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**Bulletin**

*St. Mary's College Library*

**St. Mary's Junior College**

**Raleigh, North Carolina**

## 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 are with us, Lord, we must  
Be faithful friends and comrades sure.

We change, but Thou are 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)

# STUDENT HANDBOOK

ST. MARY'S JUNIOR COLLEGE

RALEIGH, NORTH CAROLINA

1970-1971

*Student Government Association*

*By Connie Darby*

ST. MARY'S JUNIOR COLLEGE BULLETIN

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**32173**

School Song

HAIL, ST. MARY'S

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

*Far and wide, oh sound her praises,  
Chorus full and free,  
Hail, St. 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.

# CALENDAR FOR 1970-71 SESSION

1970

|                                    |   |  |
|------------------------------------|---|--|
| August 24, Monday.....             | { | All new boarders check in by 12:30 p.m.                                      |
|                                    |   | Registration of day students and boarders                                    |
| August 25, Tuesday.....            | } | Sophomores arrive by 12:30 p.m.  |
|                                    |   | Seniors arrive by 4:30 p.m.  |
| August 25, Tuesday.....            |   | Old students arrive by 10:00 p.m.  |
| August 25-27, Tuesday-Thursday.... |   | Testing: matriculation of all students                                       |
| August 28, Friday.....             |   | First day of classes   |
| August 29, Saturday.....           |   | Full day of classes for high school students using a Monday schedule         |
| September 7, Monday .....          |   | Holiday  |
| September 12, Saturday.....        |   | Full day of classes for high school students using a Monday schedule         |
| September 19, Saturday.....        |   | Full day of classes for high school students using a Monday schedule         |
| September 26, Saturday.....        |   | Full day of classes for high school students using a Monday schedule         |
| November 24, Tuesday.....          |   | Thanksgiving holiday begins at 5:00 or after student's last class of the day |
| November 29, Sunday.....           |   | Boarding students check in by 10:00 p.m.                                     |
| December 9, Wednesday.....         |   | Last day of classes  |
| December 10, Thursday.....         |   | Reading day  |
| December 11, Friday.....           |   | First semester examinations begin  |
| December 14-18, Monday-Friday..... |   | First semester examinations  |

1971

|                                 |   |
|---------------------------------|---|
| January 3, Sunday.....          | End of Christmas vacation. Boarders check in by 10:00 p.m.              |
| January 4, Monday.....          | Second semester classes begin   |
| March 5, Friday.....            | Spring vacation begins at 5:00 or after student's last class of the day |
| March 14, Sunday.....           | End of spring vacation. Boarders check in by 10:00 p.m.                 |
| March 15, Monday .....          | Classes resumed   |
| April 12, Monday .....          | Holiday   |
| April 13, Tuesday .....         | Classes resumed   |
| May 4, Tuesday.....             | Last day of classes   |
| May 5, Wednesday.....           | Reading Day   |
| May 6, 7, Thursday-Friday.....  | Second semester examinations begin                                      |
| May 10-13, Monday-Thursday..... | Second semester examinations  |
| May 14, Friday .....            | Baccalaureate   |
| May 15, Saturday .....          | Commencement  |

The dining room is closed at all scheduled vacation periods.





PAM  
DEVERE  
—  
*S. G. A.*  
*President*



LOU  
LATHAM  
—  
*S. G. A.*  
*Vice*  
*President*



CATHY  
NEAL  
—  
*S. G. A.*  
*Secretary*  
*Treasurer*



FLUBBY"  
SMITH  
—  
S. G. A.  
Chairman  
Social  
Board



LINDA  
GLASS  
—  
S. G. A.  
Social  
Board  
Secretary

JULIE  
ARSONS  
—  
S. G. A.  
Day  
Students  
resident





## LETTER FROM THE PRESIDENT

Dear Student:

Welcome to St. Mary's.

For many years this community has been closely knit. It has been recognized for a spirit of concern, fun and a good academic foundation.

This handbook is designed to provide direction for a way of life in the St. Mary's community. Rules are not intended to be cumbersome. Rather, they exist to make life here meaningful and balanced.

All of us—students, faculty and administration—are so happy to have you as a part of St. Mary's. May your years here be rewarding and exciting.

Faithfully yours,  
FRANK W. PISANI.

## LETTER FROM THE PRESIDENT OF STUDENT GOVERNMENT

Dear New Girls:

Welcome to St. Mary's! We are all looking forward to meeting and getting to know each of you. We hope that soon after you arrive you will feel the open, friendly spirit that presides here. St. Mary's will become whatever you wish it to be in the years you are here, but you must devote part of yourself to this spirit.

It is most important that you develop a good attitude. This is easier to do if you realize that it takes time to adjust and that it is not going to be all fun and no work. You must learn to budget your time between enjoying the extra-curricular activities offered and seriously studying. If you realize this early in the year, you will be able to enjoy every phase of life here.

One of the greatest things about St. Mary's is the Honor Code, but in order for it to work, the individual student must understand and support the system. The Student Government Association itself includes each girl so that everyone has a responsibility to fulfill towards herself and the other students. Your Student Government officers are here to help you in any way we can; always feel free to come to us about anything. As I said before, each of us is looking forward to meeting you and getting to know you personally as the year goes by.

Sincerely,  
PAM DEVERE.

## ST. MARY'S OBJECTIVES

**PURPOSE:** St. Mary's today, as in the past, has as its ultimate purpose to provide opportunities, under the influence of the church, for young women to lay the foundation for the best lives that they are capable of living. The college recognizes the need of students for self fulfillment and for preparation to assume the obligations that society places upon those who are privileged to have rich cultural background and high ideals of integrity.

That this purpose may be attained as nearly as possible, the Faculty of St. Mary's has formulated the following objectives:

1. To develop character through Christian influence in all phases of life at St. Mary's; through corporate services and special times of prayer and meditation in the college chapel as the center of the institution; through instruction in the faith and worship of the church; through courses in Bible; and through the full time ministry of a chaplain.
2. To provide academic courses regularly offered in the junior and senior years of standard preparatory schools, and the basic traditional courses offered in the freshman and sophomore years of most four-year colleges and universities.
3. To maintain in these courses a high quality of scholarship which will prepare St. Mary's students for entrance into any college or university of their choice, and that will enrich their lives with our American heritage and lead them into a love of learning and respect for scholarly attainments.
4. To provide opportunities for developing an appreciation of the finest in art, music, and literature, so that the students may find in the arts a source of inspiration and pleasure throughout their lives.
5. To provide a strong student government to the end that students may participate in democratic community living, with opportunities for developing high ideals of citizenship.
6. To encourage high ethical standards and firm moral integrity in all aspects of student life.
7. To encourage good health habits and wise use of leisure in building wholesome personalities.
8. In order that these objectives may be attained as nearly as possible; it is the aim of St. Mary's to bring to the campus, through careful selection, only such persons as are able and willing to make these aims and objectives their very own.

## TRADITIONS AND CUSTOMS

What is a tradition? One can define a St. Mary's tradition as the kicking post, the birthday parties on the halls, going to the Little Store, having page duty, attending that once-a-year cafeteria dinner when the male faculty members serve the food, and getting a shaky knife three times in a row. It is upon these and many other St. Mary's traditions that the school spirit depends.

During Orientation Week there is an Old Girl-New Girl Picnic, which gives each new girl a chance to meet the faculty. Big Sisters accompany their Little Sisters. During the same week each old girl invites her Little Sister off campus for a meal. This gives each new girl a chance to become better acquainted with her Big Sister. There are "sings" in the auditorium, and talent shows at night, at which each student learns to be at-ease with her classmates.

The Chapel is St. Mary's best loved tradition. Because St. Mary's is a church school, the Christian year is stressed. Before Thanksgiving, Christmas, and Easter, a special chapel service is given, which is very meaningful to every student.

The days before Christmas holidays keep each girl very busy. There are Christmas parties on each hall, fraternity serenades on front campus, a Glee Club concert, the Beacon-Circle Christmas party and the drawing of names for Peanuts. The dining room helps you get into the holiday spirit because they serve a special meal before each vacation. During Halloween the cafeteria puts on a masquerade party in the gym.

The class traditions include the Halloween party given by the Seniors for the Juniors, and the White Elephant Sale which is sponsored by the Juniors to raise money for their class banquet. The Sophomores give the Freshmen a Valentine's Party, and the Freshmen sponsor the "Freshmen Auction" in order to raise money for the Freshmen-Sophomore Dance. All classes excluding the Freshmen look forward to their class banquets. Sometime during the year, the Day Students invite the boarders to their "Open House" Party which is given in the Day Students' house.

The drama department plays and assembly programs are another tradition which everyone looks forward to. During the year, each of the three dance groups is responsible for presenting an assembly program. The Sea Saints also present a swimming show during the year.

As graduation draws near, more traditions are observed. The Letter Club gives a spring banquet in order to award a plaque to the best athletic team. Next there is the "step-singing" at which each class sings a few songs on the front steps of Smedes. After the graduation exercises the chief marshall drops a handkerchief which declares the college year officially over.

We hope you will grow to love our traditions as we old girls do.



## HONOR CODE

The Student Government Association at St. Mary's is based on the Honor Code. The stress on honesty is vital to the functioning of our self-governed college. Consequently, any violation of the Honor Code is regarded as a danger to Student Government and violators are punished.

The success of our Honor System depends upon each girl's acceptance of the responsibility for her own honor and for the honor of the school. If a girl breaks the Honor Code, she is expected to report herself in writing to the President of Student Government. If she knows of another girl's doing so, it is her duty as a member of the Student Government Association to show the girl her fault, explaining why she should report herself, and, if necessary to report her. Other offenses should be reported to her counselor. When questioned officially, a girl is expected and required to be rigidly truthful.

When any girl decides not to report herself, that is the time for her to leave St. Mary's. This requirement is obligatory if we at St. Mary's hope to help girls develop high standards of personal honor, and if we expect to maintain an honor system.

Lying, cheating, stealing, and leaving campus without permission are the most serious violations of the Honor Code.

Cheating is defined as the dishonest use of material other than one's own in the preparation of papers, reports, or assignments, as well as dishonest work on tests and examinations. Stealing is taking and keeping, without permission of the owner, anything that belongs to somebody else. Leaving campus without permission means going off and/or remaining off campus without permission. A student is on her honor not to leave campus without permission.

The Honor Pledge is to be written on all test papers and other academic work.

## HONOR CODE

### THE PLEDGE:

I pledge that I have neither given nor received help on this test, nor have I seen anyone else do so.

Your Signature

Each student from the time of taking her individual oath, is fully responsible for maintaining it in all her actions.

## 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 St. 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 St. Mary's.

**EACH STUDENT IS RESPONSIBLE AT ALL TIMES FOR KNOWLEDGE OF REGULATIONS GOVERNING HER CONDUCT.**

**Each Saint Mary's Junior College Student, remembering that she is a representative of St. Mary's, is expected to exercise and maintain in all places and at all times, including summer vacations, the high standards of personal behavior and judgment which will reflect credit on herself and the College. The College reserves the right to deal with any breach of good conduct that occurs at any time while the student is registered at St. Mary's.**

## STUDENT GOVERNMENT COUNCILS

### A. HONOR BOARD

1. The Honor Board is composed of the President, Vice-President, and Secretary of the Student Government Association, one senior class representative, two junior class representatives, one sophomore elected by the underclassmen, and three faculty members appointed by the President of the College.
2. The Honor Board deals with the following offenses:
  - a. lying
  - b. cheating
  - c. stealing
  - d. any case referred to it by the Social Board.
  - e. any case of extreme misconduct (excessive use of alcohol or any use of drugs)
3. The Honor Board may vote to:
  - a. issue a severe warning
  - b. issue a probation
  - c. suspend
  - d. expel
  - e. refer the case to the social board.

### B. SOCIAL BOARD

1. The Social Board is composed of the chairman, the secretary, two faculty members appointed by the President of the College, the President or Vice-President of the Student Government Association, the president of the Day Students, and one student representative elected from each class.
2. Court of Appeals within the Social Board is composed of the Secretary of the Social Board, who serves as its chairman, and the Junior and Senior representatives.
3. The Social Board deals with the following offenses:
  - a. use of alcoholic beverages or drugs on campus, or while officially representing St. Mary's.
  - b. leaving or remaining off campus without permission (excessive lateness)
  - c. any conduct to reflect seriously upon the reputation of the student or of the college
  - d. any case referred to it by the Honor Board
4. The Social Board may vote to:
  - a. campus
  - b. strict campus
  - c. suspend
  - d. refer the case to the Honor Board

### C. HALL COUNCIL

1. The Hall Council is composed of the chairman of the Social Board, the Secretary of the Social Board, one assistant secretary, hall



counselors (two counselors for each hall), and three day student counselors including the president.

2. The Hall Council has jurisdiction over routine matters of student conduct and counselors reserve the right to campus if they deem necessary.
  - a. Campuses are given for noise during closed study, unmade beds after 10:30 a.m., and other stated hall regulations.
  - b. An automatic two-week campus is given to any student who uses her 15 "grace minutes" for being late each quarter.
  - c. The Secretary of Social Board will have the campus slips in the mail boxes by Monday afternoon. Campus begins the following day.
  - d. A petition is a request to break campus and is granted by the chairman or Secretary of Social Board. Any girl who is granted permission to break campus must make up her campus on the corresponding day of the following week and may not petition again.
    - 1) only three petitions per semester are allowed.
    - 2) a request for one day equals one petition.
    - 3) a request for a weekend equals three petitions.

#### D. LEGISLATIVE BODY

1. is composed of student members and two faculty members appointed by the President of the college.
2. is divided into three functional branches. The Constitution Committee, the Petitions Committee, and the Policy Committee.
3. for full details refer to the Constitution.

## DORMITORY REGULATIONS

### A. QUIET HOURS

1. On weekdays and Sundays, quiet must be maintained in dormitories all day except: 4:00—7:00 p.m.  
9:30—10:30 p.m.
2. Strict quiet hour is from 7:00 p.m.—9:30 p.m.
3. A DO NOT DISTURB sign is given to each girl to post on the door of her room when she wishes to be undisturbed. This sign may not be crossed except by a teacher, a counselor on official business, or an Honor Board member. (Any student violating this rule will be given a 3 day campus; a second offense will be called before the Hall Council.) Students should use this sign for sleeping, studying, or legitimate privacy.
4. REASONABLE QUIET MUST BE MAINTAINED IN LOWER SMEDES DURING CLASSES, 7:30—9:30 p.m. and after 11:00 p.m.

### B. NIGHT OFF HALL

Students may spend Friday or Saturday night, or both, in another room, provided that they sign up with the counselors concerned. Underclassmen are limited to underclassmen halls.

### C. AFTER CLOSING HOURS

Girls returning to the dormitory after closing hours may be admitted *only* by a resident counselor or hall counselor.

### D. CARE OF ROOMS

1. Rooms must be in order at all times. Beds should be made up before class or by 10:30 a.m.
2. Students must not deface walls or furniture. Do not use tacks, nails, adhesive tape, or scotch tape on the walls. **Anyone violating this rule will be assessed for the damage done.**

### E. HALL REGULATIONS

1. Underclassmen
  - a. Freshmen must be on their own halls and have their lights out by 11:00 p.m., except Friday 11:30 p.m. and Saturday 12:00 p.m.
  - b. Sophomores must have their lights out by 12:00 midnight, except Saturday 12:30 a.m.
2. Upperclassmen must be on their own halls by 11:00 p.m., except Friday 12:15 and Saturday 1:15 a.m.

### F. GUESTS OVERNIGHT

1. Students who have Friday or Saturday night guests must sign guests in the Dean of Student's office. The visitor must observe all

regulations of the College and her hostess receives any penalty accumulated by the guest.

2. Car keys must be left in the Dean of Student's office over-night.
3. Only friends of school and college age, sisters, prospective students, and recent alumnae may be entertained over-night.

G. MARRIED STUDENTS are not allowed to live in the dormitories unless by special permission from the President of the College.

#### H. FIRE DRILLS

1. Turn on lights.
2. Close windows.
3. Take bath towel and flashlight.
4. Put on warm coat and sturdy shoes.
5. Close door and transom of room.
6. Proceed (single file) by appointed route to appointed place on the campus.
7. If not on halls report to your hall group at its appointed outside area. Do not return to your dormitory, go straight to appointed area.
8. Line up according to halls and count off when signal is given by counselor. Counselors then report to Student Fire Captain or a Fire Lieutenant in front of Smedes or the dining room steps and give the names of all girls who are absent.
9. Day Students go between Penick and Language Arts Building.
10. Return to hall at signal of siren.
11. QUIET MUST BE MAINTAINED DURING THE WHOLE DRILL.

By order of the Raleigh Fire Department the use of electrical appliances in student rooms is strictly prohibited. Halls must be kept clear of coke bottles, luggage, etc., at all times. Fire doors on halls must be opened after 11:00 p.m.

## GENERAL CAMPUS REGULATIONS

### A. CHAPEL SERVICES AND ASSEMBLY

1. Upperclassmen are to attend chapel at 10:30 a.m. on Monday.
2. Underclassmen are to attend chapel at 10:30 a.m. on Friday.
3. All students are to attend the 6:30 p.m. service on Wednesday and one of the Sunday Services—8:00 a.m. communion or 11:00 a.m. service.

B. All students are to attend assembly at 10:30 a.m. on Tuesday and Thursday and must sit in assigned seats.

C. Students must not take mail, pencils, papers, or books into chapel or assembly.

### D. UNEXCUSED ABSENCES:

1. Ten day campus including one weekend for unexcused daily chapel or assembly absences.
2. Two week campus including two weekends for unexcused Sunday Chapel services.

### E. BULLETIN BOARDS

**Each girl is responsible for notices on all Bulletin Boards pertaining to students. Please check them daily.**

### F. SMOKING

1. Students may smoke in their own dormitory room if they have adequate ash trays and metal waste baskets. **Cigarette butts should not be thrown away on halls or stairways.**
2. Students may smoke in the Hut and in the music studio of any teacher who so permits.
3. **Students must not smoke in or on a bed.**
4. Students may not smoke in the library, infirmary, Cheshire, the gym, dining hall, or any classroom. No smoking in the gym during dances.

### G. TELEPHONE

1. The college switchboard is open in accordance with the schedule below.
2. Please inform parents and friends not to call after 10:30 p.m. or before 8:00 a.m. All calls during these hours ring in the Dean of Student's office.
3. When the switchboard is closed, parents may call the Dean of Students, the President, or the Infirmary if emergency necessitates.
4. No call should be over 3 minutes long.
5. **ONLY SENIORS MAY CALL OUT AND RECEIVE CALLS DURING CLOSED STUDY—7:00—9:30 p.m.**

6. Pay telephones are available in each dormitory for long distance calls.

### TELEPHONE HOURS

Monday—Saturday  
8:00 a.m.—10:30 p.m.

Sunday  
9:00—10:30 a.m.  
12:15—10:30 p.m.

### H. INFIRMARY

1. The infirmary is open between 7:30 a.m.—2:00 p.m.; 4:00—7:30 p.m.; and 9:30—9:45 p.m.
2. Any student going to the infirmary after 9:45 p.m. must be accompanied by resident counselor or hall counselor.
3. Each resident student is expected to report to the infirmary if she is ill, or has an accident. She is expected to remain in the infirmary for treatment unless the college physician determines her illness warrants treatment by her family physician in which case authorization for her departure will be issued to the Dean of Students from the college physician. If a parent insists upon taking a student home without such authorization, class absences will be unexcused.
4. Parents will be notified of a student's admission to the infirmary when the illness is serious, or her length of stay is prolonged.
5. No student should call the parents of a sick girl without permission from the Dean of Students.
6. Any student too ill to attend class must go to the infirmary.
7. If the infirmary is closed, a counselor on a girl's hall must report to the Dean of Student's office, or to a resident counselor, or to the parlor hostess, who will call the infirmary to report that a girl needs admitting.
8. Students may have books or papers in the infirmary after 48 hours with permission from the college physician, or nurse.
9. Appointments with local doctors must be made through the infirmary. A complete report from the consulting physician must be sent to the infirmary. All prescriptions must go through the infirmary.
10. Hall counselors, resident counselors, and faculty may visit in the infirmary during visiting hours.
11. Parents and family friends visiting in the infirmary are requested to observe the following visiting hours:
  - 11:00 a.m.—12:00 p.m.
  - 4:00 p.m.— 5:00 p.m.
  - 6:30 p.m.— 7:30 p.m.

### I. LIBRARY

1. Library hours  
Weekdays—8:00 a.m.—9:45 p.m.  
Sundays—noon—9:45 p.m.

2. Following her library orientation period, each student is required to read the instructions sheets **USING THE LIBRARY**.
3. Names of students who have overdue books or who owe library fines are posted each morning on the **LIBRARY BULLETIN BOARD** in East Rock covered way, and on the circulation desk in the library. Students are expected to consult the list each morning, and when their names are posted, to return overdue books **THAT SAME DAY** at their first opportunity. A student who fails to return an overdue or to pay a fine within one week, or to return a reserve book by 2:00 p.m. on Sunday will be penalized.
4. Fines may be paid from 8:15—8:30 a.m. or from 12:45—1:00 p.m.
5. A student is expected to answer a **LIBRARY NOTICE** (on a yellow card) **at her first opportunity on the day the notice is received, bringing the notice with her.**
6. Reserve books may be taken out 10 minutes before Hall meetings, and 15 minutes before required evening programs.
7. Students must not:
  - a. take a book from the library **without leaving the signed book card at the circulation desk.**
  - b. take a **reserve** book from the library **before 9:30 p.m.**
  - c. mutilate any library property, such as marking in books, clipping periodicals, or defacing furniture.
8. Ink, food, cokes, gum, etc., are not to be brought into library nor left on library premises.
9. Only ball point pens are to be used in library.

#### J. CAMPUS DANCES

1. Class presidents and other students who have duties connected with planning a dance must not make commitments about choice of orchestra, price of bids, materials for decoration, or any other plans without approval of the business manager and the class advisor. No contract may be concluded without the signature of the President of the College.
2. To attend campus dances, visiting girls must have an invitation from the chief marshal and the presidents of the classes giving the dance.
3. On the night of a St. Mary's dance, no student may take a parents night in Raleigh.

#### K. MEALS

| Monday-Friday          | Saturday   | Sunday                    |
|------------------------|------------|---------------------------|
| Breakfast<br>7:15-8:00 | 8:30-9:00  | 8:30-9:00                 |
| Lunch<br>12:00-1:15    | 12:30-1:15 | 12:15-1:00<br>(Cafeteria) |
| Dinner<br>5:15-6:00    | 5:30-6:00  | Supper<br>5:30-6:00       |

## SPECIAL SPOTS

### A. BOOK STORE AND COLLEGE BANK

1. Hours: Monday-Friday 8:00 a.m.-12:45 p.m. and the first Saturdays of each month 8:00 a.m.-12:15 p.m.
2. All books and college supplies may be purchased at the store.
3. Dry cleaning is sent out ever morning from the store at 8:00 a.m.
4. It is advisable to keep all money in the college bank.
5. The girls must not keep money in their rooms except change. The college bank is open daily except Saturday and Sunday, and the college cannot be responsible for money losses.

### B. POST OFFICE

1. Stamps are sold at post office Monday-Friday, 8:00-8:25 a.m. and 1:45-2:00 p.m. and the first Saturday of each month, 8:00-12:15 p.m. at the bookstore.
2. Mail comes in at 7:25 a.m. and 4:00 p.m. Monday through Saturday, and at 9:00 a.m. on Sunday.
3. Mail leaves at 7:45 a.m. and 3:45 p.m. Monday through Saturday, and at 7:45 a.m. on Sunday.
4. Parcel post and express may be sent out and received during store hours. Money orders and insurance for packages are not available.

### C. THE RECREATION HUT

1. Suppers, picnics, and meetings may be held in the Hut with permission from the Dean in advance.
2. Users must sign the Hut Calendar in the Dean's office.
3. Users of the Hut must leave it clean and orderly.
4. Students may date in the Hut during afternoon dating hours and Friday, Saturday, and Sunday nights provided that two or more couples are present and that the Hut has not been engaged for any other activity.
5. Users of the Hut check in with parlor hostess after dating Friday, Saturday, and Sunday nights 15 minutes before dating hours end.

### D. SUNPORCH REGULATIONS

1. Sunburn does not excuse a student from class preparation, attendance, or participation.
2. Sunbathing is restricted to the Smedes sunporch and Cruikshank porches.
3. Sunporches may not be used during examination week.



4. Rooms passed through must not be disturbed and QUIET HOURS MUST BE OBSERVED.

#### E. KITCHENS

1. Girls must leave the kitchens in order and leave all equipment in its proper place.
2. Kitchens may not be used after 11:00 p.m.

#### F. TENNIS COURTS

1. Courts are grasstex.
2. Gate rules.
  - a. Leave tennis ball cans at the entrance to courts.
  - b. Pick up all acorns, gravel, etc.
  - c. Wear only smooth soled shoes; no street shoes or heels.
  - d. Keep gates closed.
3. These courts are for the use of students and faculty only.
4. Tennis courts may not be used during church on Sunday.

#### G. SWIMMING

1. Students wishing to go swimming must be accompanied by a Senior Life Saver.
2. Students may use the pool for recreational swimming only on the designated night.
3. Bathing caps must be worn in the pool.
4. Any student using the pool is subject to the general rules of behavior posted in the pool area.
5. NO ONE IS ALLOWED TO SWIM ALONE.

#### H. LAUNDRY

1. The college laundry provides weekly service for linens and simple clothing.
2. Each girl is allowed an average of \$2.00 a week for laundry.
3. A **name tape** must be sewn on every article being sent to the laundry. Iron-on tape and stamped articles are not allowed.

#### I. MISCELLANEOUS

1. For lost and found articles and room equipment please see the housekeeper, or notices on the lost and found bulletin board.
2. Gym suits are to be worn only to gym classes and meals immediately before or after gym classes.
3. Slacks, pants, and hair rollers must NOT be worn to classes or to the dining hall. Saturdays informal dress is acceptable, but no hair rollers.



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UNDERCLASSMEN OFF-CAMPUS REGULATIONS

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| A. Monday-Thursday   | Friday  | Saturday  | Sunday  |
|--|---|---|---|
| 1. Town perm:<br>two students un-<br>til 6:00 p.m.,<br>4 students un-<br>til 6:30 p.m. | town perm:<br>two students<br>until 6:00 p.m.<br>4 students un-<br>til 10:30 p.m. | town perm:<br>two students<br>until 6:00 p.m.<br>4 students un-<br>til 10:30 p.m. | town perm:<br>two students<br>after church un-<br>til 6:00 p.m. |
| 2. Dating:<br>9:00 a.m.-6:00<br>p.m.   | Dating:<br>9:00 a.m.-<br>11:00 p.m.   | Dating:<br>Fresh: 9:00-<br>11:30 p.m.<br>Soph: 9:00-<br>12:00 mid.                | Dating:<br>after church<br>until 6:00 p.m.                      |

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B. GENERAL REGULATIONS

1. Underclassmen must sign out whenever they leave campus.
2. Underclassmen must file a slip for any absence after 6:00 p.m.
3. First quarter new sophomore must double date.
4. Freshmen must double date first semester.
5. Returning before 9:30 p.m. Thanksgiving, Christmas, Spring Holi-  
days, exam break, may sign out until 11:00 p.m.
6. Each student must **personally** sign in and out correctly.
7. During the college year, underclassmen may not go into apartments,  
motels, men's residences, or the like in mixed company without  
proper chaperonage. Twenty-five is the minimum age for a chap-  
erone. Special permission is required.
8. St. Mary's girls are expected to observe the laws of the State of  
North Carolina. Special attention is invited to the legal age of 18  
for the use of alcoholic beverages.

C. OVERNIGHT, DATE AND SPECIAL PERMISSION SLIPS

1. Overnight slips.
  - a. Overnight slips must be filled in lower Smedes.
  - b. Parental permissions and hostess invitations must be sent  
**DIRECTLY TO THE OFFICE OF THE DEAN OF  
STUDENTS.**
  - c. Permissions and invitations must be in twenty-four hours  
before departure.
  - d. After "absence counts as . . ." on the slip, designate the  
nights away and the number of chapel absences. Each girl is  
personally responsible to keep within the quota of her over-  
night and chapel absences and should keep a record of them.

- e. Parental permission for going home or to spend a night in Chapel Hill or Durham is required for underclassmen unless parents sign a blanket permission.
2. Slips for dating, going out in groups or with relatives and friends:
    - a. Friday—*yellow* slips for Raleigh and vicinity.
    - b. Saturday—*blue* slips for Raleigh and vicinity.
    - c. *White* special permission for other destinations.
  3. General
    - a. *Write last name first on all slips.*
    - b. All date slips are filled out in ink and filed in lower Smedes boxes by departure.
    - c. Sign in and out on master list in sign out hall.
    - d. Underclassmen must make up Closed Study in the afternoon before 7:30 p.m. in the library or a classroom in order to have a Special Permission in the evening — Monday through Thursday, and Sunday.
    - e. In order to void a filed slip, leave a note on the Dean of Student's office door.
  11. When college is in session no student may spend the night in Raleigh or in the immediate vicinity of Raleigh (all places for which Raleigh is the center) other than at the college or with her parents. College is in session at all times except during Labor Day, Thanksgiving, Christmas, semester break, spring, and summer vacations.
  12. A student may spend the night in a neighboring town with an approved hostess only if she is going to spend her time away from the vicinity of Raleigh. When visiting other college campuses she is expected to follow all rules for visiting girls.
  13. After a student leaves campus, she may not telephone for permission to take another overnight unless unusual circumstances arise.
  14. The list of incomplete parental or hostess permissions in the sign-out hall must be noted.
  15. Dresses and shoes are to be worn off-campus. Pant suits are also acceptable for dating (not slacks, shorts, or dungarees.)
  16. No overnights granted.
    - a. on orientation weekend.
    - b. special events designated by the Dean of Students.
  17. If at any time a student realizes that she will be late in returning, she must call the Dean of Student's office at once.

#### D. SPECIAL PARENTAL PERMISSION

1. A written permission from parents releasing the college from all responsibility is required for students:
  - a. to ride in a car with a date in Raleigh, and to and from specified destinations.
  - b. to fly in commercial or non-commercial (private) planes.

c. to ride out of Raleigh in privately operated cars on *long trips*.

#### E. PARENT'S NIGHTS

1. The parents of a student may take their daughter, *no other students* to spend the night in Raleigh or the immediate vicinity of Raleigh.
2. When a student takes a parent's night in order to attend a social function or date in the vicinity of Raleigh, the absence counts as over-night.
3. Students planning to take a parent's night file an overnight permission slip for each night. Parental approval may be sent in writing in advance or given at the time the student leaves campus.
4. Students taking a parent's night must return in time for classes, otherwise by 6:00 p.m., including Saturday, and 10:30 a.m. Sunday.
5. Resident students who are from Raleigh may not take parent's night.

#### F. QUOTA—UNDERCLASSMEN

|            | <i>First Semester</i>             | <i>Second Semester</i>            |
|------------|-----------------------------------|-----------------------------------|
| Freshmen   | 4 overnights<br>2 chapel absences | 7 overnights<br>3 chapel absences |
| Sophomores | 6 overnights<br>3 chapel absences | 8 overnights<br>4 chapel absences |

1. Sophomores may take an additional overnight with chapel absence either semester provided it is for the purpose of visiting colleges.
2. Overnights may be taken Friday (after classes) through Sunday to 10:00 p.m. If going to Durham or Chapel Hill return 11:00 p.m.
3. Holidays—A student whose plans for return after a vacation are unexpectedly changed should call the Dean of Student's office after 12:00 noon on the day she is due to return.

