus coordinator, the program advisor, and the student will also be made. This internship experience will be listed on the student's permanent record upon satisfactory completion of a minimum of 40 hours service experience.

Cooperating Raleigh Colleges. Saint Mary's is a participating member of a consortium of the six institutions of higher education located in Raleigh, including N.C. State, Meredith, St. Augustine's, Shaw, Peace and Saint Mary's. With the approval of the Registrar, a Saint Mary's student may apply for enrollment in courses not available at Saint Mary's at one of the member institutions. Other stipulations relative to student participation in the Cooperating Raleigh Colleges program are:

- The student must carry a minimum course load of 13 semester hours at Saint Mary's.
- Generally, only one course per semester may be taken in the Cooperating Raleigh Colleges program.
- The student's faculty advisor or the Dean of the College must approve the course.
- An Interinstitutional Registration Form must be completed in the Registrar's Office. This form is the student's actual registration; she does not have to register on the campus she is visiting.
- The Interinstitutional Registration Form does not guarantee enrollment. Naturally, the Cooperating Raleigh College must serve the needs of its own students first.
- Out-of-state students must pay all fees in excess of in-state tuition.

Volunteer Activity. Every student will have an opportunity to volunteer for community service work.



Counseling Services

The Guidance Center

The purpose of the Guidance Center is to assist students in making the most of their opportunities for academic and personal development while at Saint Mary's. Certified professional counselors direct the high school and college programs in the areas of testing, test registration, academic planning, vocational choices, transfer programs and internships. Assistance with study skills and reading programs is also available. The services are supplemented by means of vertical files, computer software, audiovisual materials, reference books, study-abroad programs and summer programs. An extensive collection of material on career opportunities and job-market potential is available for student use. Information services are also available to the students through the campus calendar and bulletin boards. The Guidance Center, located in Lower Smedes, is open from 8:30 a.m. until 4:30 p.m., Monday through Friday.

Academic Advising

The academic advising system is administered through the Guidance Office. All students are assigned a faculty advisor and are periodically given the opportunity to change advisors as the need arises.

Each semester the advisor helps students select courses appropriate to their educational objectives. Students should feel free to call upon their advisors for assistance or referral in any area of campus life. Advisors refer students to those qualified to help them in other matters, but the final responsibility for meeting all academic requirements for a selected program rests with the individual student. All programs of study are subject to the approval of the advisor. Questions or concerns regarding the advising system should be directed to the Guidance Director.

Personal and Career Counseling

Personal and Career Counseling services are available for all students through the Personal Counselor's Office. Students with personal concerns, roommate conflicts or family problems are encouraged to go by the Dean of Students Office or directly to the Personal Counselor's Office, both located in Lower Smedes.

Community Resources

Saint Mary's is located in the heart of the Research Triangle, the cultural, governmental, educational and business center of North Carolina, with over 50,000 college students in a 30-mile radius. A variety of community resources exists for students to take advantage of, including public parks, lakes, theaters, concerts, museums and restaurants. Students are encouraged to take advantage of the many cultural activities and special events in the area. The monthly student activities calendar lists special events happening in the Triangle. For more information on community resources, contact the Director of Student Activities and Housing or your Hall Counselor.

Special Attractions and Events in the Raleigh Area

State Capitol Building

N. C. State Legislative Building

The Governor's Mansion

Historic Oakwood - Raleigh's historic district

Mordecai House in Historic Oakwood

The North Carolina Museum of Art

The North Carolina Natural History Museum

The North Carolina Museum of History

The North Carolina Symphony at Memorial Auditorium

The North Carolina State Fair in October in Raleigh

ACC Sporting Events

Concerts and Basketball games at the Dean Smith Center in Chapel Hill

Concerts and Football games at Carter-Finley Stadium in Raleigh

Concerts at Hardee's Walnut Creek Amphitheater

Artsposure arts festival in downtown Raleigh

WRAL's free Alive After Five Concerts on the Civic Center Mall in Raleigh

Durham Bulls Baseball Games

Raleigh IceCaps Hockey Games



Restaurants

Angus Barn, Hwy. 70 West past Crabtree Valley Mall.....	781-2444
Applebee's, 3625 Hillsborough St.....	832-3811
Bennigan's, Six Forks Rd.....	782-5468
Black Dog Cafe, City Market Downtown.....	828-1994
Border Cafe, 7112 Sandy Forks Rd.....	847-3738
Bo's Cafe America, Artspace Building.....	876-7132
Brother's Pizza, Hillsborough St., across from NCSU.....	832-3664
Cantina, Hillsborough St.....	832-4541
Cappers, 4217 4217 Six Forks Rd., North Hills.....	787-8963
Char-Grill, Hillsborough St (near campus).....	821-7636
Charlie Goodnight's, restaurant and comedy club (nearby).....	833-8356
Chi-Chi's, Wake Forest Road.....	876-4516
Crossroads, overlooking Crabtree Valley.....	787-3840
Darryl's, Hillsborough Street.....	833-1906
Est Est Est Trattoria, downtown.....	832-8899
Fat Daddy's, 6201 Glenwood.....	787-3773
42nd Street Oyster Bar and Seafood, 507 W. Jones St.....	831-2811
Five Points Bistro, 509 Whitaker Mill Rd.....	828-7772
Flamingo's, 607 Glenwood Ave.....	829-1503
Glenwood Grill, Glenwood Village Shopping Center.....	782-3102
Hangchow Chinese, Creekside Dr.....	828-5430
Irregardless Cafe, 901 W. Morgan St. (near campus).....	833-9920
Jade Garden Chinese, Hillsborough St. (across the street).....	833-7798
Joe's Place - Featuring Joe's Mom's Food, 301 W. Martin St.....	832-5260
Kanki Japanese Steak House, Crabtree Valley Mall.....	782-9708
Karen's, Cameron Village.....	832-7950
The Melting Pot Fondue Restaurant, Creekside Dr.....	832-4846
Second City Grill, Cameron Village.....	856-0336
Simple Pleasures Cafe, Glenwood Village Shopping Center.....	782-9227
Sunflower's, Glenwood Ave (near campus).....	833-4676
Snoopy's Hot Dogs, Hillsborough St. (near campus).....	839-2176
Rockola Cafe, Mission Valley.....	848-4052
Winston's Grille, 6401 Falls of Neuse Rd.....	790-0700

Sandwich and Pizza Delivery

Dino's Pizza.....	831-2525
Domino's Pizza.....	821-2330
Oliverio's Pizza and Subs.....	829-3700
Pizza Hut.....	833-1213
Pizza Transit Authority.....	828-0200
Sub Conscious.....	833-3495

Hotels

Brownstone Hotel, Hillsborough St.....	828-0811
Comfort Suites Crabtree Hotel, near Crabtree Valley.....	782-6868
Howard Johnson, Hwy. U.S. 1 North.....	1-800-654-2000
Hospitality Inn, 2800 Brentwood Dr.....	872-8600
Mission Valley, Avent Ferry Rd.....	1-800-223-2252
The Raddison Plaza, downtown.....	834-9900
Ramada Blue Ridge, Blue Ridge Rd.....	1-800-228-2828
The Velvet Cloak Inn, Hillsborough St.....	828-0333



Student Information Directory

Main Switchboard (Mon.-Fri.: 8 a.m.-4:30 p.m.): 828-2521

Absence Forms - Dean of Students, Dean Jones, 839-4015

Academic Advisors - Guidance Director, Mrs. Battle, 839-4116

Academic Regulations - Dean of the College, Dean Hume, 839-4135

Administrative Services - Mrs. Heiser, 839-4090

Admissions - Admissions Director, Mrs. Herbert, 839-4001

Alumnae Affairs - Alumnae Director, Mrs. Wyman, 839-4102

Auditing a Class - Instructor, Registrar, Mrs. Petway, 839-4008

Campus Jobs for Students - Financial Aid Director, Mrs. Johnson, 839-4006

Chapel Services - Chaplain Watrous, 839-4131

Class Changes (Drop/Add) - Registrar, Mrs. Petway, 839-4008

Cooperating Raleigh Colleges - Registrar, Mrs. Petway, 839-4008

Educational Testing (SAT, etc.) - Mrs. Battle, 839-4116



Examination Rescheduling - Mrs. Petway, 839-4008
Exceptions to Graduation Requirements - Dean of the College,
Dean Hume, 839-4135
Expenses - Director of Finance, Mrs. Nelson, 839-4123
Financial Aid - Financial Aid Director, Mrs. Johnson, 839-4006
Grades - Instructor
Guests Overnight - Dean of Students, Dean Jones, 839-4015
Guidance/Academic Counseling - Guidance Director, Mrs. Battle, 839-4116
Guidance Counselor for High School - Mrs. Dixon/Dr. Proctor, 839-4117
Housing - Director of Student Activities and Housing,
Ms. McGlohon, 839-4013
Incompletes - Instructor or Registrar, Mrs. Petway, 839-4008
Library - Librarian, 839-4040
Literary Magazine - *Muse* advisor, Mrs. Wooten-Hawkins, 839-4067
Lost and Found - Dean of Students Office, 839-4015
Mail - Post Office, Mrs. Hunter, 839-4128
Medical Excuses - Health Center, 839-4043
Campus Newspaper - *Belles* advisor, Dr. Proctor, 839-4068
Parking Stickers - Mrs. Heiser, Business Office, 839-4090
Temporary Parking Stickers-Buildings and Grounds Office or Security Office
Personal/Career Counseling - Counselor, Ms. Hicks, 839-4132
Physical Education Facilities - Division Chair, Mrs. Adams, 839-4030;
Athletic Director Hume, 839-4135
President of the College - Dr. Clauston Jenkins, 839-4138
Publicity - College Relations Director, Ms. Swain, 839-4034
Grade Point Average - Registrar, Mrs. Petway, 839-4008
Readmission - Dean of the College, Dean Hume, 839-4135
Registration - Registrar, Mrs. Petway, 839-4008
Repairs and Maintenance - Buildings and Grounds, 839-4118
Dorm Regulations - Director of Student Activities and Housing,
Ms. McGlohon, 839-4013
Room Changes - Director of Student Activities and Housing,
Ms. McGlohon, 839-4013
Scholarships - Financial Aid Director, Mrs. Johnson, 839-4006
Social Privileges and Regulations - Dean of Students, Dean Jones, 839-4015
Summer School at Another College - Dean of the College,
Dean Hume, 839-4135
Telephone Numbers - Switchboard, Mrs. Johnson, 828-2521
Tutors - Chairman of the Department concerned
Weddings in the Saint Mary's Chapel - Mrs. Heiser, 839-4090
Yearbook - *Stagecoach* advisor, Dr. Proctor, 839-4068

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NOTES

SAINT MARY'S



Student Handbook
1993-94

Statement of Mission and Purpose

Saint Mary's is a two-year college and an upper level preparatory school joined in a single institution. Our liberal arts programs prepare women for continued study towards a baccalaureate degree, for professional career, and for lives in which they can be confident, adventurous, productive and fulfilled through their choices. Saint Mary's students are women who elect to build their confidence and academic skills in a small college environment that emphasizes caring faculty and small classes, leadership and responsibility, and the building of lasting friendships. A Saint Mary's education is designed to lead each student towards a better understanding of herself, her cultural heritage, and the world in which she lives.

Historically associated with the Episcopal Church, which encourages full development of mind and spirit, Saint Mary's has four purposes:

1. TO PREPARE EACH STUDENT FOR A SENIOR COLLEGE OR UNIVERSITY.
 - through quality teaching in small classes
 - through a solid grounding in academic fundamentals
 - through a balanced liberal arts curriculum
2. TO BUILD EACH STUDENT'S CONFIDENCE
 - through personal attention of faculty and staff in and out of the classroom
 - through individual advising about majors and careers
 - through courses that help her understand herself, her heritage and the world
3. TO DEVELOP EACH STUDENT'S LEADERSHIP SKILLS
 - through participation in and planning for activities
 - through accepting responsibility for herself and her actions
4. TO FOSTER LASTING FRIENDSHIPS AND SPIRITUAL GROWTH
 - through a community that understands and supports the values and conditions that allow friendships to grow and the spirit to soar.

Notice of Change Made for Binding Purposes

Four different editions of this handbook were published originally, each containing a list of the rules for one of the following categories of students:

College Boarders

College Day Students

High School Boarders

High School Day Students

In this volume, the rules for all four categories have been included in one section.

SAINT MARY'S



Student Handbook 1993-94

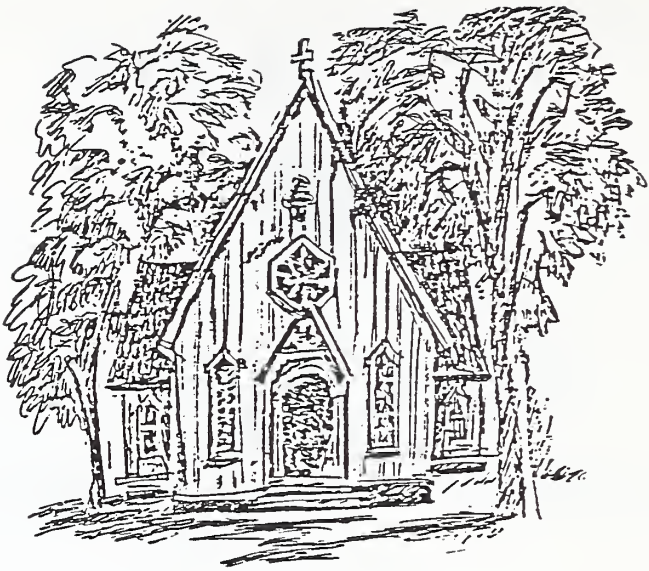
Saint Mary's cherishes tradition. There is no better way to understand the spirit of our rules than to comprehend this introduction to the Student Handbook of 1943-44.

"The rules set forth here form a pattern of behavior expected of a Saint Mary's girl. They do not pretend to list every undesirable action. In general, she is expected to conform to the live-and-let-live principle of any democratic, well-ordered community."

President Clauston Jenkins

Saint Mary's
900 Hillsborough Street
Raleigh, N.C. 27603
(919) 828-2521

This handbook is published as a guide to student life at Saint Mary's. The contents herein are subject to change as deemed appropriate by the College. Rule changes may occur throughout the year. Students will be notified if this happens.



School Hymn

We Build our School on Thee, O Lord;
To Thee we bring our common need;
The loving heart, the helpful word,
The tender thought, the kindly deed.

We work together in Thy sight,
We live together in Thy love;
Guide Thou our falt'ring steps aright,
And lift our thoughts to heaven above.

Hold Thou each hand to keep it just,
Touch Thou our lips and make them pure;
If thou art with us, Lord, we must
Be faithful friends and comrades sure.

We change, but Thou art still the same,
The same good Master, Teacher, Friend;
We change; but Lord, we bear Thy Name,
To journey with it to the end, AMEN.

- *Sebastian W. Meyer, 1908 (words)*
Russell Broughton (music)

School Song

Hail, Saint Mary's

In a grove of stately oak trees,
Where the sunlight lies,
Stands Saint Mary's true and noble
'Neath the Southern skies.

*Far and wide, Oh sound her praises,
Chorus full and free
Hail, Saint Mary's, Alma Mater
Hail, all hail to thee!*

Well, we love the little Chapel
Ever hold it dear;
Hear the echoes of the music
Rising soft and clear.

Far and wide, etc.

There the ivy and the roses
Climb the old stone wall;
There the sweet enticing bird notes
Sound their magic call.

Far and wide, etc.

There the bonds of friendship strengthen
As her beauties charm;
We draw close to Alma Mater,
Trust her guiding arm.

Far and wide, etc.

- Adapted from Margaret Mason Young, 1899

SAINT MARY'S Calendar 1993-94

1993

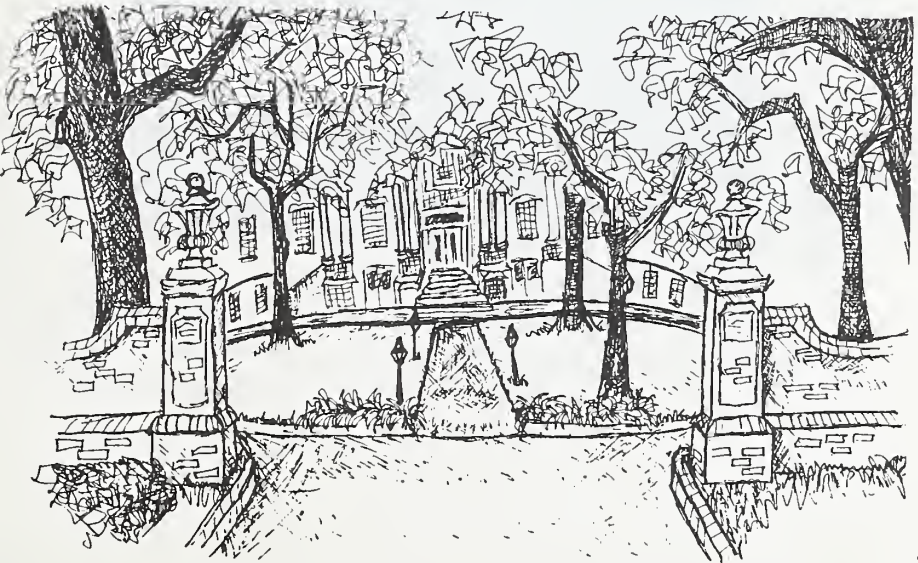
August 13, Friday.....	Workshop for R.A.s, SGA and Hall Assistants
August 13, Friday.....	Faculty Orientation
August 14, Saturday.....	Arrival of new students
August 15-16, Sunday-Monday.....	Orientation of new students
August 16, Monday.....	Arrival of returning students
August 17, Tuesday.....	Classes begin
August 21, Saturday - 9:00 - 1:00.....	Classes for High School - Closed Weekend
August 28, Saturday - 9:00 - 1:00.....	Classes for High School - Closed Weekend
August 30, Monday.....	Last day to add a class
September 1, Wednesday.....	Opening Convocation
September 3, Friday.....	Labor Day Holiday begins at 5:00 p.m.
September 6, Monday.....	High School Boarders return by Monday curfew
September 7, Tuesday.....	Classes resume at 8:00 a.m.
September 11, Saturday, 9:00-1:00.....	Classes for High School
September 14, Tuesday.....	Last Day to withdraw from a class without penalty
September 18, Saturday, 9:00-1:00.....	Classes for High School
October 2, Saturday - 9:00 - 1:00.....	Classes for High School
October 12, Tuesday - 9:00 - 1:00.....	Preliminary Scholastic Aptitude Test*
	(*Required of all 10th and 11th graders)
October 13, Wednesday.....	Fall Break begins at 5:00 p.m.
October 19, Tuesday.....	High School Boarders return by Tuesday curfew
October 20, Wednesday.....	Classes resume at 8:00 a.m.
October 29, Friday.....	Parents/Founders Day
November 1-5.....	Pre-Registration conferences
November 23, Tuesday.....	Thanksgiving Holiday begins at 5:00 p.m.
November 28, Sunday.....	High School Boarders return by curfew
November 29, Monday.....	Classes resume at 8:00 a.m.
December 7, Tuesday.....	Last Day of Classes
December 8, Wednesday.....	Reading Day
December 9-11, Thursday-Saturday.....	Exams
December 12, Sunday.....	Reading Day
December 13-15, Monday-Wednesday.....	Exams
December 16-January 3.....	Christmas Holidays

1994

January 4, Tuesday.....	Boarding Students Return after 2:00 p.m.
January 5, Wednesday.....	Classes resume at 8 a.m.
January 17, Monday.....	Martin Luther King Day Special Activities* (* Attendance Mandatory)
January 19, Wednesday.....	Last Day to Add a Class
January 19, Wednesday.....	Last day to remove incomplete grades from first semester
February 2, Wednesday.....	Last day to withdraw from a class without penalty
February 19-20, Saturday-Sunday.....	Mother-Daughter Weekend
March 11, Friday.....	Spring Holiday begins at 5:00 p.m.
March 20, Sunday.....	High School boarders return by Sunday curfew
March 21, Monday.....	Classes Resume at 1:00 p.m.
March 31, Thursday.....	Easter Holiday begins at 5:00 p.m.
April 4, Monday.....	High School boarders return by Monday curfew
April 5, Tuesday.....	Classes begin at 8:00 a.m.
April 4-8, Monday - Friday.....	Pre-registration Conferences
April 29, Thursday.....	Last Day of Classes, Honors Convocation
April 29, Friday.....	Reading Day
April 30 - May 6, Saturday - Friday.....	Exams
May 7, Saturday.....	Commencement
May 13-14, Friday-Saturday.....	Alumnae Weekend

Summer Session (tentative dates)

June 1 - July 1



College Student Government Association Officers



1993-94 College Student Government Association Officers

(Left to right) Front row: Laura Park - chairman of Judicial Board; Elsa Weber - chairman of Dorm Council; Jeannie Jackson - vice chairman of Judicial Board; Andrea Staunch - social chairman; Back row - Anna Whitley - vice president; Dee McCoy - president; Katie O'Neal - secretary/treasurer.

High School Student Government Association 1993-94



(Left to right) Front row: Beth Miller - secretary/treasurer; Margaret Rowell - vice president; Back row: Margaret Taylor - president; Katherine Watson - social chairman; Anne Connell - day student president.



Welcome!

I hope each of you feel fulfilled in your choice to attend Saint Mary's. The one virtue the Saint Mary's family seeks to instill is honor. As a result, our community must have a way of dealing with honor infractions such as: lying, stealing, cheating, plagiarism and upholding the school rules. We are not a perfect people, therefore, we need an honor code as a standard to help us live together and benefit the most from our education.

The Judicial Board consists of students, elected by peers, to help you administer your honor system. The administration has put a great trust in all of us, and we need your help and are open to working with you to fulfill this trust.

Respectfully yours,

Laura Brereton Park
Chairman of Judicial Board

The Honor System

The Student Government Association at Saint Mary's is based on the Honor Code. The emphasis on honesty is vital to the functioning of our self-governing school. The success of our Honor System depends upon each student's acceptance of the responsibility for her own honor and for the honor of the school. If a student breaks the Honor Code she is expected to report herself to the Chairman of the Judicial Board. When questioned, a student is expected to be truthful to any member of the community.

To show their support for the Honor Code, students may be required to take the following pledge or oath during classroom or special chapel activities.

THE PLEDGE:

I pledge that I have neither given nor received help on this test.

THE OATH:

With a clear understanding of all that the Honor Code implies, I pledge that I will uphold the highest standard of personal integrity in every phase of life at Saint Mary's, and I recognize and accept my responsibility for helping others to live up to that standard.

As a member of the Student Government Association, I pledge my loyal cooperation in fulfilling the responsibilities of student government at Saint Mary's.

The Chapel

The chief symbols of Saint Mary's affiliation with the Episcopal Church are the chapel and the chaplaincy. The College Chaplain, an Episcopal priest, officiates at regularly scheduled services.

Chapel services are highly participatory and planned by and for students. When many alumnae look back on their years here, it is the Chapel they remember as the heart of Saint Mary's. One early alumna described it as "the little brown chapel that we love." Though it's bigger now and painted white, it is still the Chapel we love.

All students are required to attend some Chapel services, but the schedule varies for high school boarders, college boarders and day students. Families and guests of students, including those from other communities of faith, are always welcome.

HIGH SCHOOL BOARDING STUDENTS have the most active chapel program with weekly required chapel. Students on campus are also required to attend our Sunday evening church service at 6:30 p.m. A complete schedule of chapel services is included in the orientation packet.

COLLEGE BOARDING AND DAY STUDENTS are required to attend monthly All Campus Chapels and are welcome at all other services. The religious life program for college students also includes Bible study, retreats and guest speakers on topics which students request. All Campus Chapels include, for example, Honor Chapel, Founder's Day, Thanksgiving, Christmas, Martin Luther King Jr. Day, the Bishop's visit and the Student Government induction.

CHAPEL POLICIES

1. Students may be excused from chapel in advance of a service by the Chaplain or the Dean of Students. No excuses will be issued retrospectively.
2. Each student must bring her chapel card which is collected by a Marshal.
3. Dress is formal for all chapel services (skirts or dresses).

CHAPLAIN'S OFFICE: The Chaplain's office is located in lower Smedes across from the side entrance of the Chapel. She is available for confidential, pastoral counseling.

Policies

DEAN'S AUTHORITY

The Dean of Students reserves the right to handle any disciplinary matter administratively. Students may be punished, suspended, or expelled by the Dean of Students for certain or repeated violations of Saint Mary's rules.

DRUG AND ALCOHOL POLICY

Saint Mary's aims to be an alcohol and drug free environment. The following policy statement supports and provides for such an environment: Use or possession of alcohol/drugs or being under the influence of alcohol/drugs under school jurisdiction (on or off campus) makes a student liable for dismissal.

Violation of this policy will be handled administratively on an individual basis. The faculty and administration will actively seek to identify students whose actions indicate that they may be using drugs or alcohol.

Possession, use, distribution or sale of alcohol and/or illegal drugs on campus is strictly prohibited. It is also prohibited to possess or display any container that once held an alcoholic beverage or any drug paraphernalia. Possession of containers or drug paraphernalia will indicate that consumption was the intent. Ownership of items found in dormitory rooms, or in cars on campus, will be attributed to all persons sharing that room or car unless one of the persons claims actual ownership.

Saint Mary's reserves the right to search rooms and cars parked on campus (locked or unlocked), with or without the student present.

ROOM/AUTOMOBILE SEARCHES

Saint Mary's reserves the right to conduct random searches of all dormitory rooms at any time and as often as possible as deemed necessary. Automobiles parked on the campus are also subject to search.

- A. Room searches may only be conducted by members of the Dean of Students staff.
- B. If a student has reason to believe that another student's room should be searched, she should contact the Dean of Students.
- C. Students' rooms should be kept locked at all times. No student should enter another student's room or ask Security to allow her to enter without the explicit permission of the person or persons living in that room.

SMOKING POLICY

High School Students: SMOKING BY HIGH SCHOOL STUDENTS IS PROHIBITED ON CAMPUS. Violation of this rule can lead to expulsion. High School students are prohibited from smoking in college dorm rooms.

College Students: Students are permitted to smoke ONLY in their room (if designated a smoking room) with the door closed. Smoking is prohibited in all other areas of campus.

HAZING

Hazing, on or off campus, will not be tolerated.

Section 14-35 of the North Carolina Code states the following:

Hazing: definition and punishment.

It shall be unlawful for any student in any college or school in the State to engage in what is known as hazing, or to aid or abet any other student in the commission of this offense. For the purposes of this section, hazing is defined as follows: "to annoy any student by playing abusive or ridiculous tricks upon him, to frighten, scold, beat or harass her, or to subject her to personal indignity." Any violation of this section shall constitute a misdemeanor punishable by a fine not to exceed \$500, imprisonment for not more than six months, or both. (1913, c. 169, ss. 1,2,3,4; CS, s4217; 1969, c.1224, s.1)

CLUBS AND INDIVIDUALS SHALL NOT: ENGAGE IN VINDICTIVE, DANGEROUS, OR PROFANE BEHAVIOR; HARRASS ANOTHER STUDENT; OR USE ABUSIVE OR PROFANE LANGUAGE TOWARDS ANOTHER STUDENT. THE USE OF ALCOHOLIC BEVERAGES IS STRICTLY PROHIBITED DURING CLUB EVENTS OR INITIATIONS.

Violation of these regulations will result in the suspension of a club on campus, and individuals will be subject to administrative disciplinary action.

Disciplinary Boards and Procedures

THE JUDICIAL BOARD

1. The Judicial Board is composed of a chairman, a vice chairman, representatives from each class and the day students, and three faculty members. A quorum consists of four students and two faculty members.
2. The Judicial Board makes recommendations on cases including, but not limited to:
 - a. dismissal of a case
 - b. assigning a student to community service
 - c. placing a student on probation
 - d. suspension
 - e. expulsion of a student.

The Judicial Board always reserves the right to turn down a case for lack of evidence.

3. The Judicial Board will handle each case individually, taking into consideration the circumstances under which the infraction occurred and whether or not the student voluntarily turned herself in.
4. Recommendations of the Judicial Board will automatically be referred to a Review Committee for a final decision regarding the case. A student appearing before the Judicial Board will only be told of the recommendation of the Judicial Board after a decision has been reached by the Review Committee. The Review Committee is composed of the President of the College, the Dean of Students, the Dean of the College and the Chairman of Judicial Board.
5. A student who has been suspended for the remainder of the semester, and who desires to return, must make a request for readmission for the next semester to the readmissions committee.
6. An expelled student **MAY NOT RETURN** to Saint Mary's and her file may show that she was required to leave the college for disciplinary reasons.
7. Once final exams have commenced, honor offenses will be handled administratively, rather than by the Judicial Board.
8. When issued a penalty from the Judicial Board or the Dean of Students, a student will not be allowed to participate in the following for the duration of the punishment:
 - a. sports
 - b. club functions, walks or initiations
 - c. tryouts for campus organizations.
9. Once the penalty has been decided and the student notified, the punishment

will begin immediately. No exceptions will be made to this rule.

10. Saint Mary's students are expected to exemplify appropriate behavior at all times when appearing before the Judicial Board.

JUDICIAL BOARD OFFENSES

Violations of the following offenses are considered very serious and may carry the heaviest possible penalties: suspension or expulsion. While these penalties are not automatic in such cases, they will be considered as punishment for a Judicial Board offense.

At the discretion of the Dean of Students, a student may be sent to Judicial Board for the following reasons:

- a. Cheating, lying and plagiarism (see definitions, pp. 16-17).
- b. Use and/or possession of alcohol or illegal drugs or drug paraphernalia.
(Saint Mary's reserves the right to search any dorm room, car or student)
- c. Hazing, on or off campus.
- d. Fraudulent use of credit cards, the telephone, identification cards or checks.
- e. Possession of empty or full beer, wine coolers, wine, champagne or liquor bottles or cans in a dormitory room or any other place on campus.
- f. Willful and/or repeated violation of Saint Mary's rules.

High school parents are notified by the Dean of Students of the results of a Judicial Board case when a student is found guilty.

NON JUDICIAL BOARD OFFENSES

1. Saint Mary's may require the immediate withdrawal of any student who:
 - a. poses a danger to the health and safety of the Saint Mary's community or herself
 - b. fails to fulfill the required financial obligations to Saint Mary's
 - c. violates probation imposed by Saint Mary's for failure to follow the class attendance policy
 - d. subjects Saint Mary's to a lawsuit due to her actions.

APPELLATE PROCEDURE

To appeal a Judicial Board decision, a student must do the following:

1. Notify the Dean of Students in writing within 24 hours of the Judicial Board decision. The written appeal must state the grounds for the appeal (i.e., new evidence to be presented). A student who has been expelled may appeal automatically.
2. The Dean of Students will convene a Review Board to hear the appeal if

there are appropriate grounds. This Review Board consists of the Dean of Students, Chairman of Judicial Board, President of SGA and one faculty representative to the Judicial Board.

3. A student may appear before the Review Board in person or submit a written statement.
4. The Review Board may summon any witness it deems appropriate.
5. Decisions of the Review Board are final.
6. In unusual circumstances, the President may substitute a special Review Panel to review Judicial Board decisions. This panel will consist of the President, the Dean of the College and the Dean of Students. Decisions of this panel are final.

THE DORMITORY COUNCIL

1. The Dormitory Council is composed of a chairman, the high school vice president who acts as secretary, a representative from each class, the Dean of Students and a faculty representative.
2. **Procedures:**
 - a. Students must write up an incident report form for any rule violation and give it to the Resident Director.
 - b. The Resident Director will keep a record of penalty points. (See Point System, p. 16)
 - c. Once a student has reached her maximum points, the Resident Director will notify the Dean of Students, who will review the report and send it to Dorm Council for action.
3. A student who has appeared before Dorm Council will automatically be sent back to the Council for disciplinary action if she violates another rule.
4. Each student begins each new semester with a clean slate of penalty points.
5. Saint Mary's students are to exemplify good behavior at all times when they appear before Dormitory Council.



THE POINT SYSTEM

The following offenses carry penalty points. If a student accumulates 10 points, she must appear at Dorm Council.

High School Boarding Students

Lateness for curfew: every minute late	= 1 point
Disruption of quiet/study hours	= 5 points
Unexcused hall meeting cut	= 5 points
Failure to sign in/out	= 5 points
Lights out violation (11th-grade only)	= 5 points
Unexcused chapel cut	= 5 points
Unexcused assembly cut	= 5 points
Inappropriate behavior	= 5 points

High School Day Students

Unexcused day student meeting cut	= 5 points
Unexcused all-campus chapel cut	= 5 points
Unexcused assembly cut	= 5 points
Inappropriate behavior	= 5 points

College Boarding Students

Unexcused all-campus chapel cut	= 5 points
Unexcused assembly cut	= 5 points
Disruption of quiet/study hours	= 5 points
Unexcused hall meeting cut	= 5 points
Inappropriate behavior	= 5 points

DEFINITIONS

1. **Campused:** a penalty in which a student must remain on campus at all times unless granted permission by the Dean of Students. The student may not have any off-campus visitors except parents.
2. **Cheating:** Cheating is deliberately taking and using another person's ideas or work, or using unauthorized materials during tests, quizzes or examinations, either inside or outside of the classroom.
3. **Expulsion:** a penalty recommended by the Judicial Board or Dean of Students which requires a student to leave Saint Mary's permanently. Students who have been expelled are not allowed on campus without permission from the Dean of Students. Saint Mary's may request a parent conference when a student is expelled. A student must leave campus the same day she is expelled. If a student is delayed in leaving, she must wait for her ride in the Health Center.

4. **Lying:** Lying is telling a deliberate falsehood to any member of the Saint Mary's community, or knowingly allowing a falsehood to stand.
5. **Plagiarism:** Plagiarism is the use of other people's words, phrases, ideas or opinions without giving proper credit. It is a serious academic offense and may constitute an honor offense. It is always better to give too much credit than too little. Plagiarism normally falls into the following categories:
 - a. Copying word-for-word another's writing without quotation marks and correct identification by footnote or textual reference
 - b. Paraphrasing from the source using the author's basic sentence structure with some words added, omitted or changed
 - c. Putting together a patchwork of phrases and words taken at random from one or more sources
 - d. Using facts, ideas or opinions in your own words or the author's without giving proper credit in standard form. Standard form will be defined by the instructor for that discipline.

(Offenses covered in letter a. above constitute cheating and clearly violate the Honor Code. Offenses covered in letters b., c., and d. are of a serious academic nature, but are not considered to be honor violations. The disposition of such cases lies within the discretion of the instructor involved.)

6. **Probation:** a penalty recommended by the Judicial Board, Dormitory Council or Dean of Students which places a student's behavior under close scrutiny for a specified period of time. Breaking any rule while on probation may result in suspension or expulsion. Saint Mary's may request a parent conference when a student is placed on probation.
7. **Stealing:** Stealing is taking and keeping, without permission of the owner, anything that belongs to someone else. This includes taking Saint Mary's property.
8. **Strict Probation:** a penalty recommended by the Judicial Board or Dean of Students which places a student's behavior under the closest scrutiny for a period of time. Violations of ANY rule or regulation while on strict probation (this includes cutting any required activity) may result in expulsion.
9. **Suspension:** a penalty recommended by the Judicial Board or Dean of Students which requires a student to leave Saint Mary's for a specified period of time. There may be an academic penalty, and a student is responsible for making up all work to be made up, provided faculty members permit work to be made up. Students are not allowed on campus during the period for which they are suspended without permission from the Dean of Students. Saint Mary's may request a parent conference when a student is suspended. When a student is suspended, she must leave campus that same day or make special arrangements with the Dean of Students.

Student Dormitory Officers

RESIDENT ASSISTANTS

Resident Assistants (RAs) at Saint Mary's hold a staff position in the Dean of Students office under the direct daily supervision of their Resident Director. An RA resides in a dormitory on a floor assigned to her.

A Resident Assistant is expected to present herself as a positive role model, a sensitive, caring, non-judgmental member of the campus community, and as a staff member who has been charged with major responsibilities for the development of a positive living and learning environment on her hall. Her position is one of the utmost importance to the college community.

1. Project a professional attitude toward the RA position and be a positive role model at all times. Maintain strict confidentiality and serve as a liaison between the Resident Director and the students, faculty and staff.
2. Be visible to the students on your hall. Supervise the hall assistants, and assist the Resident Director in all facets of dormitory life.
3. Inform students of all rules, regulations, fire and safety procedures and precautions, and accurately communicate all information.
4. Affirm your commitment to the Saint Mary's Honor Code both verbally and by your actions. Be consistent and fair. Insure students' awareness and understanding of the Judicial Board, Dorm Council and penalty system. Confront students when necessary and report all violations to the appropriate persons.
5. Challenge students to accept personal responsibility for hall and dorm rules and regulations, academic work and personal health and safety.
6. Project an enthusiastic attitude toward all campus activities, athletics, required assemblies, chapels, study hall and meetings. Actively participate.

HALL ASSISTANTS

Hall Assistants at Saint Mary's hold a staff position in the Dean of Students office under the direct daily supervision of the Resident Director and Resident Assistant. A hall assistants resides in a dormitory on a floor assigned to her. Hall Assistants work directly with the students in all phases of campus life and assist the RA and Resident Director.

Academic Regulations

Saint Mary's catalogs list all academic regulations and requirements. Students should familiarize themselves with these requirements in order to plan their academic program.

The academic sections of the catalogs include additional information about course requirements, academic load, transfer of credit from other institutions, registration procedures, examinations, the grading system, grade point average (G.P.A.) and requirements for graduation.

If you do not have a copy of the high school or college catalog, they are available in the admissions office.

STUDENT RECORDS

To comply with the Family Education Rights and Privacy Act of 1974, commonly known as the Buckley Amendment, Saint Mary's College has established the following policy regarding access to student records.

Information in student files may be made available to the following people: (1) Saint Mary's College officials; (2) officials at other schools where a student seeks to enroll; (3) certain Federal or State officials; (4) anyone involved in a student's financial aid matters; (5) accrediting organizations; (6) parents of dependent students; (7) to comply with a judicial order or subpoena; (8) to certain parties in a health or safety emergency. Information will not be released to others without the consent of the student.

A student may have access to her official records and files, excluding parents' financial records and confidential letters of recommendation, by making a request with the appropriate department. A student may discuss concerns regarding information in her personal file with the Dean of Students, who will review the information with the appropriate department. Student records are kept in the admissions office, business office, guidance office, dean of students office, registrar's office, college relations office, the student activities and housing office, the health center and with individual faculty members as advisors and instructors.

Saint Mary's may make public certain "directory information," including name, home and school address and phone number, date and place of birth, extracurricular activities, date of attendance, previous institution attended, degree, awards and honors. Any student who wishes that any of this information not be released should notify the Registrar or the Director of College Relations.

FULFILLMENT OF REQUIREMENTS

Required Courses. All required courses must be attempted at Saint Mary's. Possible exceptions will be considered on an individual basis by the Dean of the College. A student who is unable to complete her graduation requirements in the normal length of the program may be allowed to return for the following semester to complete her degree under the requirements of the catalog under which she originally entered. Should additional time be required, she must comply with the requirements stated in the catalog at the time of her graduation.

Tailored Curriculum. All students should, with the assistance of their advisor, check carefully the requirements of the institution in which they plan to enroll upon graduation from Saint Mary's. Any student who plans to pursue a degree with specialized basic course requirements that cannot be completed in two years in conjunction with the Associate in Arts degree at Saint Mary's may request a curriculum tailored to her particular needs.

Residence. A candidate for the high school diploma must be enrolled as a full-time student during her 12th-grade year. A candidate for the Associate in Arts degree must be enrolled as a full-time student during her college sophomore year unless, because of unusual circumstances, the Dean of the College gives her permission to enroll part-time.

Transfer of Credit from Other Institutions. Freshmen may transfer a maximum of nine semester hours from an accredited college or university (ten semester hours, if a laboratory science or one semester of physical education is included). The limitation of nine semester hours does not apply to hours earned at Saint Mary's College. A student entering Saint Mary's as a sophomore would be permitted to transfer a maximum of 32 semester hours. No enrolled student may assume that she will receive credit for work completed at other institutions unless she has a written statement from the Dean of the College saying what credit will be accepted.

Summer School. A student at Saint Mary's planning to attend summer school at another institution can only be certain that she may transfer the credit to Saint Mary's if she gets written authorization in advance from the Dean of the College. Without prior approval, the Dean will decide whether or not to award credit after the transcript and a course description are submitted and evaluated.

Grade Transfer. A minimum grade of "C" must be earned on all work accepted for transfer credit. Transfer grades are recorded as earned but will not be included in the computation of the student's grade point average. Thus, a student may not use grades earned at another institution to improve her grade point status at Saint Mary's.

Academic Load. The normal load for a college student planning to graduate with a degree in two years is 16 hours per semester. The minimum academic load is 13 semester hours and the maximum load is 18 semester hours. Written permission of the Dean of the College is required for any variance from these limits, such as an underload (less than 13 hours) or an overload (more than 18 hours).

All high school students are required to carry a minimum load of five academic units per year. High school religion and physical education are required in addition. Any deviation from the normal academic load must be approved by the Dean of the College.

In summer school, a student may carry a maximum of six semester hours in either session.

REGISTRATION PROCEDURES

Registration Period. Towards the end of each semester, after consulting with their advisors, students register for the subsequent semester. This registration must be validated at the beginning of the next semester. New students must register during the stated registration period at the beginning of each semester.

Adding Courses. A student may add a course during the first two weeks of a semester.

Withdrawal from Courses - First Four Weeks. A course may be dropped within the first four weeks of a semester without penalty. No grade is recorded on the permanent records.

Withdrawal Passing. After four weeks, a student who is passing a course may, with the permission of her advisor and the Dean of the College, withdraw from the course. "Withdrawal Passing" is recorded on her permanent record.

Withdrawal Failing. After four weeks, a student who is failing a course and wishes to withdraw may do so only with the written permission of her advisor and the Dean of the College. In this case, hours attempted are averaged into her grade point average and "Withdrawal Failing," is recorded on her permanent record.

Medical Withdrawal. A student may be allowed to drop a course for medical reasons. Such permission may be granted by the Dean of the College upon the written recommendation of the student's medical advisor. "Withdrawal Medical" is recorded on her permanent record. If a physical education course is dropped for medical reasons, it will not have to be retaken.

Auditing Courses. Any student wishing to audit a course may do so with the permission of the instructor. Because of the work which may be required of the auditor by the instructor, any course audited is counted in the student's total academic load.

Repetition of Courses. Should a student repeat a course in which a grade of "D" or "F" was earned, both grades are recorded on the permanent record. Although credit hours can be awarded only once, all semester hours attempted and all grade points earned are included in the computation of the grade point average.

CLASS ATTENDANCE

HIGH SCHOOL:

1. High school students are allowed **NO UNEXCUSED ABSENCES**. The penalty for an unexcused absence is:
 - first offense - warning
 - second offense - placed on attendance probation
 - third offense - asked to leave Saint Mary's.
2. Parents will be informed when a high school student misses class.
3. Any high school student who begins a pattern of nonattendance will be placed on class attendance probation. Further absences will be grounds for required withdrawal from Saint Mary's.
4. High school students enrolled in a college-level course for college credit may follow the absence policy set for college students in that course. College students enrolled in a high school-level course must follow the no-cut policy of high school students in that course.

COLLEGE:

No attendance policy is set by the college for college students. The policy is left to each individual faculty member. It is each student's responsibility to know and follow the guidelines in each class.

GENERAL

1. Saint Mary's **NEVER** closes because of snow or icy road conditions. Day Students are expected to make all reasonable efforts to be present on such days. Day Students who are unable to attend class because of adverse weather conditions are to bring a written note of explanation to the Day Student Coordinator.
2. The policy on absences from laboratory classes will be determined by the individual instructor.
3. Under no circumstances will a class be dismissed on the basis of limited attendance.
4. If an instructor has not arrived 15 minutes after the scheduled announcement of a class, students may sign a roll and leave, unless otherwise instructed.
5. No unexcused absences are permitted during the summer school session.

ABSENCES REQUESTED BY PARENTS FOR HIGH SCHOOL STUDENTS

Absences requested by parents for vacation, extended travel, service as a legislative page, early rides or flights home for holidays, etc. must be arranged with the faculty prior to the absence. An excuse may then be picked up in the Dean of of the College's Office. Only then is the absence approved. Such absences are believed to be detrimental to the student's academic progress and are, therefore, discouraged. It is the responsibility of the student to make up all work missed, and the work must be completed according to whatever schedule the faculty member considers appropriate. If any faculty member disapproves, the absence will not be excused.