## UPPERCLASSMEN OFF-CAMPUS REGULATIONS

| A. Weekdays  | Saturday  | Sunday  |
|--|---|---|
| 1. town permission:<br>9:00 a.m.-6:00 p.m.<br>2 students—<br>7:25 p.m.   | town permission:<br>9:00 a.m.-6:00 p.m.<br>2 students—<br>7:25 p.m.<br>more than 2—<br>11:00 p.m. | town permission:<br>after church until<br>6:00 p.m.<br>2 students—<br>7:25 p.m.<br>more than 2—<br>11:00 p.m.-  |
| 2. Dating:<br>Mon.-Thurs.<br>Juniors:<br>9:00 a.m.-6:00 p.m.<br><br>Seniors:<br>9:00 a.m.-11:00 p.m.<br>Friday<br>9:00 a.m.-12:00 p.m.<br>(midnight) | Dating:<br>Juniors:<br>9:00 a.m.-12:30 p.m.<br><br>Seniors:<br>9:00 a.m.- 1:00 a.m.               | Dating:<br>Juniors:<br>12:00 noon to<br>11:00 p.m.<br><br>Seniors:<br>12:00 noon to<br>11:30 p.m.<br>(Juniors may not<br>date on Sundays<br>first quarter.) |

### B. GENERAL REGULATIONS

1. Sign out when dating or returning after 6:00 p.m.
2. Sign out on Sundays.
3. If a student attends 8:00 church service, she may then sign out to go to another church of her choice in Raleigh.
4. Each student must *personally* sign in and out correctly.
5. During first semester, inclusive of Thanksgiving, and Christmas vacations, first semester Juniors must not go into apartments, or men's residences, in mixed company without proper chaperone. Twenty-five is the minimum age for a chaperone.
6. Seniors and second semester Juniors may go into apartments, or men's residences under the following conditions:
  - a. A blanket permission must be signed by a parent of the student.
  - b. A student must be accompanied by at least one other couple.
  - c. Students must leave by 1:30 a.m. when outside vicinity of Raleigh.
7. Seniors with a 2.0 average may have cars. Pay a registration fee of \$5.00 at the business office each semester.
8. Dresses and shoes are to be worn off-campus. Pant suits are also acceptable for dating (not shorts, slacks or dungarees.)
9. Any student who is absent overnight is fully responsible before leaving for any work that will be missed and for being prepared for her classes upon her return. She must hand in, before her departure, any written work due during her absence.

10. Juniors must make up Closed Study in the afternoon before 7:30 p.m. in the library or a classroom in order to have a Special Permission in the evening—Monday through Thursday, and Sunday.
11. If at any time a student realizes that she will be late in returning, she must call the Dean of Student's office at once.
12. On the day on which a student is due back after a permitted absence, she must return to the college immediately upon arrival in Raleigh, unless accompanied by her parents or the parents of a St. Mary's student.
13. A note should be left on the Dean's door:
  - a. if voiding an overnight slip.
  - b. if returning earlier than anticipated.
  - c. to cancel a chapel absence.
14. If a Senior takes a Sunday overnight and returns after Monday morning chapel, or a girl exceeds her quota of Sunday chapel absences, she receives the usual penalty for failure to attend weekday chapel.
15. The list of incomplete parental or hostess permissions for first semester Juniors in the sign-out hall must be noted.
16. After a student leaves campus, she may not telephone for permission to take another overnight unless unusual circumstances arise.
17. When college is in session, no student may spend the night in Raleigh or in the immediate vicinity of Raleigh (all places for which Raleigh is the center) other than at the college or with her own parents. College is in session at all times except during Labor Day, Thanksgiving, Christmas, semester break, spring, and summer vacations.
18. A student may spend the night in a neighboring town with her parents or with an approved hostess only if she is going to spend her time away from the vicinity of Raleigh. She is expected to follow all rules for visiting girls.
19. No overnights are granted:
  - a. on orientation weekend.
  - b. during special events designated by the Dean of Students.
20. Returning before 9:30 p.m. Thanksgiving, Christmas, Spring Holidays, semester break, or any other weekend, a student may sign out until 11:00 p.m.

### C. OVERNIGHT CARDS AND SPECIAL PERMISSION SLIPS

1. Write last name first—use ink.
2. Must be filed in Lower Smedes boxes before the time of departure.
3. Sign in and out on Master List in Sign Out hall.
4. File white special permission slips for special absences.
5. Unless a parental presigned blanket permission is on file parental permissions and invitations must be sent directly to the Dean of Student's office, and must be in 24 hours in advance.

6. Points are given for late filing of slips, parental permissions, and hostess invitations.

#### D. SPECIAL PARENTAL PERMISSION

1. A written permission from parents releasing the college from all responsibility is required for students to:
  - a. ride in a car with a date in Raleigh and to and from specified destinations.
  - b. to fly in commercial planes.
  - c. to go to men's apartments.
  - d. to ride out of Raleigh in privately operated cars on *long trips*.
  - e. to fly in non-commercial (private) planes.
  - f. for Seniors and second semester Juniors to go into apartments, or men's residences according to the regulations stated on page 24.
  - g. blanket hostess and parental permission.
2. Each girl is personally responsible to keep within the quota of her overnight and chapel absences and should keep a record of them.

#### E. QUOTA—UPPERCLASSMEN

1. Overnights may be taken:
 

Seniors: Thursday (11:00 a.m.) through Monday (before chapel)

Juniors: Friday (9:00 a.m.) through Sunday 10:00 p.m. or 11:00 p.m. if returning from Chapel Hill or Durham.
2. Number to be taken:

| <i>Class</i>       | <i>First Semester</i>              | <i>Second Semester</i>              |
|--------------------|------------------------------------|-------------------------------------|
| Juniors            | 9 overnights<br>4 chapel absences  | 12 overnights<br>6 chapel absences  |
| Seniors            | 17 overnights<br>7 chapel absences | 18 overnights<br>8 chapel absences  |
| Counselors         | 18 overnights<br>8 chapel absences | 19 overnights<br>9 chapel absences  |
| S.G.A.<br>officers | 19 overnights<br>9 chapel absences | 20 overnights<br>10 chapel absences |

3. Holidays—A student whose plans for return after a vacation are unexpectedly changed should call the Dean of Student's office after 12:00 noon on the day she is due to return.



## DAY STUDENTS

All day students are important members of the student body. As members of the Student Government Association, they are urged to take an integral part in all phases and activities of college life.

- A. Day students represent St. Mary's even when they are under the jurisdiction of their parents.
- B. Underclassmen on the Study Hall list are required to study in the library during all of their free periods. Study Hall reports should be turned into the Day Student President on Friday before 1:00 p.m. each week.
- C. Day Students who are campused must remain on campus from 8:30 a.m. to 4:00 p.m. Monday—Friday. These students are allowed one hour off campus between 12:00 and 2:00 for lunch. A signed statement saying that the campus has been made up must be given to the Day Student President at the end of each day.
- D. Day students must attend assembly on Tuesday and Thursday mornings. Upperclassmen must attend chapel on Mondays and underclassmen must attend on Friday.
- E. Day students should attend all Student Government Association meetings and all Day Student meetings unless excused by the President of the Day Students.
- F. Day students who have a meal in the dining room must pay at each meal or be billed monthly.
- G. On returning from an illness or an emergency absence, a day student must bring to the Dean of Student's office a written explanation from her physician, parents or guardian stating the exact period covered by the absence. Failure to bring this note will result in an unexcused absence.
- H. Parents may get in touch with their daughters through the Dean of Students' office in case of an emergency.
- I. When visiting the dormitories at night, Day Students must leave by 11:00 p.m.
- J. Smoking is permitted in the Day Students' house and in other designated areas.
- K. Reasonable quiet must be observed in the Day Students' house, with library quiet in the study rooms.
- L. Each student is responsible for taking care of the furniture and keeping the house clean.
- M. Register cars and license numbers in the Dean of Student's office. Day Students are to park behind the library, **not** on Cheshire Street and College Place.
- N. Day students should register in the guest book in the Dean's office if staying on campus Friday or Saturday night. They must follow all rules which apply to their hostesses.

## ACADEMIC REGULATIONS

### A. GRADING

All grades are given in letters. The following system of grading is used at St. Mary's: A indicates Superior work, B indicates Very Good work, C indicates Good work, D indicates Passing work, and F indicates Failing work.

The semester grade is the average of the examination grade and two quarterly grades unless otherwise stated. The final evaluation of all grades rests solely with the instructor concerned, but every instructor will discuss grades with students.

No student is excused from examination; an examination that is missed because of illness must be made up.

Entrance to a course can be no later than two weeks after the beginning of that course.

Students who are absent from the campus for more than six weeks may not receive credit for the semester's work.

Students whose grades remain unsatisfactory may be required to give up one or all extracurricular activities.

Work which is late for reasons other than illness or family emergency is not given full credit unless special arrangements are made with the instructor prior to the expiration of the first week after the work is due. Work late without good reasons is not accepted.

### B. HONOR ROLL

To be eligible for the honor roll a student must be carrying a full program of studies (four credit courses in the high school, and a minimum of 13 hours of academic work in the college); she must have no grade lower than C—on any course, either credit or non-credit; and she must have a satisfactory record in attendance and conduct. She must have earned a quality point ratio of 3.0 or better in her subjects taken for credit.

First and third quarter honor rolls are based on quarter grades. Second and fourth quarter honor rolls are based on semester grades. Year honor roll is based on the two semester grades.

### C. CLASS ATTENDANCE

#### 1. Upperclassmen

St. Mary's maintains that class attendance responsibility is best placed on the student, but all students are expected to attend classes regularly and promptly and to complete all work within the assigned time. Each student is responsible for meeting her various academic obligations. Absence from class does not relieve the student from responsibility for work assigned while she is absent; any written assignment due in a class that is to be missed must be turned in to the teacher prior to the absence, except in the case of personal illness. In such a case a student may have a week in which to com-



plete the work missed. The student is not allowed to make up an assigned test which is missed because of a cut.

The exceptions to optional class absence are physical education and Glee Club in which cuts are equal to class hours per week. Also Juniors are permitted only one class absence per credit hour during the first semester at St. Mary's.

#### Academic Probation:

Students on academic probation are defined as those with a Q.P.R. below 1.73.

The following regulations stand as a guide for students on academic probation:

The determining of academic probation will be made at the end of each quarter.

Students who place themselves on academic probation have only one optional class absence.

Students on academic probation are expected to study in a place conducive to quiet, uninterrupted concentration between the hours of 7:00 and 10:00 p.m., Monday through Thursday nights.

Alternate week Sunday night study between these hours is also expected. No permissions to leave campus will be granted at this time except under conditions of gravest emergency as determined by the Dean of Students.

Students on academic probation will be penalized for unexcused absences (above the 1 allowed) as follows:

- a. 1st unexcused absence results in a fractional drop of a letter grade (e. g. B to B—).
- b. 2nd and 3rd unexcused absences result in continuing fractional drops.
- c. Any subsequent unexcused absence will cause the student to be dropped from the course with a failing grade.

The absence committee records the attendance records of students on academic probation and informs the Dean of Students of decisions regarding special help provisions for individual students.

A redetermination of Q.P.R. will be made quarterly, and any student raising her average above 1.73 will be reinstated with full privileges.

#### Explanations of excused absences:

a. Excused personal illness:

##### 1. Resident Students:

A student who has been in the infirmary or in the hospital is automatically excused. A student who has been ill at home and brings a statement from her home physician

to the Dean of Students' office on the day of her return is granted excused absences.

2. Day Students:

A student who has been ill at home and brings a statement from her physician, parent, or guardian to the Dean of Students' office on the day of her return is granted excused absences.

Unless the above statements are filed in the Dean of Students' office, the absences are counted as cuts.

b. Official College Business:

1. Absence from class to attend an off-campus function related to a student's work is excused provided special permission has been granted prior to the absence.

2. Absence from class to fulfill officially delegated responsibilities is granted by the Absence Committee.

c. A death in the immediate family of the student is a reason for excused absences to be granted.

d. Right of Appeal:

A student has the right of appeal regarding absence penalties. Final decision on the appeal rests with the Absence Committee.

2. Underclassmen

All students are required to attend classes regularly and promptly and to complete all work within the assigned time. Each student is responsible for meeting her various academic obligations.

The following regulations stand as a guide for class absences and must be adhered to strictly:

a. High school students are not allowed to miss classes for any reasons other than excused personal illness or official college business.

b. Excused personal illness:

1. Resident Students:

A student has been in the infirmary or in the hospital.

A student has been ill at home and on the day of her return brings a statement from her physician to the Dean of Students' office.

2. Day Students:

A student has been ill at home and on the day of her return brings a note from her physician, parent, or guardian to the Dean of Students' office.

c. Official college business:

1. Absence from class to attend an off-campus function related to a student's work. (Special permission is required prior to an absence of this type.)

## 2. Absence from class to fulfill delegated responsibilities.

Any absence which does not meet one of the above conditions is not excused, and the student will receive a zero on the work she missed. Three unexcused tardies in one quarter equal one unexcused absence. Absence does not relieve the student from responsibility for work required while she was absent; in the case of an excused absence, the student may have a week in which to make up the work which she missed. The student is reminded that she is not allowed to make up work which she missed because of an unexcused absence.

## D. CALENDAR DAY REGULATIONS AND OTHER PROCEDURES

### 1. Calendar Days:

Calendar days are defined as two days before and after a vacation. All students are required to **attend the last meeting of each class prior to Thanksgiving, Christmas, Spring Vacations, and Semester break and the first meeting of each class following these vacations.** (Exception—a class whose last meeting is more than forty-eight hours prior to the start of vacation or whose first meeting is more than forty-eight hours after classes have resumed.) It is important that both students and parents realize that no exceptions to this rule can be made except in the case of a most severe emergency. Any unexcused violation of this policy automatically leads to a lowering by one letter of the semester grade in the course in the college department. An additional cut in the course results in the student being dropped from the course with an F. In the high school department, any unexcused violation of this policy automatically leads to double zeros on the work that was missed.

### 2. Changing Sections:

In the college department if a student on academic probation attends any section of her class other than her own or makes up an assigned test at any time other than her scheduled time, she must sacrifice a cut. (No cuts are allowed on Calendar Days.)

In the high school department no student may attend another section in place of the one for which she is regularly scheduled.

### 3. Leaving Class Early:

If an upperclassman leaves class early for any reason other than illness or emergency, this absence will count as a cut. If any student is ill and is excused from class during a class period, she must report immediately to the infirmary. Between the hours of 2 and 4 p.m. she reports to the Dean of Students' office.

## E. DEFICIENCY LISTS AND STUDY HALLS

College students with two D's or one F at the end of the first quarter, the first semester, or the third quarter are on the deficiency list.

High school students with two D's or one F at the end of any school month during the session and/or at the end of the first semester are placed in study hall.

## F. MEDICAL EXCUSE

Any student who is on a medical excuse must attend her Physical Education classes even though not actually participating.

## G. REQUIREMENTS FOR THE JUNIOR COLLEGE DIPLOMA

1. The quality point system at St. Mary's Junior College is as follows:  
A=4 quality points per semester hour  
B=3 quality points per semester hour  
C=2 quality points per semester hour  
D=1 quality point per semester hour
2. For Graduation  
For graduation a student must earn 60 semester hours in academic work and 120 quality points, with a quality point ratio (Q.P.R.) of 1.80. The Q.P.R. for two year's work is determined by dividing the number of hours *attempted* (including summer school work) into the total number of quality points earned. Quality points beyond the value of C will not be awarded for work from another college. Students in residence for one year must earn 30 hours and 60 quality points at St. Mary's. Those in residence for two years must earn a minimum of 51 hours and 120 quality points at St. Mary's with a Q.P.R. of 2.0. To make up deficiencies, a student may earn a maximum of nine hours in the summer session of accredited colleges. D grades carry no transfer credit.
3. Junior Year  
During the junior year a student must earn credit for a minimum of 20 academic hours and 40 quality points, or a Q.P.R. of 1.25, plus 2 hours of Physical Education, to be considered for re-admission. If, during the first semester of her junior year, a student earns fewer than half the number of academic hours and half the number of quality points which are required for her consideration as a candidate for the senior class, with a Q.P.R. below 1.73, she is automatically placed on academic probation for the following quarter. Both student and parents will be notified of the student's probationary academic standing. A student on academic probation is permitted only one unexcused absence from each class.
4. Senior Year  
Seniors, also, will be subject to academic probation and its terms, based on the fourth quarter of the junior year as well as the first three quarters of the senior year.

## ORGANIZATIONS

### I. HONORARY

#### *The Order of the Circle*

President

Alice Proctor

In the thirty-two years that the Circle has existed, it's purposes have been to cultivate fellowship among students, to promote cooperation between the faculty and students, and to encourage a desire for participation in college activities. Its members are outstanding in their genuine love both for the college and for the girls who make it what it is. New members are initiated several times each year after a midnight walk around the campus.

#### *The Beacon*

President

Martha Wentz

The Beacon is the honorary organization within the high school department which seeks to promote a better school spirit, to encourage cooperation in all phases of school life, and to support participation in extra-curricular activities. The members are chosen from the sophomore class at intervals during the school year, and a limited number of freshmen are elected in the spring; they form the nucleus of the group for the coming year. In the selection of the members, consideration is given to academic achievement and service.

#### *Marshals*

Chief Marshal

Mary Foy Thomas

Marshals—Beth Franz, Laura Bruce Hadley, Lillian James,  
Pat Pollard, Betty Anne Queen

The marshals are elected by the student body from the rising senior class. There are no grade qualifications except the Chief Marshal must have a 2.0 average. The marshals 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 college session. The marshals take the offering in chapel, lead chapel lines, usher at entertainments in the Auditorium, and maintain order at all student body gatherings.

#### *Letter Club*

President

Peaches Rankin

The Letter Club is the honorary athletic society. A girl becomes eligible for membership in the Letter Club when she earns her second all-star team in a different sport or accumulates 100 points, 40 of which are earned by making an all-star team and first team. If she earns 200 points in a variety of activities and has no all-stars, she may be eligible for membership. New members, who receive a letter in assembly, are announced throughout the year and are welcomed into the club. All-star teams are selected by the vote of all the girls on the Sigma's and Mu's teams. Blue

felt stars are awarded by the Letter Club President, in assembly, to each girl making an all-star team.

A Letter Club Banquet is held near the end of the school year, at which time the final awards are presented by the President and the members of the Letter Club.

1. The athletic society accumulating the greatest number of points during the year will be awarded the Sigma-Mu plaque. The highest award given is the Sportsmanship Award.
2. The three girls who accumulate the greatest number of points during the year will be given the highest awards.
3. The most outstanding girl in each activity will be given an award.

### *The Order of St. Genesis*

The purposes of this organization are as follows:

1. It shall recognize those who have made outstanding contributions in both the technical and acting phases of theatre life at St. Mary's.
2. It shall function as the acting nucleus and co-ordinating body of all the activities of the St. Mary's Drama Club.

Membership in this organization is based not only on a student's contribution in the field of the theatre but also on her character, attitude, enthusiasm, co-operation, dedication, and acceptable scholastic average.

### *Vestry*

Chairman

Ibba Peden

The vestry is the student governing body of the chapel and works under legislation passed by the Chapel Committee. 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 week-day and Sunday chapel services. Various branches of the Vestry include the Finance, Program, House and Grounds, Visitation of the Sick, and Correspondence committees. All committee heads are appointed at the beginning of the fall term.

## II. EXTRACURRICULAR ACTIVITIES

### *Acolytes*

Chairman

To be appointed

The acolyte committee is composed of approximately a dozen girls who assist the Chaplain in weekly chapel services and regular Sunday services. Membership is open to girls of all denominations. The chairman is appointed at the end of the college semester to serve for the coming college year.

### *Altar Guild*

Membership on the Altar Guild is open to high school and college students. This organization has charge of preparing for chapel services and



provides an opportunity for the various committees to learn church service procedures.

### *Choir*

Membership in the choir is open to all students. They must attend choir rehearsals regularly, which are held each Thursday night and before church on Sunday morning. The choir vests on Sunday and special occasions. The officers are to be elected in the fall.

### *Glee Club*

Glee Club members are chosen from the applicants by the director. The Glee Club presents several programs a year at the college and accepts invitations during the year from clubs; other colleges and organizations. The Vocal Ensemble consists of several outstanding girls chosen from the Glee Club by the director. This group also accepts invitations during the year. The members of the Glee Club receive  $1\frac{1}{2}$  units of credit a year. The officers are to be elected in the fall.

### *Dramatics Club*

The Dramatics Club is open to everyone at St. Mary's interested in the theatre. Its members present two major productions, one the first semester and one at commencement. The officers are to be elected in the fall.

### *Y.W.C.A.*

The Y.W.C.A. is the only service organization on St. Mary's campus. The activities of the members include volunteer work at Dorothea Dix Hospital, Governor Morehead School for the Blind, and the Methodist Orphanage. Some of these activities are a Christmas party at the Blind School, Thanksgiving baskets for the various families, and frequent visits to all of these institutions. Any student is eligible to join.

### *The Young Democrats Club*

The Young Democrats Club is for all girls interested in politics from the viewpoint of the Democratic Party. Everyone is eligible to join. The four officers are to be elected in the fall.

### *The Young Republicans Club*

The Young Republicans Club is for all girls interested in politics from the viewpoint of the Republican Party. Everyone is eligible to join. The four officers are to be elected in the fall.

### *The Granddaughters Club*

The Granddaughters Club, directed by the Alumnae Secretary, is composed of students whose mothers or grandmothers attended St. Mary's. They edit the student and faculty address book and aid at various college functions throughout the year. The officers are elected in the fall.



### *Sigma-Mu*

|                      |                |
|----------------------|----------------|
| Sigma President      | Laura Beckman  |
| Sigma Vice-President | Chip Dodd      |
| Mu President         | Valeta Sledge  |
| Mu Vice-President    | Catherine Hill |

Every girl belongs to one of the athletic societies, Sigma or Mu. The officers of both clubs, the President of the Letter Club and an instructor from the physical education department make up the Athletic Council. This council plans the year's program of activities and keeps records relating to the individual and team point systems.

The athletic activities at St. Mary's are divided into major and minor sports, for which teams are chosen and tournaments are played throughout the year. Points are given to the individual girls for making teams or placing in tournaments, and to the athletic society whose members win a tournament.

### *Tennis Club*

|           |               |
|-----------|---------------|
| President | Brett Elebash |
|-----------|---------------|

The Tennis Club is an organization for those girls who possess advanced skills in the game. Try-outs are held at the beginning of the year. Matches are scheduled in the spring with surrounding colleges.

### *Sea Saints*

|           |              |
|-----------|--------------|
| President | Debbie Frank |
|-----------|--------------|

Sea Saints, the synchronized swimming club, presents a spring show, for which the members prepare during the year. Try-outs are held in the fall, and members learn choreography and stage decoration while working on the water ballet. The club also sponsors the annual Sigma-Mu swim meet.

### *Orchesis*

|           |               |
|-----------|---------------|
| President | Betsy Gardner |
|-----------|---------------|

Orchesis, an advanced dance group, consists of girls who have met the necessary requirements for membership. These girls have shown interest as well as talent in the field of ballet and modern dance. The group not only studies choreography and dance techniques, but also presents several assembly programs, May Day Pageant, and participates in several master classes throughout the year.

### *Gillie Callum Dancers*

|           |              |
|-----------|--------------|
| President | Betsy Monroe |
|-----------|--------------|

The Gillie Callum Dancers, the newest dance group, specializes in accuracy and performance of Highland dancing. This group is accompanied by the N.C.S.U. Pipe and Drum Corps and presents many programs on and off campus.

### *Caperettes*

President  
Vice President

Sarah Barnes  
Lydia Swartz

Caperettes is the tap dance group for those who have advanced skill in this area. The members are chosen from the four classes at the beginning of the year and other various times throughout the year. An emphasis is placed on choreography, and this work is presented in assemblies, May Day, and other performances. Kick lines are a major part of the choreography. Honors are presented at graduation to those Caperettes who have completed two full years of work in the organization plus other special requirements.

### *"Cold Cuts"*

President

Kate Ballagh

"Cold Cuts" is a senior class musical group. New members are elected during the year by the "Cold Cuts" themselves. Every conceivable instrument from wash-boards and mirraccas to bongos, sticks and the piano is used. These girls, dressed in overalls and bright colored shirts, play at fraternity houses, school functions, and Raleigh civic organizations.

### *Student Publications*

The Stagecoach is the annual, given out each year on Class Day. The Muse is the literary magazine, published in December and May. The Belles is the semi-monthly newspaper. The Handbook is the manual of the Student Government Association.

Editor of the Stagecoach  
Editor of the Muse  
Editor of the Belles  
Editor of the Handbook

Helen Pruden  
Debbie Cloninger  
Jane Darden  
Muffin Collins

## NECESSITIES AND MISCELLANEOUS

### DRESS REGULATIONS

Dresses are to be worn to class, social occasions on campus and meals.  
Sunday dresses for required concerts, lectures, teas.

Shoes are to be worn at all times on or off campus.

Pant-suits may be worn on dates (this does not include shorts, slacks, or dungarees), and special permission is given to wear slacks to a picnic or other outdoor functions off-campus.

Gym suits are to be worn only to gym classes, but are permitted in the dining-room if a girl has a gym class just prior to, or immediately after lunch.

### NECESSITIES

Gloves and appropriate dresses or suits for church and concerts.

Sports clothes for picnics and study hours.

Loafers, skirts, sweater, and blouses for class.

Raincoat and heavy coat.

A white dress to be worn at commencement activities. (All classes.)

### YOU'LL NEED THINGS BESIDES CLOTHES

Blankets & Pillows

Sheets

Pillow cases

Towels

Bedspreads

Quilted mattress protector

Bathing cap

Tennis shoes

Name tapes

Laundry bags—at least two

Study lamp

Alarm clock

*American Heritage Dictionary*

### SUGGESTED

Rubber boots

Sewing box

Backrest

Radio

Tennis racket and balls

Shoe bags or rack

Wastepaper basket

Record player

Skirt and blouse hangers

Hot water bottle

### REQUIRED

One white towel to donate to the Physical Education department.

A flashlight

## THINGS NOT TO BRING

**Electric appliances**, for example: sunlamps, coffee pots, heating pads, electric blankets, irons, fans.

Electric curlers without a UL label.

**Under no circumstances are the girls to bring expensive jewelry—only costume jewelry. The college cannot be responsible for it.**

Pole lamps.

PLEASE NOTE: DURING ORIENTATION WEEK STUDENTS WILL BE TESTED ON THE MATERIAL IN THIS HANDBOOK. FAILING STUDENTS WILL BE CAMPUSED UNTIL THE TEST IS PASSED. (80 is passing).

## OFFICE POINT SYSTEM

SGA officers may have a total of 16 points with permission from the dean.

### 10 POINTS

President of the Student Government Association.  
Chairman of Hall Council.  
Vice-President of Student Government Association.

### 8 POINTS

Secretary of Student Government Association.  
Secretary of Hall Council.  
President of Day Students.  
Editor of the Stage Coach and Belles.

### 6 POINTS

Honor Board Members.  
Presidents of Classes.  
Assistant Secretary, Hall Council.  
Chairman of Assembly Programs.  
Chief Marshal.  
Editor of the Muse.  
Counselors.

### 4 POINTS

Marshals.  
President of Altar Guild.  
President of Y.W.C.A.  
Chairman of the Vestry.  
President of Letter Club.  
Presidents of Athletic Clubs.  
Business Manager, Stage Coach.  
Secretary of Legislative Body.  
Fire Captain.  
Editor of Handbook.  
Cold Cuts.

### 2 POINTS

Members of Legislative Body.  
Presidents of Other Clubs.  
Chief Dance Marshal.

\*Ex-officio members of any organization do not receive points.

# RECORD OF OVER-NIGHT ABSENCES

SEMESTER

| <b>OVERNIGHTS</b> | <b>1ST</b>                                    | <b>2ND</b> |
|-------------------|---|------------|
|                   | <b>CHAPEL ABSENCES</b><br>(Morning)<br>Sunday |            |

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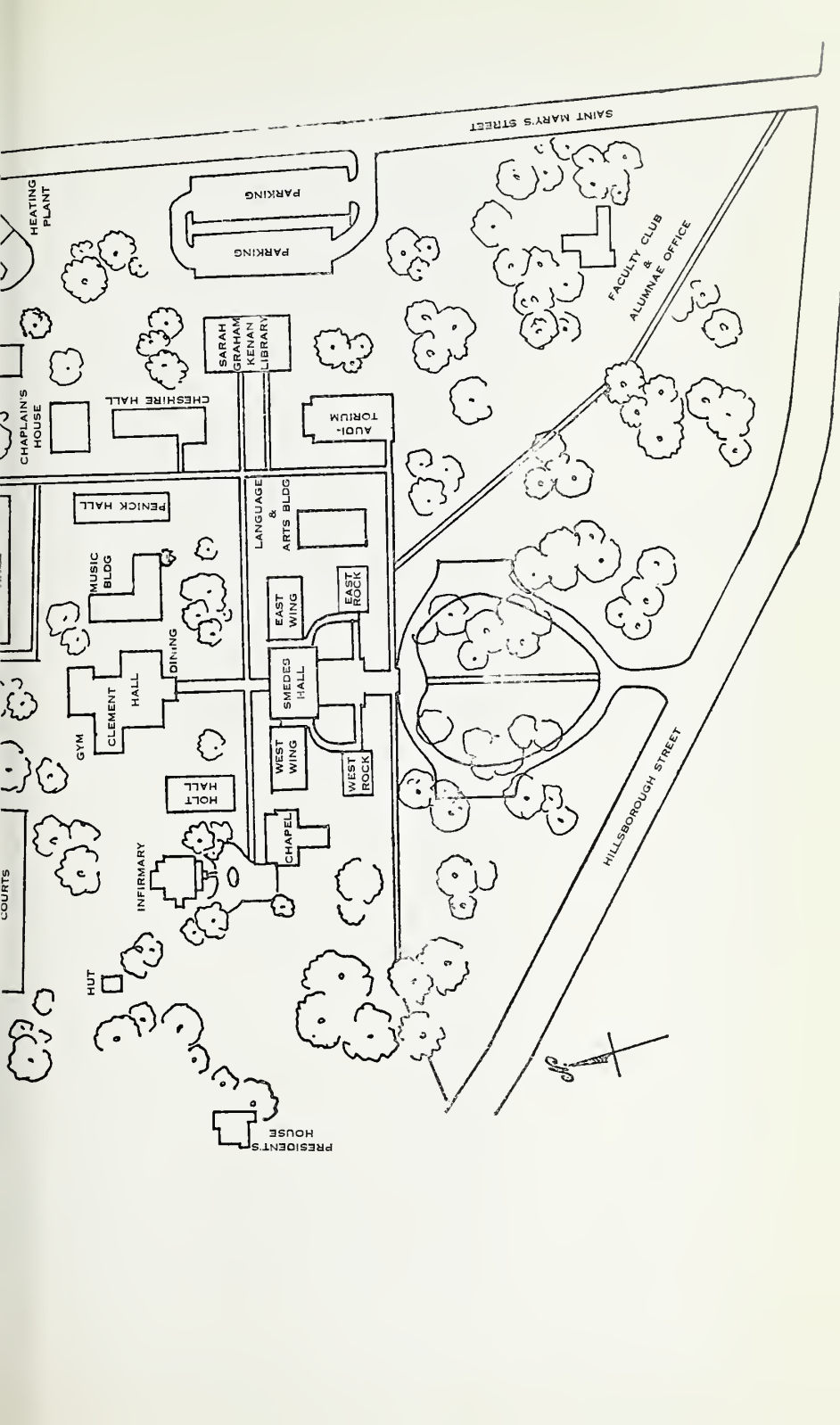
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## NOTES

## NOTES







**STUDENT  
HANDBOOK**

**ISSUE**

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**1970-71**



**BULLETIN  
VOLUME 60 No. 5  
ST. MARY'S JUNIOR COLLEGE  
RALEIGH, N. C. 27611**



**Bulletin**

**St. Mary's  
Junior College**

**Raleigh,  
North Carolina**

**BULLETIN  
VOLUME 60 No. 4  
ST. MARY'S JUNIOR COLLEGE  
RALEIGH. N. C. 27611**

## 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 are with us, Lord, we must  
Be faithful friends and comrades sure.