EXCUSED ABSENCES

Student requests for excused absences will be considered by the appropriate official as listed below:

1. The health center will issue excuses for absences incurred by students who were:
 - a. consulting the physician or nurses
 - b. confined because of illness
 - c. sent home because of illness.
2. The Dean of the College will issue excuses for absences incurred because of:
 - a. official school business
 - b. campus emergencies such as power failures, accidents, etc.
 - c. special occasions such as family weddings, funerals, court appearances, etc.
3. The Day Student Coordinator will issue excuses for absences incurred by day students for the reasons listed in number 2. above and day student illness.
3. In cases when a parent requests that a student miss a class for reasons other than medical or family emergency, the Dean of the College will issue a Parental Request Excuse if the faculty involved approve the absence in advance. It is up to each individual faculty member whether the absence will be counted as excused or unexcused. This means that faculty members may choose not to allow students to make up the work they have missed.
4. The Dean of the College will consider all absences caused by extraordinary circumstances not covered above.

Excuses should be presented to the Dean of the College for approval within three consecutive days following the student's return to campus. The student's failure to do this will result in the absence being recorded as unexcused. All excuses from the Dean of the College's Office and the Health Center should be presented to the faculty the following day.

GRADE POINT AVERAGE

In courses carrying academic credit, grade points are awarded as follows in accordance with the value of the grades earned:

- A - 4 grade points per semester hour
- B - 3 grade points per semester hour
- C - 2 grade points per semester hour
- D - 1 grade point per semester hour
- F - 0 grade points per semester hour
- WF - 0 grade points per semester hour

Some college courses (as designated in the course description) and some sections of high school courses (as designated in the class schedule each semester) are considered to be honors classes for high school students. A high school student, whether she is taking the course for high school or college credit, would earn grade points in an honors class as follows:

- A - 5 grade points per semester hour
- B - 4 grade points per semester hour
- C - 3 grade points per semester hour
- D - 2 grade points per semester hour
- F - 0 grade points per semester hour
- WF - 0 grade points per semester hour

The Grade Point Average (G.P.A.) is determined by dividing the number of grade points earned by the number of semester hours attempted, whether passed or failed. G.P.A.s are computed at the end of each semester, not at mid-semester. To compute G.P.A. add up the number of hours attempted (usual college load is 16 hours), then add up grade points earned (an A is worth 4 GPs per hour, so in a three-hour course you would earn 12 GPs for that course; a B is worth 3 GPs per hour or 9 GPs and so forth.) Divide your hours attempted into GPs.

For example:

Your Hours:	Biology	4 hours
	English	3 hours
	Philosophy	3 hours
	Spanish	3 hours
	Art	2 hours
	P.E.	<u>1 hour</u>
		16 hours

Your Grades:	C in Biology	=8 GPs
	C in English	=6 GPs
	C in Philosophy	=6 GPs
	B in Spanish	=9 GPs
	A in Art	=8 GPs
	A in P.E.	<u>=4 GPs</u>
		41 GPs

Your GPA: 41 grade points divided by 16 hours = 2.56 G.P.A.

High school students follow the same procedure. (Most academic courses carry 3 hours)

High School Day Students

Day Students are an integral part of the Saint Mary's community. As individuals, they take part in clubs, teams and activities. As a group, they are represented in the Student Government Association by the Day Student President. Day Students should contact the Day Student Coordinator if they have comments, questions or concerns. Excuses for missing required activities should be given to the Day Student Coordinator.

1. Each day, upon arrival on campus or at least 10 minutes before her first class, a Day Student is required to check in on the attendance sheet in the office of the Day Student Coordinator. When a student does not check in, her parents will be notified. Failure to adhere to this policy will result in disciplinary action by the school.
2. If a student leaves campus during the course of the academic day (8:00 a.m. - 4:00 p.m.) she must check out at the office of the Day Student Coordinator. Upon return to campus, she must check in at the office of the Day Student Coordinator.
3. A Day Student must have a permission slip on file in the Day Student Coordinator's office before she can leave campus in a vehicle driven by another student or anyone other than a driver designated by her parents.
4. Day Student must attend assemblies, all Day Student meetings, required all-campus chapel services and other required activities as they are announced.
5. Day Students may park on campus. Parking stickers may be purchased in the Business Office for \$50 per year. Parking stickers allow students to park in any authorized student area on campus.
6. On returning from an illness or emergency absence, a Day Student must bring to the Day Student Coordinator a written explanation from her physician or parent. Failure to bring this note

on the day of return will mean that the absence is unexcused.

7. Day Students may spend the night in the high school dormitory with the permission of the Resident Director. If a Day Student breaks any rule, she is subject to the same penalty as her hostess. If a Day Student is not spending the night, she must leave the dormitories by curfew. Day Students are expected to pay for all meals eaten in the Dining Hall.

8. Day Student Area in the Student Center:

- a. Each student is responsible for taking care of the furniture and keeping the area clean.
- b. Hours: 7:30 a.m. - 8 p.m.
- c. Saint Mary's is not responsible for lost or stolen items.

9. Day Students must check their mailbox daily.

10. **Smoking Policy:** In order to provide a healthy environment for high school students, **SMOKING BY HIGH SCHOOL STUDENTS IS PROHIBITED ON CAMPUS.** Violation of this rule can lead to dismissal. High school students are not allowed to smoke in college dormitories.

10TH-GRADE PROGRAM

Special rules, if any, will be communicated directly to the 10th-grade students. Rules for Day Students (stated above) are to be followed.

College Day Students

College Day Students are an integral part of the Saint Mary's community. College Day Students are strongly encouraged to attend all college functions including Day Student meetings, assemblies, all-campus chapels and other activities of interest to them. As individuals, Day Students take part in clubs and other activities. As a group, they are represented in the Student Government Association by the Day Student President.

1. Day Students may park on campus. Parking stickers may be purchased in the Business Office for \$50 per year. Parking stickers allow students to park in any authorized student area on campus.
2. Absences for college students are handled by the individual faculty member.
3. Day Students may spend the night in a dormitory with the permission of the Resident Director. If a Day Student breaks any rule, she is subject to the same penalty as her hostess. If a Day Student is not spending the night, she must leave the dorms by dorm closing. Day Students are expected to pay for all meals taken in the Dining Hall.
4. **Day Students must check their campus mailbox daily.**
5. Day Student Area in the Student Center:
 - a. Each student is responsible for taking care of the furniture and keeping the area clean.
 - b. Hours: 7:30 a.m. - 8 p.m.
 - c. Saint Mary's is not responsible for stolen or lost items.
 - d. No smoking is permitted in the Day Student lounge.

Rules for College Boarders

A. SMOKING POLICY

College students are permitted to smoke **ONLY** in their room (if designated a smoking room) with the door closed. Smoking is prohibited in all other areas of campus. Cigarette butts and ashes should be disposed of in appropriate containers.

College students should be aware that smoking is prohibited for all High School students on campus. College students will be subject to disciplinary action for allowing High School students to smoke in their room.

B. SOCIAL RULES

Saint Mary's College students enjoy the privilege of Self Determining Hours.

Dorms will be locked for security reasons at the following times:

Dorm Closing Hours:

Sunday-Thursday	1:00 a.m.
Friday-Saturday	2:00 a.m.

If a student returns to campus after the dorms have closed, she must report to the Security office and show proper Saint Mary's ID or Driver's License. There will be a \$10 fine for students who do not show proper ID. Students have 24 hours to pay the fine to the Dean of Students office.

In case of an emergency, students **must** notify Security if they need to leave the building after closing. Security will unlock the building. It will be an honor offense for a student to leave a building after hours without having first notified the proper authorities.

PGPC RULES

PGPC students enjoy the same social privileges and abide by the same rules and regulations as all Saint Mary's College students. However, poor academic performance could result in restricted social privileges.

C. DORMITORY REGULATIONS

Ordinarily students attending Saint Mary's live in the dormitories or with their parents or a guardian appointed by their parents in the Triangle area. Exceptions to these living arrangements must be approved in advance by the Dean of Students and the Dean of the College.

Resident Directors are responsible for seeing that the dormitories are clean, quiet places in which to live, relax and study. **STUDENTS ARE TO ABIDE BY THE RESIDENT DIRECTOR'S SUGGESTIONS, REQUESTS AND DECISIONS AS THEY WOULD THE DEAN OF STUDENTS. DISPUTES WILL ULTIMATELY BE DECIDED BY THE DEAN OF STUDENTS, BUT UNTIL THEY ARE, STUDENTS WILL ACCEPT THE DECISION OF THEIR RESIDENT DIRECTOR.**

The Resident Assistants and Hall Assistants assist the Resident Directors and help students adjust to residential student life. They are to serve as role models and counsel students with problems, either personally or by referral to the appropriate staff member.

1. QUIET/STUDY HOURS

Reasonable quiet shall be observed in the dormitories at all times in consideration of those trying to study or sleep. Quiet hours shall be observed during study hours from 7:30 p.m. to 7:00 a.m. Sunday-Thursday and from 12:00 midnight to 7:00 a.m. Friday and Saturday. Moderate quiet shall be observed during morning class hours. Radios, stereos, televisions or musical instruments must not be heard outside the room during quiet hours. Twenty-four hour quiet hours will be observed during exam periods. Those not observing quiet hours will be assigned penalty points and will be subject to Dormitory Council action.

Rules for High School Boarders

A. GENERAL RULES

1. Home permission forms must be turned in to the Dean of Students Office prior to the beginning of school. Home permission gives the student the right to go home without calling the school. All other weekends away from campus necessitate a parent call to the Resident Director. Calls to give permission must be made to the Resident Director between the hours of 7:30 p.m. - 10:30 p.m. Calls must be received by Thursday. A student must notify her Resident Director if she changes addresses after she leaves for the weekend. Failure to do so is an Honor offense.
2. No high school student may spend the night in a college dormitory.
3. Closed weekends for High School students: All boarding high school students are required to remain on campus, that is, they may not leave Raleigh on a closed weekend. The following weekends are closed: August 20-22 and August 27-29. Special activities are planned for the closed weekends. Students will be permitted to leave campus if they are participating in a school function or school trip.
4. Students who have been in the Health Center have a 7:30 p.m. curfew that evening, including Friday nights. The student is to remain in her room after Study Hall. No extended lights will be permitted.
5. **Curfews following school dances:**
 - SENIORS** will have a 2:30 a.m. curfew unless parents give special overnight permission for the night of the dance.
 - JUNIORS** will have a 2:00 a.m. curfew. Those attending the dance may not take an overnight.
 - Those students not attending the dance** should consider this a regular weekend.
6. For security reasons, students who wish to leave Smedes prior to 8:00 a.m. must use the back door.
7. Study Hall is required of all High School students from 7:30 - 9:30 p.m. in their dormitory room, Monday - Thursday.

8. Any high school student who has not cut assembly, chapel, or hall meetings; has received no points on the hall for the week and has exhibited good behavior across campus and lived up to all rules set forth in this handbook may leave campus after her last class on Friday. Failure to not abide by the school rules will result in no earned weekend privilege.

9. Telephone use after 12 midnight is prohibited. Students violating the midnight telephone deadline will be subject to discipline by the Dean of Students.

10. DEFINITIONS AND PUNISHMENTS FOR CURFEW VIOLATION

Illegal late evening privilege - leaving campus after 9:30 p.m.:

first offense: 1 week strict campus

second offense: 2 weeks strict campus

third offense: possible dismissal from school.

Illegal overnight - leaving campus after curfew:

first offense: 2 weeks strict campus

second offense: sent to Judicial Board

third offense: possible dismissal from school.

11. Students not graduating must have their belongings packed and rooms cleaned and must leave campus after their final examination in the spring semester. Only graduating students or those assisting with graduation exercises may stay in the dormitories after the examination period.

12. High School students must have parental permission to travel more than 30 miles from Raleigh.

B. SMOKING POLICY

In order to provide a healthy environment for high school students, **SMOKING BY HIGH SCHOOL STUDENTS IS PROHIBITED ON CAMPUS.** Violation of this rule can lead to dismissal. High School students are not allowed to smoke in the college dormitories.

C. SOCIAL/DATING RULES

1. 11th-Graders*:

- a. 11th-graders must sign out whenever they leave campus and sign back in by 7:00 p.m., Monday - Thursday.
- b. 11th-graders must be on their hall by 11 p.m., Sunday-Thursday and by 12 midnight, Friday and Saturday. Lights out for 11th-grade students is 12 midnight, Sunday-Thursday.
- c. If, at any time, a student realizes that she will be late, she should call her Resident Director immediately.
- d. Eleventh-graders must return to campus by:
 - Sundays - 9:30 p.m.
 - Holidays - curfew.
- e. At the end of first semester, students with a 3.0 G.P.A. earn the right to extended late privileges for having clean room inspections.

2. 12th-Graders*:

- a. Twelfth-graders must sign out whenever they leave campus and sign back in when they return by 7:00 p.m., Monday-Thursday.
- b. Twelfth-grade students must be on their hall by 11:30, Sunday - Thursday, and by 12:30 a.m., Friday and Saturday.
- c. If, at any time, a student realizes that she will be late, she must call her Resident Director immediately.
- d. Seniors must return to campus:
 - Sundays - 10:30 p.m.
 - Holidays - curfew.

***Once a student is over one-half hour late for her curfew, her Resident Director will call her parents to notify them of her absence.**

SENIOR PRIVILEGES

The purpose of this tradition is to reward seniors for their years at Saint Mary's. Senior privileges are not to be seen as rights or superiority of rank.

- 1. Lights out:** Seniors are allowed to turn lights out at their own discretion, however, they are encouraged to turn their lights out at midnight to ensure a proper night's sleep.
- 2. Late evening privilege:** Seniors have permission to leave campus after Study Hall and return by curfew (9:30-11:30 p.m., Monday-Thursday). This privilege is earned with four consecutive clean room inspections.

D. DORMITORY REGULATIONS

Ordinarily students attending Saint Mary's live in the dormitories or with their parents or a guardian appointed by their parents in the Triangle area. Exceptions to these living arrangements must be approved in advance by the Dean of Students and the Dean of the College.

Resident Directors are responsible for seeing that the dormitories are clean, quiet places in which to live, relax and study. STUDENTS ARE TO ABIDE BY THE RESIDENT DIRECTOR'S SUGGESTIONS, REQUESTS AND DECISIONS AS THEY WOULD THE DEAN OF STUDENTS. DISPUTES WILL ULTIMATELY BE DECIDED BY THE DEAN OF STUDENTS, BUT UNTIL THEY ARE, STUDENTS WILL ACCEPT THE DECISION OF THEIR RESIDENT DIRECTOR.

The Resident Assistants and Hall Assistants assist the Resident Directors and help students adjust to residential student life. They are to serve as role models and counsel students with problems, either personally or by referral to the appropriate staff member.

1. DORMITORY ROOMS

1. Saint Mary's expects that student rooms be kept clean. The Resident Director inspects High School dorm rooms daily. The

2. DORMITORY ROOMS

1. Saint Mary's expects that student rooms be kept clean. The College reserves the right to inspect student rooms at any time. Any damage to rooms will be charged to the students in the room. Students who do not comply with the rules set down for closing at breaks will be campused upon return.
2. Students may have one refrigerator (not to exceed 4 cubic feet) per room. No hot plates, toaster ovens, sun lamps or microwave ovens are allowed. Illegal appliances will be confiscated.
3. No pets of any kind are permitted in the dormitories. This includes aquatic animals. Violation of this policy will be handled by the Dean of Students.
4. No firearms or knives are allowed on campus. If found, such items will be confiscated.
5. Furniture may not be brought from home or moved from any room. Structures intended for lofts are prohibited. Area rugs or throw-rugs are recommended because of the difficulty of measuring rooms for wall- to-wall carpet. The school provides each student with a bed (standard single), dresser, mirror, desk and chair.
6. Signs and public property such as speed limit and street signs, commercial advertising signs, rural mailboxes, etc. are prohibited from dorm rooms. Possession of such stolen property violates North Carolina laws.
7. There are cork strips and/or bulletin board type areas in the rooms. Students must use these to attach all posters and articles. Nothing is permitted to be tacked, nailed or taped to the walls, woodwork, doors or ceilings. Wall hangings are not permitted.
8. It is suggested that students purchase an outlet strip with a 15 amp circuit breaker. This will prevent the multiple use of extension cords in a room.
9. Cinder blocks are not allowed to prop up school-owned furniture, including beds.
10. Students are not permitted to burn incense or candles in dormitories.
11. The housekeeping staff provides weekly service to the bathrooms, halls and lobbies. Personal belongings and shower toiletries must be removed from these areas on cleaning days to facilitate cleaning.

3. DAMAGE TO ROOMS

The cost of damage caused to rooms (i.e., markings on walls, furniture, floors or doors; broken furniture and/or fixtures) will result in the loss of a student's room deposit.

4. LOCKING ROOMS/ROOM KEYS

Students must lock their room doors whenever they are not in their rooms, and must carry their keys with them. A fine will be imposed when Saint Mary's has to unlock a student's room (first offense - \$5; second offense - \$10).

Students who lose their key may obtain a new one from the Buildings and Grounds Office for \$5.

5. ROOM CHANGES

All room changes will be made only after students have received permission from the Director of Student Activities and Housing. To move without permission is a serious dormitory offense. Since learning to live with students from many different backgrounds is one of the goals of residence life, students are encouraged to work out their difficulties before requesting a change.

- a. Students will be allowed to change rooms the week prior to Fall Break, Christmas Break and Spring Break.
- b. If a student feels that a room change is necessary for her own personal growth and adjustment, such requests may be made through the Director of Student Activities and Housing. All necessary moves are dependent upon available space as well as the mutual consent of all parties involved. Each student must be aware that when she requests a room change, she must be the one to move.
- c. Once a room change has been approved, a student has 24 hours to completely move from one room to another. Students must exchange keys with the Buildings and Grounds Office.
- d. Once a student has changed rooms, the room will be inspected, and the student will be charged for any and all damages. It is important that rooms be left in the exact order in which they were found when the student moved in.
- e. When situations warrant, Saint Mary's reserves the right to move students from room to room. Students do not have the right to refuse such a change.

6. GUESTS/DATES/VISITORS

1. Fathers, brothers, dates ARE NOT PERMITTED IN LIVING AREAS EXCEPT on the opening and closing days of the school year, at the beginning of each vacation period, on Parents Weekend or by special permission of the Resident Director on that hall.
2. Men are allowed in dormitory parlors from 7 p.m.-10 p.m. and in the Student Center lounge until dorm closing. Dates are expected to abide by all the rules of Saint Mary's while on campus. Men must leave campus by dorm closing. Parking is limited to visitor areas in front of Smedes and Cruikshank.
3. Students may have a female guest stay free of charge on weekend nights. All guests must be pre-registered in the dormitory in which they are staying and must observe all regulations that relate to the hostess. The hostess receives any penalty accumulated by her guest. Day students and female relatives of students may stay in the dorms free of charge.

D. BICYCLES

Bicycles may not be stored in dormitory rooms or hallways or other College buildings. All bikes must be locked to the bike racks located in front of the security office and near Penick. A student will be fined \$25 if her bike is found in the dorm.

E. TELEPHONES

1. Switchboard hours are 8:30 a.m.-4:30 p.m., Monday-Friday.
2. Students are NOT to call the Administration at home. In case of emergency, contact your Resident Director, and she will notify other officials if necessary.
3. Students may have private phones in their rooms at their own expense.

F. EMERGENCIES

All students must know their Resident Director's phone number and other emergency numbers.

IN CASE OF ANY EMERGENCY ON CAMPUS (A PROWLER, FIRE, ETC.) NOTIFY SECURITY AT 839-4044 AT ONCE. SECURITY WILL CALL CITY EMERGENCY 911 IF NECESSARY.

EMERGENCY NUMBERS:

Security.....	839-4044
Buildings and Grounds (daytime emergencies).....	839-4118
1st Smedes.....	839-4017
2nd Smedes.....	839-4018
3rd Smedes.....	839-4019
Smedes Reception Desk.....	839-4029
Holt.....	839-4021
Cruikshank.....	839-4023
Penick.....	839-4022
Health Center.....	839-4043

G. FOUL WEATHER POLICY

"When it falls, everything stalls." College students who leave campus during an emergency are responsible for their timely return to campus. No excuses will be issued for missed classes or other required activities. Students are responsible for attending ALL classes regardless of weather.

H. PROPER DRESS

Students are required to dress formally for special weekday and Sunday chapels, evening concerts and lectures, formal dinners, assemblies and other announced occasions. This means no T-shirts, sweatshirts, tennis or other sport shoes, denim jackets, any tie-dyed clothing or longjohns, sleepwear, bathing suits, towels, etc. Students are NOT to appear in the Dining Hall, Smedes Parlor or in classrooms in sleepwear. Barefeet are not permitted in the Dining Hall, Smedes Parlor, Lower Smedes, classrooms, gym, etc.

cost of any damage to rooms will be charged to the students in the room. High School students who do not comply with the rules set down for closing at breaks will be campused upon return.

2. Students may have one refrigerator (not to exceed 4 cubic feet) per room. No hot plates, toaster ovens, sun lamps or microwave ovens are allowed. Illegal appliances will be confiscated.

3. No pets of any kind are permitted in the dormitories. This includes aquatic animals. Violation of this policy will be handled by the Dean of Students.

4. Furniture may not be brought from home or moved from any room. Structures intended for lofts are prohibited. Area rugs or throw-rugs are recommended because of the difficulty of measuring rooms for wall-to-wall carpet.. The school provides each student with a bed (standard single), dresser, mirror, desk and chair.

5. Signs and property such as speed limit signs, commercial advertising signs, street signs, rural mailboxes, etc. are prohibited from rooms. Possession of such stolen property violates North Carolina laws.

6. There are cork strips and/or bulletin board type areas in the rooms. Students must use these to attach all posters and articles. Nothing is permitted to be nailed, tacked or taped to the walls, woodwork, doors or ceilings. Wall hangings are not permitted.

7. Cinder blocks are not allowed to prop up furniture, including beds.

8. It is suggested that students purchase an outlet strip with a 15 amp circuit breaker. This will prevent the multiple use of extension cords in a room.

9. High School students are not allowed to have televisions in their room.

10. Students are not permitted to burn incense or candles in the dormitories.

11. The housekeeping staff provides weekly service to the bathrooms, halls and lobbies. Personal belongings and shower toiletries must be removed from these areas on cleaning days to facilitate cleaning.

12. Knives and firearms are prohibited on campus. If found, these items will be confiscated.

2. DAMAGE TO ROOMS

Damage to rooms (i.e., markings on walls, furniture, floors or doors; broken furniture and/or fixtures) will result in the loss of room deposit.

3. LOCKING ROOMS/ROOM KEYS

Students must lock their room doors whenever they are not in their rooms, and must carry their keys with them. A fine will be imposed when Saint Mary's has to unlock a student's room (first offense - \$1; second offense - \$5). Students who lose their key may obtain a new one from the Buildings and Grounds Office for \$5.

4. ROOM CHANGES

1. All room changes will be made only after students have received permission from the Director of Student Activities and Housing. To move without permission is a serious dormitory offense. Since learning to live with students from many different backgrounds is one of the goals of residence life, students are encouraged to work out their difficulties before requesting a change.

a. Students will be allowed to change rooms the week prior to Fall Break, Christmas Break and Spring Break.

b. If a student feels that a room change is necessary for her own personal growth and adjustment, such requests may be made through the Director of Student Activities and Housing. All necessary moves are dependent upon available space as well as the mutual consent of all parties involved. Each student must be aware that when she requests a room change, she must be the one to move.

c. Once a room change has been approved, a student has 24 hours to completely move from one room to another. Students must exchange keys with the Buildings and Grounds Office.

d. Once a student has changed rooms, the room will be inspected, and the student will be charged for any and all damages. It is important that rooms be left in the exact order in which they were found when the student moved in.

e. When situations warrant, Saint Mary's reserves the right to

move students from room to room. Students do not have the right to refuse such a change.

5. VISITORS/GUESTS

1. Fathers, brothers, dates ARE NOT PERMITTED IN LIVING AREAS EXCEPT on the opening and closing days of the school year, at the beginning of each vacation period, on Parents Weekend or by special permission of the Resident Director on that hall.

2. Men are allowed in dormitories only to pick up or drop off dates and only in designated parlors. Dates are expected to abide by all the rules of Saint Mary's while on campus. Men must leave campus by their date's curfew. Parking is limited to visitor areas in front of Smedes. Dates are allowed in Smedes Parlor until 11:30 p.m.

3. Students may have a female guest stay free of charge on weekend nights. All guests must be pre-registered in the dormitory in which they are staying and must observe all regulations that relate to the hostess. The hostess receives any penalty accumulated by her guest. Day students and relatives of students may stay in the dorms, on occasion, free of charge.

E. BICYCLES

Bicycles may not be stored in dormitory rooms or hallways or other College buildings. All bikes must be locked to the bike racks located in front of the security office and near Penick. A student will be fined \$25 if her bike is found in the dorm.

F. TELEPHONES

1. Switchboard hours are 8:30 a.m.-4:30 p.m., Monday-Friday.

2. Students are NOT to call the Administration at home. In case of emergency, contact your Resident Director, and she will notify other officials if necessary.

3. Students may have private phones in their rooms at their own expense.

G. EMERGENCIES

All students must know their Resident Director's phone number and other emergency numbers.

IN CASE OF ANY EMERGENCY ON CAMPUS (A PROWLER, FIRE, ETC.) NOTIFY SECURITY AT 839-4044 AT ONCE. SECURITY WILL CALL CITY EMERGENCY 911 IF NECESSARY.

EMERGENCY NUMBERS:

Security.....	839-4044
Buildings and Grounds (daytime emergencies).....	839-4118
1st Smedes.....	839-4017
2nd Smedes.....	839-4018
3rd Smedes.....	839-4019
Smedes Reception Desk.....	839-4029
Holt.....	839-4021
Cruikshank.....	839-4023
Penick.....	839-4022
Health Center.....	839-4043

H. PROPER DRESS

Students are required to dress formally for weekday and Sunday chapels, evening concerts and lectures, formal dinners, assemblies and other announced occasions. This means no T-shirts, sweatshirts, tennis or other sport shoes, denim jackets, any tie-dyed clothing or longjohns, sleepwear, bathing suits, towels, etc.

Students are NOT to appear in the Dining Hall, Smedes Parlor or in classrooms in sleepwear. Barefeet are not permitted in the Dining Hall, Smedes Parlor, Lower Smedes, classrooms, gym, etc.

I. FOUL WEATHER POLICY

"When it falls, everything stalls." In cases of severe inclement weather, no extended late privileges will be granted and all High School students are to remain on campus. No excuses will be issued for missed classes or other required activities. Students are responsible for attending ALL classes regardless of weather.

Unsatisfactory Academic Performance. A student who is not making satisfactory progress toward graduation is given a warning at the end of each semester of unsatisfactory progress. A student who is not making satisfactory progress toward graduation is subject to academic suspension.

High school students whose cumulative G.P.A. is less than 1.50 at the end of the fall semester are placed on academic probation for the subsequent semester. If they are unable to attain this minimum G.P.A. by the end of the spring semester, they are required to attend summer school at Saint Mary's. If a student cannot bring her average up to 1.50 during the academic probation period, she will not be allowed to return to Saint Mary's for the following semester.

College students whose cumulative G.P.A. is less than 1.50 are placed on academic probation for the subsequent semester. Students on academic probation who are unable to attain this minimum G.P.A. by the end of the probation period are required to attend summer school at Saint Mary's College. Students who are unable to demonstrate the ability to achieve the minimum G.P.A. of 1.50 during the semester of academic probation and the summer session are subject to academic suspension.

Faculty members will work closely to help students who are experiencing academic problems. The methods of extra attention will vary with the individual instructor.

Absences for College Visits. The Dean of the College emphasizes the importance of college visits being done on weekends and not using up classroom time. However; if there is no other time to make these appointments, exceptions will be made. College visits are considered free overnights. The faculty reserves the right not to accept college visits as class absence excuses.

Study Hall for High School Students. Study Hall is required of all High School boarding students from 7:30 - 9:30 p.m., Monday - Thursday. Specific guidelines governing Study Hall are given to students by the Dean of the College.

Medical excuse. Any student who has a medical excuse must regularly attend her physical education classes even though excused from active participation.

EXAMINATIONS

1. All final examinations include a cumulative component. For college courses, final examinations are the ones taken at the end of the semester. For high school courses, final examinations are the ones taken at the end of a semester, although most high school courses are year-long. No student is excused from examinations; an examination that is missed because of illness may be made up.
2. Students may reschedule final exams only if they have three finals in a row.

TRANSCRIPTS

When a student applies to another college or university, she must request a transcript of her Saint Mary's record to be sent to the institution to which she is applying. In order to do this, the student must fill out a request form. The first transcript that the student requests is sent free. There is a charge for each additional transcript sent. When the student has decided on the college or university she plans to attend, she must request that a final transcript be sent.

HONORS

1. Phi Theta Kappa

Outstanding academic achievement in the college department is recognized by the Chi Beta Chapter of Phi Theta Kappa Honor Fraternity of American Junior Colleges. To be eligible for membership in this club, "a student shall be of good moral character, shall possess recognized qualities of citizenship, and shall have established academic excellence as judged by the faculty." College students must have a 3.5 G.P.A. on 14 college hours or more each semester. If a member violates the Honor Code, she will be expelled from Phi Theta Kappa.

2. High School Honor Society

The High School Honor Society chooses 11th-grade members at the beginning of the second semester who have a 3.75 G.P.A. or better on one semester's work and 12th-graders who have a 3.5 cumulative G.P.A. on two or more semesters of work. Members are elected in the late spring and again at the beginning of the fall semester. The purpose of the Honor Society is "to recognize and encourage scholarship and to promote those qualities of character reflective of the best in Saint Mary's history."

3. The Dean's List

A general award of merit open to college students is the Dean's List. This list is published at the end of each semester. A student must fulfill the following requirements to be on the Dean's List: (1) she must carry a minimum of 14 semester hours during the semester; (2) she must attain a G.P.A. of 3.25 or better in courses taken for credit; and (3) she must maintain the status of a student in good standing with the faculty and the Judicial Board.

4. The Honor Roll

The Honor Roll is a general award of merit open to high school students. A student must fulfill the following requirements to be listed on the Honor Roll: (1) she must carry a minimum of four academic courses; (2) she must attain a grade point average of 3.25 or better in courses taken for credit; and (3) she must maintain the status of a student in good standing with the faculty and the Judicial Board.

5. The Societe Honoraire de Francais

The Societe Honoraire de Francais is a national honor society for high school students of French. Founded in 1949, the society now has over 700 active chapters in the U.S., Puerto Rico and Canada. The aims of the organization are to promote higher standards of scholarship, to reward high scholastic attainment, and to encourage an understanding of French culture and civilization. Candidates must have a 3.5 average in French and a 3.0 average in all other subjects for the preceding three semesters at Saint Mary's.

6. The Sociedad Honoraria Hispanica

The Sociedad Honoraria Hispanica is a national honor society for high school students of Spanish sponsored by the American Association of Teachers of Spanish and Portuguese. Originally organized in 1953 as the Spanish National Honor Society, the purpose of the organization is to recognize high achievement in Spanish by students of secondary schools and to promote a continuity of interest in Hispanic studies. Candidates must have maintained an honor average in the study of Spanish for a minimum of three semesters. The Sor Juana Ines de la Cruz Chapter was initiated at Saint Mary's on November 20, 1987.



7. Graduating with Honors

A student graduating from the high school will be recognized as graduating "with honors" if her cumulative G.P.A. is in the range of 3.0 to 3.49. A student with a cumulative G.P.A. of 3.5 or better will graduate "with high honors."

A college student whose cumulative G.P.A. is in the range of 3.25 to 3.49 will graduate "with honors." A student with a cumulative G.P.A. of 3.5 or better will graduate "with high honors."

8. Honors Convocation

A special academic honors convocation is held in the spring. Each academic department recognizes outstanding students in both the high school and college divisions.

SPECIAL PROGRAMS

Special programs and advantages offered at Saint Mary's enhance the school's solid liberal arts program.

Advanced 12th-Grade. This program is designed for the 11th-grade student who has completed 14 or 15 of the required 16 academic units needed for graduation and who has a G.P.A. of 3.0 or above. She must also have the written permission of her parent or guardian. She may apply to the admissions committee for eligibility. During the next two years (with careful planning, probably including summer school) she can complete the requirements for both the high school diploma and the Associate in Arts degree.

Special Students. A special student is one who is enrolled at Saint Mary's College and is carrying less than nine class hours. Special Students normally live off-campus and are exempt from all required on-campus extracurricular events. However, if a special student lives on campus in a dormitory, she shall be subject to all of the social regulations affecting students living on-campus.

Internship Program. Saint Mary's internship program is designed to provide opportunities for a student to explore careers and other interests. The student will offer her services and work with a community sponsor in an organization which interests her. The student will submit her application to the Guidance Office, which coordinates the program. The student will keep a record of her experience which will be evaluated. A final evaluation by a review committee consisting of the campus coordinator, the program advisor, and the student will also be made. This internship experience will be listed on the student's permanent record upon satisfactory completion of a minimum of 40 hours service experience.

Cooperating Raleigh Colleges. Saint Mary's is a participating member of a consortium of the six institutions of higher education located in Raleigh, including N.C. State, Meredith, St. Augustine's, Shaw, Peace and Saint Mary's. With the approval of the Registrar, a Saint Mary's student may apply for enrollment in courses not available at Saint Mary's at one of the member institutions. Other stipulations relative to student participation in the Cooperating Raleigh Colleges program are:

- The student must carry a minimum course load of 13 semester hours at Saint Mary's.
- Generally, only one course per semester may be taken in the Cooperating Raleigh Colleges program.
- The student's faculty advisor or the Dean of the College must approve the course.
- An Interinstitutional Registration Form must be completed in the Registrar's Office. This form is the student's actual registration; she does not have to register on the campus she is visiting.
- The Interinstitutional Registration Form does not guarantee enrollment. Naturally, the Cooperating Raleigh College must serve the needs of its own students first.
- Out-of-state students must pay all fees in excess of in-state tuition.

Volunteer Activity. Every student will have an opportunity to volunteer for community service work.



Counseling Services

THE GUIDANCE CENTER

The purpose of the Guidance Center is to assist students in making the most of their opportunities for academic and personal development while at Saint Mary's. Certified professional counselors direct the high school and college programs in the areas of testing, test registration, academic planning, vocational choices, transfer programs and internships. Assistance with study skills and reading programs is also available. The services are supplemented by means of vertical files, computer software, audiovisual materials, reference books, study-abroad programs and summer programs. An extensive collection of material on career opportunities and job-market potential is available for student use. Information services are also available to the students through the campus calendar and bulletin boards. The Guidance Center, located in Lower Smedes, is open from 8:30 a.m. until 4:30 p.m., Monday through Friday.

ACADEMIC ADVISING

The academic advising system is administered through the Guidance Office. All students are assigned a faculty advisor and are periodically given the opportunity to change advisors as the need arises.

Each semester the advisor helps students select courses appropriate to their educational objectives. Students should feel free to call upon their advisors for assistance or referral in any area of campus life. Advisors refer students to those qualified to help them in other matters, but the final responsibility for meeting all academic requirements for a selected program rests with the individual student. All programs of study are subject to the approval of the advisor. Questions or concerns regarding the advising system should be directed to the Guidance Director.

PERSONAL COUNSELING

Personal Counseling services are available for all students through the Dean of Students Office. Students with personal concerns, roommate conflicts or family problems are encouraged to visit the Dean of Students Office, located in Lower Smedes.

Activities and Campus Organizations

ACTIVITIES

Acolytes
The Belles - student newspaper
Chorale
Orchesis dance troupe
The Stagecoach - yearbook
The Vestry

HONOR /SERVICE ORGANIZATIONS

<i>College:</i>	<i>High School</i>
The Order of the Circle	The Beacon
Marshals	Marshals
Letter Club	Letter Club
Phi Theta Kappa	Honor Society
Serenitas Veritas	Serenitas Veritas
	Sociedad Honoria Hispanica
	Societe Honoraire de Francais

SPECIAL INTEREST CLUBS

Atlas
Cold Cuts
Environmental Club
Fine Arts Club
Habitat for Humanity
Four-Year Girls
Granddaughters Club
Photography Club

SOCIAL CLUBS

<i>College:</i>	<i>High School:</i>
Abracadabra	Share
MAPS	Spiders
Silent S	Undatettes
Scoop	Scoop
WATS	

Student Services

BOOKSTORE

1. Hours: Monday-Friday, 8 a.m. - 4 p.m.
2. All books and college supplies may be purchased at the store (Master-Card, VISA, Discover and American Express accepted.)
3. Students must have ID cards when writing or cashing checks.
4. Students are advised to have their own checking accounts in either Raleigh or their hometown.
5. Only two-party checks are accepted from parents or relatives. Checks written from one student to another are not accepted. Each student must be present to cash her own check.
6. A fee of \$15 will be charged for all returned checks. Grades will be held if these are not cleared promptly.

NOTE: All books purchased in the bookstore may be returned before the last day of drop-add period if not written in or damaged and if the student has her receipt.



POST OFFICE (located at the bookstore)

1. Each student is responsible for checking her mailbox daily.
2. Stamps may be purchased at the campus Post Office from 7:30 a.m. to 3:30 p.m.
3. First-class mail is put in boxes by 10:00 a.m. Monday-Friday. Mail does not come in Saturday or Sunday. Packages, newspapers, and magazines may be picked up throughout the day. There is a U.S. Government mailbox across from the main gate on Hillsborough Street.
4. Parcel Post and UPS may be sent out and received during Post Office hours.

STUDENT CENTER

The Student Center, located on back campus, houses a Day Student lounge, a non-smoking lounge, a vending room, club meeting room, a faculty/staff smoking lounge, a music practice room and several study rooms.

Behavior in the Student Center, as in all areas of the campus, should reflect a sense of propriety and conformity to appropriate behavior considered to be standard for public areas. All students may entertain dates in the Student Center.

STUDENT CENTER HOURS:

College: The Student Center is open for college students from 8:30 a.m. until 1:00 a.m. during the week and until 1:30 a.m. on weekends, unless otherwise approved by the Dean of Students.

High School: The Student Center is open for high school students during the week and weekends until their respective curfews unless otherwise approved by the Dean of Students:

11th-grade: 11:00 p.m., Sunday-Thursday; 12 midnight, weekends

12th-grade: 11:30 p.m., Sunday-Thursday; 12:30 a.m., weekends.

HEALTH CENTER

Saint Mary's believes the good health of its students is important. The Health Center is available to meet the health care needs of students. Located in the 1903 Building, the Health Center provides doctor's visits and referrals, lab tests, and general non-acute medical care. The Health Center is staffed by caring personnel, two registered nurses and a nursing assistant. In addition, two doctors are available on campus three days a week for one hour. The following statements outline additional information about the Health Center's operating procedures.

HEALTH CENTER HOURS

1. The Health Center is staffed from 4:00 p.m.-midnight on Sunday; 8:00 a.m.-midnight, Monday-Thursday; and 8:00 a.m.-4:00 p.m. on Friday. The Health Center is open for unscheduled visits from students during the following periods:

Monday - Thursday	8:00 a.m. - midnight
Friday	8:00 a.m. - 4:00 p.m.

Doctor's hours are as follows:

Monday, Wednesday and Friday	9:00 a.m. - 10:00 a.m.
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2. When services are required after hours during the week, a student should contact her Resident Director who will call the nurse on duty and make arrangements to have her admitted.
3. When an on-campus illness necessitates it, the Health Center is kept open all night after 4:00 p.m. on Friday.

EMERGENCIES

When the Health Center is closed, students should contact a Resident Director for any health-related concern. The Resident Director will make arrangements for them to see a physician or go to an emergency room as needed.

PROCEDURES

1. Nurses respond to students with symptomatic illnesses. They do not diagnose. As needed, students will be referred to doctors for further examinations and diagnosis. A student may always request and receive an appointment with a physician other than the campus physicians. Although the Health Center may help the student schedule this appointment, all costs incurred will be the financial responsibility of the student and/or her parents.
2. Behavior which can cause severe health problems and/or death such as: substance abuse, anorexia and bulimia, etc., will be reported to the Dean of Students. Parents will be notified, and a conference arranged including the student, her parents (if they desire), the Dean of Students, the personal counselor and/or the Head Nurse on the Health Center Staff to determine professional intervention and/or treatment. Failure on the part of the student to comply with the request for a conference may result in suspension until such time a conference has been arranged.
3. To ensure individual attention and confidentiality, only one patient at a time is allowed in the interview office. Students may have to wait when the Health Center is busy.
4. Throat cultures and other specimens are taken and sent to a hospital lab-

oratory. Most laboratory work takes about 48 hours.

5. The nurses screen students and admit those who are ill. Students are encouraged to attend classes during minor illness as determined by the nurses. In flu season and during times when bed space is needed, the Health Center may limit admission of students with minor colds, cramps, etc. In these situations, nurses do authorize dormitory privileges and advise the Dean of Students of their decision.
6. Nurses will require students who are ill to remain in the Health Center to ensure that they receive proper medical care and attention.
7. Sleep aids are not available from the Health Center.
8. Students should schedule daytime appointments at the Health Center for allergy injections.
9. In order not to tie up the Health Center telephone and personnel, students admitted to the Health Center may not receive telephone calls.

EXCUSES

1. Class excuses will be written by nurses only for those classes which students miss while they are in the Health Center. In order to be excused for an entire class, students must be in the Health Center at the beginning of class.
2. During the hours of the doctor's visits, the Health Center nurses may not be available to write class excuses.
3. High school students who have been admitted to the Health Center as a patient during the day must remain in their room that night.

DAY STUDENTS

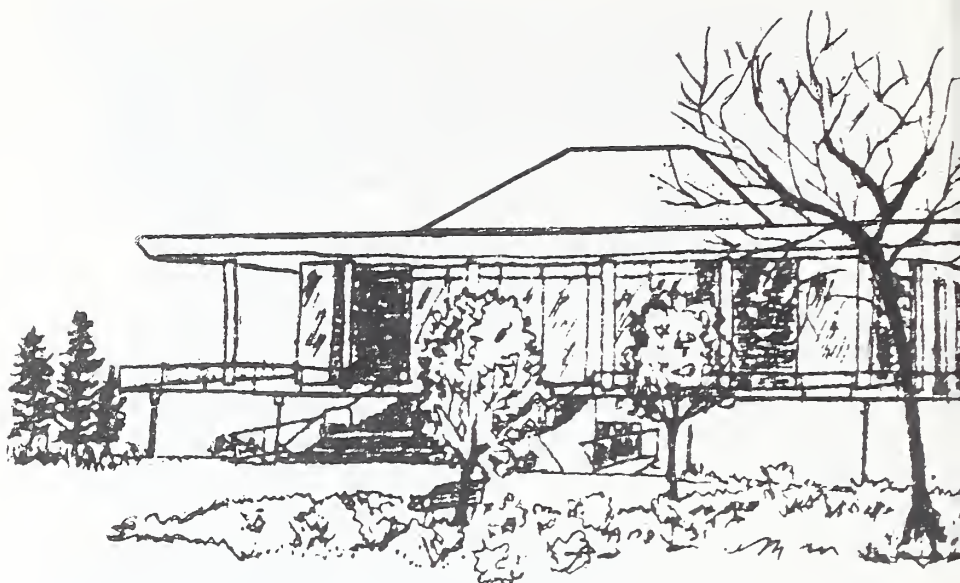
1. For general medical treatment and doctor's visits, Day Students should use their own physician in Raleigh. The Health Center is available for emergencies as needed by Day Students.

EQUIPMENT

1. When the Health Center issues health care equipment to students, it is the student's responsibility to return it. If they do not, the cost of the equipment will be billed to their account.

CHARGES

1. Bills for medicine, lab work, etc., are sent directly to parents. There is a \$10 processing fee for each billing to the parents - this covers school costs for processing and paying the medical bills and billing parents. Questions concerning Health Center bills should be directed to the Business Office.
Grades will be held if there are outstanding medicine or lab bills.



KENAN LIBRARY

The Sarah Graham Kenan Library serves students as a research, study and computer center. Students receive a copy of the Kenan Library Rules and Regulations during orientation and are bound by these, some of which carry Judicial Board penalties.

Books circulate for a period of 30 days and may be renewed as needed. Reference books, magazines and newspapers may not be taken from the library.

Penalties for late or lost materials are as follows:

- Overdue books.....20 cents per day per item
- One-day reserve items.....50 cents per HOUR per item
- Maximum fine.....\$7.50 per item
- Lost item.....Cost of the item, plus a \$25 processing fee

Grades and transcripts will be withheld until all library obligations have been settled. (See financial information in the catalog).