We change, but Thou are 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)

# STUDENT HANDBOOK

ST. MARY'S JUNIOR COLLEGE  
RALEIGH, NORTH CAROLINA

1971-1972

*Student Government Association*

*By Muffin Collins*

ST. MARY'S JUNIOR COLLEGE BULLETIN  
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School Song

HAIL, ST. MARY'S

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

*Far and wide, oh sound her praises,  
Chorus full and free,  
Hail, St. 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.

# CALENDAR FOR 1971-72 SESSION

1971

|                                      |   |
|--------------------------------------|---|
| August 17, Tuesday.....              | Registration of Senior counselors   |
| August 18, Wednesday.....            | Registration of Freshmen, Sophomores<br>and Juniors                             |
| August 22, Sunday.....               | Registration of Seniors   |
| August 24, Tuesday.....              | First day of classes  |
| August 28, Saturday.....             | Saturday classes for high school students<br>using a Monday schedule            |
| September 6, Monday.....             | Labor Day Holiday   |
| October 20, Wednesday.....           | End of first quarter — grades go out  |
| November 23, Tuesday.....            | Thanksgiving holiday begins at 5:00<br>or after student's last class of the day |
| November 28, Sunday.....             | Students return — boarding students<br>check in by 10:00 P.M.                   |
| November 29, Monday.....             | Classes resume  |
| December 4, Saturday.....            | Classes for high school students<br>Tuesday schedule                            |
| December 10, Friday.....             | End of second quarter   |
| December 11, Saturday.....           | Reading Day   |
| December 13-18, Monday-Saturday..... | First semester examinations   |

1972

|   |   |
|---|---|
| January 2, Sunday.....                  | End of Christmas vacation<br>Boarders check in by 10:00 P.M.              |
| January 3, Monday.....                  | Second semester classes resume  |
| January 8, Saturday.....                | Classes for high school students<br>using a Wednesday schedule            |
| March 2, Thursday.....                  | Spring holiday begins at 5:00 or after<br>student's last class of the day |
| March 2, Thursday.....                  | End of third quarter  |
| March 3, Friday - March 10, Friday..... | Spring Vacation   |
| March 12, Sunday.....                   | Boarding students return and check<br>in by 10:00 P.M.                    |
| March 13, Monday.....                   | Classes resume  |
| March 18, Saturday.....                 | Classes for high school students<br>using a Thursday schedule             |
| March 31, Friday.....                   | Holiday, Good Friday  |
| April 3, Monday.....                    | Holiday, Easter Monday  |
| May 3, Wednesday.....                   | End of fourth quarter   |
| May 4, Thursday.....                    | Reading Day   |
| May 5, Friday and May 6, Saturday.....  | Second Semester Examinations  |
| May 8, Monday - May 11, Thursday.....   | Second Semester Examinations  |
| May 12, Friday.....                     | Baccalaureate   |
| May 13, Saturday.....                   | Commencement  |



Dear Student:

For years and years there has been a quality, an intangible "something" about a St. Mary's girl that is both distinct and wonderful.

The community in which the St. Mary's girl lives is closely knit, caring, fun, and provides a good academic foundation.

Rules to us seem reasonable. We have some rules and this seems good. We say our prayers together, we keep dating hours, and we have some dorm regulations. A St. Mary's girl finds meaning in this kind of life and structure. Some may not. If this kind of community seems "wrong" for a girl, she would be happier, I know, elsewhere.

But, to those of you who would join generations of young women who have found meaning and vitality and wonderful spirit here, the warm welcome of St. Mary's is extended.

I hope we may share happy years together.

Faithfully yours,  
FRANK W. PISANI  
*President,*  
*St. Mary's Junior College*





Dear New Girls:

I am very happy to be the first to welcome you to St. Mary's! All of us at St. Mary's are looking forward to your arrival and to the friendships that will make the coming year a good one.

When you register here in the fall we hope that you will feel a part of the spirit that prevails on campus. During the year this spirit will become a part of you if you make a sincere effort. St. Mary's is not a college for one type of girl but rather a college for many different individuals. We want to hear all of your ideas and suggestions but in turn we need and expect you to give us your support. Please remember that your Student Government Officers represent *you* and we want to help you in any way. If you try to develop a good attitude in the beginning we can enjoy working together for a successful year.

Another important aspect of St. Mary's is our Honor System. Often, many students are not even aware of how important it really is. The Honor System establishes a trust between students and faculty, and a very special trust among the students. Even with this trust, every student has a tremendous responsibility to herself and others.

As I said before, we are all looking forward to meeting each of you and getting to know you during the coming year.

Sincerely,  
DELL PARKER  
*President, Student  
Government Association*



CHARLOTTE NEWMAN

*Vice President  
Student Government  
Association*

BETSY MOTT

*Secretary  
Student Government  
Association*





SOPHIE FOREMAN

*Chairman  
Social Board*



JULIA MARTIN

*Secretary  
Social Board*



MARYMAC WEBB

*President  
Day Students*

## ST. MARY'S OBJECTIVES

**PURPOSE:** St. Mary's today, as in the past, has as its ultimate purpose to provide opportunities, under the influence of the church, for young women to lay the foundation for the best lives that they are capable of living. The college recognizes the need of students for self fulfillment and for preparation to assume the obligations that society places upon those who are privileged to have rich cultural background and high ideals of integrity.

That this purpose may be attained as nearly as possible, the Faculty of St. Mary's has formulated the following objectives:

1. To develop character through Christian influence in all phases of life at St. Mary's; through corporate services and special times of prayer and meditation in the college chapel as the center of the institution; through instruction in the faith and worship of the church; through courses in Bible; and through the full time ministry of a chaplain.
2. To provide academic courses regularly offered in the junior and senior years of standard preparatory schools, and the basic traditional courses offered in the freshman and sophomore years of most four-year colleges and universities.
3. To maintain in these courses a high quality of scholarship which will prepare St. Mary's students for entrance into any college or university of their choice, and that will enrich their lives with our American heritage and lead them into a love of learning and respect for scholarly attainments.
4. To provide opportunities for developing an appreciation of the finest in art, music, and literature, so that the students may find in the arts a source of inspiration and pleasure throughout their lives.
5. To provide a strong student government to the end that students may participate in democratic community living, with opportunities for developing high ideals of citizenship.
6. To encourage high ethical standards and firm moral integrity in all aspects of student life.
7. To encourage good health habits and wise use of leisure in building wholesome personalities.
8. In order that these objectives may be attained as nearly as possible; it is the aim of St. Mary's to bring to the campus, through careful selection, only such persons as are able and willing to make these aims and objectives their very own.



## ST. MARY'S LIFE AND TRADITIONS

Although St. Mary's as an academic institution is rapidly changing, the St. Mary's spirit will be forever constant, resting as it has always done upon traditions and customs carried on by the girls themselves. The traditions make our school unique among all other schools of its type and they constantly remind us, the students, that we are each an important part of St. Mary's. Every girl here gives of herself in a thousand different ways to create an intangible sense of closeness and live for our school and for our friends.

Growing out of the spirit here is a changing image of the "St. Mary's girl". The emphasis is no longer on producing refined marriageable ladies; now we may be described as vital, concerned, and intelligent. We seek to establish our roles in today's world as women who are able to cope with and to contribute to modern society.

St. Mary's prepares us for this world by stressing a strong tradition of academic excellence. We are, first of all, "students", and we constantly strive to maintain the high standards in an atmosphere of academic freedom.

St. Mary's stresses Christianity as a basis for individual development and college unity. Chapel services are required and every effort is made to make the services meaningful and relevant to girls of today's world.

The little customs that make life here unique also liven up our daily routine. There's nothing like dorm life; junking up the room of someone who has just won an office; dunking a newly pinned or lavaliered friend in the shower; going on a blind date after you said you would never do it again; racing for the first suntan of the season, getting that important letter off before the mail goes out; dodging the night watchman when you kiss your date good night; and of course getting your daily chocolate ice cream cone from the cafeteria!

There are also standard traditions that occur at certain times of the year. The Old Girl-New Girl picnic during Orientation Week welcomes our new students. Each "big sister" invites her "little sister" for a meal off campus.

At Christmas there are fraternity serenades on front campus, the Beacon-Circle Christmas party complete with Santa Claus, and hall parties where girls draw names for secret "peanut" presents.

The different classes sponsor special events such as the senior's Hallo-we'en party for the juniors, and the freshmen's formal dance for the sophomores. Our drama department, the dance groups, the Chorale, and the Sea Saints present outside programs during the year. Our two athletic clubs are constantly competing in ten different sports.

Father-Daughter Day is a special day just for our fathers who come to classes with us and attend a banquet in their honor. The Spring Festival is the presentation of the Spring Queen and her court along with a program by the dance groups.

Graduation is full of unique St. Mary's traditions. After the graduation exercises, the chief marshal, facing a semicircle of the entire college, drops a handkerchief which declares the college year officially over.

These and many more make up the "specialness" and fun of St. Mary's life. We hope you will grow to love our traditions as we old girls do.

## HONOR SYSTEM

The Student Government Association at St. Mary's is based on the Honor Code. The stress on honesty is vital to the functioning of our self-governed college. Consequently, any violation of the Honor Code is regarded as a danger to Student Government and violators are punished.

The success of our Honor System depends upon each girl's acceptance of the responsibility for her own honor and for the honor of the school. If a girl breaks the Honor Code, she is expected to report herself in writing to the President of Student Government. If she knows of another girl's doing so, it is her duty as a member of the Student Government Association to show the girl her fault, explaining why she should report herself, and, if necessary to report her. Other offenses should be reported to her counselor. When questioned officially, a girl is expected and required to be rigidly truthful.

When any girl decides not to report herself, that is the time for her to leave St. Mary's. This requirement is obligatory if we at St. Mary's hope to help girls develop high standards of personal honor, and if we expect to maintain an honor system.

Lying, cheating, and stealing are the most serious violations of the Honor Code.

Cheating is defined as the dishonest use of material other than one's own in the preparation of papers, reports, or assignments, as well as dishonest work on tests and examinations. Stealing is taking and keeping, without permission of the owner, anything that belongs to somebody else.

The Honor Pledge is to be written on all test papers and other academic work.

## HONOR CODE

### THE PLEDGE:

I pledge that I have neither given nor received help on this test, nor have I seen anyone else do so.

Your Signature

Each student from the time of taking her individual oath, is fully responsible for maintaining it in all her actions.

### 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 St. 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 St. Mary's.

EACH STUDENT IS RESPONSIBLE AT ALL TIMES FOR KNOWLEDGE OF REGULATIONS GOVERNING HER CONDUCT.

Each Saint Mary's Junior College Student, remembering that she is a representative of St. Mary's, is expected to exercise and maintain in all places and at all times, including summer vacations, the high standards of personal behavior and judgment which will reflect credit on herself and the College. The College reserves the right to deal with any breach of good conduct that occurs at any time while the student is registered at St. Mary's.



## STUDENT GOVERNMENT COUNCILS

### A. HONOR BOARD

1. The Honor Board is composed of the President, Vice-President, and Secretary of the Student Government Association, one senior class representative, two junior class representatives, one sophomore elected by the underclassmen, and three faculty members appointed by the President of the College.
2. The Honor Board deals with the following offenses:
  - a. lying
  - b. cheating
  - c. stealing
  - d. any case referred to it by the Social Board
  - e. any case of extreme misconduct (excessive use of alcohol or any use of drugs)
3. The Honor Board may vote to:
  - a. issue a severe warning
  - b. issue a probation
  - c. suspend
  - d. expel
  - e. refer the case to the social board.

### B. SOCIAL BOARD

1. The Social Board is composed of the chairman, the secretary, two faculty members appointed by the President of the College, the President or Vice-President of the Student Government Association, the president of the Day Students, and one student representative elected from each class.
2. Court of Appeals within the Social Board is composed of the Secretary of the Social Board, who serves as its chairman, and the Junior and Senior representatives.
3. The Social Board deals with the following offenses:
  - a. use of alcoholic beverages or drugs on campus, or while officially representing St. Mary's.
  - b. leaving or remaining off campus without permission (excessive lateness)
  - c. any conduct to reflect seriously upon the reputation of the student or of the college
  - d. any case referred to it by the Honor Board or Minor Offense Committee
4. The Social Board may vote to:
  - a. issue a severe warning
  - b. campus

- c. strict campus
- d. issue a probation
- e. suspend
- f. refer the case to the Honor Board

### C. HALL COUNCIL

1. The Hall Council is composed of the chairman of the Social Board, the Secretary of the Social Board, one assistant secretary, hall counselors (two counselors for each hall), and three day student counselors including the president.
2. The Hall Council has jurisdiction over routine matters of student conduct and counselors reserve the right to campus or give points if they deem necessary.
  - a. Campuses are given for noise during closed study and violation of other stated hall regulations.
  - b. The Secretary of Social Board will have the campus slips in the mail boxes by Monday afternoon. Campus begins the following day.
  - c. A petition is a request to break campus and is granted by the chairman or Secretary of Social Board. Any girl who is granted permission to break campus must make up her campus on the corresponding day of the following week and may not petition again.
    - 1) only three petitions per semester are allowed
    - 2) a request for one day equals one petition
    - 3) a request for a weekend equals three petitions

### D. LEGISLATIVE BODY

1. Is composed of student members and two faculty members appointed by the President of the college.
2. Is divided into three functional branches. The Constitution Committee, the Petitions Committee, and the Policy Committee.
3. For full details refer to the Constitution.

## DORMITORY REGULATIONS

### A. QUIET HOURS

1. On weekdays and Sundays, quiet must be maintained in dormitories all day except: 4:00 - 7:00 p.m. and 9:30 - 10:30 p.m.
2. Strict quiet hour is from 7:00 - 9:30 p.m.
3. A DO NOT DISTURB sign is given to each girl to post on the door of her room when she wishes to be undisturbed. This sign may not be crossed except by a teacher, a counselor on official business, or an Honor Board member. (Any student violating this rule will be given a 3 day campus; a second offense will be called before the Hall Council.) Students should use this sign for sleeping, studying, or legitimate privacy.
4. REASONABLE QUIET MUST BE MAINTAINED IN LOWER SMEDES DURING CLASSES, 7:30 - 9:30 P.M., AND AFTER 11:00 P.M.

### B. NIGHTS OFF HALL

Students may spend Friday or Saturday night, or both, in another room provided that they sign up with the counselors concerned. Underclassmen are limited to underclassmen halls.

### C. AFTER CLOSING HOURS

1. Girls returning to the dormitory after closing hours may be admitted only by a resident counselor or hall counselor.
2. All except those dating must be in their dorm by 11:00 p.m.
3. Those dating must return to their dorm immediately after signing in.

### D. HALL REGULATIONS

1. Underclassmen
  - a. Freshman must be on their own hall and have their lights out by 11:00 p.m., except Friday and Saturday 12:00 p.m.
  - b. Sophomores must have their lights out by 12:00 midnight except Friday and Saturday 12:30 a.m.
2. Upperclassmen
  - a. Juniors must be on their own halls by 11:45 p.m. Sunday - Thursday, if dating, and by 1:45 a.m. Friday and Saturday.
  - b. Seniors must be on their own halls 12:15 a.m. Sunday - Thursday, if dating, and 1:45 a.m. Friday and Saturday.

### E. CARE OF ROOMS

1. Rooms must be in order at all times. Beds should be made up before class or by 10:30 a.m.

2. Students must not deface walls or furniture. Do not use tacks, nails, adhesive tape, or scotch tape on the walls. **Anyone violating this rule will be assessed for the damage done.**

#### F. GUESTS OVERNIGHT

1. Students who have Friday or Saturday night guest must sign guests in the Dean of Students office. The visitor must observe all regulations of her hostess. Her hostess receives any penalty accumulated by the guest.
2. Car keys must be left in the Dean of Students office overnight.
3. Day students may spend any night of the week on campus. They are expected to sign in the guestbook, to sign in the guest book, and leave car keys in the Dean of Student's Office.
4. Only the friends of school and college age, sisters, prospective students and recent alumnae may be entertained over night.

#### G. MARRIED STUDENTS

Are not allowed to live in the dormitories unless by special permission from the President of the college.

#### H. FATHERS, BROTHERS AND ESCORTS

Are not permitted on the halls except on the opening and closing days of the college year, at the beginning and ending of each vacation period and on Father-Daughter Day.

#### I. USE OF ALCOHOL AND DRUGS

The use of alcoholic beverages (including beer and wine) and drugs is strictly prohibited on the campus. Violation of the rule requires Social Board action.

#### J. CARS

Seniors **only** may have cars on campus provided they maintain a 2.0 average, have written parental permission on file in the Dean of Students Office, and have paid a \$5.00 registration fee in the Business Office.

Juniors, Sophomores, and Freshmen may not have a car on campus unless special permission for unusual circumstances has been given **in advance** to the parents by the Dean of Students.

This regulation does not apply to Day Students.

#### K. NO PETS OF ANY TYPE ARE ALLOWED IN DORMITORIES

## L. FIRE DRILLS

1. Turn on lights
2. Close windows
3. Take bath towel and flashlight.
4. Put on warm coat and sturdy shoes.
5. Close door and transom of room.
6. Proceed (single file) by appointed route to appointed place on campus.
7. If not on halls report to your hall group at its appointed outside area. Do not return to your dormitory, go straight to the appointed area.
8. Line up according to halls and count off when signal is given by counselor. Counselors then report to Student Fire Captain or a Fire Lieutenant in front of Smedes or the dining room steps and give the names of all girls who are absent.
9. Day students go between Penick and Language Arts Building.
10. Return to hall at signal of siren.
11. **Quiet must be maintained during the whole drill.**

By order of the Raleigh Fire Department the use of electrical appliances, for example: sunlamps, corn poppers, coffee pots, heating pads, electric blankets, irons, and electric curlers without a UL label is **STRICTLY PROHIBITED**. Halls must be kept clear of soft drink bottles, luggage, etc., at all times. Fire doors on hall must be opened after 11:00 p.m.

## GENERAL CAMPUS REGULATIONS

### A. CHAPEL SERVICES

1. Upperclassmen are to attend chapel at 10:30 a.m. on Tuesday.
2. Underclassmen are to attend chapel at 10:30 a.m. on Thursday.
3. All boarders and day students present on the Campus are to attend the 6:30 p.m. service on Wednesday and the one corporate service here on Sunday at 10:30 a.m.
4. Other services are held from time to time and are optional.

### B. ASSEMBLY

1. All students are to attend assembly at 10:30 a.m. on Wednesday and must sit in assigned seats.
2. Students should not take mail, papers, or books into assembly or chapel.

### C. DINING ROOM — MEALS

| 1. Hours: | Breakfast             | Lunch       | Dinner    |
|-----------|-----------------------|-------------|-----------|
| Weekdays  | 7:15-8:00             | 11:45- 1:15 | 5:15-6:00 |
|           | Continental Breakfast |             |           |
|           | 8:00-8:30             |             |           |
| Saturday  | 8:30-9:00             | 12:15-12:45 | 5:00-5:30 |
| Sunday    | 8:30-9:00             | 12:15- 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. Students must not carry food, silverware, or china from the dining hall.
4. Unlimited seconds are offered on all meals except the meat entree on Saturday night.

### D. TELEPHONE

1. Switchboard hours:  
Monday - Saturday      8:00 a.m. - 10:30 p.m.  
Sunday                    9:00 a.m. - 10:30 p.m.
2. The switchboard is closed during Sunday chapel — 10:15 a.m. - 11:45 a.m.
3. There is no night operator on duty from 10:30 p.m. to 8:00 a.m. (on Sunday to 9:00 a.m.) All calls after 10:30 p.m. will be received by an Answering Service — dial 828-2521 — and emergency calls for the President and the Dean of Students will be referred to the appropriate person.

4. Students are expected to inform parents and friends that dormitories cannot be called when the switchboard is closed.
5. Calls should be limited to three minutes.
6. Only seniors may call out and receive calls during closed study — 7:30 - 9:00 p.m.
7. Pay telephones are available in each dormitory for long distance calls.
8. Students in Holt, Penick, and Cruickshank dormitories may have private telephones. Their numbers will be listed at the college switchboard and under Information. Calls may be made or received at any time.

#### E. INFIRMARY

1. Hours:
 

|                       |
|-----------------------|
| 7:30 a.m. - 2:00 p.m. |
| 4:00 p.m. - 7:30 p.m. |
| 9:30 p.m. - 9:45 p.m. |
2. If the infirmary is closed, a counselor on a girl's hall must report to the Dean of Student's office, or to a resident counselor, or to the parlor hostess, who will call the infirmary to report that a girl needs admitting.
3. Any student going to the infirmary after 9:45 p.m. must be accompanied by a resident or a hall counselor.
4. Each resident student is expected to report to the infirmary if she is ill, or has an accident. She is expected to remain in the infirmary for treatment unless the college physician determines her illness warrants treatment by her family physician in which case authorization for her departure will be issued to the Dean of Students from the college physician. If a parent insists upon taking a student home without such authorization, class absences will be unexcused.
5. Parents will be notified in case of serious illness or if the length of stay is prolonged. No student should call the parents of a sick girl without permission from the Dean of Students.
6. In the event that treatment or examination elsewhere is needed, authorization by the College Physician through the office of the Dean of Students is necessary. Class absences without this authorization will be unexcused.
7. Arrangements for medical or dental appointments at home should be made during holidays or summer vacation periods. Extended week-ends for such appointments are disruptive to academic work, and whenever possible the Infirmary will make appointments in Raleigh with the doctor requested by the parents.
8. A complete report from any consulted physician must be sent to the infirmary. All prescriptions must go through the infirmary.



9. Students may have books in the infirmary after twenty-four hours. Magazines and newspapers may be permitted with permission of the nurse or physician at any time.
10. The college physician is at the infirmary on Monday, Wednesday, and Fridays from 12:00 to 1:00 p.m., and at any other time he is needed.
11. Parents, family, friends and resident and hall counselors and faculty are requested to observe the visiting hours:

11:00 a.m. - 12:00 p.m.

4:00 p.m. - 5:00 p.m.

6:30 p.m. - 7:30 p.m.

## F. LIBRARY

1. Hours:
 

|          |                        |
|----------|------------------------|
| Weekdays | 8:00 a.m. - 9:45 p.m.  |
| Sundays  | 12:00 a.m. - 9:45 p.m. |
2. Following her library orientation period, each student is expected to read the instruction sheets USING THE LIBRARY.
3. Names of students who have overdue books or who owe fines are posted each morning on the Library Bulletin Board in the covered way, and on the circulation desk in the library. These students should return their overdue books at their first opportunity the same day their names appear on the list. A student who fails to return an overdue book or to pay a fine within one week will be penalized.
4. Fines may be paid at any time the library is open. The fine box is in the library vestibule near the pencil sharpener. Deposit in the fine box the *Exact amount* owed, with the yellow library notice if one was sent, using the envelope found under the fine box. Write your name and telephone number or room number on the envelope.
5. A student is expected to answer a LIBRARY NOTICE (on a yellow card) at her first opportunity on the day the notice is received, bringing the notice with her.
6. Reserve books and books temporarily treated as reserves may be checked out after 9:30 p.m. They may be checked out fifteen minutes before a required evening program begins, since the library closes during these programs. Reserve books are due at 9:30 a.m. the following day, except on Sundays, when they are due at 2:00 p.m.
7. When checking out a book, students should stamp the date due slip, sign and stamp the date on the book cards, and drop the cards into the proper slot at the circulation desk. Day students should include their telephone numbers on the card.
8. Marking in books, clipping periodicals, or defacing furniture is inconsistent with the honor system at St. Mary's. Violators are subject to disciplinary action.



9. Food, cokes, and gum are not to be brought into the library or left on the library premises.

#### G. SMOKING

1. Students may smoke only in student lounges, the small parlors in Smedes, the music studio of any teacher who so permits, and in their dormitories if they have adequate ash trays and metal waste baskets.
2. **Cigarette butts should not be thrown away on halls or stairways.**
3. **Students must not smoke in or on a bed, and may not smoke in the Library, Infirmary, gym, dining hall, or any classroom or laboratory.**

#### H. FRESHMAN-SOPHOMORE DANCE

1. Students who are planning the dance must not make such commitments as choice of orchestra, price of bids, or materials for decoration without approval of the business manager and the class advisor. No contract may be concluded without the signature of the President of the College.

#### I. BULLETIN BOARDS

1. **Each girl is responsible for notices on all bulletin boards pertaining to students. Please check them daily.**

#### J. SELF HELP

1. There are several different types of employment for students who would like to have or need "Self Help". Work is available in the Library, Dining Room, the Dean of Students Office, Laboratories, and at the Switchboard. Students interested in this type of employment must have the necessary academic qualifications. For information concerning "Self Help" contact the Dean of Students.

## SPECIAL SPOTS

### A. BOOK STORE AND COLLEGE BANK

1. Hours: Monday-Friday 8:00 a.m. - 12:45 p.m. and the first Saturdays of each month 8:00 a.m. - 11:45 a.m.
2. All books and college supplies may be purchased at the store.
3. Dry cleaning is sent out every morning from the store at 8:00 a.m.
4. It is advisable to keep all money in the college bank.
5. The girls should not keep money in their rooms except change. The college bank is open the same hours as the book store. The college cannot be responsible for money losses.

### B. POST OFFICE

1. Stamps are sold at the post office Monday - Friday 8:00 - 8:25 a.m. and 1:45 - 2:30 p.m. and the first Saturday of each month, 8:00 - 11:45 a.m. at the bookstore.
2. Mail comes in at 7:25 a.m. and 4:00 p.m. Monday through Saturday and at 9:00 a.m. on Sunday.
3. Mail leaves at 7:45 a.m. and 3:45 p.m. Monday through Saturday and at 7:45 a.m. on Sunday.
4. Parcel post and express may be sent out and received during store hours. Money orders and insurance for packages are not available.

### C. STUDENT RECREATION CENTER

1. Suppers, picnics, and meetings may be held here with permission from the Dean of Students in advance.
2. Users must sign the calendar in the Dean of Students office.
3. Users of the Center must leave it clean and orderly.
4. Students may date here during afternoon dating hours and Friday, Saturday, and Sunday nights provided that two or more couples are present and that it has not been engaged for any other activity.
5. Users of the Center check in with parlor hostess after dating Friday, Saturday, and Sunday nights 15 minutes before dating hours end.
6. Fire in the fire-place must be completely extinguished by users before leaving.

### D. SUNBATHING REGULATIONS

1. Sunburn does not excuse a student from class preparation, attendance, or participation.

2. The following areas have been designated for sun bathing:  
Sun Porch — Smedes (not during examination week).  
Sun Porches — Cruikshank (not during examination week).  
Lawns — directly behind Holt and between Music Building and high shrubbery.
3. Rooms passed through must not be disturbed and QUIET HOUR MUST BE OBSERVED.

#### E. KITCHENS

1. Girls must leave the kitchens in order and leave all equipment in its proper place.
2. Kitchens may not be used after 12:00 midnight.

#### F. TENNIS COURTS

1. Courts are grasstex
2. Gate rules
  - a. Leave tennis ball cans at the entrance to courts.
  - b. Pick up all acorns, gravel, etc.
  - c. Wear only smooth soled shoes; no street shoes or heels.
  - d. Keep gates closed.
  - e. Release tension from net at end of play.
3. These courts are for the use of students and faculty only. Dates may play on Sunday 5 - 8 p.m.
4. Tennis courts may not be used during church on Sunday.
5. Lights must be off and courts will be locked at 10:30 p.m.

#### G. SWIMMING

1. Students and faculty may use the pool for recreational swimming during the designated times, when supervision is provided.
2. Bathing caps should be worn in the pool. The use of suits provided by the physical education department is required.
3. Any student using the pool is subject to the general rules of behavior posted in the pool area.
4. NO ONE IS ALLOWED TO SWIM ALONE.

#### H. LAUNDRY

1. The college laundry provides weekly service for linens and simple clothing.
2. Each girl is allowed an average of \$2.00 a week for laundry.
3. A name tape must be sewn on every article being sent to the laundry. Iron-on tape and stamped articles are not allowed.

## I. LOST AND FOUND

1. For lost and found articles and room equipment please see the housekeeper, or notices on the bulletin board.
2. Under no circumstances are the girls to bring expensive jewelry — only costume jewelry. **The college cannot be responsible for it.**

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## UNDERCLASSMEN OFF-CAMPUS REGULATIONS

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| A. MONDAY-THURSDAY   | FRIDAY & SATURDAY  | SUNDAY   |
|--|--|--|
| 1. Town perm.:<br>two students<br>until 6:00 p.m.<br>4 students until<br>6:30 p.m.<br><br>2. Dating:<br>9:00 a.m. - 6:00<br>p.m. | 1. Town perm.:<br>2 students un-<br>til 6:00, 4 stu-<br>dents until 10:30<br>p.m.<br><br>2. Dating:<br>9:00 a.m. un-<br>til 11:30 p.m.<br>Sophomores un-<br>til 12:00 p.m. | 1. Town perm.:<br>2 students<br>after church<br>until 6:00 p.m.<br><br>2. Dating:<br>after church<br>until 6:00 p.m. |

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### B. GENERAL REGULATIONS

1. Must sign out whenever leaving campus.
2. All freshmen must double date first semester.
3. New sophomore must doubledate first quarter.
4. Returning before 9:30 p.m. Thanksgiving, Christmas, Spring holidays, Easter weekend, Labor Day weekend; may sign out until 11:30.
5. Each student must **personally** sign out and in correctly.
6. During the college year, underclassmen may not go into apartments, motels, men's residences, or the like in mixed company without proper chaperonage. Twenty-five is the minimum age for a chaperone. Special permission is required.
7. St. Mary's girls are expected to **OBSERVE THE LAWS OF THE STATE OF NORTH CAROLINA**. Special attention is invited to the legal age of 18 for the use of beer and 21 for wine and liquor.
8. Any girl involved in any kind of accident off campus should report it as soon as possible to the Dean of Student's Office.

### C. OVERNIGHT, DATE, AND SPECIAL PERMISSION SLIPS

1. Overnight slips.
  - a. Overnight slips must be filed in lower Smedes 24 hours before expected time of departure.
  - b. Parental permissions and hostess invitations must be sent **DIRECTLY TO THE DEAN OF STUDENTS**.
  - c. After "absence counts as . . ." on the slip, designate the nights away and the number of chapel absences. Each girl is personally responsible to keep a record of overnights she takes and keep within her quota.

- d. Parental permission for going home or to spend a night in Chapel Hill or Durham is required unless parents sign a blanket permission.