As the school's computer center, the library provides an on-line system for research which includes SISCAT (catalog); UMI Periodical Abstracts; SIRS (Social Issues Resource Series); and WordPerfect 5.1. There are also a number of non-system computers for student use with word processing and other software available.

Saint Mary's College is a member of the Cooperating Raleigh Colleges (CRC). All students are allowed to borrow from the libraries of Meredith, Peace, St. Augustine's and Shaw. Only college students may borrow from N.C. State University.

ATHLETIC FACILITIES

The Gym is open to Saint Mary's students with the following regulations enforced. The rules and regulations regarding the use of the building are to be observed at all times. No one is allowed in the building without proper authorization for recreational use other than at the stated times. Hours to be observed daily are as follows for students, faculty, staff and their families. (Other hours to be arranged by the Athletic Director).

Sunday-Thursday.....8 a.m. - 8 p.m.

Friday.....8 a.m. - 5 p.m.

Saturday.....2 p.m. - 6 p.m.

**Dates are welcome when accompanied by a Saint Mary's student on Friday, Saturday and Sunday.*

UNSUPERVISED GYM USE

The physical fitness center will be open for use by currently enrolled Saint Mary's students at the following times:

Fitness Room:

Sunday-Thursday.....8 a.m. - 8 p.m.

Friday.....8 a.m. - 5 p.m.

Saturday.....2 p.m. - 6 p.m.

1. No street shoes are to be worn on the basketball court or in the dance studio.
2. **NO** smoking, food or drink are allowed in the gym or pool area.
3. **ONLY** bowling shoes or shoes with socks over them are to be worn in the bowling lanes. This is a safety precaution.
4. **No one is allowed to use the sauna without proper supervision.**

TENNIS COURTS

1. Tennis courts are for the use of students, faculty, staff and their guests.
2. Gate Rules:
 - a. Wear only smooth soled tennis shoes.
 - b. Close gates when leaving.
3. The tennis courts may be used daily until 10 p.m. when not in use by classes or teams. Lights must be turned off by 10 p.m. The courts will be locked at that time.

SWIMMING POOL

1. Students, faculty, staff, alumnae and their guests may use the pool for recreational swimming during the designated times when supervision is provided.
2. Anyone using the pool is subject to the general rules of behavior posted in the pool area.
3. **No one is allowed to swim alone.**
4. Faculty, staff, alumnae and guests must obtain a pool privilege card for pool access.

MISCELLANEOUS

LAUNDRY

Coin-operated laundromats are located in each dormitory for students' convenience. These machines may be different from the washing machines students use at home. Be sure to follow the instructions on the machines. Clean filters before and after each use and do not overload machines. Please report any difficulties to your Resident Director, who will notify the Maintenance Director.

LOST AND FOUND

1. The Lost and Found is located in the Dean of Students Office. Items in lost and found are listed in the weekly bulletin.
2. Saint Mary's recommends that students do not bring expensive jewelry - only costume jewelry please. Saint Mary's cannot be responsible for valuable jewelry lost or stolen.
3. Items not claimed at the end of each grading period will be donated to local charity.

SCHOOL JOBS

1. There are several types of employment available for students who would like to have, or who need, a job on campus. Positions are available in the Library, administrative and faculty offices, the language and science laboratories, the Gym, the Bookstore and Post Office. On various occasions throughout the year, other campus offices need student assistants on a temporary basis.
2. All students who desire campus employment must apply for and be eligible for financial aid. Available positions are filled at the beginning of the school session. Contact the financial aid office.
3. Students having a job off-campus must tailor their work schedules to comply with curfews and attendance requirements of Saint Mary's classes and

required events. Exceptions to this policy must be arranged through the Dean of Students Office.

STUDENT ID

1. All students receive a Saint Mary's picture ID card at orientation.
2. ID must be shown by college students to the security officer for admittance to the dorms after the dorms are locked at night.
3. Replacement cost for a lost ID is \$10. ID can be purchased in the Student Activities Office.



SUNBATHING

Sunbathing is permitted in the following areas on campus:

- a. between the Student Center and Penick Dorm
- b. between the Health Center and the Gym
- c. back campus in front of Holt Dorm.

The following rules govern sunbathing on campus:

- a. music must be kept to a minimum, not to disturb offices and dorms
- b. personal items and trash must be picked up
- c. students may not sunbathe in the volleyball court
- d. sunbathing areas are for girls only.

DINING HALL - MEALS

1. Hours:	Breakfast	Lunch	Dinner
Monday-Thursday	7:30-9:00	11:30-1:15	5:30-6:30
Friday	7:30-9:00	11:30-1:15	5:30-6:00
Saturday	*11:00 -1:00		5:30-6:00
<i>*(Saturday brunch except on Departmental Saturdays, SAT Saturdays, and exam days when weekday schedules will be in effect)</i>			
Sunday	9:30 a.m.	12:00-1:00	5:30-6:00

(in Lower Smedes)

2. Students are welcome to bring guests to all meals. They must pay a charge at the door.
3. Unlimited seconds are offered on all meals except gourmet nights.
4. Students must not carry food, silverware or china out of the dining hall.

PARKING POLICIES

A. Any student who is on academic probation (projecting a cumulative G.P.A. lower than 1.5) will be prohibited from having a car at school.

B. CARS WITH PARKING STICKERS

1. Cars with Saint Mary's parking stickers may park Monday through Friday, 7 a.m. to 5 p.m. in **designated areas only**. Faculty, staff and student parking areas are marked by signs, and stickers must match the designated areas. The visitors' area is for visitors only.
2. Cars with Saint Mary's parking stickers may park during the following hours in any parking area (except visitors' parking, fire lanes, reserved spaces or other prohibited spaces as so designated): Monday-Friday, 5 p.m. to 7 a.m. (after 7 a.m., violations will result in towing and/or cars being locked down); Saturday and Sunday - all hours.

C. VISITORS

1. Visitors without parking stickers may park in the visitors area in front of Smedes at any time except from curfew to 7 a.m. It is the responsibility of all students to advise their visitors of parking restrictions.

D. TEMPORARY PERMITS

1. Temporary parking permits are available to those persons with stickers. Temporary overnight parking may be granted by a security officer until 7 a.m. of the next working day at which time the driver of the vehicle must check in with the Security Office.

E. NO PARKING AREAS

1. All red paint areas and Fire Lanes are no parking areas. Reserved parking spaces are for reserved users only. Violations will result in towing and/or cars being locked down on a 24-hour basis.

F. TOWING

1. Parking violations may result in towing and/or cars being locked down at the owner's expense.
2. Should a locking device be damaged while affixed to a vehicle that is improperly parked, such cost will be assessed to the student responsible for that vehicle.

G. PARKING STICKERS

1. Parking stickers are available for \$50 in the Business Office. Students who are eligible to purchase parking stickers include all college students (except those on academic probation), day students, and any 11th- or 12th-grade student who maintains a 3.0 cumulative grade point average after her first semester at Saint Mary's. High school students returning to Saint Mary's for the 12th-grade may purchase a parking sticker in August if they have a cumulative 3.0 grade point average. Other students may not bring a car to school without the special authorization of the Dean of Students. Use of the car will be monitored when exceptions have been made.
2. A parking sticker authorizes on-campus parking but does not guarantee availability of a parking space.
3. During night hours, parking space is usually available for all authorized students. If you use a distant area, we recommend that students use the "Buddy System" and not walk from cars alone. If necessary, go by the Security Office and ask for Security assistance or an escort to your dorm.

H. OFF CAMPUS PARKING

Students who park off campus on Hillsborough Street or College Place must keep the area clean of litter and/or cigarette butts.

Student Information Directory

Main Switchboard (Mon.-Fri.: 8 a.m.-4:30 p.m.): 828-2521

- Absence Forms** - Dean of Students, Dean Jones, 839-4015
Academic Advisors - Guidance Director, Mrs. Battle, 839-4116
Academic Regulations - Dean of the College, Dean Hume, 839-4135
Administrative Services - Mrs. Heiser, 839-4090
Admissions - Admissions Director, Mrs. Herbert, 839-4001
Alumnae Affairs - Alumnae Director, Mrs. Wyman, 839-4102
Auditing a Class - Instructor, Registrar - Mrs. Johnson, 839-4008
Campus Jobs for Students - Financial Aid Director, Mrs. Steed, 839-4003
Chapel Services - Chaplain Watrous, 839-4131
Class Changes (Drop/Add) - Registrar, Mrs. Johnson, 839-4008
Cooperating Raleigh Colleges - Registrar,, Mrs. Johnson, 839-4008
Day Student Coordinator: Mrs. Hill
Educational Testing (SAT, etc.) - Mrs. Battle, 839-4116
Examination Rescheduling - Registrar, Mrs. Johnson, 839-4008
Exceptions to Graduation Requirements - Dean of the College,
Dean Hume, 839-4135
Expenses - Director of Finance, Mrs. Jacocks, 839-4123
Financial Aid - Financial Aid Director, Mrs. Steed, 839-4003
Grade Point Average - Registrar, Mrs. Johnson, 839-4008
Grades - Instructor
Guests Overnight - Dean of Students, Dean Jones, 839-4015
Guidance/Academic Counseling - Guidance Director, Mrs. Battle, 839-4116
Guidance Counselor for High School - Mrs. Dixon, 839-4117
Housing - Director of Student Activities and Housing,
Ms. McGlohon, 839-4013
Incompletes - Instructor or Registrar, Mrs. Johnson, 839-4008
Library - Librarian, 839-4040
Literary Magazine - *Muse* advisor, Mrs. Wooten-Hawkins, 839-4067
Lost and Found - Dean of Students Office, 839-4015
Mail - Post Office, Mrs. Hunter, 839-4128
Medical Excuses - Health Center, 839-4043
Campus Newspaper - *Belles* advisor, Dr. Proctor, 839-4068
Parking Stickers - Mrs. Heiser, Business Office, 839-4090
Temporary Parking Stickers-Buildings and Grounds Office or Security Office
Personal Counseling - Dean of Students Office, 839-4015

Physical Education Facilities - Division Chair, Mrs. Adams, 839-4030;

Athletic Director, Mr. Dillon, 839-4053

President of the College - Dr. Clauston Jenkins, 839-4138

Publicity - College Relations Director, Ms. Swain, 839-4034

Readmission - Dean of the College, Dean Hume, 839-4135

Registration - Registrar, Mrs. Johnson, 839-4008

Repairs and Maintenance - Buildings and Grounds, 839-4118

Dorm Regulations - Director of Student Activities and Housing,
Ms. McGlohon, 839-4013

Room Changes - Director of Student Activities and Housing,
Ms. McGlohon, 839-4013

Scholarships - Financial Aid Director, Mrs. Steed, 839-4003

Social Privileges and Regulations - Dean of Students, Dean Jones, 839-4015

Summer School at Another College - Dean of the College,
Dean Hume, 839-4135

Telephone Numbers - Switchboard, Mrs. Johnson, 828-2521

Tutors - Chairman of the Department concerned

Weddings in the Saint Mary's Chapel - Mrs. Heiser, 839-4090

Yearbook - *Stagecoach* advisor, Dr. Proctor, 839-4068

EMERGENCY NUMBERS

Security.....	839-4044
Buildings and Grounds (daytime emergencies).....	839-4118
1st Smedes.....	839-4017
2nd Smedes.....	839-4018
3rd Smedes.....	839-4019
Smedes Reception Desk.....	839-4029
Holt.....	839-4021
Cruikshank.....	839-4023
Penick.....	839-4022
Health Center.....	839-4043

Community Resources

Saint Mary's is located in the heart of the Research Triangle, the cultural, governmental, educational and business center of North Carolina, with over 50,000 college students in a 30-mile radius. A variety of community resources exists for students to take advantage of, including public parks, lakes, theaters, concerts, museums and restaurants. Students are encouraged to take advantage of the many cultural activities and special events in the area. The monthly student activities calendar lists special events happening in the Triangle. For more information on community resources, contact the Director of Student Activities and Housing, Dorm Director or Resident Assistant.

Special Attractions and Events in the Raleigh Area

State Capitol Building

N. C. State Legislative Building

The Governor's Mansion

Historic Oakwood - Raleigh's historic district

Mordecai House in Historic Oakwood

The North Carolina Museum of Art

The North Carolina Natural History Museum

The North Carolina Museum of History

The North Carolina Symphony at Memorial Auditorium

The North Carolina State Fair in October in Raleigh

ACC Sporting Events

Concerts and Basketball games at the Dean Smith Center in Chapel Hill

Concerts and Football games at Carter-Finley Stadium in Raleigh

Concerts at Hardee's Walnut Creek Amphitheater

Artspllosure arts festival in downtown Raleigh

WRAL's free Alive After Five Concerts on the Civic Center Mall in Raleigh

Durham Bulls Baseball Games

Raleigh IceCaps Hockey Games



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NOTES

SAINT MARY'S

STUDENT LIFE HANDBOOK

1994-95



STATEMENT OF MISSION AND PURPOSE

For over a century and a half, Saint Mary's has successfully prepared young women in high school and college for continued study by nurturing each student's individual potential in a challenging academic environment.

Saint Mary's is a two-year college and four-year preparatory school joined in a single institution. Our liberal arts programs prepare women for continued study towards a baccalaureate degree, for professional career, and for lives in which they can be confident, adventurous, productive and fulfilled through their choices. Saint Mary's students are women who elect to build their confidence and academic skills in an environment that emphasizes caring faculty and small classes, leadership and responsibility, and the building of lasting friendships. A Saint Mary's education is designed to lead each student towards a better understanding of herself, her cultural heritage, and the world in which she lives.

Historically associated with the Episcopal Church, which encourages full development of mind and spirit, Saint Mary's has four purposes:

1. TO PREPARE EACH STUDENT FOR A SENIOR COLLEGE OR UNIVERSITY
 - through quality teaching in small classes
 - through a solid grounding in academic fundamentals
 - through a balanced liberal arts curriculum
2. TO BUILD EACH STUDENT'S CONFIDENCE
 - through personal attention of faculty and staff in and out of the classroom
 - through individual advising about majors and careers
 - through courses that help her understand herself, her heritage and the world
3. TO DEVELOP EACH STUDENT'S LEADERSHIP SKILLS
 - through participation in and planning for activities
 - through accepting responsibility for herself and her actions
4. TO FOSTER LASTING FRIENDSHIPS AND SPIRITUAL GROWTH
 - through a community that understands and supports the values and conditions that allow friendships to grow and the spirit to soar

Notice of Change Made for Binding Purposes

Four different editions of this handbook were published originally, each containing a list of the rules for one of the following categories of students:

College Boarders

College Day Students (no rules included)

High School Boarders

High School Day Students

In this volume, the rules for all categories have been included in one section.



SAINT MARY'S

Student Life Handbook

1994-95

Saint Mary's cherishes tradition. There is no better way to understand the spirit of our rules than to comprehend this introduction to the Student Handbook of 1943-44.

"The rules set forth here form a pattern of behavior expected of a Saint Mary's girl. They do not pretend to list every undesirable action. In general, she is expected to conform to the live-and-let-live principle of any democratic, well-ordered community."

President Clauston Jenkins

Saint Mary's
900 Hillsborough Street
Raleigh, N.C. 27603
(919) 828-2521

This handbook is published by the Dean of Students Office as a guide to student life at Saint Mary's. The contents herein are subject to change as deemed appropriate by Saint Mary's. Rule changes may occur throughout the year. Students will be notified if this happens.

SAINT MARY'S CALENDAR 1994-95

1994

August 16, Tuesday.....	Arrival of Resident Directors
August 17, Wednesday.....	Arrival of SGA, R.A.s
August 18-19, Thursday-Friday.....	Workshop for R.D.s, SGA and R.A.s
August 19, Friday.....	Faculty Orientation
August 20, Saturday.....	Arrival of new students
August 20-23, Saturday-Tuesday.....	Orientation of new students
August 23, Tuesday.....	Arrival of returning students
August 23, Tues.....	Advisor/Advisee conferences - Mandatory for ALL Students
August 24, Wednesday.....	Classes begin
September 2, Friday.....	Labor Day Holiday begins at 5:00 p.m.
September 5, Monday.....	High School Boarders return by Monday curfew
September 6, Tuesday.....	Classes resume at 8:00 a.m.
September 6, Tuesday.....	Last day to add a class
September 20, Tuesday.....	Last Day to withdraw from a class without penalty
October 11, Tuesday.....	Preliminary Scholastic Aptitude Test*
	(*Required of all 10th and 11th graders)
October 12, Wednesday.....	Fall Break begins at 5:00 p.m.
October 18, Tuesday.....	High School Boarders return by Tuesday curfew
October 19, Wednesday.....	Classes resume at 8:00 a.m.
October 21, Friday.....	Parents Day
October 31-November 4.....	Pre-Registration conferences
November 22, Tuesday.....	Thanksgiving Holiday begins at 5:00 p.m.
November 27, Sunday.....	High School Boarders return by Sunday curfew
November 28, Monday.....	Classes resume at 8:00 a.m.
December 8, Thursday.....	Last Day of Classes
December 9, Friday.....	Reading Day
December 10-16, Saturday-Friday.....	Exams
December 17-January 10.....	Christmas Holidays

1995

January 9-10, Monday-Tuesday.....	Faculty Workshop
January 10, Tuesday.....	Boarding Students Return after 2:00 p.m.
January 11, Wednesday.....	Classes resume at 8 a.m.
January 16, Monday.....	Martin Luther King Day Holiday
January 24, Tuesday.....	Last Day to Add a Class
January 24, Tuesday.....	Last day to remove incomplete grades from 1st semester
February 7, Tuesday.....	Last day to withdraw from a class without penalty
February 18-19, Saturday-Sunday.....	Father-Daughter Weekend

March 10, Friday.....Spring Holiday begins at 5:00 p.m.
 March 19, Sunday.....High School boarders return by Sunday curfew
 March 20, Monday.....Classes Resume at 8:00 a.m.
 April 3-7, Monday - Friday.....Pre-registration Conferences
 April 13, Thursday.....Easter Holiday Begins at 5:00 p.m.
 April 17, Monday.....High School boarders return by Monday curfew
 April 28-29..... Alumnae Weekend
 April 28, May 1-2, Fri., Mon.-Tues.....End of course testing for HS students
 May 4, Thursday.....Last Day of Classes, Honors Convocation
 May 5, Friday.....Reading Day
 May 6-12, Saturday - Friday.....Exams
 May 13, Saturday.....Commencement



COLLEGE STUDENT GOVERNMENT ASSOCIATION OFFICERS



1994-95 College Student Government Association Officers

front row - left to right: Jane Smith - dorm council chairman; Allison Wilkes - judicial board chairman; Jessica Hobbs - judicial board vice-chairman; *back row - left to right:* Emalee Jones - vice president; Cassie Warrington - social chairman; Charlotte Kosanin - SGA president; Nami Shiraishi - secretary/treasurer.

HIGH SCHOOL STUDENT GOVERNMENT ASSOCIATION OFFICERS



1994-95 High School SGA Officers

(left to right) Meghan Krell - secretary/treasurer; Corey Mapes - day student social chair; Danielle Little - vice president; Emily McQueen - president; Harper Best - day student president; Kitty Watkins - boarding social chair.

School Song

HAIL, SAINT MARY'S

In a grove of stately oak trees,
Where the sunlight lies,
Stands Saint Mary's true and noble
'Neath the Southern skies.

*Far and wide, Oh sound her praises,
Chorus full and free
Hail, Saint Mary's, Alma Mater
Hail, all hail to thee!*

Well, we love the little Chapel
Ever hold it dear;
Hear the echoes of the music
Rising soft and clear.

Far and wide, etc.

There the ivy and the roses
Climb the old stone wall;
There the sweet enticing bird notes
Sound their magic call.

Far and wide, etc.

There the bonds of friendship strengthen
As her beauties charm;
We draw close to Alma Mater,
Trust her guiding arm.

Far and wide, etc.

- Adapted from Margaret Mason Young, 1899



SCHOOL HYMN

We Build our School on Thee, O Lord;
To Thee we bring our common need;
The loving heart, the helpful word,
The tender thought, the kindly deed.

We work together in Thy sight,
We live together in Thy love;
Guide Thou our falt'ring steps aright,
And lift our thoughts to heaven above.

Hold Thou each hand to keep it just,
Touch Thou our lips and make them pure;
If thou art with us, Lord, we must
Be faithful friends and comrades sure.

We change, but Thou art still the same,
The same good Master, Teacher, Friend;
We change; but Lord, we bear Thy Name,
To journey with it to the end, AMEN.

- *Sebastian W. Meyer, 1908 (words)*
Russell Broughton (music)

THE CHAPEL

The chief symbol of Saint Mary's affiliation with the Episcopal Church is the chapel.

Chapel services are highly participatory and planned by and for students. When many alumnae look back on their years here, it is the Chapel they remember as the heart of Saint Mary's. One early alumna described it as "the little brown chapel that we love." Though it's bigger now and painted white, it is still the chapel we love.

All students are required to attend some chapel services, but the schedule varies for high school boarders, college boarders and day students. Families and guests of students, including those from other communities of faith, are always welcome.

HIGH SCHOOL BOARDING STUDENTS have the most active chapel program with weekly required chapel. Students on campus are also required to attend Sunday church service.

COLLEGE BOARDING AND DAY STUDENTS are required to attend the monthly chapels for college students and the monthly All Campus Chapels. They are welcome at all other services. The religious life program for college students also includes Bible study, retreats and guest speakers on topics which students request. All Campus Chapels include, for example, Honor Chapel, Founder's Day, Thanksgiving, Christmas, Martin Luther King Jr. Day, the Bishop's visit and the Student Government induction.

CHAPEL POLICIES

1. Students may be excused from chapel in advance of a service by the Chaplain. No excuses will be issued retrospectively.
2. Each student must bring her chapel card which is collected by a Marshal.
3. Dress is formal for all chapel services (skirts or dresses).

CHAPLAIN'S OFFICE: The Chaplain's office is located in lower Smedes across from the side entrance of the chapel. The Chaplain is available for confidential, pastoral counseling.

THE HONOR CODE

The Student Government Association at Saint Mary's is based on the Honor Code. The emphasis on honesty is vital to the functioning of our self-governing school. The success of our Honor System depends upon each student's acceptance of the responsibility for her own honor and for the honor of the school. If a student breaks the Honor Code she is expected to report herself to the Chairman of the Judicial Board. If she knows of another student breaking the Honor Code, she is expected to speak to that student explaining why she should report herself and then, if necessary, report that student to the Chairman of Judicial Board. When questioned, a student is expected to be truthful to any member of the community.