## 2. General

- a. Write last name first on all slips — dating or over-nights.
- b. File white special permission slips where requesting special permission, and for destinations other than Raleigh.
- c. Dating Friday and Saturday nights — sign in and out on Master List in Sign Out Hall.
- d. Underclassmen must make up Closed Study in the afternoon before 7:30 p.m. in the library or a classroom in order to have a Special Permission in the evening — Sunday through Thursday.
- e. In order to void a filed slip — special permission or over-nights — leave a note on the Dean of Students Office door. Do not make a duplicate slip.
  - 1) When college is in session no student is allowed to spend the night in the immediate vicinity of Raleigh other than at the college or with her parents. College is in session except during designated holidays.
  - 2) A student may spend the night in a neighboring town with an approved hostess only if she is going to spend her time away from the vicinity of Raleigh. When visiting other college campuses she is expected to follow all rules for visiting girls.
  - 3) After a student leaves campus, she may not call in for additional overnights unless unusual circumstances arise.
  - 4) The list of incomplete parental permissions or hostess permissions in the signout hall must be noted.
  - 5) No overnights granted;
    - a. On orientation weekend.
    - b. Special events designated by the Dean of Students.
  - 6) If at any time a student realizes that she will be late in returning, she must call the Dean of Students immediately.

## D. SPECIAL PARENTAL PERMISSIONS

1. A written permission from parents releasing the college from all responsibility is required for students:
  - a. to ride in a car with a date in Raleigh, and to and from specified destinations.
  - b. to fly in commercial or non-commercial (private) planes.
  - c. to ride out of Raleigh in privately operated cars on LONG TRIPS.
  - d. to stay in a hotel or motel.

- e. to ride to and from home with area students
- f. to attend beach parties.

#### E. PARENT'S NIGHTS

1. The parents of a student may take their daughter, no other students, to spend the night in Raleigh, or the immediate vicinity (includes Cary, Apex and Garner).
2. Students planning to take a parent's night file a white overnight permission slip for each night. Parental permission may be sent in writing or given at the time the student leaves campus.
3. Students taking a parents night must return in time for classes, otherwise by 6:00 p.m. Saturday, and by 10:00 a.m. Sunday.
4. Resident students who are from Raleigh may not take parent's

#### F. QUOTA — UNDERCLASSMEN

|            |                               |                                |
|------------|-------------------------------|--------------------------------|
| Freshmen   | <i>First Semester</i>         | <i>Second Semester</i>         |
|            | 4 overnights<br>2 chapel cuts | 7 overnights<br>4 chapel cuts  |
| Sophomores | <i>First Semester</i>         | <i>Second Semester</i>         |
|            | 6 overnights<br>3 chapel cuts | 10 overnights<br>5 chapel cuts |

1. Sophomores may take an additional overnight with chapel absence either semester provided it is for the purpose of visiting colleges, and having an appointment.
2. Overnights may be taken Friday after classes through Sunday to 10:00 p.m. If going to Chapel Hill, Durham return by 11:00 p.m.
3. Holidays — A student whose plans for return after a vacation are unexpectedly changed should call the Dean of Students office after 12:00 noon on the day she is to return.
4. Students may leave campus on Saturday after 7:30 a.m. If necessary to leave earlier because of unusual circumstances, make special arrangements in Dean of Student's Office.

## UPPERCLASSMEN OFF-CAMPUS REGULATIONS

### A.

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#### SENIORS

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| <i>Town Permission</i>  | <i>Dating</i>  |
|---|--|
| <ol style="list-style-type: none"> <li>1. Monday — Saturday<br/>9:00 a.m. — 6:00 p.m.<br/>2 students until 11:00 p.m.</li> <li>2. Sundays — After Chapel<br/>Until 6:00 p.m.<br/>2 students until 11:00 p.m.</li> </ol> | <ol style="list-style-type: none"> <li>1. Monday — Thursday<br/>9:00 a.m. — 12:00 midnight</li> <li>2. Friday and Saturday<br/>9:00 a.m. — 1:30 a.m.</li> <li>3. Sunday — After Chapel<br/>Until 12:00 midnight</li> </ol> |

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#### JUNIORS

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| <i>Town Permission</i>  | <i>Dating</i>  |
|---|--|
| <ol style="list-style-type: none"> <li>1. Monday — Thursday<br/>9:00 a.m. — 6:00 p.m.<br/>2 students until 7:25 p.m.</li> <li>2. Friday and Saturday<br/>9:00 a.m. — 6:00 p.m.<br/>2 students until 7:25 p.m.<br/>3 or more students until<br/>11:00 p.m.</li> <li>3. Sunday — After Chapel<br/>until 6:00 p.m.<br/>2 students until 7:25 p.m.<br/>3 or more students until<br/>11:00 p.m.</li> </ol> | <ol style="list-style-type: none"> <li>1. Monday — Thursday<br/>7:00 a.m. — 6:00 p.m.<br/>After first quarter Juniors<br/>with 2.0: until 11:30 p.m.<br/>(one week night only)</li> <li>2. Friday and Saturday<br/>9:00 a.m. — 1:00 a.m.</li> <li>3. Sunday After Chapel<br/>until 6:00 p.m.<br/>After first quarter Juniors<br/>with 2.0: until 11:30 p.m.</li> </ol> |

Anyone who is late (over 5 minutes) automatically has  $\frac{1}{2}$  hour subtracted from her dating curfew for the remainder of the quarter.

### B. GENERAL REGULATIONS

1. Sign out when dating or returning after 6:00 p.m.
2. Sign out on Sundays.
3. Each student must PERSONALLY sign in and out correctly.
4. If at any time a student realizes that she will be late in returning, she must call the Dean of Student's office at once.
5. A note should be left on the Dean's door:
  - a. if voiding an overnight slip.
  - b. if returning earlier than anticipated.
  - c. to cancel a chapel absence.
6. After a student leaves campus, she may not telephone for permission to take another overnight unless unusual circumstances arise.



7. When college is in session, no student may spend the night in Raleigh or in the immediate vicinity of Raleigh (all places for which Raleigh is center) other than at the college or with her own parents. College is in session all times except during Labor Day, Thanksgiving, Christmas, semester break, Spring, Easter week-end, and summer vacations.
8. A student may spend the night in a neighboring town with her parents or with an approved hostess. She is expected to follow all rules for visiting girls.
9. Day Students may spend the night in a dormitory.
10. No overnights are granted:
  - a. on orientation weekend.
  - b. during special events designated by the Dean of Students.
11. Returning before 9:30 p.m., Labor Day, Thanksgiving, Christmas, Spring Holiday, Easter, or semester break, a student may signout until 11:00 p.m. Any other weekend, if returned by 9:30, a student may sign out until regular curfew.
12. After vacation, a student whose plans for return are unexpectedly changed should call the Dean of Student's office after 12:00 noon on the day she is due to return.
13. The list of incomplete parental or hostess permissions for all students in the sign-out hall must be noted.

#### C. PARENT'S NIGHTS

1. The parents of a student may take their daughter, no other student, to spend the night in Raleigh or the immediate vicinity (includes Cary, Apex, and Garner).
2. Students planning to take a parent's night file a white overnight permission slip for each night. Parental permission may be sent in writing or at the time the student leaves campus.
3. Students taking a parent's night must return in time for classes, otherwise by 6:00 p.m. Saturday, and by 10:00 a.m. Sunday.
4. Resident students who are from Raleigh may not take parent's nights.

#### D. SENIOR REGULATIONS

1. Seniors may go into apartments, or men's residences under the following conditions:
  - a. A blanket permission must be signed by a parent of the student.
  - b. A student must be accompanied by at least one other couple.
  - c. Students must leave by 1:30 a.m. when outside the vicinity of Raleigh.

2. Seniors with a 2.0 average may have cars. Must have license number and description of car filed in office. Also a registration fee of \$5.00 must be paid at business office.

#### E. JUNIOR REGULATIONS

1. First semester Juniors may not go into men's residences.
2. Second semester Juniors may go into apartments or men's residences under the conditions previously listed for Seniors.
3. Juniors must make up Closed Study in the afternoon before 7:30 p.m. in the library or a classroom in order to have Special Permission Sunday through Thursday.
4. The list of incomplete parental or hostess permissions for first semester Juniors in the sign-out hall must be noted.

#### F. OVERNIGHT CARDS AND SPECIAL PERMISSION SLIPS

1. Write last name first — USE INK.
2. Must be filed in Lower Smedes boxes by 2 p.m. the day before leaving.
3. Sign in and out on Master List. If approved column is not initialed check in Dean of Student's office prior to leaving.
4. File white special permission slips for special absences.
5. Unless a parental presigned blanket permission is on file, parental permissions and hostess invitations must be sent directly to the Dean of Student's office, and must be in 24 hours before departure.

#### G. SPECIAL PARENTAL PERMISSION

1. A written permission from parents releasing the college from all responsibility is required for students to:
  - a. ride in a car with a date in Raleigh and to and from specified destinations.
  - b. to fly in commercial and private planes.
  - c. to ride out of Raleigh in privately operated cars on long trips.
  - d. for Seniors and second semester Juniors to go into apartments, or men's residences.
  - e. to stay in a hotel or motel
  - f. to attend beach parties
2. Blanket hostess and parental permission are permissible for Seniors and second semester Juniors.

H. UPPERCLASSMEN QUOTA

|              | <i>First Semester</i>               | <i>Second Semester</i>              |
|--------------|-------------------------------------|-------------------------------------|
| Juniors      | 12 overnights<br>6 chapel absences  | 16 overnights<br>8 chapel absences  |
| Seniors      | 18 overnights<br>9 chapel absences  | 20 overnights<br>9 chapel absences  |
| Counselors   | 19 overnights<br>10 chapel absences | 21 overnights<br>9 chapel absences  |
| SGA Officers | 20 overnights<br>10 chapel absences | 22 overnights<br>10 chapel absences |

1. Each girl is *personally* responsible for keeping within her overnight and chapel absences.
2. Seniors may take overnights Thursday (11:00 a.m.) through Monday in time for their first class.
3. Juniors may take overnights Friday (7:30 a.m.) through Sunday 10:00 p.m. or 11:00 p.m. if returning from Chapel Hill or Durham.
4. If leaving for an overnight earlier than 7:30 a.m. due to unusual circumstances, special arrangements must be made in the Dean of Student's office.
5. STUDENT'S ON DEAN'S LIST AFTER FIRST SEMESTER ARE GRANTED UNLIMITED OVERNIGHTS.

I. SEE B 7 AND 8, UNDER CLASS REGULATIONS, REGARDING USE OF ALCOHOL AND REPORTING OF ACCIDENTS.

## ACADEMIC REGULATIONS

### A. GRADING

All grades are given in letters. The following system of grading is used at St. Mary's: A indicates Superior work, B indicates Very Good work, C indicates Good work, D indicates Passing work, and F indicates Failing work.

The semester grade is the average of the examination grade and two quarterly grades unless otherwise stated. The final evaluation of all grades rests solely with the instructor concerned, but every instructor will discuss grades with students.

No student is excused from examination; an examination that is missed because of illness must be made up.

A course may be dropped within the first four weeks of a semester without penalty. No grade, either passing or failing, is recorded on permanent records. Should a student passing a course wish to withdraw after the first four-week period, she may do so until the end of first quarter with permission of the academic dean. A "withdrawal passing" is recorded on her record and hours attempted are not averaged into her quality point ratio.

If a student who is failing a course wishes to withdraw after the first four-week period, she may do so only after consultation with the academic dean. Hours in this case are averaged into her quality point ratio and a "withdrawal failing" is recorded on her record.

A student may add a course during the first two weeks of a semester. After that, in order to do so, she must have the permission of the faculty instructor, the chairman of the department, and the academic dean.

Students who are absent from the campus for more than six weeks may not receive credit for the semester's work.

Students whose grades remain unsatisfactory may be required to give up one or all extracurricular activities.

Work which is late for reasons other than illness or family emergency is not given full credit unless special arrangements are made with the instructor prior to the expiration of the first week after the work is due. Work late without good reasons is not accepted.

### B. DEAN'S LIST

College students carrying 5 academic subjects with an average of 3.0 or higher with no grade lower than a C.

### C. HONOR ROLL

High school students with an average of 3.0 or higher with no grade lower than a C.

## D. CLASS ATTENDANCE

### 1. Upperclassmen

St. Mary's maintains that class attendance responsibility is best placed on the student, but all students are expected to attend classes regularly and promptly and to complete all work within the assigned time. Each student is responsible for meeting her various academic obligations. Absence from class does not relieve the student from responsibility for work assigned while she is absent; any written assignment due in a class that is to be missed must be turned in to a teacher prior to the absence, except in the case of personal illness. In such a case a student may have a week in which to complete the work missed. The student is not allowed to make up an assigned test which is missed because of a cut.

The exceptions to optional class absence are physical education and Glee Club in which cuts are equal to class hours per week. Also Juniors are permitted only one class absence per credit hour during the first semester at St. Mary's.

### ACADEMIC PROBATION:

Students on academic probation are defined as those with a Q.P.R. below 1.73.

The following regulations stand as a guide for students on academic probation:

The determining of academic probation will be made at the end of first quarter, first semester, third quarter, second semester. Students who place themselves on academic probation have only one optional class absence per quarter. Students on academic probation are expected to study in a place conducive to quiet, uninterrupted concentration between the hours of 7:00 and 10:00 p.m., Monday through Thursday nights.

Alternate weeks Sunday night study between these hours is also expected. No permissions to leave campus will be granted at this time except under conditions of gravest emergency as determined by the Dean of Students.

Students on academic probation will be penalized for unexcused absences (above the 1 allowed) as follows:

- a. 1st unexcused absence results in a fractional drop of a letter grade (e.g. C to C-) for the quarter.
- b. 2nd and 3rd unexcused absences result in continuing fractional drops.
- c. 4th unexcused absence will cause the student to be dropped from the course with a failing grade.

Incomplete grades *must* be removed one week after the end of the quarter *or* the student is put on academic probation for the following quarter.

The Dean of Academic Affairs records the attendance records of students on academic probation. The academic counselor informs the Dean of Academic Affairs regarding special help for individual students.

A redetermination of Q.P.R. will be made quarterly, and any student raising her average above 1.73 will be reinstated with full privileges.

Explanations of excused absences:

a. Excused personal illness:

1) Resident Students:

A student who has been in the infirmary or in the hospital is automatically excused. A student who has been ill at home and brings a statement from her home physician to the Dean of Students' office on the day of her return is granted an excused absence. The excuse must be presented to the instructor.

2) Day Students:

A student who has been ill at home and brings a statement from her physician, parent, or guardian to the Dean of Students' office on the day of her return is granted an excused absence which must be presented to the instructor. Unless the above-mentioned statements are filed in the Dean of Students' office, the absences are counted as cuts.

b. Official College Business:

1) Absence from class to attend an off-campus function related to a student's work is excused provided special permission has been granted prior to the absence.

2) Absence from class to fulfill officially delegated responsibilities is granted by the Absence Committee.

c. Excused absences are always granted on the occasion of a death in the students' immediate family.

d. Right of Appeal:

A student has the right of appeal regarding absence penalties. Final decision on the appeal rests with the Absence Committee.

2. Underclassmen

All students are required to attend classes regularly and promptly and to complete all work within the assigned time. Each student is responsible for meeting her various academic obligations. High school students should be aware that the state permits only a minimum number of absences per year or the certificate will be forfeited.

The following regulations stand as a guide for class absences and must be adhered to strictly:

a. High school students are not allowed to miss classes for any reasons other than excused personal illness or official college business.

b. Excused personal illness:

1) Resident Students:

A student has been in the infirmary or in the hospital. A student has been ill at home and on the day of her return brings a statement from her physician to the Dean of Students' office.

2) Day Students:

A student has been ill at home and on the day of her return brings a note from her physician, parent, or guardian to the Dean of Students' office.

c. Official college business:

1) Absence from class to attend an off-campus function related to a students' work. (Special permission is required prior to an absence of this type.)

2) Absence from class to fulfill delegated responsibilities.

Any absence which does not meet one of the above conditions is not excused, and the student will receive a zero on the work she missed. Three unexcused tardies in one quarter equal one unexcused absence. Absence does not relieve the student from responsibility for work required while she was absent; in the case of an excused absence, the student may have a week in which to make up the work which she missed. The student is reminded that she is not allowed to make up work which she missed because of an unexcused absence.

## E. CALENDAR DAY REGULATIONS AND OTHER PROCEDURES

### 1. Calendar Days:

Calendar days are defined as two days before and after a vacation. All students are required to *attend the last meeting of each class prior to Thanksgiving, Christmas, Spring Vacations, and Semester break and the first meeting of each class following these vacations.* (Exception — a class whose last meeting is more than forty-eight hours prior to the start of vacation or whose first meeting is more than forty-eight hours after classes have resumed.) It is important that both students and parents realize that no exceptions to this rule can be made except in the case of a most severe emergency. Any unexcused violation of this policy automatically leads to a lowering by one letter of the semester grade in the course in the college department. Any additional cut in the course results in the student being dropped from the course with an F. In the high school department, any unexcused violation of this policy automatically leads to double zeros on the work that was missed.

### 2. Changing Sections:

In the college department if a student on academic probation attends any section of her class other than her own or makes up an assigned test at any time other than her scheduled time, she must sacrifice a cut. (No cuts are allowed on Calendar Days.) In the



high school department no student may attend another section in place of the one for which she is regularly scheduled.

### 3. Leaving Class Early:

If an upperclassman leaves class early for any reason other than illness or emergency, this absence will count as a cut. If any student is ill and is excused from a class period, she must report immediately to the infirmary. Between the hours of 2 and 4 p.m. she reports to the Dean of Students' office.

## F. DEFICIENCY LISTS AND STUDY HALLS

High school students with two D's or one F at the end of any school month during the session and/or at the end of the first semester are placed in study hall for the ensuing quarter.

## G. MEDICAL EXCUSE

Any student who is on a medical excuse must attend her Physical Education classes even though not actually participating.

## H. YEARLY GRADES

Of high school students will be noted on all permanent records by the four-point scale calculated as a ratio between hours attempted and grades earned.

## I. REQUIREMENTS FOR THE HIGH SCHOOL DIPLOMA

|         |                |           |                        |
|---------|----------------|-----------|------------------------|
| 4 units | English        | 3 units   | Foreign Language       |
| 2 units | Algebra        |           | (same language)        |
| 1 unit  | U. S. History  | or        |                        |
| 1 unit  | Plane Geometry | 2 units   | In 2 Foreign Languages |
|         |                | 4-5 units | Electives              |

Sixteen units are required. In addition, one hour of Bible and two hours hours of Physical Education are required each year. A student normally takes four credit units per year. No student may take more than five academic subjects. Unless a student is in the upper quarter of her class, she should take the normal load.

The following programs of study are strongly recommended:

| Grade 11                     | Grade 12  |
|------------------------------|---|
| English III                  | English IV  |
| Foreign Language             | Foreign Language ( <i>if requirement has not been met</i> ) |
| U. S. History                | Religion 7 or 8   |
| Algebra II or Plane Geometry | Physical Education  |
| Religion 5 or 6              | Elective  |
| Physical Education           | Elective  |
| Elective                     |   |

Electives (in the 12th grade) may be chosen from art, chemistry, physics, college algebra, trigonometry, drama, English history and psychology.

If the foreign language requirement has been met, the student may select another elective.

Two units of repeated work and one unit of new work are the maximum which may be credited from an approved summer school.

High school students must maintain a C average to be recommended for admission to the college department.

## J. REQUIREMENTS FOR THE JUNIOR COLLEGE DIPLOMA

1. The quality point system at St. Mary's Junior College is as follows:

A = 4 quality points per semester hour

B = 3 quality points per semester hour

C = 2 quality points per semester hour

D = 1 quality point per semester hour

2. For Graduation

Before any student can graduate from St. Mary's, she must complete 64 semester hours, including 4 hours in physical education, acquire 120 quality points, with a grade point average of 1.80.

The Associate in Arts degree, established in 1970, is awarded to a student who has completed the 64 semester hours, including the basic requirements, and who has achieved a 2.0 grade average for two years of college work. The degree is awarded with honors to any student with a 3.5 average or better. A student who has completed successfully 64 semester hours, including the basic requirements, and who has a 1.80 to 1.99 grade average is also eligible for graduation, but may not receive the Associate in Arts degree. To make up deficiencies, a student may earn a maximum of nine hours (10 if a laboratory science course is taken) in the summer session of accredited colleges. D grades carry no transfer credit. Quality points beyond the value of C will not be awarded for work from another college.

3. Junior Year

During the junior year a student must earn credit for a minimum of 20 academic hours and 40 quality points, or a Q.P.R. of 1.30, plus 2 hours of physical education, to be considered for re-admission. If her Q.P.R. falls below 1.30, she must petition the Academic Standards Committee immediately for permission to return. If, during the first semester of her junior year, a student earns fewer than half the number of academic hours and half the number of quality points which are required for her consideration as a candidate for the Senior Class, with a Q.P.R. below 1.73, she is automatically placed on academic probation for the following quarter. Both student and parents will be notified of the student's probationary academic standing. A student on academic probation is permitted only one unexcused absence from each class per quarter.

#### 4. Senior Year

Seniors, also, will be subject to academic probation and its terms, based on the 2nd semester of the Junior year as well as the first quarter, first semester, and third quarter of the senior year.

#### K. EXTRA-CURRICULAR ACTIVITIES

1. A student is required to have a 2.0 QPR in order to be a Hall Counselor, or to participate in any extra-curricular activities. Otherwise her nomination must be approved by a committee consisting of: Dr. Pisani, Dr. Morrison and Miss Richardson.

## DAY STUDENTS

All Day Students are important members of the student body. As members of the Student Government Association, they are urged to take an integral part in all phases and activities.

### A. DAY STUDENTS

Represent St. Mary's even when they are under the jurisdiction of their parents.

### B. UNDERCLASSMEN

On the Study Hall list are required to study in the library during all of their free periods. Study Hall reports should be turned into the Day Student President on Friday before 1:00 p.m. each week.

### C. DAY STUDENTS

Who are campused must remain on campus from 8:30 a.m. to 4:00 p.m. Monday - Friday. These students are allowed one hour off campus between 12:00 and 2:00 for lunch. A signed statement saying that the campus has been made up must be given to the Day Student President at the end of each day.

### D. DAY STUDENTS

Must attend assembly on Wednesday morning. Upperclassmen must attend chapel on Tuesday and underclassmen must attend on Thursday.

### E. DAY STUDENTS

Should attend all Student Government Association meetings and all Day Student meetings.

### F. DAY STUDENTS

Who have a meal in the dining room must pay at each meal or be billed monthly.

### G. ON RETURNING

From an illness or an emergency absence, a Day Student must bring to the Dean of Student's office a written explanation from her physician, parents or guardian stating the exact period covered by the absence. Failure to bring this note will result in an unexcused absence.

### H. PARENTS

May get in touch with their daughters through the Dean of Student's office in case of an emergency.

I. WHEN VISITING

The dormitories at night, Day Students must leave by 11:00 p.m.

J. SMOKING

Is permitted in the Day Students' house and in other designated areas.

K. REASONABLE QUIET

Must be observed in the Day Student's house, with library quiet in  
in study rooms.

L. EACH STUDENT

Is responsible for taking care of the furniture and keeping the house  
clean.

M. REGISTER

Cars and license numbers in the Dean of Student's office. Day Stu-  
dents are to park behind the library.

N. DAY STUDENTS

Should register in the guest book in the Dean's office if staying on  
campus any night of the week if there is a bed available. At this  
time, the student should also register her car and license, and give  
her keys to the Dean. Students must follow all rules which apply  
to their hostesses.

O. CONSULT

The Academic Regulations in regard to all academic matters.

## ORGANIZATIONS

### I. HONORARY

#### *The Order of the Circle*

President

Anne Freeman

In the thirty years that the Circle has existed, its purposes have been to cultivate fellowship among students, to promote a better school spirit, to encourage cooperation between faculty and students, and to encourage a desire for participation in college activities. Its members are outstanding in their genuine love both for the college and for the girls who make it what it is. New members are initiated several times each year after a mid-night walk around the campus.

#### *The Beacon*

President

Brandon Moore

The Beacon is the honorary organization within the high school department which seeks to promote a better school spirit, encourage cooperation in all phases of school life, and to support participation in extracurricular activities. The members are chosen from the sophomore class at intervals during the school year, and a limited number of freshmen are elected in the spring; they form the nucleus of the group for the coming year. In the selection of members, consideration is given to academic achievement and service.

#### *The Order of St. Genesis*

President

To be elected

The purposes of this organization are as follows:

1. It shall recognize those who have made outstanding contributions in both the technical and acting phases of theatre life at St. Mary's.
2. It shall function as the acting nucleus and coordinating body of all the activities of the St. Mary's Drama Club.

Membership in this organization is based not only on a student's contribution in the field of theatre but also on her character, dedication, and acceptable scholastic average.

#### *Letter Club*

President

Minta Aycock

The letter club is the honorary athletic society. A girl becomes eligible for membership when she earns her second all-star team in a different sport or accumulates 100 points, 40 of which are earned by making an all-star team and first team. If she earns 200 points in a variety of activities and has no all-stars, she may be eligible for membership. New members, who receive a letter in assembly, are announced throughout the year and are welcomed into the club. All-star teams are selected by the vote of all

the girls on the Sigma-Mu's team. Blue felt stars are awarded by the letter club president, in assembly, to each girl making an all-star team.

A letter club banquet is held near the end of the school year, at which time the final awards are presented by the president and the members of the Letter Club.

1. The athletic society accumulating the greatest number of points during the year will be awarded the Sigma-Mu plaque. The highest award given is the Sportsmanship Award.
2. The three girls who accumulate the greatest number of points during the year will be given the highest awards.
3. The most outstanding girl in each activity will be given an award.

### *Marshals*

Chief Marshal

Jo Carpenter

Marshals — Martha Blalock, Libby Bynum, Foxie Flippen,  
Betsy Ingram, Kit Tucker

The marshals are elected by the student body from the rising senior class. There exist no grade qualifications except the Chief Marshal must have a 2.0 average. The marshals 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 college year. The marshals take the offering in chapel, lead chapel lines, usher at entertainments in the auditorium, and maintain order at all student body gatherings.

### *Vestry*

Chairman

Rebecca Shaw

The vestry is the student governing body of the chapel and works under legislation passed by the Vestry Committee. 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 weekday and Sunday chapel services. Various branches of the Vestry includes the Finance, Program, House and Grounds, and Corresponding committee. All committee heads are appointed at the beginning of the fall term. Vestry members are elected for one year terms. The student body is welcome to attend any open Vestry meeting.

## II. EXTRACURRICULAR ACTIVITIES

### *Acolytes*

The acolyte committee is composed of girls who assist the Chaplain in weekly chapel services and regular Sunday services. Membership is open to girls of all denominations. The chairman is appointed at the end of the school year to serve for the coming college year.



### *Altar Guild*

Membership for the Altar Guild is open to high school and college students. This organization has charge of preparing for chapel services and provides for the various committees to learn church service procedures. It is open to girls of all denominations.

### *St. Mary's Chorale*

The St. Mary's Chorale performs both on and off campus in concert and for the regular chapel services. Programs include both sacred and secular music. An opportunity is given to perform music for mixed voices by weekly rehearsals and special performances with a group of men from nearby N. C. State University. Registration is during matriculation. One credit per semester will be received. Membership is under the approval of the directors.

### *Caperettes*

President

Marsha Hyatt

Caperettes is the tap dance group for those who have advanced skills in this area. The members are chosen from the entire student body at the beginning of the school year, and other times during the year. An emphasis is placed on choreography, and this work is presented in assemblies, May Day and other performances. Kick lines are a major part of the choreography. Honors are presented at graduation to those Caperettes who have completed two full years of work in the organization plus other special requirements.

### *"Cold Cuts"*

President

Peaches Rankin

"Cold Cuts" is a senior class musical group. New members are elected during the year by the "Cold Cuts" themselves. Every conceivable instrument is used from washboards, and mirracas and bongos, sticks and the piano. These girls dressed in overalls and bright colored shirts, play at fraternity houses, school functions, and Raleigh civic organizations.

### *Student Publications*

The *Stagecoach* is the annual, given out each year on Class Day. The *Muse* is the literary magazine, published in December and May. The *Belles* is the semi-monthly newspaper. The Handbook Committee is the manual of the Student Government Association.

Editor of the *Stagecoach*

Jenny Hane

Editor of the *Muse*

Claire Spinks

Editor of the *Belles*

Sarah Hoss

Editor of the Handbook

Vicki Barnhill

### *Dramatics Club*

President

Katina Edney

The dramatics club is open to everyone at St. Mary's interested in the theatre. Its members present two major productions, one first semester and one at Commencement. The officers are to be elected in the fall.

### *Y. W. C. A.*

The Y. W. C. A. is the only service organization of the St. Mary's campus. The activities of the members include volunteer work at Dorothea Dix Hospital, Governor Morehead School for the Blind, and the Methodist Orphanage. Any student is eligible to join.

### *The Young Democrats Club*

The Y. D. C. is for all girls interested in politics from the viewpoint of the Democratic party. Anyone is eligible to join. The officers are to be elected in the fall.

### *The Young Republicans Club*

The Y. R. C. is for all girls interested in politics from the viewpoint of the Republican party. Everyone is eligible to join. The officers are to be elected in the fall.

### *The Granddaughters Club*

The granddaughters club is directed by the Executive Alumnae Secretary, is composed of students whose mothers or grandmothers attended St. Mary's. Officers are elected in the fall.

### *Sigma-Mu*

Sigma President

Kathy Noyes

Mu President

Margie Worthington

Every girl belongs to one of the athletic societies, Sigma or Mu. The officers of both clubs, the President of the Letter Club and an instructor from physical education department make up the Athletic Council. This council plans the year's program of activities and keeps records relating to the individual and team point systems.

The athletic activities at St. Mary's are divided into major and minor sports, for which teams are chosen and tournaments are played throughout the year. Points are given to individual girls for making teams or placing in tournaments, and to the athletic society whose members win a tournament.

### *Tennis Club*

President

Jean Little

The Tennis Club is an organization for those who possess advanced

skills in the game. Tryouts are held at the beginning of the year for high school and college students. Matches are held in the fall and spring of the school year with surrounding colleges.

### *Sea Saints*

President

Sandy Clarke

Sea Saints, a synchronized swimming club, presents a spring show, for which the members prepare during the year. Tryouts are held in the fall, and members learn choreography and stage decoration while working on the water ballet. The club also sponsors the annual Sigma-Mu swim meet.

### *Orchesis*

President

Helen Harrell

Orchesis, an advanced dance group, consists of girls who have met the necessary requirements for membership. These girls have shown interest as well as talent in the field of ballet and modern dance. The group not only studies choreography, and dance techniques, but also presents several assembly programs, May Day, and participates in several master classes throughout the year.

### *Gillie Callum Dancers*

President

Mary Gorrell

The Gillie Callum Dancers, the newest dance group, specializes in accuracy and performance of Highland dancing. This group is accompanied by the N. C. S. U. Pipe and Drum Corps and presents many programs on and off campus.

## NECESSITIES AND MISCELLANEOUS

### DRESS REGULATIONS

1. Gloves and appropriate dresses are required for chapel, concerts, lectures, and other special occasions.
2. Pants — this includes shorts, pantsuits, slacks — may be worn to classes and off campus.
3. Shoes are to be worn at all times on or off campus.
4. A white dress is to be worn at commencement activities. (All classes.)

### OTHER NEEDED ITEMS

Blankets & Pillows

Sheets

Pillow cases

Towels

Bedspreads

Quilted mattress protector

Bathing cap

Tennis shoes

Name tapes

Laundry bage — at least two

Study lamp

Alarm clock

American Heritage Dictionary or Webster's Seventh New Collegiate Dictionary

### SUGGESTED

Backrest

Radio

Tennis racket & balls

Shoe bags or rack

Wastepaper basket

Record player

Clothes hangers

Hot water bottle

### REQUIRED

One flashlight to be used for fire drills.

### THINGS NOT TO BRING

1. Electric curlers without UL label.

2. Pole lamps.
3. Electrical appliances.
4. **Under no circumstances** are the girls to bring expensive jewelry — only costume jewelry. The college cannot be responsible for it.

**IMPORTANT :**

DURING ORIENTATION WEEK STUDENTS WILL BE TESTED ON THE MATERIAL IN THIS HANDBOOK. FAILING STUDENTS WILL BE CAMPUSED UNTIL THE TEST IS PASSED.

## OFFENSES AND PENALTIES — HALL COUNCIL

1. *Offense:* Illegal use of electrical appliances  
*Penalty:* 10 day campus
2. *Offense:* Breaking a DO NOT DISTURB sign  
*Penalty:* 1st offense — Warning  
2nd offense — 3 day campus
3. *Offense:* Failure to attend Sunday chapel or required concerts  
*Penalty:* 2 weeks campus, including 2 week-ends
4. *Offense:* Failure to attend week-day chapel or assembly  
*Penalty:* 10 day campus, including 1 week-end
5. *Offense:* Failure to report for hostess or page duty  
*Penalty:* a) 1 point for every 5 minutes up to and including 15 minutes  
b) After 15 minutes — Saturday campus and page duty on Saturday night  
c) Failure to report at all — Friday and Saturday campus and hostess duty for Saturday night.  
d) A substitute is liable for the same penalties
6. *Offense:* Late from overnights  
*Penalty:* 1 point for each 5 minutes up to 20 minutes, then go to Minor Offense Committee
7. *Offense:* Failure to sign out for vacations or week-ends  
*Penalty:* a) 4 day campus  
b) 3 day campus if the girl calls back to the Dean's Office
8. *Offense:* Failure to sign out or in (Note: this is different from Leaving and Remaining)  
*Penalty:* 5 day campus (Monday - Friday)

### POINT SYSTEM:

1. Filing a slip which is not correctly filled out — last name first, expected time of arrival, in ink, late filing, class  
*1 point*
2. Late hostess or parental permission — over 24 hours late  
*1 point*
3. Failure to attend roll call class meetings or required SGA meetings  
*2 points*
4. Signing out or in on wrong sheet or wrong space  
*2 points*

5. If a girl receives 5 points within any two consecutive weeks, she will be campused for one week. Campus slips will be given by Hall Council and will be put in mailboxes by 4:00 p.m. on Monday. If a girl receives a campus slip at night, her campus starts the next day.

A complete list of Offenses and Penalties will be posted on each hall at the beginning of the college year.



## OFFICE POINT SYSTEM

SGA officers may have an accumulation of 16 points with permission from dean. These points remain on the student's permanent record.

### 10 POINTS

President of the Student Government Association.  
Chairman of Hall Council.  
Vice-President of Student Government Association.

### 8 POINTS

Secretary of Student Government Association.  
Secretary of Hall Council.  
President of Day Students.  
Editor of the *Stagecoach* and *Belles*.

### 6 POINTS

Honor Board Members.  
Presidents of Classes.  
Assistant Secretary, Hall Council.  
Chairman of Assembly Programs.  
Chief Marshal.  
Editor of the *Muse*.  
Counselors.

### 4 POINTS

Marshals.  
President of Altar Guild.  
President of Y. W. C. A.  
Chairman of the Vestry.  
President of Letter Club.  
Presidents of Athletic Clubs.  
Business Manager, *Stagecoach*.  
Secretary of Legislative Body.  
Fire Captain.  
Editor of Handbook.

### 2 POINTS

Members of Legislative Body.  
Presidents of Other Clubs.  
Chief Dance Marshal.

Ex-officio members of any organization do not receive points.

# OFFICE HOURS OF THE DEAN OF STUDENTS

## SMEDES HALL

### MONDAY THROUGH FRIDAY

8:30 a.m. — 10:30 a.m.

11:00 a.m. — 12:30 p.m.

1:30 p.m. — 4:00 p.m.

\*Hostess will give routine special permissions and will direct emergencies to the Dean of Students.

### \*SUNDAY THROUGH THURSDAY

4:00 p.m. — 5:30 p.m.

6:30 p.m. — 12:00 mn.

#### \*FRIDAY

4:00 p.m. — 5:30 p.m.

6:30 p.m. — 1:00 a.m.

#### \*SATURDAY

10:00 a.m. — 5:30 p.m.

6:30 p.m. — 1:00 a.m.

#### \*SUNDAY

11:30 a.m. — 12:30 p.m.

1:30 p.m. — 12:00 mn.

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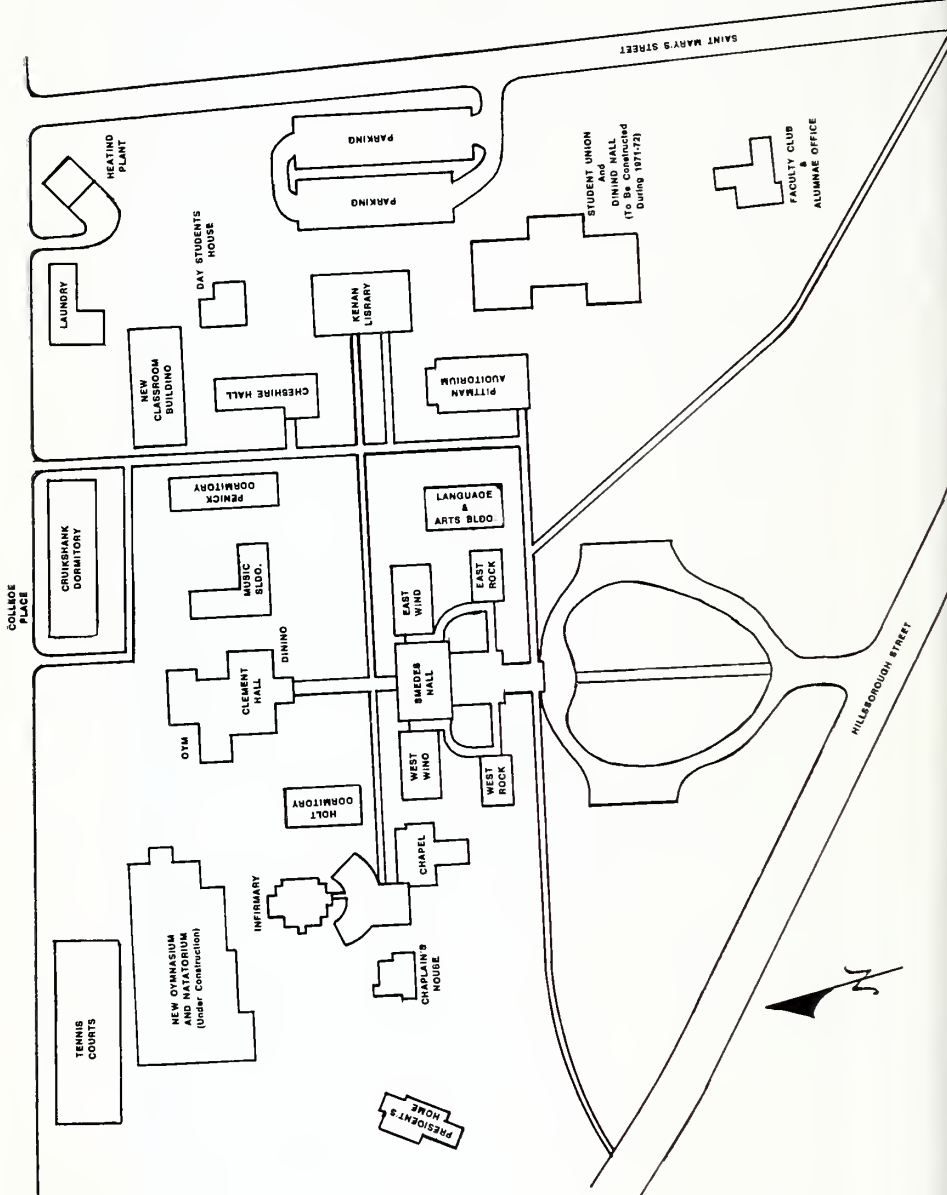
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COLLEGE PLACE

SAINT MARY'S STREET

HILLSBOROUGH STREET

NEW GYMNASIUM  
STADIUM  
(Under Construction)

TENNIS  
COURTS

INFRMRY

GYM

CLEMENT HALL

DINING

MUSIC BLDG.

PERMICK  
DORMITORY

CRUIKSHANK  
DORMITORY

HOLT  
DORMITORY

CHAPLAIN'S  
HOUSE

CHapel

WEST WIND

EAST WIND

LANGUAGE &  
ARTS BLDG

PITTMAN  
AUDITORIUM

KENAN  
LIBRARY

CHESHIRE HALL

NEW  
CLASSROOM  
BUILDING

DAY STUDENTS  
HOUSE

LAUNDRY

HEATING  
PLANT

PARKING

PARKING

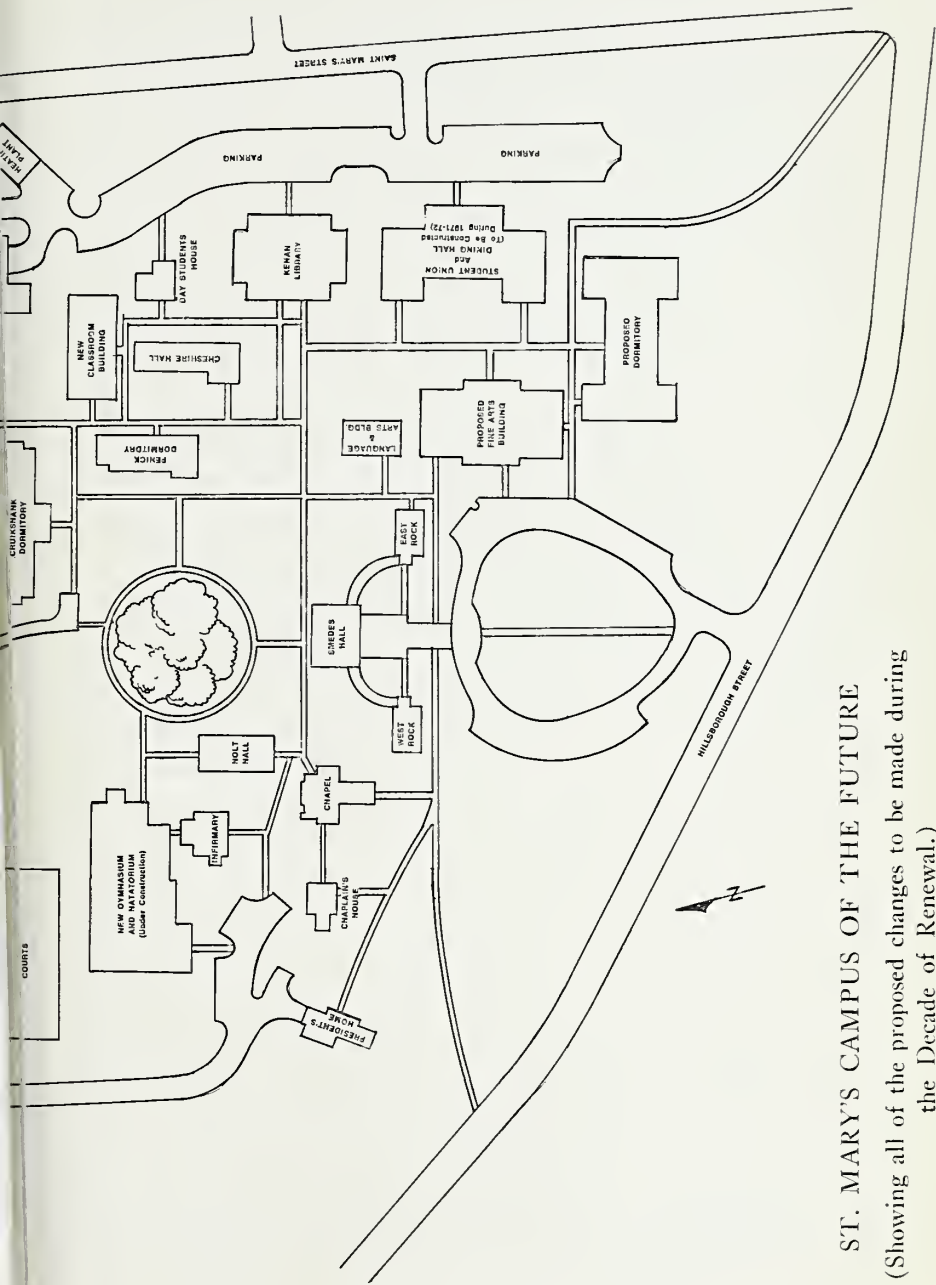
STUDENT UNION  
And  
DINING HALL  
(To be Completed  
During 1971/72)

FACULTY CLUB  
&  
ALUMNAE OFFICE

PRESIDENTS  
HOME







## ST. MARY'S CAMPUS OF THE FUTURE

(Showing all of the proposed changes to be made during the Decade of Renewal.)



# STUDENT HANDBOOK ISSUE

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1971-72



BULLETIN

# St. Mary's Junior College

900 HILLSBOROUGH STREET

Raleigh, North Carolina

VOLUME 61

NUMBER 4

## 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 are with us, Lord, we must  
Be faithful friends and comrades sure.

We change, but Thou are 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)

# STUDENT HANDBOOK

ST. MARY'S JUNIOR COLLEGE  
RALEIGH, NORTH CAROLINA

1972-1975

*Student Government Association*

*Editor Vicki Barnhill*

ST. MARY'S JUNIOR COLLEGE BULLETIN  
VOL. 61 No. 4  
July, 1972

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December, March, June, and July

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Second Class Postage Paid at Raleigh, N. C. 27611

School Song

HAIL, ST. MARY'S

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

*Far and wide, oh sound her praises,  
Chorus full and free,  
Hail, St. 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.



# CALENDAR FOR 1972 - '73 SESSION

## *First Semester 1972*

|   |   |
|---|---|
| August 20, Sunday.....  | Arrival of Senior Counselors  |
| August 21, Monday.....  | Arrival of Freshmen and Sophomores  |
| August 22, Tuesday.....   | Orientation & Registration of<br>Freshmen and Sophomores                                      |
| August 23, Wednesday.....   | Arrival of Juniors  |
| August 23, 24, Wednesday & Thursday.....  | Classes for Freshmen and<br>Sophomores - Orientation Continued                                |
| August 24, Thursday.....  | Orientation & Registration of Juniors   |
| August 24, Thursday.....  | Arrival of Seniors  |
| August 25, Friday.....  | Classes for all students  |
| August 26, Saturday.....  | Classes for all students  |
|   | (Tuesday-Thursday schedule for college students:<br>Monday schedule for high school students) |
| September 4, Monday.....  | Labor Day Holiday   |
| September 5, Tuesday.....   | Classes Resume  |
| September 9, Saturday.....  | Classes for Freshmen and Sophomores<br>using a Monday schedule                                |
| October 11, Wednesday.....  | End of First Mid-Semester<br>Holiday begins at 5:00 P.M.                                      |
| October 16, Monday.....   | Classes Resume  |
| November 3, Friday.....   | Father - Daughter Day   |
| November 21, Tuesday.....   | Thanksgiving Holiday begins at 5:00 P.M.  |
| November 27, Monday.....  | Classes Resume  |
| December 9, Saturday.....   | Classes for Freshmen and Sophomores<br>using a Monday schedule                                |
| December 12, Tuesday.....   | Last day of classes — End<br>of First Semester  |
| December 13, Wednesday.....   | Reading Day   |
| December 14 - 20, Thursday, Friday<br>Saturday, Monday, Tuesday, Wednesday..... | Final Examinations,<br>First Semester   |

## *Second Semester 1973*

|                           |  |
|---------------------------|--|
| January 8, Monday.....    | First day of classes, Second Semester                          |
| January 20, Saturday..... | Classes for Freshmen and Sophomores<br>using a Monday schedule |
| March 2, Friday.....      | End of Mid-Semester — Spring<br>Holiday begins at 5:00 P.M.    |
| March 12, Monday.....     | Classes Resume   |
| April 14, Saturday.....   | Alumnae Day  |
| April 19, Thursday.....   | Easter Holiday begins at 5:00 P.M.                             |
| April 24, Tuesday.....    | Classes Resume   |



April 28, Saturday.....Classes for Freshmen and Sophomores  
using a Monday schedule  
May 1, Tuesday.....End of Second Semester — Last  
day of classes  
May 2, Wednesday.....Reading Day  
May 3 - 10, Thursday - Thursday....Final Examinations, Second Semester  
May 11, Friday..... Baccalaureate  
May 12, Saturday ..... Commencement



Dear Student:

Newspaper headlines, reflective type magazine articles, and "expert analysis" all continue to indicate an interest in campus life throughout the United States.

Rebellion we are told has given way to apathy. Like many generalizations there is some truth in all this. Like many generalizations it doesn't begin to tell the whole story.

Were I a student again, getting ready to begin a new experience at a college, I would want some indication of the general mood of my new school. As a college president I can only make a contribution to this knowledge. I can help you in understanding something of St. Mary's before you ever come here. I think you should know what the policy of the school is, and how the administration carries out its responsibility.

We are a Church-related school. As such we have one required chapel service on Wednesday evenings, another brief service on a weekday, and a Sunday service when girls are on campus. We have a liberal policy in class attendance in the college division, but we do have some restrictions for students who are marginal academically. In our social life we have reasonable dating hours, and specific dormitory regulations.

To some this seems a good way to live for young women between the ages of 16-20. There are not many places like St. Mary's left in our country. We are glad you have chosen to come to this school. We hope your years here will be meaningful, productive, and happy.

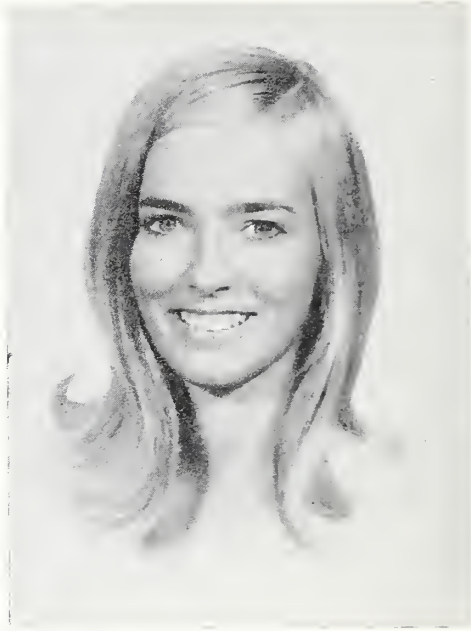
Welcome!

Faithfully yours,

FRANK W. PISANI

*President*

*St. Mary's Junior College*



Dear New Girls,

I would like to extend to all of you a very warm welcome from all of us here at St. Mary's! We are anxiously looking forward to your arrival in the fall and to the many friendships that will make next year a meaningful one for us all.

When you join us here at St. Mary's, you become a very vital member of the Student Government Association, an organization which needs your cooperation, support, and suggestions for new ideas. The officers of the Student Government are here to represent *you* in any way possible. The establishment of a mutual trust along with a willingness to work together within our Student Government Association will certainly serve to help make next year a happy and successful one.

Another extremely important aspect of our life at St. Mary's is our Honor System, which strives to uphold the integrity of each student. Also, the Honor System serves to maintain a mutual trust between students, faculty, and administration. In order for such a system to succeed, it is necessary that every girl accepts the responsibility to herself and to others that goes along with it.

Above all, when you come to St. Mary's we hope you will discover and feel a part of the spirit which prevails on campus. It is an intangible yet very real feeling which binds us together and hopefully will help you to feel at home here. Once again, all of us here at St. Mary's are looking forward to meeting each of you and getting to know you in the year ahead.

Sincerely,

MARGIE WORTHINGTON  
*President, Student  
Government Association*



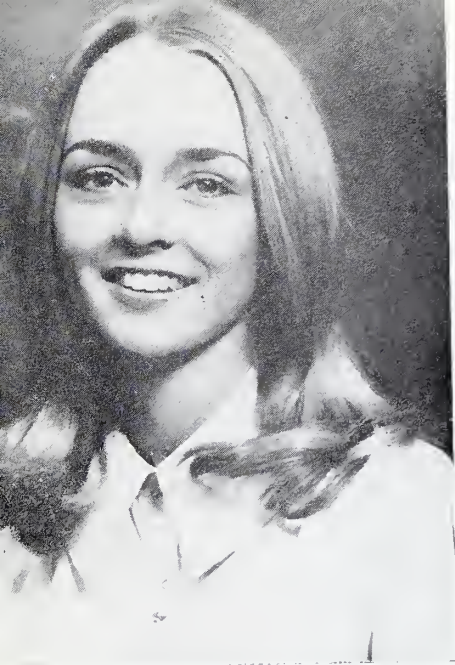
KAY TURNER

*Vice President  
Student Government Association*

CHARLIE SLOAN

*Secretary  
Student Government Association*





GALEN MEEKINS

*President*  
*Day Students*

BABS SUDDUTH

*Chairman*  
*Social Board*



ANNE BLACKWELL

*Secretary*  
*Social Board*

## ST. MARY'S OBJECTIVES

**PURPOSE:** St. Mary's today, as in the past, has as its ultimate purpose to provide opportunities, under the influence of the church, for young women to lay the foundation for the best lives that they are capable of living. The college recognizes the need of students for self fulfillment and for preparation to assume the obligations that society places upon those who are privileged to have rich cultural background and high ideals of integrity.

That this purpose may be attained as nearly as possible, the Faculty of St. Mary's has formulated the following objectives:

1. To develop character through Christian influence in all phases of life at St. Mary's; through corporate services and special times of prayer and meditation in the college chapel as the center of the institution; through instruction in the faith and worship of the church; through courses in Bible; and through the full time ministry of a chaplain.
2. To provide academic courses regularly offered in the junior and senior years of standard preparatory schools, and the basic traditional courses offered in the freshman and sophomore years of most four-year colleges and universities.
3. To maintain in these courses a high quality of scholarship which will prepare St. Mary's students for entrance into any college or university of their choice, and that will enrich their lives with our American heritage and lead them into a love of learning and respect for scholarly attainments.
4. To provide opportunities for developing an appreciation of the finest in art, music, and literature, so that the students may find in the arts a source of inspiration and pleasure throughout their lives.
5. To provide a strong student government to the end that students may participate in democratic community living, with opportunities for developing high ideals of citizenship.
6. To encourage high ethical standards and firm moral integrity in all aspects of student life.
7. To encourage good health habits and wise use of leisure in building wholesome personalities.
8. In order that these objectives may be attained as nearly as possible; it is the aim of St. Mary's to bring to the campus, through careful selection, only such persons as are able and willing to make these aims and objectives their very own.



## ST. MARY'S LIFE AND TRADITIONS

Although St. Mary's as an academic institution is rapidly changing, the St. Mary's spirit will be forever constant, resting as it has always done upon traditions and customs carried on by the girls themselves. The traditions make our school unique among all other schools of its type and they constantly remind us, the students, that we are each an important part of St. Mary's. Every girl here gives of herself in a thousand different ways to create an intangible sense of closeness and live for our school and for our friends.

Growing out of the spirit here is a changing image of the "St. Mary's girl". The emphasis is no longer on producing refined marriageable ladies; now we may be described as vital, concerned, and intelligent. We seek to establish our roles in today's world as women who are able to cope with and to contribute to modern society.

St. Mary's prepares us for this world by stressing a strong tradition of academic excellence. We are, first of all, "students", and we constantly strive to maintain the high standards in an atmosphere of academic freedom.

St. Mary's stresses Christianity as a basis for individual development and college unity. Chapel services are required and every effort is made to make the services meaningful and relevant to girls of today's world.

The little customs that make life here unique also liven up our daily routine. There's nothing like dorm life; junking up the room of someone who has just won an office; dunking a newly pinned or lavaliered friend in the shower; going on a blind date after you said you would never do it again; racing for the first suntan of the season, getting that important letter off before the mail goes out; dodging the night watchman when you kiss your date good night; and of course getting your daily chocolate ice cream cone from the cafeteria!

There are also standard traditions that occur at certain times of the year. The Old Girl-New Girl picnic during Orientation Week welcome our new students. Each "big sister" invites her "little sister" for a meal off campus.

At Christmas there are fraternity serenades on front campus, the Beacon-Circle Christmas party complete with Santa Claus, and hall parties where girls draw names for secret "peanut" presents.

The different classes sponsor special events such as the senior's Hall of We'en party for the juniors, and the freshmen's formal dance for the sophomores. Our drama department, the dance groups, the Chorale, and the Sea Saints present outside programs during the year. Our two athletic clubs are constantly competing in ten different sports.

Father-Daughter Day is a special day just for our fathers who come to classes with us and attend a banquet in their honor. The Spring Festival is the presentation of the Spring Queen and her court along with a program by the dance groups.



Graduation is full of unique St. Mary's traditions. After the graduation exercises, the chief marshal, facing a semicircle of the entire college, drops a handkerchief which declares the college year officially over.

These and many more make up the "specialness" and fun of St. Mary's life. We hope you will grow to love our traditions as we old girls do.

## HONOR SYSTEM

The Student Government Association at St. Mary's is based on the Honor Code. The stress on honesty is vital to the functioning of our self-governed college. Consequently, any violation of the Honor Code is regarded as a danger to Student Government and violators are punished.

The success of our Honor System depends upon each girl's acceptance of the responsibility for her own honor and for the honor of the school. If a girl breaks the Honor Code, she is expected to report herself in writing to the President of Student Government. If she knows of another girl's doing so, it is her duty as a member of the Student Government Association to show the girl her fault, explaining why she should report herself, and, if necessary to report her. Other offenses should be reported to her counselor. When questioned officially, a girl is expected and required to be rigidly truthful.

In the past, it has always been a school policy to check for chapel, assembly, and lecture attendance. The Student Government Officers feel that checking for chapel only contradicts everything the Honor Code represents at St. Mary's. Therefore we have adopted the policy of not checking, but rather placing the emphasis on upholding the Honor System. It should be stressed that as long as we have compulsory chapel, assembly, and lectures at St. Mary's, skipping these required functions will be a breach of the Honor Code. If one is turned in or if there is a noticeable low attendance, the girls will be asked to pledge their presence.

When any girl decides not to report herself, that is the time for her to leave St. Mary's. This requirement is obligatory if we at St. Mary's hope to help girls develop high standards of personal honor, and if we expect to maintain an honor system.

Lying, cheating, and stealing are the most serious violations of the Honor Code.

Cheating is defined as the dishonest use of material other than one's own in the preparation of papers, reports, or assignments, as well as dishonest work on tests and examinations. Stealing is taking and keeping, without permission of the owner, anything that belongs to somebody else.

The Honor Pledge is to be written on all test papers and other academic work.

## HONOR CODE

### THE PLEDGE:

I pledge that I have neither given nor received help on this test, nor have I seen anyone else do so.

Your Signature

Each student from the time of taking her individual oath, is fully responsible for maintaining it in all her actions.

## 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 St. 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 St. Mary's.

EACH STUDENT IS RESPONSIBLE AT ALL TIMES FOR KNOWLEDGE OF REGULATIONS GOVERNING HER CONDUCT.

Each Saint Mary's Junior College Student, remembering that she is a representative of St. Mary's, is expected to exercise and maintain in all places and at all times, including summer vacations, the high standards of personal behavior and judgment which will reflect credit on herself and the College. The College reserves the right to deal with any breach of good conduct that occurs at any time while the student is registered at St. Mary's.

## STUDENT GOVERNMENT COUNCILS

### A. HONOR BOARD

1. The Honor Board is composed of the President, Vice-President, and Secretary of the Student Government Association, one senior class representative, two junior class representatives, one sophomore elected by the underclassmen, and three faculty members appointed by the President of the College.
2. The Honor Board deals with the following offenses:
  - a. lying
  - b. cheating
  - c. stealing
  - d. any case referred to it by the Social Board
  - e. any case of extreme misconduct (excessive use of alcohol or any use of drugs)
3. The Honor Board may vote to:
  - a. issue a severe warning
  - b. issue a probation
  - c. suspend
  - d. expel
  - e. refer the case to the social board.

### B. SOCIAL BOARD

1. The Social Board is composed of the chairman, the secretary, two faculty members appointed by the President of the College, the President or Vice-President of the Student Government Association, the president of the Day Students, and one student representative elected from each class.
2. Court of Appeals within the Social Board is composed of the Secretary of the Social Board, who serves as its chairman, and the Junior and Senior representatives.
3. The Social Board deals with the following offenses:
  - a. use of alcoholic beverages or drugs on campus, or while officially representing St. Mary's.
  - b. leaving or remaining off campus without permission (excessive lateness)
  - c. any conduct to reflect seriously upon the reputation of the student or of the college
  - d. any case referred to it by the Honor Board or Minor Offense Committee
4. The Social Board may vote to:
  - a. issue a severe warning
  - b. campus

- c. strict campus
- d. issue a probation
- e. suspend
- f. refer the case to the Honor Board

### C. MINOR OFFENSE

1. The Minor Offense Committee of the Hall Council is composed of the secretary of Social Board who acts as chairman, the assistant secretary of Social Board, the Senior and Junior Social Board representatives, and chairman of Social Board if she desires. Minor Offense meets at 6:00 p.m. on Mondays to be determined by the secretary. If a girl wishes to appeal an "early curfew" notice, she may appeal before Minor Offense.
2. The Minor Offense Committee deals with:
  - a. girls who have returned over 20 minutes late from an over-night
  - b. girls who wish to appeal "early curfew"
  - c. girls who have been  $\frac{1}{2}$  hour late from dating
  - d. girls who have repeatedly broken hall regulations — sent by counselors.
3. The Minor Offense Committee may vote to:
  - a. warn
  - b. campus
  - c. reinforce or take away the early curfew penalty
  - d. refer the case to Social Board

### D. HALL COUNCIL

1. The Hall Council is composed of the chairman of the Social Board, the Secretary of the Social Board, one assistant secretary, hall counselors (two counselors for each hall), and three day student counselors including the president.
2. The Hall Council has jurisdiction over routine matters of student conduct and counselors reserve the right to campus or give points if they deem necessary.
  - a. Campuses are given for noise during closed study and violation of other stated hall regulations.
  - b. The Secretary of Social Board will have the campus slips in the mail boxes by Monday afternoon. Campus begins the following day.
  - c. A petition is a request to break campus and is granted by the chairman or Secretary of Social Board. Any girl who is granted permission to break campus must make up her campus on the corresponding day of the following week and may not petition again.

- 1) only three petitions per semester are allowed
- 2) a request for one day equals one petition
- 3) a request for a weekend equals three petitions

#### E. LEGISLATIVE BODY

1. The Legislative Body is composed of faculty and student members. There are two faculty members appointed yearly by the President of the College. Student members are: The Chairman, Vice President of the Student Government Association, President of the Association, *ex-officio*; Chairman of Social Board; President of Day Students; two representatives from the Junior Class; one representative from each of the other academic classes; Editor of the Student Handbook; and class presidents. The Chairman of the Body may not vote in a plenary session. The President of the College has the prerogative of attending the Legislative Body meetings.
2. The Legislative Body is composed of three functional branches.
  - a. Constitution Committee which studies the Constitution and presents recommended revisions to the full Legislative Body.
  - b. Policy Committee which evaluates all matters pertaining to Student Government not specifically designated as a function of the other two branches of the Legislative Body and considers any academic matters presented from the student body. It then gives its report to the full Legislative Body.
  - c. Petitions Committee which rejects or recommends to the full Legislative Body student petitions regarding social petitions as may seem desirable. Petitions must be signed by three or more students.
3. A petitioned regulation becomes effective 10 days after the date of its approval by the President of the College.
4. For full details refer to the Constitution.