To show their support for the Honor Code, students may be required to take the following pledge or oath during classroom or special chapel activities.

THE PLEDGE _____

I pledge that I have neither given nor received help on this test, nor have I seen anyone else do so.

THE OATH _____

With a clear understanding of all that the Honor Code implies, I pledge that I will uphold the highest standard of personal integrity in every phase of life at Saint Mary's, and I recognize and accept my responsibility for helping others to live up to that standard.

As a member of the Student Government Association, I pledge my loyal cooperation in fulfilling the responsibilities of student government at Saint Mary's.

POLICIES

DEAN'S MOTTO

“ Right is Right; Rules are rules; but Fair is Fair.”

DEAN'S AUTHORITY

The Dean of Students reserves the right to handle any disciplinary matter administratively. Students may be punished, suspended, or expelled by the Dean of Students for certain or repeated violations of Saint Mary's rules.

ENROLLMENT POLICY

Saint Mary's is a women's institution. It does not discriminate on the basis of race, religion, color, or ethnic origin. Each student is admitted for one year at a time. Students are invited to reenroll if they are making satisfactory academic progress and are exhibiting appropriate behavior. Saint Mary's does not accept married students for admission to its high school program. If a high school student marries or becomes pregnant while enrolled at Saint Mary's, she will be required to withdraw from the school.

Saint Mary's reserves the right of suspension or dismissal at any time during the year. Any student who routinely misses work, who fails to maintain satisfactory academic performance, who disobeys social rules, who violates the Honor Code, whose off campus behavior discredits the school, who fails to cooperate, or whose parents fail to cooperate, may be asked to withdraw from Saint Mary's.

DRUG AND ALCOHOL POLICY

Saint Mary's aims to be an alcohol and drug free environment. The following policy statement supports and provides for such an environment: Use or possession of alcohol/drugs or being under the influence of alcohol/drugs under school jurisdiction (on or off campus) makes a student liable for dismissal.

Violation of this policy will be handled administratively on an individual basis. The faculty and administration will actively seek to identify students whose actions indicate that they may be using drugs or alcohol.

Possession, use, distribution or sale of alcohol and/or illegal drugs on campus is strictly prohibited. It is also prohibited to possess or display any container that once held an alcoholic beverage or any drug paraphernalia. Possession of containers or drug paraphernalia will indicate that consumption was the intent. Ownership of items found in dormitory rooms, or in cars on

campus, will be attributed to all persons sharing that room or car unless one of the persons claims actual ownership.

Saint Mary's reserves the right to search rooms and cars parked on campus (locked or unlocked), with or without the student present.

ROOM/AUTOMOBILE SEARCHES ---

Saint Mary's reserves the right to conduct random searches of all dormitory rooms at any time and as often as possible as deemed necessary. Automobiles parked on the campus are also subject to search.

- A. Room searches may only be conducted by members of the Dean of Students staff.
- B. If a student has reason to believe that another student's room should be searched, she should contact the Dean of Students.
- C. Students' rooms should be kept locked at all times. No student should enter another student's room or ask Security to allow her to enter without the explicit permission of the person or persons living in that room.

SMOKING POLICY ---

High School Students: SMOKING BY HIGH SCHOOL STUDENTS IS PROHIBITED ON CAMPUS. Violation of this rule can lead to expulsion. High School students are prohibited from smoking in college dorm rooms.

College Students: College students are permitted to smoke ONLY in their room (if designated a smoking room) with the door closed. Smoking is prohibited in all other areas of campus. College students should not allow a high school student to smoke in the college dormitories.

HAZING ---

Hazing, on or off campus, will not be tolerated. Section 14-35 of the North Carolina Code states the following:

Hazing: definition and punishment.

It shall be unlawful for any student in any college or school in the State to engage in what is known as hazing, or to aid or abet any other student in the commission of this offense. For the purposes of this section, hazing is defined as follows: "to annoy any student by playing abusive or ridiculous tricks upon him, to frighten, scold, beat or harass her, or to subject her to personal indignity." Any violation of this section shall constitute a misdemeanor punishable by a fine not to exceed \$500, imprisonment for not more than six months, or both. (1913, c. 169, ss. 1,2,3,4; CS, s4217; 1969, c.1224, s.1)

CLUBS AND INDIVIDUALS SHALL NOT: ENGAGE IN VINDICTIVE, DANGEROUS, OR PROFANE BEHAVIOR; HARASS ANOTHER STUDENT; USE ABUSIVE OR PROFANE LANGUAGE TOWARDS ANOTHER STUDENT; OR USE INAPPROPRIATE LANGUAGE OR GESTURES AS ANY PART OF ANY INITIATION OR EVENT. THE USE OF ALCOHOLIC BEVERAGES IS STRICTLY PROHIBITED DURING CLUB EVENTS OR INITIATIONS.

Violation of these regulations will result in the suspension of a club on campus, and individuals will be subject to administrative disciplinary action.

FIRE DRILLS

Saint Mary's is required by the state of North Carolina to conduct monthly fire drills. The fire drills are monitored by the City of Raleigh Fire Marshal. Students must participate in all drills. Those students that do not participate in fire drills will be subject to disciplinary action and will face a possible fine.



DISCIPLINARY BOARDS AND PROCEDURES

THE JUDICIAL BOARD

1. The Judicial Board is composed of a chairman, a vice chairman, representatives from each class and the day students, and three faculty members. A quorum consists of four students and two faculty members.
2. The Judicial Board makes recommendations on cases including, but not limited to:
 - a. dismissal of a case
 - b. assigning a student to community service
 - c. placing a student on probation
 - d. suspension
 - e. expulsion of a student.The Judicial Board always reserves the right to turn down a case for lack of evidence.
3. The Judicial Board will handle each case individually, taking into consideration the circumstances under which the infraction occurred and whether or not the student voluntarily turned herself in.
4. Recommendations of the Judicial Board will automatically be referred to a Review Committee for a final decision regarding the case. A student appearing before the Judicial Board will only be told of the recommendation of the Judicial Board after a decision has been reached by the Review Committee. The Review Committee is composed of the President of the College, the Dean of the College, the Dean of Students, and the Chairman of Judicial Board.
5. A student who has been suspended for the remainder of the semester, and who desires to return, must make a request for readmission for the next semester to the readmissions committee.
6. An expelled student **MAY NOT RETURN** to Saint Mary's and her file may show that she was required to leave the school for disciplinary reasons.
7. Once final exams have commenced, honor offenses will be handled administratively, rather than by the Judicial Board.
8. When issued a penalty from the Judicial Board or the Dean of Students, a student will not be allowed to participate in the following for the duration of the punishment or may be removed for the year, depending on the severity of the violation:
 - a. sports (may not travel to away games);
 - b. club functions, walks or initiations;
 - c. tryouts for campus organizations;
 - d. removal from leadership position.
9. Once the penalty has been decided by the Judicial Board, the Review Board

is convened to approve/disapprove the punishment. The Dean of Students and the Chairman of Judicial Board will notify the student of the punishment, which will begin immediately. **NO EXCEPTIONS WILL BE MADE TO THIS RULE.** A student may appeal the decision (See Appellate Procedure).

10. Saint Mary's students are expected to exemplify appropriate behavior and should be dressed appropriately at all times when appearing before the Judicial Board.
11. Students appearing before the Board receive specific instructions regarding the procedure.
12. Parents are not allowed to contact student representatives to the Board regarding an impending case.

JUDICIAL BOARD OFFENSES ---

Violations of the following offenses are considered to be very serious and may carry the heaviest possible penalties: suspension or expulsion. While these penalties are not automatic in such cases, they will be considered as punishment for a Judicial Board offense.

At the discretion of the Dean of Students, a student may be sent to Judicial Board for the following reasons:

- a. cheating, lying, stealing and plagiarism (see definitions, pp. 15-16);
- b. willful and/or repeated violation of Saint Mary's rules.

High school parents are notified by the Dean of Students of the results of a Judicial Board case when a student is found guilty.

OFFENSES HANDLED ADMINISTRATIVELY ---

Saint Mary's may require the immediate withdrawal of any student who:

- a. poses a danger to the health and safety of the Saint Mary's community or herself;
- b. fails to fulfill the required financial obligations to Saint Mary's;
- c. violates probation imposed by Saint Mary's for failure to follow the class attendance policy;
- d. subjects Saint Mary's to a lawsuit due to her actions.

APPELLATE PROCEDURE ---

To appeal a Judicial Board/Review Board decision, a student must do the following:

1. Notify the Dean of Students in writing within 24 hours of the Judicial Board decision. The written appeal must state the grounds for the appeal (i.e., new evidence to be presented). A student who has been expelled may appeal automatically.
2. The Dean of Students will convene an Appeal Board to hear the appeal if there are appropriate grounds. This Appeal Board consists of the President

of the College, the Dean of the College, the Dean of Students, the President of SGA, Chairman of Judicial Board and a faculty representative to the Judicial Board.

3. A student may appear before the Appeal Board in person or may submit a written statement.
4. The Appeal Board may summon any witness it deems appropriate.
5. Decisions of the Appeal Board are final.
6. In unusual circumstances, the President may substitute a Special Review Panel to review Judicial Board decisions. This panel will consist of the President of the College, the Dean of the College and the Dean of Students. Decisions of this panel are final.

MINOR OFFENSE COUNCILS ---

The College Residential Council deals with minor rule violations such as unexcused absences from assembly, chapel or hall meetings; disruption of quiet hours and inappropriate behavior. See College Boarding Student rules for details of the council and the point system.

The High School Residential Council deals with minor rule violations such as unexcused absences from assembly, chapel or hall meetings; disruption of quiet hours; inappropriate behavior; failure to sign in and out and being late. See High School Boarding Student rules for details of council and point system.

The Day Council is the Day Student disciplinary council dealing with violations by Day Students of minor school rules such as unexcused absences from assembly, chapel or day student meetings; failure to sign in and out and inappropriate behavior. See Day Student rules for details of council and point system.

DEFINITIONS ---

1. **Campused:** a penalty in which a student must remain on campus at all times unless granted permission by the Dean of Students. The student may not have any off-campus visitors except parents.
2. **Cheating:** Cheating is deliberately taking and using another person's ideas or work, or using unauthorized materials during tests, quizzes or examinations, either inside or outside of the classroom.
3. **Expulsion:** a penalty recommended by the Judicial Board or Dean of Students which requires a student to leave Saint Mary's permanently.

Students who have been expelled are not allowed on campus. A student must leave campus the same day she is expelled. If a student is delayed in leaving, she must wait for her ride in the Health Center.

4. **Lying:** Lying is telling a deliberate falsehood to any member of the Saint Mary's community, or knowingly allowing a falsehood to stand.
5. **Plagiarism:** Plagiarism is the use of other people's words, phrases, ideas or opinions without giving proper credit. It is a serious academic offense and may constitute an honor offense. It is always better to give too much credit than too little. Plagiarism normally falls into the following categories:
 - a. Copying word-for-word another's writing without quotation marks and correct identification by footnote or textual reference;
 - b. Paraphrasing from the source using the author's basic sentence structure with some words added, omitted or changed;
 - c. Putting together a patchwork of phrases and words taken at random from one or more sources;
 - d. Using facts, ideas or opinions in your own words or the author's without giving proper credit in standard form. Standard form will be defined by the instructor for that discipline.

(Offenses covered in letter a. above constitute cheating and clearly violate the Honor Code. Offenses covered in letters b., c., and d. are of a serious academic nature, but are not considered to be honor violations. The disposition of such cases lies within the discretion of the instructor involved.)

6. **Probation:** a penalty recommended by the Judicial Board, the Residential or Day Councils, or Dean of Students which places a student's behavior under close scrutiny for a specified period of time. Breaking any rule while on probation may result in suspension or expulsion. Saint Mary's may request a parent conference when a student is placed on probation.
7. **Stealing:** Stealing is taking and keeping, without permission of the owner, anything that belongs to someone else. This includes taking Saint Mary's property.
8. **Strict Probation:** a penalty recommended by the Judicial Board or Dean of Students which places a student's behavior under the closest scrutiny for a period of time. Violations of ANY rule or regulation while on strict probation (this includes cutting any required activity) may result in expulsion.
9. **Suspension:** a penalty recommended by the Judicial Board or Dean of Students which requires a student to leave Saint Mary's for a specified period of time. Students will receive no credit for classes missed during suspension. Faculty are under no obligation to provide students with material missed. Daily quizzes missed will not be made up; major tests must be taken on the day the student returns from suspension; papers should be turned in prior to leaving or on the day the student returns. Students will receive penalty for late papers. Students are not allowed on campus during the period for which they are suspended. When a student is suspended, she must leave campus that same day.

HIGH SCHOOL DAY STUDENTS

Day Students are an integral part of the Saint Mary's community. As individuals, they take part in clubs, teams and activities. As a group, they are represented in the Student Government Association by the Day Student President. Day Students should contact the Day Student Coordinator if they have comments, questions or concerns. Excuses for missing required activities should be given to the Day Student Coordinator.

GENERAL

1. Day Students must attend assemblies, all Day Student meetings, required all-campus chapel services and other required activities as they are announced.
2. On returning from an illness or emergency absence, a Day Student must bring a written explanation, from her physician or parent, to the Day Student Coordinator. Failure to bring this note on the day of return will mean that the absence is unexcused.

3. Day Student Area in the Student Center:

- a. Each student is responsible for taking care of the furniture and keeping the area clean.
- b. Hours: 7:15 a.m. - 8 p.m.
- c. Saint Mary's is not responsible for lost or stolen items.
- d. Boys/dates are not allowed in the Day Student lounge. They may go to Smedes Parlor or the TV lounge in the student center.

Day Student Area in East Park Drive Building:

- a. Each student is responsible for taking care of the furniture and keeping the area clean.
- b. Hours: 7:15 a.m. - 5 p.m.
- c. Saint Mary's is not responsible for lost or stolen items.
- d. Students participating on an athletic team will be picked up at the site of practice.
- e. Schedules for students after classes end will be arranged with the student and parent and school. (i.e. study hall, sports or campus activity).
- f. Boys are not allowed in the East Park Drive Building day student lounge.

4. Day Students must check their campus mailbox daily.

5. **Smoking Policy:** In order to provide a healthy environment for high school students, **SMOKING BY HIGH SCHOOL STUDENTS IS PROHIBITED ON CAMPUS.** Violation of this rule can lead to dismissal from school. High school students are not allowed to smoke in college dormitories.

6. Day Students are responsible for their guests while on campus. If a guest breaks a rule, the Day Student will be held responsible.
7. A Day Student must have a permission slip on file in the Day Student Coordinator's office before she can leave campus in a vehicle driven by another student or anyone other than a driver designated by her parents.
8. Upon arrival each day to campus, or at least 10 minutes before her first class, a Day Student is required to check in on the attendance sheet in the office of the Day Student Coordinator. When a student does not check in, her parents will be notified. Failure to adhere to this policy will result in disciplinary action by the school.
9. **Inclement Weather Policy:** School will be open during inclement weather unless otherwise stated. No excuses will be issued for missed classes or other required activities.
10. **High School Day Student Responsibilities**
High School Day Students are responsible for:
 - a. attending all classes and obtaining excuses from the Dean of the College and the Day Student Coordinator;
 - b. keeping appointments with professors, advisors and all other college officials;
 - c. not allowing jobs held to conflict with attendance at required campus events;
 - d. attending chapels, assemblies and Day Student meetings;
 - e. exercising sound habits of healthful living through proper nutrition and personal hygiene; through cleanliness of all areas in which you study, eat and use for activities; and by not engaging in personal habits that disturb others in the dorms, classroom, dining hall, lounges or other areas of the school environment;
 - f. being responsible for personal belongings that you bring to campus;
 - g. taking care of the Day Student lounges;
 - h. knowing and abiding by all school rules and regulations in the student handbook and passing the handbook test;
 - i. keeping all areas of the campus free of litter and graffiti.

9TH GRADE ---

1. Students are not allowed to leave campus during the day.
2. Students may not have cars on campus.
3. Students are not allowed in college dormitories.
4. Students must pay for breakfast and dinner meals in the Dining Hall.
5. Students must sign in each day on the attendance sheet in the Day Student Coordinator's office in the East Park Drive Building, and sign out at the end of the academic day.

RULES FOR HIGH SCHOOL BOARDERS

A. GENERAL RULES

1. Home permission forms must be turned in to the Dean of Students Office prior to the beginning of school. Home permission gives the student the right to go home without a parent calling the school. All other weekends away from campus necessitate a parent call to the Resident Director. **Calls to give home permission must be made to the Resident Director between the hours of 12 noon - 7 p.m., Monday-Thursday.** Calls must be received by Thursday. A student must notify her Resident Director if she changes addresses after she leaves for the weekend. Failure to do so is an Honor offense.
2. No high school student may spend the night in a college dormitory.
3. Closed weekends for High School students: All boarding high school students are required to remain on campus, that is, they may not leave Raleigh on a closed weekend. **The following weekends are closed: August 26-27 and September 9-10.** Special activities are planned for the closed weekends. Students will be permitted to leave campus if they are participating in a school function or school trip.
4. Students who have been in the Health Center have a 7:30 p.m. curfew that evening, including Friday nights. The student is to remain in her room after Study Hall. No extended lights will be permitted.
5. **Curfews following school dances:**
SENIORS will have a 2:30 a.m. curfew unless parents give special overnight permission for the night of the dance.
JUNIORS will have a 2:00 a.m. curfew. Those attending the dance may not take an overnight.
THOSE STUDENTS NOT ATTENDING THE DANCE should consider this a regular weekend.
6. For security reasons, students who wish to leave Smedes prior to 8:00 a.m. must use the back door.
7. Study Hall is required of all High School students from 7:30 - 9:30 p.m. in their dormitory room, Monday - Thursday.
8. Any high school student who has not cut assembly, chapel, or hall meetings; has received no points on the hall for the week and has exhibited good behavior across campus and lived up to all rules set forth in this handbook may leave campus after her last class on Friday. Failure to abide by the school rules will result in no earned weekend privilege.
9. Telephone use after 12 midnight is prohibited. Students violating the midnight telephone deadline will be subject to discipline by the Dean of Students.

10. DEFINITIONS AND PUNISHMENTS FOR CURFEW VIOLATION

Illegal late evening privilege - leaving campus after 9:30 p.m.:

- first offense: 1 week strict campus;
- second offense: 2 weeks strict campus;
- third offense: possible dismissal from school.

Illegal overnight - leaving campus after curfew:

- first offense: 2 weeks strict campus
- second offense: sent to Judicial Board
- third offense: possible dismissal from school.

11. Students not graduating must have their belongings packed and rooms cleaned and must leave campus after their final examination in the spring semester. Only graduating students or those assisting with graduation exercises may stay in the dormitories after the examination period.

12. High School students must have parental permission to travel more than 30 miles from Raleigh.

B. SMOKING POLICY ---

In order to provide a healthy environment for high school students, **SMOKING BY HIGH SCHOOL STUDENTS IS PROHIBITED ON CAMPUS.** Violation of this rule can lead to dismissal. High School students are not allowed to smoke in the college dormitories.

C. SOCIAL/DATING RULES ---

1. 11th-Graders*:

- a. 11th-graders must sign out whenever they leave campus and sign back in by 7:00 p.m., Monday - Thursday.
- b. 11th-graders must be on their hall by 11 p.m., Sunday-Thursday and by 12 midnight, Friday and Saturday. Lights out for 11th-grade students is 12 midnight, Sunday-Thursday.
- c. If, at any time, a student realizes that she will be late, she should call her Resident Director immediately.
- d. Eleventh-graders must return to campus by:
 - Sundays - 9:30 p.m.;
 - Holidays - curfew.
- e. At the end of first semester, students with a 3.0 G.P.A. earn the right to extended late privileges for having clean room inspections.

2. 12th-Graders*:

- a. Twelfth-graders must sign out whenever they leave campus and sign back in when they return by 7:00 p.m., Monday-Thursday.
- b. Twelfth-grade students must be on their hall by 11:30, Sunday - Thursday, and by 12:30 a.m., Friday and Saturday.
- c. If, at any time, a student realizes that she will be late, she must call her Resident Director immediately.
- d. Seniors must return to campus:
Sundays - 10:30 p.m.;
Holidays - curfew.

***Once a student is over one-half hour late for her curfew, her Resident Director will call her parents to notify them of her absence.**

SENIOR PRIVILEGES ---

The purpose of this tradition is to reward seniors for their years at Saint Mary's. Senior privileges are not to be seen as rights or superiority of rank.

1. Lights out: Seniors are allowed to turn lights out at their own discretion, however, they are encouraged to turn their lights out at midnight to ensure a proper night's sleep.

2. Late Evening Privilege (LEP): Seniors have permission to leave campus after Study Hall and return by curfew (9:30-11:30 p.m., Monday-Thursday). This privilege is earned with four consecutive clean room inspections. Students may not take an LEP on the evening they return from a holiday.

- a. New 12th-graders may begin taking LEPs after mid-term break if they have a projected G.P.A. of at least 3.0.

D. DORMITORY REGULATIONS ---

Ordinarily students attending Saint Mary's live in the dormitories or with their parents or a guardian appointed by their parents in the Triangle area. Exceptions to these living arrangements must be approved in advance by the Dean of Students and the Dean of the College.

Resident Directors are responsible for seeing that the dormitories are clean, quiet places in which to live, relax and study. STUDENTS ARE TO ABIDE BY THE RESIDENT DIRECTOR'S SUGGESTIONS, REQUESTS AND DECISIONS AS THEY WOULD THE DEAN OF STUDENTS. DISPUTES WILL ULTIMATELY BE DECIDED BY THE DEAN OF STUDENTS, BUT UNTIL THEY ARE, STUDENTS WILL ACCEPT THE DECISION OF THEIR RESIDENT DIRECTOR.

The Resident Assistants assist the Resident Directors and help students adjust

to residential student life. They are to serve as role models and counsel students with problems, either personally or by referral to the appropriate staff member.