## DORMITORY REGULATIONS

### A. QUIET HOURS

1. On weekdays and Sundays, quiet must be maintained in dormitories all day except: 4:00 - 7:00 p.m. and 9:30 - 10:30 p.m.
2. Strict quiet hour is from 7:00 - 9:30 p.m.
3. A DO NOT DISTURB sign is given to each girl to post on the door of her room when she wishes to be undisturbed. This sign may not be crossed except by a teacher, a counselor on official business, or an Honor Board member. (Any student violating this rule will be given a 3 day campus; a second offense will be called before the Hall Council.) Students should use this sign for sleeping, studying, or legitimate privacy.
4. REASONABLE QUIET MUST BE MAINTAINED IN LOWER SMEDES DURING CLASSES, 7:30 - 9:30 P.M., AND AFTER 11:00 P.M.

### B. NIGHTS OFF HALL

Students may spend Friday or Saturday night, or both, in another room provided that they sign up with the counselors concerned. Underclassmen are limited to underclassmen halls.

### C. AFTER CLOSING HOURS

1. Girls returning to the dormitory after closing hours may be admitted only by a resident counselor or hall counselor.
2. All except those dating must be in their dorm by 11:00 p.m.
3. Those dating must return to their dorm immediately after signing in.

### D. HALL REGULATIONS

1. Underclassmen
  - a. Freshman must be on their own hall and have their lights out by 11:00 p.m., except Friday and Saturday 12:00 p.m.
  - b. Sophomores must have their lights out by 12:00 midnight except Friday and Saturday 12:30 a.m.
2. Upperclassmen
  - a. Juniors, if dating, must be on their own halls by 11:45 p.m. Sunday - Thursday and by 1:15 a.m. Friday and Saturday.
  - b. Seniors, if dating, must be on their own halls by 12:15 a.m. Sunday - Thursday and 1:45 a.m. Friday and Saturday.

### E. CARE OF ROOMS

1. Rooms must be in order at all times. Beds should be made up before class or by 10:30 a.m.



2. Students must not deface walls or furniture. Do not use tacks, nails, adhesive tape, or scotch tape on the walls. **Anyone violating this rule will be assessed for the damage done.**
3. It is to be noted that a \$50.00 damage fee is included in the student's tuition. This fee will be refunded at the close of the academic year minus the repair cost.

#### F. GUESTS OVERNIGHT

1. Students who have Friday or Saturday night guest must sign guests in the Dean of Students office. The visitor must observe all regulations of her hostess. Her hostess receives any penalty accumulated by the guest.
2. Car keys must be left in the Dean of Students office overnight.
3. Day students may spend any night of the week on campus. They are expected to sign in the guestbook, and leave car keys in the Dean of Student's Office.
4. Only the friends of school and college age, sisters, prospective students and recent alumnae may be entertained over night.

#### G. MARRIED STUDENTS

Are not allowed to live in the dormitories unless by special permission from the President of the college.

#### H. FATHERS, BROTHERS AND ESCORTS

Are not permitted on the halls except on the opening and closing days of the college year, at the beginning and ending of each vacation period and on Father-Daughter Day.

#### I. USE OF ALCOHOL AND DRUGS

The use of alcoholic beverages (including beer and wine) and drug is strictly prohibited on the campus. Violation of the rule requires Social Board action.

#### J. CARS

1. Seniors **only** may have cars on campus provided they maintain 2.0 average, have written parental permission on file in the Dean of Students Office.
2. A \$5.00 registration fee must be paid in the Business Office in order to obtain a parking sticker. This sticker must be displayed on those cars whose owners wish parking space on St. Mary campus.
3. Juniors, Sophomores, and Freshmen may not have a car on campus unless special permission for unusual circumstances has been given **in advance** to the parents by the Dean of Students.
4. This regulation does not apply to Day Students.

## K. NO PETS OF ANY TYPE ARE ALLOWED IN DORMITORIES

### L. FIRE DRILLS

1. Turn on lights
2. Close windows
3. Take bath towel and flashlight.
4. Put on warm coat and sturdy shoes.
5. Close door and transom of room.
6. Proceed (single file) by appointed route to appointed place on campus.
7. If not on halls report to your hall group at its appointed outside area. Do not return to your dormitory, go straight to the appointed area.
8. Line up according to halls and count off when signal is given by counselor. Counselors then report to Student Fire Captain or a Fire Lieutenant in front of Smedes or outside Lower Smedes door (facing Back Campus) and give the names of all girls who are absent.
9. Day students go between Penick and Language Arts Building.
10. Return to hall at signal of siren.
11. **Quiet must be maintained during the whole drill.**

By order of the Raleigh Fire Department the use of electrical appliances, for example: sunlamps, corn poppers, coffee pots, heating pads, electric blankets, irons, and electric curlers without a UL label is **STRICTLY PROHIBITED**. Halls must be kept clear of soft drink bottles, luggage, etc., at all times. Fire doors on hall must be opened after 11:00 p.m.

## GENERAL CAMPUS REGULATIONS

### A. CHAPEL SERVICES

1. Upperclassmen are to attend chapel at 10:30 a.m. on Tuesday.
2. Underclassmen are to attend chapel at 10:30 a.m. on Thursday.
3. All boarders and day students present on the Campus are to attend the 6:30 p.m. service on Wednesday and the one corporate service here on Sunday at 10:30 a.m.
4. Other services are held from time to time and are optional.

### B. ASSEMBLY

1. All students are to attend assembly at 10:30 a.m. on Wednesday and must sit in assigned seats.
2. Students should not take mail, papers, or books into assembly or chapel.

### C. DINING ROOM — MEALS

| 1. Hours: | Breakfast   | Lunch         | Dinner      |
|-----------|-------------|---------------|-------------|
| Weekdays  | 7:30 - 8:30 | 11:30 - 1:15  | 5:00 - 6:00 |
| Saturday  | 9:00 - 9:30 | 12:00 - 12:45 | 5:00 - 5:30 |
| Sunday    | 9:00 - 9:30 | 12:15 - 1:00  | 5:00 - 5:30 |

2. Students are welcome to bring guests to all meals. They must pay a charge at the door.
3. Students must not carry food, silverware, or china from the dining hall.
4. Unlimited seconds are offered on all meals except the meat entree on Saturday night.

### D. TELEPHONE

1. Switchboard hours:

|                   |                        |
|-------------------|------------------------|
| Monday - Saturday | 8:00 a.m. - 10:30 p.m. |
| Sunday            | 9:00 a.m. - 10:30 p.m. |
2. The switchboard is closed during Sunday chapel — 10:15 a.m. - 11:45 a.m.
3. There is no night operator on duty from 10:30 p.m. to 8:00 a.m. (on Sunday to 9:00 a.m.) All calls after 10:30 p.m. will be received by an Answering Service — dial 828-2521 — and emergency calls for the President and the Dean of Students will be referred to the appropriate person.
4. Students are expected to inform parents and friends that dormitories cannot be called when the switchboard is closed.

5. Calls should be limited to three minutes.
6. Only seniors may call out and receive calls during closed study — 7:00 p.m. - 9:30 p.m.
7. Pay telephones are available in each dormitory for long distance calls.
8. Students in Holt, Penick, West Rock and Cruickshank dormitories and Counselors and Juniors in Smedes may have private telephones. Their numbers will be listed at the college switchboard and under Information. Calls may be made or received at any time.

#### E. INFIRMARY

1. The college physician is at the infirmary on Monday, Wednesday, and Fridays from 12:00 to 1:00 p.m. and at any other time he is needed.
2. The infirmary has a registered nurse on duty at all times.
3. Hours.
 

|             |           |
|-------------|-----------|
| 8:00 a.m. — | 2:00 p.m. |
| 4:00 a.m. — | 7:30 p.m. |
| 9:30 p.m. — | 9:45 p.m. |
4. If the infirmary is closed, a Counselor on a girl's hall must report to the Dean of Student's office, or to a resident counselor, or to the parlor hostess, who will call the infirmary to report that a girl needs admitting.
5. Any student going to the infirmary after 9:45 p.m. must be accompanied by a resident counselor or a security officer.
6. Each resident student is expected to report to the infirmary if she is ill, or has an accident. She is expected to remain in the infirmary for treatment unless the college physician determines her illness warrants treatment by her family physician in which case authorization for her departure will be issued to the Dean of Students from the college physician. If a parent insists upon taking a student home without such authorization, class absences will be unexcused.
7. Students must not telephone the Infirmary at any time unless authorized to do so by a faculty member, or a resident counselor. For information regarding prescriptions, Dr.'s appointments, or reports on roommates and friends they must go to the Infirmary during regular Infirmary hours.
8. Students going off campus for special doctor appointments, X-rays at the hospital, etc., must sign out and in at the Infirmary.
9. Parents will be notified in case of serious illness or if the length of stay is prolonged. No student should call the parents of a sick girl without permission from the Dean of Students.
10. In the event that treatment or examination elsewhere is needed,

authorization by the College Physician through the office of the Dean of Students is necessary. Class absences without this authorization will be unexcused.

11. Arrangements for medical or dental appointments at home should be made during holidays or summer vacation periods. Extended week-ends for such appointments are disruptive to academic work, and whenever possible the Infirmary will make appointments in Raleigh with the doctor requested by the parents.
12. A complete report from any consulted physician must be sent to the infirmary. All prescriptions must go through the infirmary.
13. Students may have books in the infirmary after twenty-four hours. Magazines and newspapers may be permitted with the permission of the nurse or physician at any time.
14. Parents, family, friends and resident and hall counselors and faculty are requested to observe the visiting hours:

11:00 a.m. — 12:00 p.m.  
4:00 p.m. — 5:00 p.m.  
6:30 p.m. — 7:30 p.m.

#### F. LIBRARY

1. Hours:

|           |                        |
|-----------|------------------------|
| Weekdays  | 8:00 a.m. — 10:00 p.m. |
| Saturdays | 9:00 a.m. — 5:00 p.m.  |
| Sundays   | 2:00 p.m. — 10:00 p.m. |
2. Following her library orientation period, each student is expected to read the instruction sheets USING THE LIBRARY.
3. Fines:

|               |              |
|---------------|--------------|
| Overdue books | 10¢ per day  |
| Reserve books | 25¢ per hour |

Fines may be paid at the circulation desk anytime the library is open. There is a fine box in the library vestibule if one wishes to pay when there is no librarian on duty.
4. All students who do not pay semester fines will not receive semester grades.
5. A student is expected to answer a LIBRARY NOTICE (on a yellow card) at her first opportunity on the day the notice is received, bringing the notice with her.
6. Reserve books and books temporarily treated as reserves may be checked out after 9:30 p.m. They may be checked out fifteen minutes before a required evening program begins, since the library closes during these programs. Reserve books are due a 9:30 a.m. the following day, except on Sundays, when they are due at 2:00 p.m.
7. When checking out a book, students should stamp the date due slip, sign and stamp the date on the book cards, and drop the

cards into the proper slot at the circulation desk. Day students should include their telephone numbers on the card.

8. Magazines are not to be removed from the library. This is an Honor Board offense. It is also an Honor Board offense to take out a book if it is not checked out, even with intentions of returning the books.
9. No food or drinks are permitted in the library.
10. St. Mary's students and their dates are permitted to study in the library.
11. St. Mary's is a member of the Consortium of six Raleigh colleges. Therefore, the libraries of these colleges are open to the students who attend these colleges.

#### G. SMOKING

1. Students may smoke only in student lounges, the small parlors in Smedes, the music studio of any teacher who so permits, and in their dormitories if they have adequate ash trays and metal waste baskets.
2. **Cigarette butts should not be thrown away on halls or stairways.**
3. Students may smoke in the library in designated areas.
4. Students must not smoke in or on a bed, and may not smoke in the Infirmary, gym, dining hall, or any classroom or laboratory.

#### H. FRESHMAN-SOPHOMORE DANCE

1. Students who are planning the dance must not make such commitments as choice of orchestra, price of bids, or materials for decoration without approval of the business manager and the class advisor. No contract may be concluded without the signature of the President of the College.

#### I. BULLETIN BOARDS

1. **Each girl is responsible for notices on all bulletin boards pertaining to students. Please check them daily.**

#### J. SELF HELP

1. There are several different types of employment for students who would like to have or need "Self Help." Work is available in the Library, Dining Room, the Dean of Students Office, Laboratories, and at the Switchboard. Students interested in this type of employment must have the necessary academic qualifications.
2. All students who work must be registered at the Guidance Office. Information concerning campus and/or temporary employment may be obtained there.

## SPECIAL SPOTS

### A. BOOK STORE AND COLLEGE BANK

1. Hours: Monday - Friday 8:00 a.m. — to be announced, and the first Saturday of each month 8:00 a.m. — 11:45 a.m.
2. All books and college supplies may be purchased at the store.
3. Dry cleaning is sent out every morning from the store at 8:00 a.m.
4. It is advisable to keep all money in the college bank.
5. The girls should not keep money in their rooms except change. The college bank is open the same hours as the book store. The college cannot be responsible for money losses.

### B. POST OFFICE

1. Stamps are sold at the post office Monday - Friday 8:00 - 8:25 a.m. and 1:45 - 2:30 p.m. and the first Saturday of each month, 8:00 - 11:45 a.m. at the bookstore.
2. Mail comes in at 7:25 a.m. and 4:00 p.m. Monday through Saturday and at 9:00 a.m. on Sunday.
3. Mail leaves at 7:45 a.m. and 3:45 p.m. Monday through Saturday and at 7:45 a.m. on Sunday.
4. Parcel post and express may be sent out and received during store hours. Money orders and insurance for packages are not available.

### C. STUDENT LOUNGE

Rules concerning dating in student lounge

1. Hours: Thursday evening 7:00 p.m. — 12:00 m.n.  
Friday evening 7:00 p.m. — 12:00 m.n.  
Sunday afternoon  
and evening 2:00 p.m. — 10:00 p.m.
2. Student lounge will be open until 12:00 p.m. for the use of the student body.

### D. SUNBATHING REGULATIONS

1. Sunburn does not excuse a student from class preparation, attendance, or participation.
2. The following areas have been designated for sun bathing:  
Sun Porch — Smedes (not during examination week).  
Sun Porches — Cruikshank (not during examination week).  
Lawns — area between West Rock and West Smedes and area between Music Building and Penick.
3. Rooms passed through must not be disturbed and QUIET HOUR MUST BE OBSERVED.



## E. KITCHENS

1. Girls must leave the kitchens in order and leave all equipment in its proper place.
2. Kitchens may not be used after 12:00 midnight.

## F. GYM

The gym will be open for St. Mary's students who wish to use its facilities, except on Wednesday evening during designated hours for faculty and staff.

Tuesday: Reserved for Student Body

Hours: 7:00 p.m. — 9:30 p.m.

Wednesday: Reserved for faculty, staff and their families

Hours: 7:30 p.m. — 9:30 p.m.

Thursday: Reserved for student dating

Hours: 7:00 p.m. — 9:30 p.m.

1. NO street shoes are to be worn inside the gym in the basketball court area.
2. Smoking will not be permitted in the gym.
3. NO food or drink is allowed in the gym.
4. NO street shoes are to be worn in the dance studio.
5. ONLY bowling shoes are to be worn while bowling. This is a safety precaution.
6. NO ONE IS ALLOWED TO USE THE SAUNA BATH WITHOUT PROPER SUPERVISION.

## G. TENNIS COURTS

1. Courts are grasstex
2. Gate rules
  - a. Leave tennis ball cans at the entrance to courts.
  - b. Pick up all acorns, gravel, etc.
  - c. Wear only smooth soled shoes; no street shoes or heels.
  - d. Keep gates closed.
  - e. Release tension from net at end of play.
3. These courts are for the use of students and faculty only. Dates may play on Sunday 5 - 8 p.m.
4. Tennis courts may not be used during church on Sunday.
5. Lights must be off and courts will be locked at 10:30 p.m.

## H. SWIMMING

1. Students and faculty may use the pool for recreational swimming during the designated times, when supervision is provided.

2. Bathing caps should be worn in the pool. The use of suits provided by the physical education department is required.
3. Any student using the pool is subject to the general rules of behavior posted in the pool area.
4. NO ONE IS ALLOWED TO SWIM ALONE.

#### I. LAUNDRY

1. Two sheets, one pillow case and three towels are provided weekly by the school for each student. A locker for this linen is provided and the students may swap their dirty linen for clean 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 is also a laundromat on campus for the girls' use.

#### J. LOST AND FOUND

1. For lost and found articles and room equipment please see the housekeeper, or notices on the bulletin board.
2. Under no circumstances are the girls to bring expensive jewelry — only costume jewelry. **The college cannot be responsible for it.**

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## UNDERCLASSMEN OFF-CAMPUS REGULATIONS

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| A. MONDAY-THURSDAY  | FRIDAY & SATURDAY   | SUNDAY   |
|---|---|--|
| 1. Town perm.:<br>every day,<br>two students<br>until 6:30 p.m.<br><br>2. Dating:<br>9:00 a.m. - 6:00<br>p.m. | 1. Town perm.:<br>2 students un-<br>til 6:00, 4 stu-<br>dents until 10:30<br>p.m.<br><br>2. Dating:<br>Freshmen un-<br>til 12:00 p.m.<br>Sophomores un-<br>til 12:30 a.m. | 1. Town perm.:<br>2 students<br>after church<br>until 6:00 p.m.<br><br>2. Dating:<br>after church<br>until 6:00 p.m. |

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### B. GENERAL REGULATIONS

1. Must sign out whenever leaving campus.
2. All freshmen must double date first semester.
3. New sophomore must double date first quarter.
4. Returning before 9:30 p.m. Thanksgiving, Christmas, Spring holidays, Easter weekend, Labor Day weekend; may sign out until 11:30.
5. Each student must **personally** sign out and in correctly.
6. During the college year, underclassmen may not go into apartments, motels, men's residences, or the like in mixed company without proper chaperonage. Twenty-five is the minimum age for a chaperone. Special permission is required.
7. St. Mary's girls are expected to **OBSERVE THE LAWS OF THE STATE OF NORTH CAROLINA**. Special attention is invited to the legal age of 18 for the use of beer and 21 for wine and liquor.
8. Any girl involved in any kind of accident off campus should report it as soon as possible to the Dean of Student's Office.

### C. OVERNIGHT, DATE, AND SPECIAL PERMISSION SLIPS

1. Overnight slips.
  - a. Overnight slips must be filed in lower Smedes 24 hours before expected time of departure.
  - b. Parental permissions and hostess invitations must be sent **DIRECTLY TO THE DEAN OF STUDENTS**.
  - c. After "absence counts as . . ." on the slip, designate the nights away and the number of chapel absences. Each girl is personally responsible to keep a record of overnights she takes

and keep within her quota. Unused chapel cuts and over-nights can be carried over and used second semester.

- d. Parental permission for going home or to spend a night in Chapel Hill or Durham is required unless parents sign a blanket permission.

## 2. GENERAL

- a. Use Ink and write last name first on all slips — dating or over-nights.
- b. File white special permission slips where requesting special permission, and for destinations other than Raleigh.
- c. Dating Friday and Saturday nights — sign in and out on Master List in Sign Out Hall.
- d. Underclassmen must make up Closed Study in the afternoon before 7:30 p.m. in the library or a classroom in order to have a Special Permission in the evening — Sunday through Thursday.
- e. In order to void a filed slip — special permission or over-nights — leave a note on the Dean of Students Office door. Do not make a duplicate slip.
  - 1) Underclassmen are allowed to spend the night or week-ends with underclassmen day students provided they have:
    - a) written permission from day student's parents
    - b) parental permission.
  - 2) A student may spend the night in a neighboring town with an approved hostess only if she is going to spend her time away from the vicinity of Raleigh. When visiting other college campuses she is expected to follow all rules for visiting girls.
  - 3) After a student leaves campus, she may not call in for additional overnights unless unusual circumstances arise.
  - 4) The list of incomplete parental permissions or hostess permissions in the signout hall must be noted.
  - 5) No overnights granted ;
    - a. On orientation weekend.
    - b. Special events designated by the Dean of Students.
  - 6) If at any time a student realizes that she will be late in returning, she must call the Dean of Students immediately.

## D. SPECIAL PARENTAL PERMISSIONS

1. A written permission from parents releasing the college from all responsibility is required for students:
  - a. to ride in a car with a date in Raleigh, and to and from specified destinations.
  - b. to fly in commercial or non-commercial (private) planes.
  - c. to ride out of Raleigh in privately operated cars on LONG TRIPS.

- d. to stay in a hotel or motel.
- e. to ride to and from home with area students.
- f. to attend beach parties.

#### E. PARENT'S NIGHTS

1. The parents of a student may take their daughter, no other students, to spend the night in Raleigh, or the immediate vicinity (includes Cary, Apex and Garner).
2. Students planning to take a parent's night file a white overnight permission slip for each night. Parental permission may be sent in writing or given at the time the student leaves campus.
3. Students taking a parents night must return in time for classes, otherwise by 6:00 p.m. Saturday, and by 10:00 a.m. Sunday.
4. Resident students who are from Raleigh may not take parent's nights.

#### F. QUOTA — UNDERCLASSMEN

|            |  |  |
|------------|--|--|
| Freshmen   | <i>First Semester</i><br>6 overnights<br>3 chapel cuts | <i>Second Semester</i><br>7 overnights<br>4 chapel cuts  |
| Sophomores | <i>First Semester</i><br>8 overnights<br>4 chapel cuts | <i>Second Semester</i><br>10 overnights<br>5 chapel cuts |

1. Sophomores may take 2 additional overnights with chapel absence either semester provided it is for the purpose of visiting colleges, and having an appointment.
2. Overnights may be taken Friday after classes through Sunday to 10:00 p.m. If going to Chapel Hill, Durham return by 11:00 p.m.
3. Holidays — A student whose plans for return after a vacation are unexpectedly changed should call the Dean of Students office after 12:00 noon on the day she is to return.
4. Students may leave campus on Saturday after 7:30 a.m. If necessary to leave earlier because of unusual circumstances, make special arrangements in Dean of Student's Office.
5. Freshmen with a quality point ratio of 2.5 may have 8 overnights; 4 chapel cuts second semester.
6. Sophomores with a quality point ratio of 2.5 may have 12 overnights; 6 chapel cuts second semester.

## UPPERCLASSMEN OFF-CAMPUS REGULATIONS

### A.

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#### SENIORS

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##### *Town Permission*

1. Groups until 12:00 p.m. every night they are allowed to date.

##### *Dating*

1. Monday — Thursday  
9:00 a.m. — 12:00 midnight
  2. Friday and Saturday  
9:00 a.m. — 1:30 a.m.
  3. Sunday — After Chapel  
Until 12:00 midnight
- 

#### JUNIORS

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##### *Town Permission*

1. Groups until 11:30 p.m. every night they are allowed to date.

##### *Dating*

1. Monday — Thursday  
1st Quarter: Sunday night until 11:30 p.m.  
2nd Quarter: 1 week night until 11:30 p.m.  
2nd Semester: 2 week nights until 11:30 p.m.  
\*Must have a 2.0 for the last two items above
  2. Friday and Saturday  
9:00 a.m. — 1:00 a.m.
  3. Sunday After Chapel until 6:00 p.m.  
After first quarter Juniors with 2.0; until 11:30 p.m.
- 

Anyone who is late (over 5 minutes) automatically has  $\frac{1}{2}$  hour subtracted from her dating curfew for the remainder of the quarter.

### B. GENERAL REGULATIONS

1. Sign out when dating or returning after 6:00 p.m.
2. Upperclassmen do not have to sign out on Sunday unless dating or returning after 6:00 p.m.
3. Each student must PERSONALLY sign in and out correctly.
4. If at any time a student realizes that she will be late in returning, she must call the Dean of Student's office at once.
5. A note should be left on the Dean's door:

- a. if voiding an overnight slip.
  - b. if returning earlier than anticipated.
  - c. to cancel a chapel absence.
6. After a student leaves campus, she may not telephone for permission to take another overnight unless unusual circumstances arise.
  7. Unused chapel cuts and overnights can be carried over and used second semester.
  8. Upperclassmen returning from all overnights and holidays, must return and sign in by their dating curfew of that night. (All A. P. rules still apply.)
  9. College students are allowed to take overnights in Raleigh, in the following places:
    - a) Day student's homes.
    - b) Homes of boarders who live in Raleigh.
    - c) Approved girl's dormitories in Raleigh.
    - d) With relatives and friends of family who are approved hostesses.
  10. A student may spend the night in a neighboring town with her parents or with an approved hostess. She is expected to follow all rules for visiting girls.
  11. Day Students may spend the night in a dormitory.
  12. No overnights are granted:
    - a. on orientation weekend.
    - b. during special events designated by the Dean of Students.
  13. After vacation, a student whose plans for return are unexpectedly changed should call the Dean of Student's office after 12:00 noon on the day she is due to return.
  14. The list of incomplete parental or hostess permissions for all students in the sign-out hall must be noted.

### C. PARENT'S NIGHTS

1. The parents of a student may take their daughter, no other student, to spend the night in Raleigh or the immediate vicinity (includes Cary, Apex, and Garner).
2. Students planning to take a parent's night file a white overnight permission slip for each night. Parental permission may be sent in writing or at the time the student leaves campus.
3. Students taking a parent's night must return in time for classes, otherwise by 6:00 p.m. Saturday, and by 10:00 a.m. Sunday.
4. Resident students who are from Raleigh may not take parent's nights.



#### D. SENIOR REGULATIONS

1. Seniors may go into apartments, or men's residences under the following conditions:
  - a. A blanket permission must be signed by a parent of the student.
  - b. A student must be accompanied by at least one other couple.
  - c. Students must leave by 1:30 a.m. when outside the vicinity of Raleigh.
2. Seniors with a 2.0 average may have cars. The license number and description of the car must be filed in the Dean of Student's Office and the Business Office. Students who wish to park on St. Mary's campus must display a parking sticker that will be received when the required \$5.00 registration fee is paid in the Business Office.

#### E. JUNIOR REGULATIONS

1. First semester Juniors may not go into men's residences.
2. Second semester Juniors may go into apartments or men's residences under the conditions previously listed for Seniors.
3. Juniors must make up Closed Study in the afternoon before 7:30 p.m. in the library or a classroom in order to have Special Permission Sunday through Thursday.
4. The list of incomplete parental or hostess permissions for first semester Juniors in the sign-out hall must be noted.
5. **JUNIORS ARE NOT ALLOWED TO HAVE CARS UNLESS SPECIAL PERMISSION DUE TO UNUSUAL CIRCUMSTANCES HAS BEEN GIVEN IN ADVANCE TO THE PARENTS BY THE DEAN OF STUDENTS.**

#### F. OVERNIGHT CARDS AND SPECIAL PERMISSION SLIPS

1. Write last name first — USE INK.
2. Must be filed in Lower Smedes boxes 24 hours before leaving.
3. Sign in and out on Master List. If approved column is not initialed check in Dean of Student's office prior to leaving.
4. File white special permission slips for special absences.
5. Unless a parental presigned blanket permission is on file, parental permissions and hostess invitations must be sent directly to the Dean of Student's office, and must be in 24 hours before departure.

#### G. SPECIAL PARENTAL PERMISSION

1. A written permission from parents releasing the college from all responsibility is required for students to:

- a. ride in a car with a date in Raleigh and to and from specified destinations.
  - b. to fly in commercial and private planes.
  - c. to ride out of Raleigh in privately operated cars on long trips.
  - d. for Seniors and second semester Juniors to go into apartments, or men's residences.
  - e. to stay in a hotel or motel.
  - f. to attend beach parties.
2. Blanket hostess and parental permission are permissible for Seniors.
  3. Blanket permission is effective for Juniors after mid-semester.

#### H. UPPERCLASSMEN QUOTA

|              | <i>First Semester</i>                     | <i>Second Semester</i>                    |
|--------------|---|---|
| Juniors      | 12 overnights<br>6 chapel absences        | 16 overnights<br>8 chapel absences        |
| Seniors      | Unlimited overnights<br>9 chapel absences | Unlimited overnights<br>9 chapel absences |
| Counselors   | 19 overnights<br>10 chapel absences       | 21 overnights<br>9 chapel absences        |
| SGA Officers | 20 overnights<br>10 chapel absences       | 22 overnights<br>10 chapel absences       |

1. Each girl is *personally* responsible for keeping within her overnight and chapel absences.
2. Seniors may take overnights Thursday (11:00 a.m.) through Sunday.
3. Juniors may take overnights Friday (7:30 a.m.) through Sunday 10:00 p.m. or 11:00 p.m. if returning from Chapel Hill or Durham.
4. If leaving for an overnight earlier than 7:30 a.m. due to unusual circumstances, special arrangements must be made in the Dean of Student's office.
5. STUDENT'S ON DEANS LIST AFTER FIRST SEMESTER ARE GRANTED UNLIMITED OVERNIGHTS.
6. JUNIORS WITH QUALITY POINT RATIO OF 2.5

## HAVE UNLIMITED OVERNIGHTS SECOND SEMESTER.

1. SEE B7 AND 8, UNDER CLASS REGULATIONS, REGARDING USE OF ALCOHOL AND REPORTING OF ACCIDENTS.

### GUIDANCE AND COUNSELING SERVICE

#### 1. THE COUNSELING CENTER

The purpose of the counseling center is to assist the student to make the most of her opportunities for academic and personal development while at St. Mary's. Counseling is available in the areas of academic planning, vocational choices, transfer programs, and personal problems. Assistance with study skills and reading programs is available. The services are implemented by means of occupational information, college catalogs, vertical files, reference books, study abroad programs and summer programs. In addition, announcements and informational services are made available to the students by means of the weekly bulletins and the bulletin board areas. Students may avail themselves of these services by calling for an appointment or by filling out an appointment request form at the counseling center in lower Smedes.

#### 2. ACADEMIC ADVISING

Each student is given the opportunity to request a specific advisor; however, if no preference is given, a faculty advisor is assigned to assist in the student's academic planning. The advisor helps the student to select courses appropriate to her educational objectives, keeps a record of the student's progress, and remains available throughout the year for additional counseling or referral to other appropriate personnel. Advisors will make every attempt to give effective guidance to students in academic matters and to 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 in consultation with the registrar.

### CHAPLAIN AND CHAPEL PROGRAM

St. Mary's has the ministry of a full-time chaplain who attempts to minister to the needs of the student body, as a whole, and individually.

Boarding students attend chapel for one-half hour one morning a week, one-half hour on Wednesday evening and on Sunday morning for one hour, if she stays on campus. We definitely feel that there is a need for this community to come together to worship and pray, and learn. If you support this belief of St. Mary's, it will greatly aid in your understanding of what St. Mary's tries to do — provide an atmosphere for the blending of the academic, social and spiritual, to facilitate the growth of a whole person. Day students worship for one-half hour per week with their classmates.

The chapel program is under the direction of the chaplain who encourages student participation through suggestions or through assistance with the services or the leading of worship and prayers, etc.

## ACADEMIC REGULATIONS

### A. GRADING

All grades are given in letters. The following system of grading is used at St. Mary's: A indicates Superior work, B indicates Very Good work, C indicates Good Work, D indicates Passing work, and F indicates Failing work.

The semester grade is the average of the examination grade and two quarterly grades unless otherwise stated. The final evaluation of all grades rests solely with the instructor concerned, but every instructor will discuss grades with students.

No student is excused from examination; an examination that is missed because of illness must be made up.

A course may be dropped within the first four weeks of a semester without penalty. No grade, either passing or failing, is recorded on permanent records. Should a student passing a course wish to withdraw after the first four-week period, she may do so until the end of first quarter with permission of the academic dean. A "withdrawal passing" is recorded on her record and hours attempted are not averaged into her quality point ratio.

If a student who is failing a course wishes to withdraw after the first four-week period, she may do so only after consultation with the academic dean. Hours in this case are averaged into her quality point ratio and a "withdrawal failing" is recorded on her record.

A student may add a course during the first two weeks of a semester. After that, in order to do so, she must have the permission of the faculty instructor, the chairman of the department, and the academic dean.

Students who are absent from the campus for more than six weeks may not receive credit for the semester's work.

Students whose grades remain unsatisfactory may be required to give up one or all extracurricular activities.

Work which is late for reasons other than illness or family emergency is not given full credit unless special arrangements are made with the instructor prior to the expiration of the first week after the work is due. Work late without good reasons is not accepted.

### B. DEAN'S LIST

College students carrying 14 semester hours of 2, 3, and 4 semester hour courses with an average of 3.25 or higher with no grade lower than a C, are eligible for the Dean's List.

## C. HONOR ROLL

High school students with an average of 3.0 or higher with no grade lower than a C are eligible for the Honor Roll.

## D. ABSENCE POLICY

With the continuing conviction that an important educational goal at St. Mary's is to place increasing personal responsibility for class attendance on the college student, the following Absence Policy seeks to both safeguard the education of St. Mary's students and to permit them the freedom to grow.

## JUNIORS

First Semester: Absences per semester *not to exceed the number of class sessions per week.*\*

Second Semester: A Quality Point Ratio of 2.50 and higher — unrestricted absences — subject to evaluation and decision by individual faculty members in the event of a seriously declining performance by a student.

A Quality Point Ratio of 2.00 - 2.49 — Maximum of 5 unrestricted absences per semester in each course which meets 3 or more times per week, and a maximum of 4 unrestricted absences for hour and a half courses on Tuesdays and Thursdays, subject to evaluation and decision by individual faculty members in the event of a seriously declining performance by a student.

A Quality Point Ratio of 1.80 - 1.99 — Absences per semester not to exceed the number of class sessions per week.

A Quality Point Ratio of 1.79 and lower — Academic Probation — One unrestricted absence in each course per *quarter*.

## SENIORS

A Quality Point Ratio of 2.00 and higher — unrestricted absences — subject to evaluation and decision by individual faculty members in the event of a seriously declining performance by a student.

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\*The policy on absences from laboratory will be determined by the individual instructor.

Absence from class does not relieve the student from responsibility for work assigned while she is absent; any written assignment due in a class that is to be missed must be turned in to a teacher prior to the absence, except in the case of personal illness. In such a case a student may have a week in which to complete the work missed. The student is not allowed to make up an assigned test which is missed because of a cut.

A Quality Point Ratio of 1.80 - 1.99 — Maximum of 5 unrestricted absences per semester in each course which meets 3 or more times per week, and a maximum of 4 unrestricted absences for hour and a half courses on Tuesdays and Thursdays, subject to evaluation and decision by individual faculty members in the event of a seriously declining performance by a student.

A Quality Point Ratio of 1.79 and lower — Academic Probation — one unrestricted absence in each course per *quarter*.

**UNEXCUSED ABSENCES IN EXCESS OF THOSE ALLOWED WILL RESULT IN A FRACTIONAL DROP IN GRADE FOR EACH SUCH ABSENCE (E.G. C<sup>+</sup> To C To C<sup>-</sup>, Etc.).**

#### ACADEMIC PROBATION:

Students on academic probation are defined as those with a Q.P.R. below 1.80.

The following regulations stand as a guide for students on academic probation:

The determining of academic probation will be made at the end of first quarter, first semester, third quarter, second semester. Students who place themselves on academic probation have only one optional class absence per quarter. Students on academic probation are expected to study in a place conducive to quiet, uninterrupted concentration between the hours of 7:00 and 10:00 p.m., Monday through Thursday nights.

Alternate weeks Sunday night study between these hours is also expected. No permissions to leave campus will be granted at this time except under conditions of gravest emergency as determined by the Dean of Students.

Students on academic probation will be penalized for unexcused absences (above the 1 allowed) as follows:

- a. 1st unexcused absence results in a fractional drop of a letter grade (e.g. C to C-) for the quarter.
- b. 2nd and 3rd unexcused absences result in continuing fractional drops.
- c. 4th unexcused absence will cause the student to be dropped from the course with a failing grade.

Incomplete grades are expected to be removed one week after the end of the quarter. After two weeks Incomplete grades will automatically become an F unless special arrangements to extend the time have been made with the faculty member concerned and such arrangements are reported to the Registrar.

The Dean of Academic Affairs records the attendance records of students on academic probation. The Counselor or the Registrar informs the Dean of Academic Affairs regarding special help for individual students.



A redetermination of Q.P.R. will be made quarterly, and any student raising her average above 1.79 will be reinstated with full privileges. Students on Academic Probation at the end of second semester and who attend Summer School may be removed from Academic Probation at the beginning of the Fall semester if the summer school work raises the previous *year's* Q.P.R. above 1.79.

Explanations of excused absences:

a. Excused personal illness;

1) Resident Students:

A student who has been in the infirmary or in the hospital is automatically excused. A student who has been ill at home and brings a statement from her home physician to the Dean of Students' office on the day of her return is granted an excused absence. The excuse slip must be presented to the instructor.

2) Day Students:

A student who has been ill at home and brings a statement from her physician, parent, or guardian to the Dean of Students' office on the day of her return is granted an excused absence which must be presented to the instructor. Unless the above-mentioned statements are filed in the Dean of Students' office, the absences are counted as cuts.

b. Official College Business:

1) Absence from class to attend an off-campus function related to a student's work is excused provided special permission has been granted prior to the absence.

2) Absence from class to fulfill officially delegated responsibilities is granted by the Absence Committee.

c. Excused absences are always granted on the occasion of a death in the students' immediate family.

d. Right of Appeal:

A student has the right of appeal regarding absence penalties. Final decision on the appeal rests with the Absence Committee.

## UNDERCLASSMEN

All students are required to attend classes regularly and promptly and to complete all work within the assigned time. Each student is responsible for meeting her various academic obligations. High school students should be aware that the state permits only a minimum number of absences per year or the certificate will be forfeited.

The following regulations stand as a guide for class absences and must be adhered to strictly:

a. High school students are not allowed to miss classes for any reasons other than excused personal illness or official college business.

b. Excused personal illness:



1) Resident Students:

A student has been in the infirmary or in the hospital. A student has been ill at home and on the day of her return brings a statement from her physician to the Dean of Students' office.

2) Day Students:

A student has been ill at home and on the day of her return brings a note from her physician, parent, or guardian to the Dean of Students' office.

c. Official college business:

1) Absence from class to attend an off-campus function related to a students' work. (Special permission is required prior to an absence of this type.)

2) Absence from class to fulfill delegated responsibilities.

Any absence which does not meet one of the above conditions is not excused, and the student will receive a zero on the work she missed. Three unexcused tardies in one quarter equal one unexcused absence. Absence does not relieve the student from responsibility for work required while she was absent; in the case of an excused absence, the student may have a week in which to make up the work which she missed. The student is reminded that she is not allowed to make up work which she missed because of an unexcused absence.

## E. CALENDAR DAY REGULATIONS AND OTHER PROCEDURES

### 1. Calendar Days:

Calendar days are defined as two days before and after a vacation. All students are required to *attend the last meeting of each class prior to Thanksgiving, Christmas, Spring Vacations, and Semester break and the first meeting of each class following these vacations.* (Exception — a class whose last meeting is more than forty-eight hours prior to the start of vacation or whose first meeting is more than forty-eight hours after classes have resumed.) It is important that both students and parents realize that no exceptions to this rule can be made except in the case of a most severe emergency. Any unexcused violation of this policy automatically leads to a lowering by one letter of the semester grade in the course in the college department. Any additional cut in the course results in the student being dropped from the course with an F. In the high school department, any unexcused violation of this policy automatically leads to double zeros on the work that was missed.

### 2. Changing Sections:

In the college department if a student on academic probation attends any section of her class other than her own or makes up an assigned test at any time other than her scheduled time, she must sacrifice a cut. (No cuts are allowed on Calendar Days.) In the high school department no student may attend another section in place of the one for which she is regularly scheduled.

### 3. Leaving Class Early:

If an upperclassman leaves class early for any reason other than illness or emergency, this absence will count as a cut. If any student is ill and is excused from a class period, she must report immediately to the infirmary. Between the hours of 2 and 4 p.m. she reports to the Dean of Students' office.

### F. DEFICIENCY LISTS AND STUDY HALLS

High school students with two D's or one F at the end of any school month during the session and/or at the end of the first semester are placed in study hall for the ensuing quarter.

### G. MEDICAL EXCUSE

Any student who is on a medical excuse must attend her Physical Education classes even though not actually participating.

### H. YEARLY GRADES

Of high school students will be noted on all permanent records by the four-point scale calculated as a ratio between hours attempted and grades earned.

### I. REQUIREMENTS FOR THE HIGH SCHOOL DIPLOMA

|                  |   |
|------------------|---|
| English          | 4 units   |
| Algebra          | 2 units   |
| Plane Geometry   | 1 unit  |
| Science          | 2 units (including Biology which must be taken prior to enrollment at St. Mary's) |
| U. S. History    | 1 unit  |
| Foreign Language | 3 units (same language)   |
|                  | or  |
|                  | 4 units (2 units in each of 2 languages)  |
| Electives        | 2 - 3 units   |

1. A minimum of sixteen academic units are required. In addition, one semester of Religion each year and Physical Education each semester are required.
2. All students *must* take four academic units of work per year, (a normal load). No student may take more than five academic subjects.
3. Any deviation from the normal academic load must be approved by the Dean of Academic Affairs.
4. Electives in the twelfth grade may be chosen from art, science, mathematics, music, psychology, drama, and history.
5. Two units of repeated work or one unit of new work are the maximum which may be credited from an approved summer school.

The student's faculty advisor and the Registrar must approve all courses in a summer session prior to enrollment.

6. High school students must maintain a C average to be recommended for admission to the college department.

The following programs of study are strongly recommended:

| Grade 11                     | Grade 12  |
|------------------------------|---|
| English III                  | English IV  |
| Foreign Language             | Foreign Language ( <i>if requirement has not been met</i> ) |
| U. S. History                | Religion 7 or 8   |
| Algebra II or Plane Geometry | Physical Education  |
| Religion 5 or 6              | Elective  |
| Physical Education           | Elective  |
| Elective                     | Elective  |

## J. REQUIREMENTS FOR THE JUNIOR COLLEGE DIPLOMA

1. Requirements for the Associate in Arts degree

A. A total of 64 semester hours

B. A cumulative average of 2.00 (C) on all courses *attempted* at St. Mary's and on all transferable credit to St. Mary's.

C. Specific course requirements

1. ENGLISH 9 semester hours (21, 22, and one literature course)
2. RELIGION 6 semester hours (21, 22)
3. Physical Education 4 semester hours (1 course *each semester*)
4. Foreign Language 6-9 semester hours—same language (6 hours on the Advanced Level; 9 hours if language is begun on the Intermediate Level — 23 - 24; 12 hours is strongly recommended if language is begun on Elementary Level — 21-22)

OR

MATHEMATICS

5. SCIENCE AND FINE ARTS 6 semester hours  
9 to 11 semester hours (a minimum of 3 *semester hours in each area*)

2. The quality point system at St. Mary's Junior College is as follows:

A = 4 quality points per semester hour

B = 3 quality points per semester hour

C = 2 quality points per semester hour

D = 1 quality point per semester hour

### 3. For Graduation

Before any student can graduate from St. Mary's, she must complete 65 semester hours, including 4 hours in physical education, acquire 120 quality points, with a grade average of 1.80.

The Associate in Arts degree, established in 1970, is awarded to a student who has completed the 64 semester hours, including the basic requirements, and who has achieved a 2.0 grade average for two years of college work. The degree is awarded with honors to any student with a 3.5 average or better. A student who has completed successfully 64 semester hours, including the basic requirements, and who has a 1.80 to 1.99 grade average is also eligible for graduation, but may not receive the Associate in Arts degree. To make up deficiencies, a student may earn a maximum of nine hours (10 if a laboratory science course is taken) in the summer session of accredited colleges. D grades carry no transfer credit. Quality points beyond the value of C will not be awarded for work from another college.

### 4. Junior Year

During the junior year a student must earn credit for a minimum of 20 academic hours and 40 quality points, or a Q.P.R. of 1.30, plus 2 hours of physical education, to be considered for re-admission. If her Q.P.R. falls below 1.30, she must petition the Academic Standards Committee immediately for permission to return. If, during the first semester of her junior year, a student earns fewer than half the number of academic hours and half the number of quality points which are required for her consideration as a candidate for the Senior Class, with a Q.P.R. below 1.79, she is automatically placed on academic probation for the following quarter. Both student and parents will be notified of the student's probationary academic standing. A student on academic probation is permitted only one unexcused absence from each class per quarter.

### 5. Senior Year

Seniors, also, will be subject to academic probation and its terms, based on the 2nd semester of the Junior year as well as the first quarter, first semester, and third quarter of the senior year.

## K. COUNSELORS

A senior is required to have a 2.0 Q.P.R. in order to be a Hall Counselor. Otherwise, her nomination must be approved by a committee consisting of: Dr. Pisani, Miss Richardson, President of S. G. A., Chairman of Social Board, and Secretary of Social Board.

## L. EXTRA-CURRICULAR ACTIVITIES

A student is required to have a 2.0 Q.P.R. in order to participate in Extra-Curricular activity. If she does not have a 2.0 Q.P.R. then her nomination must be approved by a committee consisting of: Dr. Pisani, and Miss Richardson.

## DAY STUDENTS

The day students are an integral part of the St. Mary's community. As individuals they take part in the various clubs and activities on campus. As a group the day students sponsor many bake sales and parties including their annual Casino Party for their Dads.

### A. DAY STUDENTS

Represent St. Mary's even when they are under the jurisdiction of their parents.

### B. UNDERCLASSMEN

On the study hall list are required to study in the library for two hours Monday through Thursday. Study hall reports should be turned into the Day Student President on Friday before 1:00 p.m. each week.

### C. DAY STUDENTS

Who are campused must remain on campus from 8:30 a.m. to 4:00 p.m. Monday - Friday. These students are allowed one hour off campus between 12:00 and 2:00 for lunch. A signed statement saying that the campus has been made up must be given to the Day Student President at the end of each day.

### D. DAY STUDENTS

Must attend assembly on Wednesday morning. Upperclassmen must attend chapel on Tuesday and underclassmen must attend on Thursday.

### E. DAY STUDENTS

Should attend all Student Government Association meetings and all Day Student meetings.

### F. DAY STUDENTS

Who have a meal in the dining room must pay at each meal or be billed monthly.

### G. ON RETURNING

From an illness or an emergency absence, a Day Student must bring to the Dean of Student's office a written explanation from her physician, parents or guardian stating the exact period covered by the absence. Failure to bring this note will result in an unexcused absence.

### H. PARENTS

May get in touch with their daughters through the Dean of Student's office in case of an emergency.

I. WHEN VISITING

The dormitories at night, Day Students must leave by 11:00 p.m.

J. SMOKING

Is permitted in the Day Students' house and in other designated areas.

K. REASONABLE QUIET

Must be observed in the Day Student's house, with library quiet in study rooms.

L. EACH STUDENT

Is responsible for taking care of the furniture and keeping the house clean.

M. REGISTER

Cars and license numbers in the Dean of Student's office. Day Students are to park behind the library.

N. DAY STUDENTS

Should register in the guest book in the Dean of Students' office if staying on campus any night of the week if there is a bed available. At this time, the student should also register her car and license, and give her keys to the Dean. Students must follow all rules which apply to their hostesses.

O. CONSULT

The Academic Regulations in regard to all academic matters.

P. SUNBATHING

Is allowed on the porch roof if quiet is observed.



## ORGANIZATIONS

### I. HONORARY

#### *The Order of the Circle*

President

Frances Kannon

In the thirty years that the Circle has existed, its purposes have been to cultivate fellowship among students, to promote a better school spirit, to encourage cooperation between faculty and students, and to encourage a desire for participation in college activities. Its members are outstanding in their genuine love both for the college and for the girls who make it what it is. New members are initiated several times each year after a mid-night walk around the campus.

#### *The Beacon*

The Beacon is the honorary organization within the high school department which seeks to promote a better school spirit, encourage cooperation in all phases of school life, and to support participation in extracurricular activities. The members are chosen from the sophomore class at intervals during the school year, and a limited number of freshmen are elected in the spring; they form the nucleus of the group for the coming year. In the selection of members, consideration is given to academic achievement and service.

#### *The Order of St. Genesis*

The purposes of this organization are as follows:

1. It shall recognize those who have made outstanding contributions in both the technical and acting phases of theatre life at St. Mary's.
2. It shall function as the acting nucleus and coordinating body of all the activities of the St. Mary's Drama Club.

Membership in this organization is based not only on a student's contribution in the field of theatre but also on her character, dedication, and acceptable scholastic average.

#### *Letter Club*

President

Missy Taylor

The letter club is the honorary athletic society. A girl becomes eligible for membership when she earns her second all-star team in a different sport or accumulates 100 points, 40 of which are earned by making an all-star team and first team. If she earns 200 points in a variety of activities and has no all-stars, she may be eligible for membership. New members, who receive a letter in assembly, are announced throughout the year and are welcomed into the club. All-star teams are selected by the vote of all



the girls on the Sigma-Mu's team. Blue felt stars are awarded by the letter club president, in assembly, to each girl making an all-star team.

A letter club banquet is held near the end of the school year, at which time the final awards are presented by the president and the members of the Letter Club.

1. The athletic society accumulating the greatest number of points during the year will be awarded the Sigma-Mu plaque. The highest award given is the Sportsmanship Award.

2. The three girls who accumulate the greatest number of points during the year will be given the highest awards.

3. The most outstanding girl in each activity will be given an award.

### *Marshals*

Chief Marshal — Sarita Hardy

The marshals are elected by the student body from the rising senior class. There exist no grade qualifications except the Chief Marshal must have a 2.0 average. The marshals 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 college year. The marshals take the offering in chapel, lead chapel lines, usher at entertainments in the auditorium, and maintain order at all student body gatherings.

### *Vestry*

The Vestry is the student advisory body of the chapel and works under legislation passed by itself. 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.

Committees of the Vestry include Finance, Ministry, Outreach, House and Grounds, and Corresponding committee. All committee heads are appointed at the beginning of the fall term. Vestry members serve one year terms. The student body is welcome to attend any open Vestry meeting. The chairman, known as the Senior Warden, is appointed at the end of the school year to serve for the coming academic school year.

## II. EXTRACURRICULAR ACTIVITIES

### *Acolytes*

The acolyte committee is composed of girls who assist the Chaplain in weekly chapel services and regular Sunday services. Membership is open to girls of all denominations. The chairman is appointed at the end of the school year to serve for the coming college year.

### *Dramatics Club*

The dramatics club is open to everyone at St. Mary's interested in the theatre. Its members present two major productions, one first semester and one at Commencement. The officers are to be elected in the fall.

### *Y. W. C. A.*

The Y. W. C. A. is the only service organization of the St. Mary's campus. The activities of the members include volunteer work at Dorothea Dix Hospital, Governor Morehead School for the Blind, and the Methodist Orphanage. Any student is eligible to join.

### *The Young Democrats Club*

The Y. D. C. is for all girls interested in politics from the viewpoint of the Democratic party. Anyone is eligible to join. The officers are to be elected in the fall.

### *The Young Republicans Club*

The Y. R. C. is for all girls interested in politics from the viewpoint of the Republican party. Everyone is eligible to join. The officers are to be elected in the fall.

### *The Granddaughters Club*

The granddaughters club is directed by the Executive Alumnae Secretary, is composed of students whose mothers or grandmothers attended St. Mary's. Officers are elected in the fall.

### *Sigma-Mu*

Sigma President

Dixie Fields

Mu President

Melrose Whitfield

Every girl belongs to one of the athletic societies, Sigma or Mu. The officers of both clubs, the President of the Letter Club and an instructor from physical education department make up the Athletic Council. This council plans the year's program of activities and keeps records relating to the individual and team point systems.

The athletic activities at St. Mary's are divided into major and minor sports, for which teams are chosen and tournaments are played throughout the year. Points are given to individual girls for making teams or placing in tournaments, and to the athletic society whose members win a tournament.

### *Tennis Club*

President

Jean Scott

The Tennis Club is an organization for those who possess advanced

skills in the game. Tryouts are held at the beginning of the year for high school and college students. Matches are held in the fall and spring of the school year with surrounding colleges.

### *Altar Guild*

Membership for the Altar Guild is open to high school and college students. This organization has charge of preparing for chapel services and provides for the various committees to learn church service procedures. It is open to girls of all denominations.

### *St. Mary's Chorale*

The St. Mary's Chorale performs both on and off campus in concert and for the regular chapel services. Programs include both sacred and secular music. An opportunity is given to perform music for mixed voices by weekly rehearsals and special performances with a group of men from nearby N. C. State University. Registration is during matriculation. One credit per semester will be received. Membership is under the approval of the directors.

### *Caperettes*

Caperettes is the tap dance group for those who have advanced skills in this area. The members are chosen from the entire student body at the beginning of the school year, and other times during the year. An emphasis is placed on choreography, and this work is presented in assemblies, May Day and other performances. Kick lines are a major part of the choreography. Honors are presented at graduation to those Caperettes who have completed two full years of work in the organization plus other special requirements.

### *"Cold Cuts"*

President

Cameron Cutting

"Cold Cuts" is a senior class musical group. New members are elected during the year by the "Cold Cuts" themselves. Every conceivable instrument is used from washboards, and mirracas and bongos, sticks and the piano. These girls dressed in overalls and bright colored shirts, play at fraternity houses, school functions, and Raleigh civic organizations.

### *Student Publications*

The *Stagecoach* is the annual, given out each year on Class Day. The *Muse* is the literary magazine, published in December and May. The *Belles* is the semi-monthly newspaper. The Handbook Committee is the manual of the Student Government Association.

Editor of the *Stagecoach*

Sarita Hardy

Editor of the *Muse*

Editor of the *Belles*

Betti Click

Editor of the Handbook

## *Sea Saints*

President

Laura Crews

Sea Saints, a synchronized swimming club, presents a spring show, for which the members prepare during the year. Tryouts are held in the fall, and members learn choreography and stage decoration while working on the water ballet. The club also sponsors the annual Sigma-Mu swim meet.

## *Orchesis*

Orchesis, an advanced dance group, consists of girls who have met the necessary requirements for membership. These girls have shown interest as well as talent in the field of ballet and modern dance. The group not only studies choreography, and dance techniques, but also presents several assembly programs, May Day, and participates in several master classes throughout the year.

## *Gillie Callum Dancers*

The Gillie Callum Dancers, the newest dance group, specializes in accuracy and performance of Highland dancing. This group is accompanied by the N. C. S. U. Pipe and Drum Corps and presents many programs on and off campus.

## NECESSITIES AND MISCELLANEOUS

### DRESS REGULATIONS

1. Gloves and appropriate dresses are required for chapel, concerts, lectures, and other special occasions.
2. Pants — this includes shorts, pantsuits, slacks — may be worn to classes and off campus.
3. Shoes are to be worn at all times on or off campus.
4. A dress is to be worn on Sundays to all meals.
5. A white dress is to be worn at commencement activities. (All classes.)

### OTHER NEEDED ITEMS

Blankets & Pillows

Bedspreads

Quilted mattress protector

Bathing cap

Tennis shoes

Name tapes

Laundry bags — at least two

Study lamp

Alarm clock

American Heritage Dictionary or Webster's Seventh New Collegiate Dictionary

### SUGGESTED

Backrest

Radio

Tennis racket & balls

Shoe bags or rack

Wastepaper basket

Record player

Clothes hangers

Hot water bottle

### REQUIRED

One flashlight to be used for fire drills.

### THINGS NOT TO BRING

1. Electric curlers without UL label.
2. Pole lamps.
3. Electrical appliances except hair-dryers and electric razors.

4. Under no circumstances are the girls to bring expensive jewelry — only costume jewelry. The college cannot be responsible for the safety of valuable jewelry.

**IMPORTANT :**

DURING ORIENTATION WEEK STUDENTS WILL BE TESTED ON THE MATERIAL IN THIS HANDBOOK. FAILING STUDENTS WILL BE CAMPUSED UNTIL THE TEST IS PASSED.

## OFFENSES AND PENALTIES — HALL COUNCIL

1. *Offense*: Untidy room  
*Penalty*: 1st offense — Warning  
2nd offense — 3-5 week-day campus
2. *Offense*: Unnecessary noise — during quiet hours  
*Penalty*: 5 day campus (week-day)
3. *Offense*: Absence from building or hall after 10:00 p.m. (underclassmen) or 11:00 p.m. (upperclassmen) without special study permission from counselors (unless dating)  
*Penalty*: 5 day campus
4. *Offense*: Taking showers after 10:30 p.m. (underclassmen) and 11:00 p.m. (Upperclassmen) or during quiet hours (Dorms with suites work out a system themselves.)  
*Penalty*: 1st offense — Warning  
2nd offense — 3 day campus
5. *Offense*: Failure to attend hall meetings unless excused by counselors  
*Penalty*: 3 day campus
6. *Offense*: Unmade bed by 10:30 a.m.  
*Penalty*: 3 day campus
7. *Offense*: Illegal use of electrical appliances  
*Penalty*: 10 day campus
8. *Offense*: Breaking a DO NOT DISTURB sign  
*Penalty*: 1st offense — Warning  
2nd offense — 3 day campus
9. *Offense*: Failure to attend Sunday chapel or required concerts  
*Penalty*: 2 week campus, including 2 week-ends
10. *Offense*: Failure to attend week-day chapel or assembly  
*Penalty*: 10 day campus, including 1 week-end
11. *Offense*: Failure to report for hostess or page duty (lateness)  
*Penalty*: a) 1 point for every 5 minutes up to and including 15 minutes  
b) After 15 minutes — Saturday campus and page duty on Saturday night  
c) Failure to report at all — Friday and Saturday campus and hostess duty for Saturday night.  
d) A substitute is liable for the same penalties.
12. *Offense*: Repeated abuse of telephone privileges by Juniors and underclassmen



*Penalty:* 5 day campus

13. *Offense:* Late from overnights

*Penalty:* 1 point for each 5 minutes up to 20 minutes, then go to Minor Offense

14. *Offense:* Failure to sign out for vacations or weekends

*Penalty:* a) 5 day campus

b) 3 day campus if the girl calls back to the Dean's Office

15. *Offense:* Failure to sign out or in. Note: this is different from Leaving and Remaining

*Penalty:* 5 day campus (Monday - Friday)

16. *Offense:* Juniors and Underclassmen: Failure to make up closed study for special permissions

*Penalty:* 5 day campus

17. *Offense:* Infraction of the dress code

*Penalty:* 1 week campus, including week-end

#### POINT SYSTEM:

1. Filing a slip which is not correctly filled out — last name first, expected time of arrival, in ink, late filing, class

*1 point*

2. Late hostess or parental permission — over 24 hours late

*1 point*

3. Failure to void slip

*2 points*

4. Counselors not attending Hall Council meetings or required SGA meetings

*2 points*

5. Failure to attend roll call class meetings or required SGA meetings

*2 points*

6. Signing out or in on wrong sheet or wrong space

*2 points*

7. If a girl receives 5 points within any two consecutive weeks, she will be campused for one week. Campus slips will be given by Hall Council and will be put in mailboxes by 4:00 p.m. on Monday. If a girl receives a campus slip at night, her campus starts the next day.

8. *Petitioning:* a) If petitioning to break campus, a girl must make her campus up on the corresponding day of the following week. A petition must be submitted to either the chairman or secretary of Social Board.

- b) 3 petitions are granted per semester
- c) Week-end counts as 3 petitions
- d) An over-night counts as 2 petitions
- e) Campuses received directly from Social Board cannot be petitioned.

## OFFICE POINT SYSTEM

SGA officers may have an accumulation of 16 points with permission from dean. These points remain on the student's permanent record.

### 10 POINTS

President of the Student Government Association.  
Chairman of Hall Council.  
Vice-President of Student Government Association.

### 8 POINTS

Secretary of Student Government Association.  
Secretary of Hall Council.  
President of Day Students.  
Editor of the *Stagecoach* and *Belles*.

### 6 POINTS

Honor Board Members.  
Presidents of Classes.  
Assistant Secretary, Hall Council.  
Chairman of Assembly Programs.  
Chief Marshal.  
Editor of the *Muse*.  
Counselors.

### 4 POINTS

Marshals.  
President of Altar Guild.  
President of Y. W. C. A.  
Chairman of the Vestry.  
President of Letter Club.  
Presidents of Athletic Clubs.  
Business Manager, *Stagecoach*.  
Secretary of Legislative Body.  
Fire Captain.  
Editor of Handbook.

### 2 POINTS

Members of Legislative Body.  
Presidents of Other Clubs.  
Chief Dance Marshal.

Ex-officio members of any organization do not receive points.

# OFFICE HOURS OF THE DEAN OF STUDENTS

## SMEDES HALL

### MONDAY THROUGH FRIDAY

8:30 a.m. — 10:30 a.m.  
11:00 a.m. — 12:30 p.m.  
1:30 p.m. — 4:00 p.m.

\*Hostess will give routine special permissions and will direct emergencies to the Dean of Students.

### \*SUNDAY THROUGH THURSDAY

4:00 p.m. — 5:30 p.m.  
6:30 p.m. — 12:00 mn.

### \*FRIDAY

4:00 p.m. — 5:30 p.m.  
6:30 p.m. — 1:00 a.m.

### \*SATURDAY

10:00 a.m. — 5:30 p.m.  
6:30 p.m. — 1:00 a.m.

### \*SUNDAY

11:30 a.m. — 12:30 p.m.  
1:30 p.m. — 12:00 mn.

## ST. MARY'S ANTHEM

The stones of St. Mary's, the buildings new and old  
The young leaves of springtime, the autumn touched with gold,  
    Our worship together,  
    Our faith in God above,  
The sharing, the learning to find our way with love:

These are the mem'ries we carry in our heart,  
The joyous traditions of which we are a part.  
    We look to the future,  
    Strengthened by the past,  
We gain from St. Mary's the Values that will last.

Standing beside us are those we cannot see  
The girls of St. Mary's — before and yet to be;  
    All of us together,  
    The heritage we share —  
We hail our Alma Mater whose name we proudly bear.