1. DORMITORY ROOMS ---

1. Saint Mary's expects that student rooms be kept clean. The Resident Director inspects High School dorm rooms daily. The cost of any damage to rooms will be charged to the students in the room. High School students who do not comply with the rules set down for closing at breaks will be campused upon return.
2. Students may have one refrigerator (not to exceed 4 cubic feet) per room. No hot plates, toaster ovens, sun lamps or microwave ovens are allowed. Illegal appliances will be confiscated.
3. No pets of any kind are permitted in the dormitories. This includes aquatic animals. Violation of this policy will be handled by the Dean of Students.
4. Furniture may not be brought from home or moved from any room. Structures intended for lofts are prohibited. Area rugs or throw-rugs are recommended because of the difficulty of measuring rooms for wall-to-wall carpet. The school provides each student with a bed (standard single), dresser, mirror, desk and chair.
5. Signs and property such as speed limit signs, commercial advertising signs, street signs, rural mailboxes, etc. are prohibited from rooms. Possession of such stolen property violates North Carolina laws.
6. There are cork strips and/or bulletin board type areas in the rooms. Students must use these to attach all posters and articles. Nothing is permitted to be nailed, tacked or taped to the walls, woodwork, doors or ceilings. Wall hangings are not permitted.
7. Cinder blocks are not allowed to prop up furniture, including beds.
8. It is suggested that students purchase an outlet strip with a 15 amp. circuit breaker. This will prevent the multiple use of extension cords in a room.
9. High School students are not allowed to have televisions in their room.
10. Students are not permitted to burn incense or candles in the dormitories.
11. The housekeeping staff provides weekly service to the bathrooms, halls and lobbies. Personal belongings and shower toiletries must be removed from these areas on cleaning days to facilitate cleaning.
12. Knives and firearms are prohibited on campus. If found, these items will be confiscated.

2. DAMAGE TO ROOMS ---

Damage to rooms (i.e., markings on walls, furniture, floors or doors; broken furniture and/or fixtures) will result in the loss of room deposit.

3. LOCKING ROOMS/ROOM KEYS ---

Students must lock their room doors whenever they are not in their rooms, and must carry their keys with them. A fine will be imposed when Saint Mary's has

RULES FOR COLLEGE BOARDERS

A. SMOKING POLICY

College students are permitted to smoke **ONLY** in their own rooms (if designated smoking rooms) with the door closed. Smoking is prohibited in all other areas of campus. Cigarette butts and ashes should be disposed of in appropriate containers.

College students should be aware that **smoking is prohibited for all High School students on campus. College students will be subject to disciplinary action for allowing High School students to smoke in their room.**

B. SOCIAL RULES

Saint Mary's college students enjoy the privilege of Self Determining Hours. Dorms will be locked for security reasons at the following times:

Dorm Closing Hours:

Sunday-Thursday	1:00 a.m.
Friday-Saturday	2:00 a.m.

If a student returns to campus after the dorms have closed, she must report to the Security office and show proper Saint Mary's ID or Driver's License. There will be a \$10 fine for students who do not show proper ID. Students have 24 hours to pay the fine to the Dean of Students office.

In case of an emergency, students **must** notify Security if they need to leave the building after closing. Security will unlock the building. It will be an honor offense for a student to leave a building after hours without having first notified the proper authorities.

PGPC RULES

PGPC students enjoy the same social privileges and abide by the same rules and regulations as all Saint Mary's college students. However, poor academic performance could result in restricted social privileges.

2. Students may have one refrigerator (not to exceed 4 cubic feet) per room. No hot plates, toaster ovens, sun lamps or microwave ovens are allowed. Illegal appliances will be confiscated.
3. No pets of any kind are permitted in the dormitories. This includes aquatic animals. Violation of this policy will be handled by the Dean of Students.
4. No firearms or knives are allowed on campus. If found, such items will be confiscated.
5. Furniture may not be brought from home or moved from any room. Structures intended for lofts are prohibited. Area rugs or throw-rugs are recommended because of the difficulty of measuring rooms for wall-to-wall carpet. The school provides each student with a bed (standard single), dresser, mirror, desk and chair.
6. Signs and public property such as speed limit and street signs, commercial advertising signs, rural mailboxes, etc. are prohibited from dorm rooms. Possession of such stolen property violates North Carolina laws.
7. There are cork strips and/or bulletin board type areas in the rooms. Students must use these to attach all posters and articles. Nothing is permitted to be tacked, nailed or taped to the walls, woodwork, doors or ceilings. Wall hangings are not permitted.
8. It is suggested that students purchase an outlet strip with a 15 amp circuit breaker. This will prevent the multiple use of extension cords in a room.
9. Cinder blocks are not allowed to prop up school-owned furniture, including beds.
10. Students are not permitted to burn incense or candles in dormitories.
11. The housekeeping staff provides weekly service to the bathrooms, halls and lobbies. Personal belongings and shower toiletries must be removed from these areas on cleaning days to facilitate cleaning.

3. DAMAGE TO ROOMS

The cost of damage caused to rooms (i.e., markings on walls, furniture, floors or doors; broken furniture and/or fixtures) will result in the loss of a student's room deposit.

4. LOCKING ROOMS/ROOM KEYS

Students must lock their room doors whenever they are not in their rooms, and must carry their keys with them. A fine will be imposed when Saint Mary's has to unlock a student's room (first offense - \$5; second offense - \$10). Students who lose their key may obtain a new one in the Buildings and Grounds Office for \$5.

5. ROOM CHANGES

All room changes will be made only after students have received permission from the Director of Residential Life. To move without permission is a serious dormitory offense. Since learning to live with students from many different backgrounds is one of the goals of residence life, students are encouraged to work out their difficulties before requesting a change.

- a. Students will be allowed to change rooms the week prior to Fall Break, Christmas Break and Spring Break.
- b. If a student feels that a room change is necessary for her own personal growth and adjustment, such a request may be made through the Director of Residential Life. All necessary moves are dependent upon available space as well as the mutual consent of all parties involved. Specific procedures for room changes are available from the Resident Director or Resident Assistant.
- c. Once a room change has been approved, a student has 24 hours to completely move from one room to another. Students must exchange keys with the Buildings and Grounds Office.
- d. Once a student has changed rooms, the room will be inspected, and the student will be charged for any and all damages. It is important that rooms be left in the exact order in which they were found when the student moved in.
- e. When situations warrant, Saint Mary's reserves the right to move students from room to room. A student does not have the right to refuse such a change. A student living as a single in a two-girl room does not have the right to refuse a roommate.

6. GUESTS/DATES/VISITORS

1. Fathers, brothers, dates ARE NOT PERMITTED IN LIVING AREAS EXCEPT on the opening and closing days of the school year, at the beginning of each vacation period, on Parents Weekend or by special permission of the Resident Director on that hall.

2. Men are allowed in dormitory parlors from 7 p.m.-10 p.m. and in the Student Center lounge until dorm closing. Dates are expected to abide by all the rules of Saint Mary's while on campus. Men must leave campus by dorm closing. Parking is limited to visitor areas in front of Smedes and Cruikshank.

3. Students may have a female guest stay free of charge on weekend nights. All guests must be pre-registered by the Resident Director in the dormitory in which they are staying and must observe all regulations that relate to the hostess. The hostess receives any penalty accumulated by her guest. Day students and female relatives of students may stay in the dorms free of charge on occasion.

4. **Visitation Days/Prospective Student Visitors:** Boarding students who host a prospective student are expected to represent Saint Mary's as an official hostess. Students who are reported for inappropriate behavior as a hostess will be subject to disciplinary action.

D. BICYCLES _____

Bicycles may not be stored in dormitory rooms or hallways or other College buildings. All bikes must be locked to the bike racks located in front of the security office and near Penick. A student will be fined \$25 if her bike is found in the dorm.

E. TELEPHONES _____

1. Switchboard hours are 8:30 a.m.-4:30 p.m., Monday-Friday.
2. Students are NOT to call the Administration at home. In case of emergency, contact your Resident Director, and she will notify other officials if necessary.
3. Students may have private phones in their rooms at their own expense.

F. EMERGENCIES _____

All students must know their Resident Director's phone number and other emergency numbers.

IN CASE OF ANY EMERGENCY ON CAMPUS (A PROWLER, FIRE, ETC.) NOTIFY SECURITY AT 839-4044 AT ONCE. SECURITY WILL CALL CITY EMERGENCY 911 IF NECESSARY.

EMERGENCY NUMBERS:

Security.....	839-4044
Buildings and Grounds (daytime emergencies).....	839-4118
2nd Smedes.....	839-4018
3rd Smedes.....	839-4019
Smedes Reception Desk.....	839-4029
Holt.....	839-4021
Cruikshank.....	839-4023
Penick.....	839-4022
Health Center.....	839-4043

G. FOUL WEATHER POLICY ---

School will be open during inclement weather unless otherwise stated. No excuses will be issued for missed classes or other required activities.

H. PROPER DRESS ---

Students are required to dress formally for special weekday and Sunday chapels, evening concerts and lectures, formal dinners, assemblies and other announced occasions. This means no T-shirts, sweatshirts, tennis or other sport shoes, denim jackets, any tie-dyed clothing or longjohns, sleepwear, bathing suits, towels, etc. Students are NOT to appear in the Dining Hall, Smedes Parlor or in classrooms in sleepwear. Barefeet are not permitted in the Dining Hall, Smedes Parlor, Lower Smedes, classrooms, gym, etc.

J. STUDENT RESPONSIBILITIES ---

As a college boarding student, you are responsible for:

- a. attending classes within limits set by professors and obtaining and presenting appropriate excuses for missed classes;
- b. keeping all appointments with professors, advisors and all other college officials;
- c. being certain that any job you might have does not conflict with required school events or classes;
- d. attending assemblies, chapels and hall meetings;
- e. exercising sound habits of healthful living through proper nutrition and personal hygiene; through cleanliness of all areas in which you live, study, eat and use for activities; and by not engaging in personal habits that disturb others in the

- dorms, classroom, dining hall, lounges, chapel, auditorium or other areas of the school environment;
- f. locking your room and securing your valuables;
- g. using the health center according to appropriate guidelines for legitimate health concerns;
- h. abiding by dorm regulations;
- i. knowing and following all school rules and regulations outlined in the student handbook and passing the handbook test;
- j. keeping all areas of the campus free of litter and graffiti.

COLLEGE RESIDENTIAL COUNCIL _____

1. The College Residential Council (CRC) is composed of the Chairman of Dorm Council, the Director of Student Activities or Residential Life and the Resident Assistants.
2. Procedures:
 - a. Students must write up an incident report for any rule violation and give it to the Resident Director.
 - b. The Resident Director will keep a record of penalty points.
 - c. Once a student has reached the maximum number of points (10), she will appear before the CRC.
 - d. Once the CRC has met, the student will be notified of her punishment, which will begin immediately.
3. A student who has appeared before CRC will automatically be sent back to CRC for disciplinary action if she violates another rule. Repeated violations will result in the student being sent to Judicial Board.
4. Each student begins each new semester with a clean slate free of penalty points.
5. Students are expected to exemplify good behavior when they appear before the CRC and must be dressed appropriately.

COLLEGE BOARDING STUDENT POINT SYSTEM _____

Unexcused chapel cut	= 5 points
Unexcused assembly cut	= 5 points
Disruption of quiet/study hours	= 5 points
Unexcused hall meeting cut	= 5 points
Inappropriate behavior	= 5 points
Failure to abide by dorm closing	= automatically campused upon return from holiday

to unlock a student's room (first offense - \$1; second offense - \$5). Students who lose their key may obtain a new one from the Buildings and Grounds Office for \$5.

4. ROOM CHANGES ---

1. All room changes will be made only after students have received permission from the Director of Residential Life. To move without permission is a serious dormitory offense. Since learning to live with students from many different backgrounds is one of the goals of residence life, students are encouraged to work out their difficulties before requesting a change.

- a. Students will be allowed to change rooms the week prior to Fall Break, Christmas Break and Spring Break.
- b. If a student feels that a room change is necessary for her own personal growth and adjustment, such requests may be made through the Director of Residential Life. All necessary moves are dependent upon available space as well as the mutual consent of all parties involved. Specific procedures for room changes are available from the RD or RA.
- c. Once a room change has been approved, a student has 24 hours to completely move from one room to another. Students must exchange keys with the Buildings and Grounds Office.
- d. Once a student has changed rooms, the room will be inspected, and the student will be charged for any and all damages. It is important that rooms be left in the exact order in which they were found when the student moved in.
- e. When situations warrant, Saint Mary's reserves the right to move students from room to room. A student does not have the right to refuse such a change. A student living as a single in a two-girl room does not have the right to refuse a roommate.

5. VISITORS/GUESTS ---

1. Fathers, brothers, dates ARE NOT PERMITTED IN LIVING AREAS EXCEPT on the opening and closing days of the school year, at the beginning of each vacation period, on Parents Weekend or by special permission of the Resident Director in that dorm.

2. Men are allowed in dormitories only to pick up or drop off dates and only in designated parlors. Dates are expected to abide by all the rules of Saint Mary's while on campus. Men must leave campus by their date's curfew. Parking is limited to visitor areas in front of Smedes. Dates are allowed in Smedes Parlor until 11:30 p.m.

3. Students may have a female guest stay free of charge on weekend nights. All guests must be pre-registered in the dormitory in which they are staying and must observe all regulations that relate to the hostess. The hostess receives any penalty accumulated by her guest. Day students and relatives of students may stay in the dorms, on occasion.

4. **Visitation Days/Prospective Student Visitors:** Boarding students who host a prospective student are expected to represent Saint Mary's as an official hostess. Students who are reported for improper behavior as a hostess will be subject to disciplinary action.

E. BICYCLES ---

Bicycles may not be stored in dormitory rooms or hallways or other College buildings. All bikes must be locked to the bike racks located in front of the security office and near Penick. A student will be fined \$25 if her bike is found in the dorm.

F. TELEPHONES ---

1. Switchboard hours are 8:30 a.m.-4:30 p.m., Monday-Friday.
2. Students are NOT to call the Administration at home. In case of emergency, contact your Resident Director, and she will notify other officials if necessary.
3. Students may have private phones in their rooms at their own expense.

G. EMERGENCIES ---

All students must know their Resident Director's phone number and other emergency numbers.

IN CASE OF ANY EMERGENCY ON CAMPUS (A PROWLER, FIRE, ETC.) NOTIFY SECURITY AT 839-4044 AT ONCE. SECURITY WILL CALL CITY EMERGENCY 911 IF NECESSARY.

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Holt.....	839-4021
Cruikshank.....	839-4023
Penick.....	839-4022
Health Center.....	839-4043

H. PROPER DRESS _____

Students are required to dress formally for weekday and Sunday chapels, evening concerts and lectures, formal dinners, assemblies and other announced occasions. This means no T-shirts, sweatshirts, tennis or other sport shoes, denim jackets, any tie-dyed clothing or longjohns, sleepwear, bathing suits, towels, etc.

Students are NOT to appear in the Dining Hall, Smedes Parlor or in classrooms in sleepwear. Barefeet are not permitted in the Dining Hall, Smedes Parlor, Lower Smedes, classrooms, gym, etc.

I. FOUL WEATHER POLICY _____

School will be open during inclement weather unless otherwise stated. No excuses will be issued for missed classes or other required activities.

J. BOARDING STUDENT RESPONSIBILITIES _____

High School boarding students are responsible for:

- a. attending all classes and obtaining excuses from the Dean of the College for excused absences;
- b. keeping appointments with professors, advisors and all other college officials;
- c. being certain that jobs held do not conflict with attendance at required school events;
- d. attending assemblies, chapels, hall meetings and study hall;
- e. exercising sound habits of healthful living through proper nutrition and personal hygiene; through cleanliness of all areas in which you live, study, eat and use for activities; and by not engaging in personal habits that disturb others in the dorm, classrooms, dining hall or other areas of the school environment.
- f. being responsible for locking your room and keeping your valuables secure;
- g. using the health center according to appropriate guidelines;
- h. abiding by dorm regulations;
- i. knowing and abiding by all school rules and regulations in the student handbook and passing the handbook test;
- j. keeping all areas of campus free of litter and graffiti.

HIGH SCHOOL RESIDENTIAL COUNCIL ---

1. The High School Residential Council (HSRC) deals with violations of minor school rules for the boarding students. The HSRC consists of the High School SGA Vice President, the High School SGA Day Student President, the Dean of Students, a designated faculty member and representatives from each hall in the high school dormitories.
 - a. An 11th- or 12th-grade representative from each hall will be nominated by her peers. The nominee must willingly agree to serve on the council. The nominee must be approved before being elected.
2. Procedures:
 - a. Students must write up an incident report for any rule violation and give it to the Resident Director.
 - b. The Resident Director will keep a record of penalty points.
 - c. Once a student has reached the maximum number of points (10), she will appear before the HSRC.
 - d. Once the HSRC has met, the student will be notified of her punishment, which will begin immediately.
3. A student who has appeared before the HSRC will automatically be sent back to the HSRC for disciplinary action if she violates another rule. Repeated violations will result in the student being sent to Judicial Board.
4. Each student begins each new semester with a clean slate free of penalty points.
5. Students are expected to exemplify good behavior when they appear before the HSRC and must be dressed appropriately.

HIGH SCHOOL BOARDERS POINT SYSTEM ---

Lateness for curfew: every minute late	= 1 point	<i>(Students who arrive to campus over one hour late will be reported to the Dean of Students.)</i>
Disruption of quiet/study hours	= 5 points	
Unexcused hall meeting cut	= 5 points	
Failure to sign in/out	= 5 points	
Lights out violation (11th-grade only)	= 5 points	
Unexcused chapel cut	= 5 points	
Unexcused assembly cut	= 5 points	
Inappropriate behavior	= 5 points	
Failure to abide by dorm closing	= automatically campused upon return from holiday	

10TH GRADE

1. Students are not allowed to leave campus during the day.
2. Students are not allowed in college dorms.
3. Students may purchase parking stickers for \$50 in the Business Office. Parking stickers allow students to park in the designated Day Student parking area behind the library.
4. Students must pay for breakfast and dinner meals in the Dining Hall.
5. Students must sign in each day on the attendance sheet in the Day Student Coordinator's office in the East Park Drive Building and sign out when they leave at the end of the academic day.

11TH-GRADE

1. Students may purchase parking stickers for \$50 in the Business Office. Parking stickers allow students to park in the designated Day Student parking area behind the library.
2. Day Students may spend the night in the high school dormitory, on occasion, with the permission of the Resident Director. If a Day Student breaks any rule, she is subject to the same penalty as her hostess. Day Students spending the night in the dorm must participate in study hall and are expected to live as a boarder. If a Day Student in not spending the night, she must leave the dormitories by 10 p.m.
3. Day Students must pay for all meals eaten in the Dining Hall.
4. Students must sign in when they arrive and sign out when they leave each day on the attendance sheet in the Day Student Coordinator's office in Lower Smedes.
5. After first semester, an 11th-grade student with at least a 3.0 G.P.A. may leave campus during lunch. Otherwise, she must have permission from the Day Student Coordinator. Students must sign out with the Day Student Coordinator when they leave and sign back in when they return.

12TH-GRADE

1. Students may purchase parking stickers for \$50 in the Business Office. Parking stickers allow students to park in the designated Day Student parking area behind the library.
2. Day Students may spend the night in the high school dormitory, on occasion, with the permission of the Resident Director. If a Day Student breaks any rule, she is subject to the same penalty as her hostess. Day Students spending the night in the dorm must participate in study hall and are expected to live as a boarder. If a Day Student in not spending the night, she must leave the dormitories by 10 p.m.
3. Day Students must pay for all meals eaten in the Dining Hall.

4. Students must sign in when they arrive and sign out when they leave each day on the attendance sheet in the Day Student Coordinator's office in Lower Smedes.
5. If a student leaves campus during the course of the academic day (8 a.m. - 3 p.m.) she must have permission from the Day Student Coordinator. Only 12th-grade students with a cumulative 3.0 G.P.A. or better may leave campus for lunch and are expected to sign out when they leave and in when they return.

DAY COUNCIL ---

1. The Day Council is the Day Student disciplinary council for violation of minor school rules. The Day Council consists of the following: the Day Student Coordinator, the Day Assistants, the Day Student officers, excluding the Day Student President.
2. Procedures:
 - a. Students must write up an incident report form for any rule violation and give it to the Day Student Coordinator.
 - b. The Day Student Coordinator will keep a record of penalty points.
 - c. Once a student accumulates five points, she will be issued a verbal warning.
 - d. Once a student accumulates the maximum of 10 points, she will appear before the Day Council.
3. After a student appears before the Day Council once, she will be sent to the Dean of Students if she violates another rule. Repeated violations will be considered willful violations of school rules and can lead to dismissal.
4. Each student begins each new semester with a clean slate free of penalty points.
5. Students are expected to exemplify good behavior and should be dressed appropriately when they appear before the council.

HIGH SCHOOL DAY STUDENT POINT SYSTEM ---

Unexcused day student meeting cut	= 5 points
Unexcused all-campus chapel cut	= 5 points
Unexcused assembly cut	= 5 points
Inappropriate behavior	= 5 points
Failure to sign in/out	= 5 points

DORMITORY/DAY OFFICERS

RESIDENT ASSISTANTS

Resident Assistants (RAs) at Saint Mary's hold a staff position in the Dean of Students office under the direct daily supervision of their Resident Director. An RA resides in a dormitory on a floor assigned to her.

A Resident Assistant is expected to present herself as a positive role model, a sensitive, caring, non-judgmental member of the campus community, and as a staff member who has been charged with major responsibilities for the development of a positive living and learning environment on her hall. Her position is one of the utmost importance.

1. Project a professional attitude toward the RA position and be a positive role model at all times. Maintain strict confidentiality and serve as a liaison between the Resident Director and the students, faculty and staff.
2. Be visible to the students on your hall. Assist the Resident Director in all facets of dormitory life.
3. Inform students of all rules, regulations, fire and safety procedures and precautions, and accurately communicate all information.
4. Affirm your commitment to the Saint Mary's Honor Code both verbally and by your actions. Be consistent and fair. Insure students' awareness and understanding of the Judicial Board, College and/or High School Residential Council and penalty system. Confront students when necessary and report all violations to the appropriate persons.
5. Challenge students to accept personal responsibility for hall and dorm rules and regulations, academic work and personal health and safety.
6. Project an enthusiastic attitude toward all campus activities, athletics, required assemblies, chapels, study hall and meetings. Actively participate.
7. The College RAs serve on the College Residential Council.

DAY ASSISTANTS

Day Assistants (DAs) at Saint Mary's hold a staff position in the Dean of Students Office under the direct daily supervision of the Day Student Coordinator.

A Day Assistant is expected to present herself as a positive role model, a sensitive, caring, non-judgmental member of the day student community, and as a staff member who has been charged with major responsibilities for the development of a positive school environment. Her position is one of the utmost importance to the Day Student community.

1. Project a professional attitude toward the Day Assistant position and be a positive role model at all times. Maintain strict confidentiality and serve as a liaison between the Day Student Coordinator and the students, faculty and staff.
2. Be visible to all Day Students.
3. Inform students of all rules, regulations, fire and safety procedures and precautions, and accurately communicate all information.
4. Affirm your commitment to the Saint Mary's Honor Code both verbally and by your actions. Be consistent and fair. Insure students' awareness and understanding of the Judicial Board, Day Council and penalty system. Confront students when necessary and report all violations to the appropriate persons.
5. Challenge students to accept personal responsibility for school rules and regulations, academic work and personal health and safety.
6. Project an enthusiastic attitude toward all campus activities, athletics, required assemblies, chapels, study hall and meetings. Actively participate.
7. The Day Assistants serve on the Day Council.

ACTIVITIES AND CAMPUS ORGANIZATIONS

ACTIVITIES

Acolytes
The Belles - student newspaper
Chorale
Dance Ensemble
The Stagecoach - yearbook
The Vestry

HONOR /SERVICE ORGANIZATIONS

College:

The Order of the Circle
Marshals
Letter Club
Phi Theta Kappa
Serenitas Veritas

High School:

The Beacon
Chapel Marshals
Letter Club
Honor Society
Serenitas Veritas
Sociedad Honoria Hispanica
Societe Honoraire de Francais

SPECIAL INTEREST CLUBS

Amnesty International
Atlas
Cold Cuts
Environmental Club
Fine Arts Club
Habitat for Humanity
Four-Year Girls
Granddaughters Club
Photography Club
Silence

SOCIAL CLUBS

College:

Abracadabra
MAPS
Silent S
Scoop

High School:

Share
Spiders
Undatettes
Scoop

STUDENT SERVICES

BOOKSTORE

1. Hours: Monday-Friday, 8 a.m. - 4 p.m.
2. All books and college supplies may be purchased at the store (Master-Card, VISA, Discover and American Express accepted.)
3. Students must have ID cards when writing or cashing checks.
4. Students are advised to have their own checking accounts in either Raleigh or their hometown.
5. Two-party checks are accepted only from parents or relatives. Checks written from one student to another are not accepted. Each student must cash her own check.
6. A fee of \$15 will be charged for all returned checks. Grades will be held if these are not cleared promptly.
7. All books purchased in the bookstore may be returned for full refund before the last day of the drop-add period if not written in or damaged. The student must present her receipt.

POST OFFICE (located at the bookstore)

1. Each student is responsible for checking her mailbox daily.
2. Stamps may be purchased at the campus Post Office from 7:30 a.m. to 3:30 p.m.
3. First-class mail is put in boxes by 10:00 a.m. Monday-Friday. Mail does not come in Saturday or Sunday. Packages, newspapers, and magazines may be picked up throughout the day. Mail may be sent from the mailbox at the campus post office, or there is a U.S. Government mailbox across from the main gate on Hillsborough Street.
4. Parcel Post and UPS may be sent out and received during Post Office hours.

STUDENT CENTER

The Student Center, located on back campus, houses a Day Student lounge, a non-smoking lounge, a vending machine snack room, club meeting room, a faculty/staff smoking lounge, a music practice room and several study rooms.

Behavior in the Student Center, as in all areas of the campus, should reflect a sense of propriety and conformity to appropriate behavior considered to be standard for public areas. All students may entertain dates in the Student Center.

STUDENT CENTER HOURS

College: The Student Center is open for college students from 8:30 a.m. until 1:00 a.m. during the week and until 1:30 a.m. on weekends, unless otherwise approved by the Dean of Students.

High School: The Student Center is open for high school students during the week and weekends until their respective curfews unless otherwise approved by the Dean of Students:

11th-grade: 11:00 p.m., Sunday-Thursday; 12 midnight, weekends

12th-grade: 11:30 p.m., Sunday-Thursday; 12:30 a.m., weekends.

HEALTH CENTER

Saint Mary's believes the good health of its students is important. The Health Center is available to meet the health care needs of students. Located in the 1903 Building, the Health Center provides doctor's visits and referrals, lab tests, and general non-acute medical care. The Health Center is staffed by caring personnel - a registered nurse and a doctor who is available on campus two days a week for an hour and a half. The following statements outline additional information about the Health Center's operating procedures.

HEALTH CENTER HOURS

1. The Health Center is staffed Monday-Friday from 8:00 a.m. - 4:00 p.m.

Doctor's hours are as follows:

Monday and Wednesday 8:00 a.m. - 9:30 a.m.

2. When services are required after hours during the week, a student should contact her Resident Director.

3. When an on-campus illness necessitates it, the Health Center is kept open.

EMERGENCIES

When the Health Center is closed, students should contact a Resident Director for any health-related concern. The Resident Director will make arrangements for them to see a physician or go to an emergency room as needed.

PROCEDURES

1. The Nurse responds to students with symptomatic illnesses. She does not diagnose. As needed, students will be referred to doctors for further examination and diagnosis. A student may always request and receive an appointment with a physician other than the campus physicians. Although the Health Center may help the student schedule this appointment, all costs incurred will be the financial responsibility of the student and/or her parents.
2. Behavior which can cause severe health problems and/or death such as: substance abuse, anorexia and bulimia, etc., will be reported to the Dean of

Students. Parents will be notified, and a conference will be arranged including the student, her parents (if they desire), the Dean of Students, and the Head Nurse on the Health Center Staff to determine professional intervention and/or treatment. Failure on the part of the student to comply with the request for a conference may result in suspension until such time a conference has been arranged.

3. To ensure individual attention and confidentiality, only one patient at a time is allowed in the interview office. Students may have to wait when the Health Center is busy.
4. Throat cultures and other specimens are taken and sent to a hospital laboratory. Most laboratory work takes about 48 hours.
5. The nurse screens students and admits those who are ill. Students are encouraged to attend classes during minor illness as determined by the nurse. In flu season and during times when bed space is needed, the Health Center may limit admission of students with minor colds, cramps, etc. In these situations, the nurse may authorize dormitory privileges and will advise the Dean of Students of her decision.
6. Should a student become seriously ill in a class, the nurse will respond.
7. The nurse will require students who are ill to remain in the Health Center to ensure that they receive proper medical care and attention.
8. Sleep aids are not available from the Health Center.
9. Students should schedule daytime appointments at the Health Center for allergy injections.
10. In order not to tie up the Health Center telephone and personnel, students admitted to the Health Center may not receive telephone calls.

EXCUSES ---

1. Class excuses will be written by the nurse only for those classes which students miss while they are in the Health Center. In order to be excused for an entire class, students must be in the Health Center at the beginning of class.
2. During the hours of the doctor's visits, the Health Center nurse may not be available to write class excuses.
3. High school students who have been admitted to the Health Center as a patient during the day must remain in their room that night.
4. The Resident Director will handle instances when a student misses class because of illness when the nurse is off duty.

DAY STUDENTS ---

1. For general medical treatment and doctor's visits, Day Students should use their own physician in the area. The Health Center is available for emergencies as needed by Day Students.

EQUIPMENT

1. When the Health Center issues health care equipment to students, it is the student's responsibility to return it. If they do not, the cost of the equipment will be billed to their account.

CHARGES

1. Bills for medicine, lab work, etc., are sent directly to parents. There is a \$10 processing fee for each billing to the parents - this covers school costs for processing and paying the medical bills and billing parents. Questions concerning Health Center bills should be directed to the Business Office.
Grades will be held if there are outstanding medicine or lab bills.

KENAN LIBRARY

The Sarah Graham Kenan Library serves students as a research, study and computer center. Students receive a copy of the Kenan Library Rules and Regulations during orientation and are bound by these, some of which carry Judicial Board penalties.

Books circulate for a period of 30 days and may be renewed as needed. Reference books, magazines and newspapers may not be taken from the library.

LIBRARY HOURS

Weekdays

Monday-Thursday	8:00 a.m. - 10:00 p.m.
Friday	8:00 a.m. - 4:00 p.m.

Weekends Before Fall and Spring Break

Saturday	Closed
Sunday	6:00 - 10:00 p.m.

Weekends After Fall and Spring Break

Saturday	12 noon - 4:00 p.m.
Sunday	2:00 p.m. - 10:00 p.m.

Penalties for late or lost materials are as follows:

Overdue books.....	20 cents per day per item
One-day reserve items.....	50 cents per HOUR per item
Maximum fine.....	\$7.50 per item
Lost item.....	Cost of the item, plus a \$25 processing fee

Grades and transcripts will be withheld until all library obligations have been settled. (See financial information in the catalog).

As the school's computer center, the library provides an on-line system for research which includes access to the Internet; SISCAT (catalog); UMI Periodical Abstracts; SIRS (Social Issues Resource Series); and WordPerfect 5.1. There are also a number of non-system computers for student use with word processing and other software available.

Saint Mary's is a member of the Cooperating Raleigh Colleges (CRC). All students are allowed to borrow from the libraries of Meredith, Peace, St. Augustine's and Shaw. Only college students may borrow from N.C. State University.

ATHLETIC FACILITIES ---

THE ANN MOORE BACON GYMNASIUM ---

The Ann Moore Bacon Gymnasium is open to Saint Mary's students with the following regulations enforced. The rules and regulations regarding the use of the building are to be observed at all times. No one is allowed in the building without proper authorization for recreational use other than at the stated times. Hours to be observed daily are as follows for students, faculty, staff and their families. (Other hours to be arranged by the Athletic Director). Gym hours will be announced and publicized.

**Dates are welcome when accompanied by a Saint Mary's student on Fridays, Saturdays and Sundays.*

UNSUPERVISED GYM USE ---

The physical fitness center will be open for use by currently enrolled Saint Mary's students during the scheduled hours to be announced.

1. No street shoes are to be worn on the basketball court or in the dance studio.
2. **NO** smoking, food or drink are allowed in the gym or pool area.
3. **ONLY** bowling shoes or shoes with socks over them are to be worn in the bowling lanes. This is a safety precaution.
4. **No one is allowed to use the sauna without proper supervision.**

TENNIS COURTS ---

1. Tennis courts are for the use of students, faculty, staff and their guests.
2. Gate Rules:
 - a. Wear only smooth-soled tennis shoes.
 - b. Close gates when leaving.
3. The tennis courts may be used daily until 10 p.m. when not in use by classes or teams. Lights must be turned off by 10 p.m. The courts will be locked at that time.

SWIMMING POOL

1. Students, faculty, staff, alumnae and their guests may use the pool for recreational swimming during the designated times when supervision is provided. Pool hours will be announced.
2. Anyone using the pool is subject to the general rules of behavior posted in the pool area.
3. **No one is allowed to swim alone.**
4. Faculty, staff, alumnae and guests must obtain a pool privilege card for pool access.

ATHLETIC TEAMS

Saint Mary's fields the following athletic teams under the direction of the Athletic Director and a staff of coaches.

High School: Saint Mary's fields varsity teams in tennis, volleyball, basketball, soccer and swimming on the high school level. Saint Mary's is a member of the Piedmont Athletic Conference of Independent Schools (PACIS).

College: Saint Mary's fields a varsity tennis team which competes with other colleges throughout the region.

A recreational club soccer team for both high school and college students may be organized, depending on student interest.

MISCELLANEOUS

LAUNDRY

Coin-operated laundromats are located in each dormitory for students' convenience. These machines may be different from the washing machines students use at home. Be sure to follow the instructions on the machines. Clean filters before and after each use and do not overload machines. Please report any difficulties to your Resident Director, who will notify the Maintenance Director.

LOST AND FOUND

1. The Lost and Found is located in the Dean of Students Office. Items in lost and found are listed in the campus bulletin.
2. Saint Mary's recommends that students do not bring expensive jewelry - only costume jewelry please. Saint Mary's cannot be responsible for valuable jewelry lost or stolen.
3. Items not claimed at the end of each grading period are donated to charity.

SCHOOL JOBS

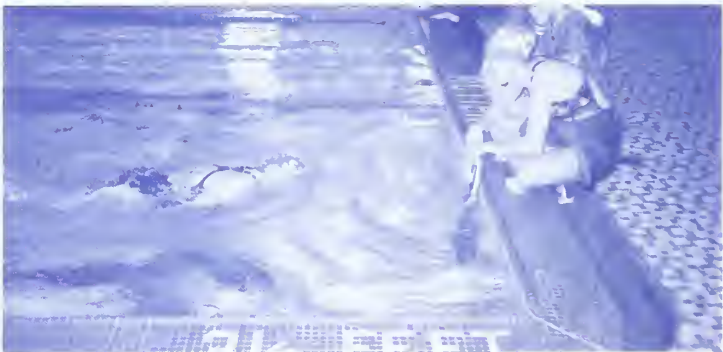
1. There are several types of employment available for students who would like to have, or who need, a job on campus. Positions are available in the Library, administrative and faculty offices, the language and science laboratories, the Gym, the Bookstore and Post Office. On various occasions throughout the year, other campus offices need student assistants on a temporary basis.
2. All students who desire campus employment must apply for and be eligible for financial aid. Available positions are filled at the beginning of the school session. Contact the financial aid office.
3. Students having a job off-campus must tailor their work schedules to comply with curfews and attendance requirements of Saint Mary's classes and required events. Exceptions to this policy must be arranged through the Dean of Students Office.

STUDENT ID

1. All students receive a Saint Mary's picture ID card at orientation.
2. ID must be shown by college students to the security officer for admittance to the dorms after the dorms are locked at night.
3. Replacement cost for a lost ID is \$10. ID can be purchased in the Student Activities Office.

SUNBATHING

1. Sunbathing is permitted in the following areas on campus:
 - a. between the Student Center and Penick Dorm;
 - b. between the Health Center and the Gym;
 - c. back campus in front of Holt Dorm.
2. The following rules govern sunbathing on campus:
 - a. music must be kept to a minimum, not to disturb offices, dorms or classrooms;
 - b. personal items and trash must be picked up;
 - c. students may not sunbathe in the volleyball court;
 - d. sunbathing areas are for girls only.



DINING HALL - MEALS

1. Hours:	Breakfast	Lunch	Dinner
Mon.-Thurs.	7:30-9:00	11:45 - 12:45 (High School) 1:00 - 1:45 (College)	5:30-6:30
Friday	7:30-9:00	11:45 - 12:45 (High School) 1:00 - 1:45 (College)	5:30-6:00
*Saturday	*11:00 -1:00		5:30-6:00
*(Saturday brunch except on SAT Saturdays, and exam days when weekday schedules will be in effect)			
Sunday	9:30 a.m. (in Lower Smedes)	12:00 - 1:00	5:30-6:00

2. Students are welcome to bring guests to all meals. They must pay a charge at the door.
3. Unlimited seconds are offered on all meals except gourmet nights.
4. Students must not carry food, silverware or china out of the dining hall, nor may they bring personal utensils or glasses into the Dining Hall.
5. Day Students are encouraged to dine on campus and should arrange for semester payment or be prepared to pay for meals on an individual basis.

PARKING POLICIES

A. CARS FOR STUDENTS ON ACADEMIC PROBATION

Any student who is on academic probation (projecting a cumulative G.P.A. lower than 1.5) will be prohibited from having a car at school.

B. CARS WITH PARKING STICKERS

1. Cars with Saint Mary's parking stickers may park Monday through Friday, 7 a.m. to 5 p.m. **in designated areas only.** Faculty, staff and student parking areas are marked by signs, and stickers must match the designated areas. The visitors' area is for visitors only. Students with unregistered cars may NOT park in visitor spaces.
2. Cars with Saint Mary's parking stickers may park during the following hours in any parking area (except visitors' parking, fire lanes, reserved spaces or other prohibited spaces as so designated): Monday-Friday, 5 p.m. to 7 a.m. (after 7 a.m., violations will result in towing and/or cars being locked down); Saturday and Sunday - all hours.
3. Some front-circle parking is available for registered high school students with parking stickers. These students may park in visitor spaces from 9 p.m.- 8 a.m. **ONLY.** Vehicles parked in these visitor spaces during times other than the designated times will be immobilized with **NO ADVANCE**

WARNING and will be TOWED if necessary.

C. VISITORS

1. Visitors without parking stickers may park in the visitors area in front of Smedes at any time except from curfew to 7 a.m. It is the responsibility of all students to advise their visitors of parking restrictions.

D. TEMPORARY PERMITS

1. Temporary parking permits are available to those persons with stickers. Temporary overnight parking may be granted by a security officer until 7 a.m. of the next working day at which time the driver of the vehicle must check in with the Security Office.

E. NO-PARKING AREAS

1. All red paint areas and Fire Lanes are no-parking areas. Reserved parking spaces are for reserved users only. Violations will result in towing and/or cars being locked down on a 24-hour basis.

F. TOWING

1. Parking violations may result in towing and/or cars being locked down at the owner's expense.
2. Should a locking device be damaged while affixed to a vehicle that is improperly parked, such cost will be assessed to the student responsible for that vehicle.

G. PARKING STICKERS

1. Parking stickers are available for \$50 in the Business Office. Students who are eligible to purchase parking stickers include all college students (except those on academic probation), day students (except 9th-graders), and any 11th- or 12th-grade boarding student who maintains a 3.0 cumulative grade point average after her first semester at Saint Mary's. High school students returning to Saint Mary's for the 12th-grade may purchase a parking sticker in August if they have a cumulative 3.0 grade point average. Other students may not bring a car to school without the special authorization of the Dean of Students. Use of the car will be monitored when exceptions have been made.
2. A parking sticker authorizes on-campus parking but does not guarantee availability of a parking space.
3. During night hours, parking space is usually available for all authorized students. If you use a distant area, we recommend that students use the "Buddy System" and not walk from cars alone. If necessary, go by the Security Office and ask for Security assistance or an escort to your dorm.

H. OFF CAMPUS PARKING

1. Students who park off campus on Hillsborough Street or College Place must keep the area clean of litter and/or cigarette butts.
2. Parents must be aware that it is a violation of school rules to allow their child to bring cars to Raleigh and park off campus without meeting school rules. (See rules A. and G.1. above)

COMMUNITY RESOURCES

Saint Mary's is located in the heart of the Research Triangle, the cultural, governmental, educational and business center of North Carolina, with over 50,000 college students in a 30-mile radius. A variety of community resources exists for students to take advantage of, including public parks, lakes, theaters, concerts, museums and restaurants. Students are encouraged to take advantage of the many cultural activities and special events in the area. The monthly student activities calendar lists special events happening in the Triangle. For more information on community resources, contact the Director of Student Activities and Housing, Dorm Director or Resident Assistant.

Special Attractions and Events in the Raleigh Area

State Capitol Building

N. C. State Legislative Building

The Governor's Mansion

Historic Oakwood - Raleigh's historic district

Mordecai House in Historic Oakwood

The North Carolina Museum of Art

The North Carolina Natural History Museum

The North Carolina Museum of History

The North Carolina Symphony at Memorial Auditorium

The North Carolina State Fair in October in Raleigh

ACC Sporting Events

Concerts and Basketball games at the Dean Smith Center in Chapel Hill

Concerts and Football games at Carter-Finley Stadium in Raleigh

Concerts at Hardee's Walnut Creek Amphitheater

Artsposure arts festival in downtown Raleigh

WRAL's free Alive After Five Concerts on the Civic Center Mall in Raleigh

Durham Bulls Baseball Games

Carolina Mudcats Baseball Games

Raleigh IceCaps Professional Ice Hockey

Raleigh Flyers Professional Soccer



STUDENT LIFE DIRECTORY

Main Switchboard (Mon.-Fri.: 8 a.m.-4:30 p.m.): 828-2521

- Academic Matters - Dean Hume, 839-4135
- Administrative Services - Mrs. Heiser, 839-4090
- Admissions - Admissions Director, Mrs. Herbert, 839-4001
- Alumnae Affairs - Alumnae Director, Mrs. Wyman, 839-4102
- Athletics and Physical Education - Mr. Dillon, 839-4053
- Campus Activities - Director of Student Activities, 839-4013
- Campus Jobs for Students - Financial Aid Director, Mrs. Steed, 839-4003
- Chapel Services - Chaplain Ellington, 839-4131
- Class Changes (Drop/Add) - Registrar, Ms. Smith, 839-4008
- College Placement Program for High School Students -Mrs. Slade, 839-4117
- College Transfer Program - Mrs. Battle, 839-4116
- Day Student Coordinator: Mrs. Hill, 839-4020
- Expenses - Director of Finance, Mrs. Jacocks, 839-4123
- Financial Aid - Financial Aid Director, Mrs. Steed, 839-4003
- Grade Point Average - Registrar, Ms. Smith, 839-4008
- Guests Overnight - Dean of Students, Dean Jones, 839-4015
- Honor Code Violations - Judicial Board Chairman, Allison Wilkes
- Housing - Director of Residential Life, 839-4132
- Library - Librarian, 839-4040
- Literary Magazine - *Muse* advisor, Mrs. Wooten-Hawkins, 839-4067
- Lost and Found - Dean of Students Office, 839-4015
- Mail - Post Office, Mrs. Hunter, 839-4128
- Medical Excuses - Health Center, 839-4043
- [Student] Newspaper - *Belles* advisor, Mrs. Hill, 839-4020
- Parking Stickers - Mrs. Heiser, Business Office, 839-4090
- Temporary Parking Stickers-Buildings and Grounds Office or Security Office
- Personal Counseling - Dean of Students Office, 839-4015
- Physical Education Facilities - Athletic Director, Mr. Dillon, 839-4053
- President of the College - Dr. Clauston Jenkins, 839-4138
- Publicity - Communications Director, Ms. Swain, 839-4034
- Registrar - Ms. Smith, 839-4008
- Registration - Registrar, Ms. Smith, 839-4008
- Repairs and Maintenance - Buildings and Grounds, 839-4118
- Room Changes - Director of Residential Life, 839-4132
- Scholarships - Financial Aid Director, Mrs. Steed, 839-4003
- Social Privileges and Regulations - Dean of Students, Dean Jones, 839-4015
- Telephone Numbers - Switchboard, Mrs. Johnson, 828-2521
- Weddings in the Saint Mary's Chapel - Mrs. Heiser, 839-4090
- Yearbook - *Stagecoach* advisor, Mrs. Hill, 839-4020

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Security.....	839-4044
Buildings and Grounds (daytime emergencies).....	839-4118
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2nd Smedes.....	839-4018
3rd Smedes.....	839-4019
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** Further specific rules for college boarders, college day students, high school boarders and high school day students may be found on the blue insert pages in handbooks distributed specifically to students in those groups.*

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