Words and Music  
CATHERINE G. BARNHART

Arranged by  
MICHAEL CARMEN BULLEY

January 17, 1972

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**1972-1973**  
**Student Handbook Issue**

ST  
MARY'S  
COLLEGE  
bulletin  
1973  
RALEIGH NORTH CAROLINA  
1974

## 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)



STUDENT HANDBOOK ISSUE

(1973 - 1974 Edition)



Editor: Catherine Dawson

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## CALENDAR FOR 1973-74 SESSION

1973

|                                    |  |
|------------------------------------|--|
| August 18, Saturday                | Arrival of Senior Counselors                                     |
| August 19, Sunday                  | Arrival of Freshmen and New Sophomores                           |
| August 20, Monday                  | Orientation & Registration of Freshmen and New Sophomores        |
| August 20, Monday                  | Arrival of Returning Sophomores                                  |
| August 21, Tuesday                 | Arrival of Juniors   |
| August 21, 22, Tuesday & Wednesday | Classes for Freshmen and Sophomores; Orientation Continued       |
| August 22, Wednesday               | Orientation and Registration of Juniors                          |
| August 22, Wednesday               | Arrival of Seniors   |
| August 23, Thursday                | Classes for all students   |
| *August 25, Saturday               | Classes for high school students                                 |
| August 31, Friday                  | Labor Day Holiday begins at 5:00 P.M.                            |
| September 4, Tuesday               | Classes Resume   |
| *September 8, Saturday             | Classes for high school (Department)                             |
| *October 13, Saturday              | Classes for high school (Department)                             |
| October 17, Wednesday              | End of First Quarter<br>Mid-Semester Holiday begins at 5:00 p.m. |
| October 22, Monday                 | Classes Resume   |
| November 2, Friday                 | Father-Daughter Day  |
| November 20, Tuesday               | Thanksgiving Holiday begins at 5:00 P.M.                         |
| November 26, Monday                | Classes Resume   |
| December 12, Wednesday             | Last Day of Classes—End of Second Quarter                        |
| December 13, Thursday              | Reading Day  |
| December 14-20, Friday-Thursday    | Examinations   |
| December 20-January 6              | Christmas Vacation   |

1974

|                          |  |
|--------------------------|--|
| January 7, Monday        | First Day of Classes, Second Semester                      |
| *January 19, Saturday    | Classes for high school (Department)                       |
| *February 16, Saturday   | Classes for high school (Department)                       |
| March 1, Friday          | End of Third Quarter<br>Spring Holiday begins at 5:00 P.M. |
| March 11, Monday         | Classes Resume   |
| April 11, Thursday       | Easter Holiday begins at 5:00 P.M.                         |
| April 16, Tuesday        | Classes Resume   |
| April 20, Saturday       | Alumnae Day  |
| May 1, Wednesday         | Last Day of Classes—End of Fourth Quarter                  |
| May 2, Thursday          | Reading Day  |
| May 3-9, Friday-Thursday | Examinations   |
| May 10, Friday           | Baccalaureate  |
| May 11, Saturday         | Commencement   |

\*The equivalent of three days for high school students will be arranged by academic departments.

The date of Mother-Daughter day will be announced in the Fall.



**Dear Student:**

The spirit of this book will tell you something of the way of life at St. Mary's. Our rules indicate something about us. That we have really says something today.

Other sections of the handbook give you quick glances at campus life.

However, to know St. Mary's and what it means to be a St. Mary's girl, in the fullest sense of the word, takes time and living. You can't read about it or hear about it—you need to share it. It's an indefinable quality of life that really undergirds everything we do here.

I am happy you are going to be a part of the St. Mary's community. I hope I can share your years here meaningfully. Most of all I hope you join the many girls who have found that this experience has enriched their whole lives.

Faithfully yours,  
Frank W. Pisani  
*President*



Dear New Girls,

On behalf of the entire student body, I would like to welcome each of you to St. Mary's! All of us are anxiously awaiting your arrival and the opportunity of knowing each of you personally. The friendships that begin that very first day are the relations that will strengthen St. Mary's and make next year a meaningful one for us all.

As a member of the St. Mary's community, you are also an important member of the Student Government Association. We hope you will take your membership seriously, contributing your ideas, your support and your cooperation. As Student Government officers, our primary concern is to represent **you** in every way possible. Though we are individuals with differing opinions and ideas, I feel that a bond of trust and respect will allow us to reconcile these differences and work together to make next year a great one!

In taking full responsibility as a member of the Student Government, it is necessary that you recognize also the importance of our Honor System. This system strives to uphold trust among faculty, administration, and students. In order for this system to succeed, each student must accept her responsibility to personally uphold our Honor System at St. Mary's.

Finally, upon your arrival this fall, we hope you will immediately feel the warmth of the St. Mary's spirit that is such a vital part of our campus. During the year this spirit will continue to grow within you, depending on how much you are willing to give of yourself.

Once again, let me welcome you to St. Mary's. I am looking forward to meeting you and getting to know you in the upcoming year.

Sincerely,

Lane Turner  
*President, Student  
Government Association*





Bolling Quicke  
*Vice President*  
*Student Government Association*



Boo DeVane  
*Secretary*  
*Student Government Association*



Melrose Whitfield  
*Chairman  
Social Board*



Margaret Ann Denning  
*Secretary  
Social Board*



Kay Reynolds  
*President  
Day Students*

## ST. MARY'S OBJECTIVES

St. Mary's today, as in the past, has as its ultimate purpose to provide opportunities, under the influence of the church, for young women to lay the foundation for developing both their individual potentialities and a sense of obligation to society.

In order that this purpose may be attained as nearly as possible, the Faculty of St. Mary's has formulated these objectives:

To provide the climate in which Christian character with its strong emphasis on concern for others may develop in all phases of life at St. Mary's, through corporate services and special times of prayer and meditation in the college chapel as the center of the institution; through instruction in the faith and worship of the church; through courses in Bible; and through the ministry of a full-time chaplain.

To provide academic courses regularly offered in the junior and senior years of standard preparatory schools, and the basic traditional courses offered in the freshman and sophomore years of most four-year colleges and universities.

To maintain in these courses a high quality of scholarship which will prepare each student at St. Mary's for entrance into any college or university and which will enrich her life with an appreciation of her cultural heritage and lead her into a love of learning and respect for scholarly attainments.

To provide opportunities for developing an appreciation of the finest in art, music, and literature, so that a student may find in the arts a source of inspiration and pleasure throughout her life.

To provide a strong student government so that a student may be trained to participate in democratic community living.

To encourage high ethical standards and firm moral integrity in all aspects of student life.

To encourage good health habits and the wise use of leisure time in developing a wholesome personality.

To appoint faculty and staff members who are willing and able to uphold high ideals characteristic of St. Mary's College.



## ST. MARY'S LIFE AND TRADITIONS

Although St. Mary's as an academic institution is rapidly changing the St. Mary's spirit will be forever constant. Every girl gives of herself in a thousand different ways to create an intangible sense of closeness which is a vital part of our daily living. The traditions make our school unique among all other schools of its type and they constantly remind us, the students, that we are each an important part of St. Mary's.

The life at St. Mary's is centered around the closeness of our community. Academic, spiritual, and social life are combined to create an atmosphere of unity. We are encouraged to strive for academic excellence. Christianity is stressed as a basis for individual development, and student participation in the chapel services helps make the services more relevant and meaningful. A strong student government exists on this campus which permits the students to participate in leading a small democratic community.

There are many little customs here which liven up our daily routine. There is nothing like dorm life—junking up the room of someone who has just won an office; dunking a newly pinned comradely friend in the shower; going on a blind date after you said that you would never do it again; racing for the first suntan of the season; checking your mailbox just to keep the cobwebs out; juking out on the halls during noisy hour; and watching soap operas in the Student Union every afternoon.

The different classes and organizations sponsor special events throughout the year. Our drama department, the dance groups, the Chorale, and the Sea Saints present outside programs and our two athletic clubs are constantly competing in ten different sports. The senior class has a Halloween party in honor of the juniors, and the freshmen's formal dance is for the sophomores. There are also standard traditions that occur at certain times of the year. The Old Girl—New Girl picnic during Orientation Week welcomes our new students, and "big sisters" and "little sisters" become acquainted at this time. At Christmas there are the Beacon—Circle Christmas party and hall parties where girls draw names for secret "peanut presents. Father-Daughter Day is a special day just for our fathers who come to classes with us and attend an evening of entertainment by the Cold Cuts. The Spring Festival is the presentation of the Spring Queen and her court along with a program by the dance groups. The college year is declared officially over after the graduation exercises when the chief marshal, facing a semicircle of the entire college, drops a handkerchief. These and many more make up the "specialness" and fun of St. Mary's life. We hope that each one of you will grow to love our traditions as we do.

## HONOR SYSTEM

The Student Government Association at St. Mary's is based on the Honor Code. The stress on honesty is vital to the functioning of our self-governed college. Consequently, any violation of the Honor Code is regarded as a danger to Student Government and violators are punished.

The success of our Honor System depends upon each girl's acceptance of the responsibility for her own honor and for the honor of the school. If a girl breaks the Honor Code, she is expected to report herself in writing to the President of Student Government. If she knows of another girl's doing so, it is her duty as a member of the Student Government Association to show the girl her fault, explaining why she should report herself, and, if necessary, to report her. Other offenses should be reported to her counselor. When questioned officially, a girl is expected and required to be rigidly truthful.

In the past, it has always been a school policy to check for chapel, assembly, and lecture attendance. The Student Government Officers feel that checking for chapel only contradicts everything the Honor Code represents at St. Mary's. Therefore, we have adopted the policy of not checking, but rather placing the emphasis on upholding the Honor System. It should be stressed that as long as we have compulsory chapel, assembly, and lectures at St. Mary's, skipping these required functions will be a breach of the Honor Code. If one is tardy in or if there is a noticeable low attendance, the girls will be asked to pledge their presence.

When any girl decides not to report herself, that is the time for her to leave St. Mary's. This requirement is obligatory if we at St. Mary's hope to help girls develop high standards of personal honor, and if we expect to maintain an honor system.

Lying, cheating, and stealing are the most serious violations of the Honor Code.

Cheating is defined as the dishonest use of material other than one's own in the preparation of papers, reports, or assignments, as well as dishonest work on tests and examinations. Stealing is taking and keeping, without permission of the owner, anything that belongs to somebody else.

The Honor Pledge is to be written on all test papers and other academic work.

## HONOR CODE

### THE PLEDGE:

I pledge that I have neither given nor received help on this test, nor have I seen anyone else do so.

Your Signature

Each student from the time of taking her individual oath, is fully responsible for maintaining it in all her actions.

### 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 St. 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 St. Mary's.

EACH STUDENT IS RESPONSIBLE AT ALL TIMES FOR KNOWLEDGE OF REGULATIONS GOVERNING HER CONDUCT.

Each St. Mary's Student, remembering that she is representative of St. Mary's, is expected to exercise and maintain in all places and at all times, including summer vacations, the high standards of personal behavior and judgment which will reflect credit on herself and the College. The College reserves the right to deal with any breach of good conduct that occurs at any time while the student is registered at St. Mary's.

## STUDENT GOVERNMENT COUNCILS

### Honor Board

1. The Honor Board is composed of the President, Vice-President, and Secretary of the Student Government Association, one senior class representative, two junior class representatives, one sophomore elected by the underclassmen, and three faculty members appointed by the President of the College.
2. The Honor Board deals with the following offenses:
  - a. lying
  - b. cheating
  - c. stealing
  - d. any case referred to it by the Social Board
  - e. any case of extreme misconduct (such as any use of illegal drugs)
3. The Honor Board may vote to:
  - a. issue a severe warning
  - b. issue a probation
  - c. suspend
  - d. expel
  - e. refer the case to the Social Board

### SOCIAL BOARD

1. The Social Board is composed of the chairman, the secretary, two faculty members appointed by the President of the College, the President or Vice-President of the Student Government Association, the president of the Day Students, and one student representative elected from each class.
2. The Social Board deals with the following offenses:
  - a. use of alcoholic beverages on campus and while officially representing St. Mary's
  - b. leaving or remaining off campus without permission (excessive lateness)
  - c. any conduct to reflect seriously upon the reputation of the student or of the College
  - d. any case referred to it by the Honor Board or Minor Offense Committee
3. The Social Board may vote to:
  - a. issue a severe warning
  - b. campus
  - c. issue a probation
  - d. suspend
  - e. refer the case to the Honor Board

### C. MINOR OFFENSE

1. The Minor Offense Committee of the Hall Council is composed of the secretary of Social Board who acts as chairman, the assistant secretary of Social Board, representatives of the Senior and Junior classes, and chairman of Social Board if she desires. Minor Offense meets at 6:00 p.m. on Mondays. If a girl wishes to appeal an "early curfew" notice, she may appeal before Minor Offense.
2. The Minor Offense Committee deals with:
  - a. girls who have returned over 20 minutes late from an overnight
  - b. girls who wish to appeal "early curfew"
  - c. girls who return 30 minutes late from dating
  - d. girls who have repeatedly broken hall regulations—sent to counselors
3. The Minor Offense Committee may vote to:
  - a. warn
  - b. campus
  - c. reinforce or take away the early curfew penalty
  - d. refer the case to Social Board

### D. HALL COUNCIL

1. The Hall Council is composed of the chairman of the Social Board, the secretary of the Social Board, one assistant secretary, hall counselors (two counselors for each hall), and three Day Student counselors including the president.
2. The Hall Council has jurisdiction over routine matters of student conduct and counselors reserve the right to campus or give points if they deem necessary.
  - a. Campuses are given for noise during closed study and violation of other stated hall regulations.
  - b. The secretary of Social Board will have the campus slips in the mail boxes by Monday afternoon. Campus begins the following day.
  - c. A petition is a request to break campus and is granted to the chairman or secretary of Social Board. Any girl who is granted permission to break campus must make up her campus on the corresponding day of the following week and may not petition again.
    - 1) only three petitions per semester are allowed
    - 2) a request for one day equals one petition
    - 3) a request for a weekend equals three petitions



## LEGISLATIVE BODY

1. The Legislative Body is composed of faculty and student members. The faculty members are: Dean of Students and two faculty members appointed yearly by the President of the College. Student members are: Vice-President of the Student Government Association, chairman; President of the Association, *ex-officio*; Chairman of Social Board; President of Day Students; two representatives from the Junior Class; one representative from each of the other academic classes; Editor of the Student Handbook; and class presidents. The Chairman of the Legislative Body may not vote in a plenary session. The President of the College has the prerogative of attending the Legislative Body meetings.
2. The Legislative Body is composed of three functional branches:
  - a. Constitution Committee which studies the Constitution and presents recommended revisions to the full Legislative Body.
  - b. Policy Committee which evaluates all matters pertaining to Student Government not specifically designated as a function of the other two branches of the Legislative Body and considers any academic matters presented from the Student Body. It then gives its report to the full Legislative Body.
  - c. Petitions Committee which rejects or recommends to the full Legislative Body student petitions regarding social petitions as may seem desirable. Petitions must be signed by three or more students.
3. A petitioned regulation becomes effective 10 days after the date of its approval by the President of the College.
4. For full details refer to the Constitution.

## DORMITORY REGULATIONS

### A. QUIET HOURS

1. On weekdays and Sundays, quiet must be maintained in dormitories all day except: 4:00-7:00 p.m. and 9:30-10:30 p.m.
2. Strict quiet hour is from 7:00-9:30 p.m.
3. A DO NOT DISTURB sign is given to each girl to post on the door of her room when she wishes to be undisturbed. This sign may not be crossed except by a teacher, a counselor or official business, or an Honor Board member. (Any student violating this rule will be given a 3 day campus; a second offense will be called before the Hall Council.) Student should use this sign for sleeping, studying, or legitimate privacy.

### B. NIGHTS OFF HALL

Students may spend Friday or Saturday night, or both, in another room on campus provided they sign out with the counselors concerned. Underclassmen are limited to underclassmen halls.

### C. AFTER CLOSING HOURS

1. Girls returning to the dormitory after closing hours may be admitted only by a resident counselor or hall counselor.
2. All except those dating must be in their dorm by 11:00 p.m.
3. After signing in, those dating must be in their dorm within fifteen minutes.

### D. HALL REGULATIONS

1. Underclassmen
  - a. Freshmen must be on their own hall and have their light out by 11:00 p.m. Sunday-Thursday and 12:15 a.m. on Friday and Saturday nights.
  - b. Sophomores must be on their own hall and have their light out by 12:00 midnight Sunday-Thursday and 12:45 a.m. on Friday and Saturday nights.
2. Upperclassmen
  - a. Juniors, if dating, must be on their own halls by 12:15 a.m. Sunday-Thursday and by 1:15 a.m. Friday and Saturday.
  - b. Seniors, if dating must be on their own halls by 12:45 a.m. Sunday-Thursday and 1:45 a.m. Friday and Saturday.

### E. CARE OF ROOMS

1. Rooms must be in order at all times. Beds should be made before class or by 10:30 a.m.
2. Students must not deface walls or furniture. Do not use tacks, nails, adhesive tape or scotch tape on the walls. Anyone violating this rule will be assessed for the damage done.



3. It is to be noted that a \$50.00 damage fee is included in the student's tuition. This fee will be refunded at the close of the academic year minus the repair cost.

#### F. GUESTS OVERNIGHT

1. Students are encouraged to have guests on Friday and Saturday nights only. All guests must be registered in the Dean of Students office and must observe all regulations of her hostess. Her hostess receives any penalty accumulated by the guest.
2. Car keys must be left in the Dean of Students office overnight.
3. Day Students may spend any night of the week on campus. They are expected to register in the guestbook, and leave car keys in the Dean of Students office.
4. Students are not to have overnight guests unless there are beds available.

#### G. MARRIED STUDENTS

Are not allowed to live in the dormitories unless by special permission from the President of the College.

#### H. FATHERS, BROTHERS, AND ESCORTS

Are not permitted on the halls except on the opening and closing days of the college year, at the beginning and ending of each vacation period, and on Father-Daughter Day.

#### I. USE OF ALCOHOL AND DRUGS

The use of alcoholic beverages (including beer, wine and liquor) and drugs is strictly prohibited on the campus. Violation of this rule requires Social Board or Honor Board action.

#### J. CARS

1. Resident Seniors only may have cars on campus provided they maintain a 2.0 average, and have written parental permission on file in the Dean of Students office.
2. Resident Juniors, Sophomores and Freshmen may not have a car unless special permission for unusual circumstances has been given in advance to the parents by the Dean of Students.
3. Day students may have a car on campus provided parking space is available.
4. St. Mary's does not condone off campus parking of cars for resident students, and the College cannot be in any way responsible for or make any effort to control that situation. We are of the opinion that students may more easily participate in the academic atmosphere if they do not have cars.
5. **Improperly parked cars will be ticketed or towed away at the owner's expense.**
6. All persons having parking privileges on campus must procure a parking sticker from the Business Office and place

the license number and owner's name on file. License number information must be updated when applicable. The fee is \$5.00 for resident students.

#### K. NO PETS OF ANY TYPE ARE ALLOWED IN DORMITORIES

#### L. FIRE DRILLS

1. Turn on lights.
2. Close windows.
3. Take bath towel and flashlight.
4. Put on warm coat and sturdy shoes. (no clogs)
5. Close door and transom of room.
6. Proceed (single file) by appointed route to appointed place on campus.
7. If not on halls report to your hall group at its appointed outside area. Do not return to your dormitory, go straight to the appointed area.
8. Line up according to halls and count off when signal is given by counselor. Counselors then report to Student Fire Captain or a Fire Lieutenant in front of Smedes or outside Lowe Smedes door (facing Back Campus) and give the names of all girls who are absent.
9. Day students go between Penick and Language Arts Building
10. Return to hall at signal of siren.
11. **Quiet must be maintained during the whole drill.**

By order of the Raleigh Fire Department the use of electrical appliances, such as the following: sunlamps, corn poppers, coffee pots, heating pads, electric blankets, irons, and electric curlers without a UL label are STRICTLY PROHIBITED. Halls must be kept clear of soft drink bottles, luggage, etc., at all times. Fire doors on all halls must be opened after 11:00 p.m.

## UNDERCLASSMEN OFF-CAMPUS REGULATIONS

A.

| Monday-Thursday  | Friday & Saturday   | Sunday  |
|--|---|---|
| <ol style="list-style-type: none"> <li>1. Town perm.: every day, two students until 6:30 p.m.</li> <li>2. Dating: 9:00 a.m.-6:30 p.m.</li> </ol> | <ol style="list-style-type: none"> <li>1. Town perm.: 2 students until 6:30 p.m. Soph. 3 or more until 11:30 p.m. Fresh. 3 or more until 11:00 p.m.</li> <li>2. Dating: Fresh. until 12:00 Midnight Soph. until 12:30 a.m.</li> </ol> | <ol style="list-style-type: none"> <li>1. Town perm.: 2 students after Chapel until 6:30 p.m.</li> <li>2. Dating: after Chapel until 6:30 p.m.</li> </ol> |

### General Regulations

1. Students must sign out whenever leaving campus. Students may sign out until their curfew unless taking an overnight.
2. All freshmen must double date first semester.
3. New sophomores must double date first quarter.
4. Returning before 9:30 p.m. Labor Day weekend, mid-semester break, Thanksgiving, Christmas, spring break, and Easter weekend; may sign out until 11:30 p.m. Sign in by 10:00 p.m. on all other weekends.
5. Each student must **personally** sign out and in correctly.
6. During the college year underclassmen may not go into apartments, motels, men's residences, or the like, in mixed company without proper chaperonage and special permission. Twenty-five is the minimum age for a chaperone.
7. St. Mary's students are expected to **OBSERVE THE LAWS OF THE STATE OF NORTH CAROLINA**. Special attention is invited to the legal age of 18 for the use of beer and wine and 21 for liquor.
8. Any girl involved in any kind of accident off campus should report it as soon as possible to the Dean of Students office.

### C Overnight, Date, and Special Permission

1. Overnights
  - a. Underclassmen are allowed to spend the night or weekends with underclassmen Day Students provided they have:

- 1) written permission from Day Student's parents
  - 2) parental permission
  - b. A student may spend the night in a neighboring town with an approved hostess.
  - c. When a student is visiting other college campuses she is expected to follow all rules for visiting girls.
  - d. After a student leaves campus, she may not call in for additional overnights unless unusual circumstances arise.
  - e. The list of incomplete parental permissions or hostess permissions in the signout hall must be noted.
  - f. No overnights granted:
    - 1) On orientation weekend
    - 2) Special events designated by the Dean of Students.
  - g. If at any time a student realizes that she will be late in returning, she must call the Dean of Students office immediately.
2. Overnight slips
- a. Overnight slips must be filed in Lower Smedes 24 hours before expected time of departure.
  - b. Parental permissions and hostess invitations must be sent **DIRECTLY TO THE DEAN OF STUDENTS.**
  - c. After "absence counts as . . ." on the slip, designate the nights away and the number of chapel absences. Each girl is personally responsible to keep a record of her overnights and chapel absences and keep within her quota. Unused chapel cuts and overnights can be carried over and used second semester.
  - d. Parental permission for going home or to spend a night in Chapel Hill or Durham is required unless parents sign a blanket permission.
3. General
- a. Use Ink and write last name first on all slips—dating or overnights.
  - b. File white special permission slips when requesting special permission, and for destinations other than Raleigh. Special permissions should be filed no later than 4:00 p.m. on the Day of Request.
  - c. Dating Friday and Saturday nights—sign in and out on Master List in Sign Out Hall.
  - d. Underclassmen must make up Closed Study in the afternoon before 7:30 p.m. in the library or a classroom in order to have a Special Permission in the evening—Sunday through Thursday. Students on Study Hall may not have Special Permissions during the week.
  - e. In order to cancel a filed slip—special permission or over-

nights—leave a note on the Dean of Students office door.  
Do not make a duplicate slip.

#### D. Special Parental Permissions

1. A written permission from parents releasing the college from all responsibility is required for students:
  - a. to ride in a car with a date in Raleigh, and to and from specified destinations.
  - b. to fly in commercial or non-commercial (private) planes.
  - c. to TRIP out of Raleigh in privately operated cars on LONG TRIPS
  - d. to stay in a hotel or motel.
  - e. to ride to and from home with area students.
  - f. to attend beach parties.

#### E. Parent's Nights

1. The parents of a student may take their daughter, no other students, to spend the night in Raleigh or the immediate vicinity (includes Cary, Apex, and Garner).
2. Students planning to take a parent's night must file an overnight permission slip for each night. Parental permission may be sent in writing or given at the time the student leaves campus.
3. Students taking a parent's night must return in time for classes, otherwise by 6:00 p.m. Saturday, and 10:00 a.m. Sunday.
4. Resident students who are from Raleigh may not take parent's nights.

#### Quota—Underclassmen

|            |                               |                                |
|------------|-------------------------------|--------------------------------|
| Freshmen   | First Semester                | Second Semester                |
|            | 6 overnights<br>3 chapel cuts | 7 overnights<br>4 chapel cuts  |
| Sophomores | First Semester                | Second Semester                |
|            | 8 overnights<br>4 chapel cuts | 10 overnights<br>5 chapel cuts |

1. Sophomores may take 2 additional overnights with chapel absence either semester provided they have an appointment for visiting colleges.
2. Overnights may be taken Friday after classes through Sunday until 10:00 p.m. If going to Chapel Hill or Durham, return by 11:00 p.m.
3. Holidays—A student whose plans for return after a vacation are unexpectedly changed should call the Dean of Students office after 2:00 p.m. on the day she is to return.

4. Students may leave campus on Saturday after 7:30 a.m. If it is necessary to leave earlier due to unusual circumstances make special arrangements in Dean of Students office.
5. Freshmen with a quality point ratio of 2.5 may have 8 overnights; 4 chapel cuts second semester.
6. Sophomores with a quality point ratio of 2.5 may have 1 overnights; 6 chapel cuts second semester.
7. On the night of the Freshmen-Sophomore Dance boarders are given one free overnight with Day Students.
8. Sophomores have two other free overnights with Day Students.



## UPPERCLASSMEN OFF-CAMPUS REGULATIONS

A.

### SENIORS

| Town Permission   | Dating   |
|---|--|
| <ol style="list-style-type: none"> <li>1. Group of two or more until 12:30 a.m. Sunday-Thursday</li> <li>2. Group of two or more until 1:30 a.m. Friday and Saturday</li> </ol> | <ol style="list-style-type: none"> <li>1. Monday-Thursday<br/>9:00 a.m.-12:30 a.m.</li> <li>2. Friday and Saturday<br/>9:00 a.m.-1:30 a.m.</li> <li>3. Sunday—after Chapel until 12:30 a.m.</li> </ol> |

### JUNIORS

| Town Permission  | Dating   |
|--|--|
| <ol style="list-style-type: none"> <li>1. Group of two or more until 12:00 Midnight every week-night allowed to date</li> <li>2. Group of two or more until 1:00 a.m. Friday and Saturday</li> </ol> | <ol style="list-style-type: none"> <li>1. Monday-Thursday<br/>Beginning 2nd Quarter one night a week with a 2.0 Q.P.R.<br/>Beginning 2nd Semester two nights a week with a 2.5 Q.P.R.</li> <li>2. Friday-Saturday<br/>9:00 a.m.-1:00 a.m.</li> <li>3. Sunday<br/>Beginning 2nd Quarter until 12:00 Midnight with 2.0 Q.P.R.<br/><br/>every other Sunday until 12:00 Midnight with lower than 2.0 Q.P.R.</li> </ol> |

#### Early Curfew:

Anyone who is late (over 5 minutes) automatically has 1/2 hour subtracted from her dating curfew for the remainder of the quarter unless she appeals to minor offense and is pardoned.

#### GENERAL REGULATIONS

1. Sign out when dating or returning after 6:00 p.m.
2. Each student must **PERSONALLY** sign in and out correctly. Students may sign out for dates until their curfew.
3. If at any time a student realizes that she will be late in returning, she must call the Dean of Students office at once.



4. A note should be left on the Dean of Students office door:
  - a. to cancel an overnight slip.
  - b. if returning earlier than anticipated.
  - c. to cancel a chapel absence.
5. After a student leaves campus, she may not telephone for permission to take another overnight unless unusual circumstances arise.
6. Unused chapel cuts and overnights can be carried over and used second semester.
7. Upperclassmen returning from all overnights and holidays, must return and sign in by their dating curfew of that night (All A. P. rules still apply.)
8. Day Students may spend the night in a dormitory.
9. No overnights are granted:
  - a. on orientation weekend
  - b. during special events designated by the Dean of Students
10. After vacation, a student whose plans for return are unexpectedly changed should call the Dean of Students office after 2:00 p.m. on the day she is due to return.
11. The list of incomplete parental or hostess permissions for all students in the sign-out hall must be noted.

#### C. PARENT'S NIGHTS

1. The parents of a student may take their daughter, no other student, to spend the night in Raleigh or the immediate vicinity (includes Cary, Apex, and Garner).
2. Students planning to take a parent's night file an overnight permission slip. Parental permission may be sent in writing or at the time the student leaves campus.
3. Students taking a parent's night must return in time for classes, otherwise by 6:00 p.m. Saturday, and by 10:00 a.m. Sunday.
4. Resident students who are from Raleigh may not take parent's nights.

#### D. SENIOR REGULATIONS

1. Seniors may go into apartments, or men's residences under the following conditions:
  - a. A blanket permission must be signed by a parent of the student.
  - b. A student must be accompanied by at least one other couple.
  - c. Students must leave by 1:30 a.m. when outside the vicinity of Raleigh.
2. Seniors with a 2.0 average may have cars. The license number and description of the car must be filed in the Dean of Students office and the Business Office. Students who wish

to park on St. Mary's campus must display a parking sticker that will be received when the required \$5.00 registration fee is paid in the Business Office.

#### E. JUNIOR REGULATIONS

1. First semester Juniors may not go into men's residences.
2. Second semester Juniors may go into apartments or men's residences under the conditions previously listed for Seniors.
3. Juniors must make up Closed Study in the afternoon before 7:30 p.m. in the library or a classroom in order to have Special Permission Sunday through Thursday.
4. The list of incomplete parental or hostess permissions for Juniors in the sign-out hall must be noted.
5. **JUNIORS ARE NOT ALLOWED TO HAVE CARS UNLESS SPECIAL PERMISSION DUE TO UNUSUAL CIRCUMSTANCES HAS BEEN GIVEN IN ADVANCE TO THE PARENTS BY THE DEAN OF STUDENTS.**

#### F. OVERNIGHT CARDS AND SPECIAL PERMISSION SLIPS

1. When leaving campus for an overnight, students must sign out on the overnight cards giving destination, hostess, date and time of leaving, and date of return.
2. Write last name first.
3. If a student does not have blanket permission, the overnight card must be approved in the Dean of Students office 24 hours before leaving. Parental permissions and hostess invitations must be sent directly to the Dean of Students office 24 hours before departure.
4. File white special permission slips for special absences.

#### G. SPECIAL PARENTAL PERMISSION

1. A written permission from parents releasing the College from all responsibility is required for students to:
  - a. ride in a car with a date in Raleigh and to and from specified destinations.
  - b. to fly in commercial and private planes.
  - c. to ride out of Raleigh in privately operated cars on long trips.
2. Blanket hostess and parental permission is available for Seniors and 2nd Quarter Juniors provided their parents have signed the written blanket permission form. The blanket permission allows a student to take overnights from St. Mary's at the places she designates on her overnight absence card without hostess invitations.

## H. UPPERCLASSMEN QUOTA

|              | <i>First Semester</i>                         | <i>Second Semester</i>                        |
|--------------|---|---|
| Juniors      | 12 overnights<br>6 chapel absences            | 16 overnights<br>8 chapel absences            |
| Seniors      | Unlimited<br>overnights<br>9 chapel absences  | Unlimited<br>overnights<br>9 chapel absences  |
| Counselors   | Unlimited<br>overnights<br>10 chapel absences | Unlimited<br>overnights<br>10 chapel absences |
| SGA Officers | Unlimited<br>overnights<br>12 chapel absences | Unlimited<br>overnights<br>12 chapel absences |

1. Each girl is *personally* responsible to keep a record of her overnights and chapel absences and keep within her quota.
2. Seniors may take overnights Thursday (11:00 a.m.) through Monday (12:30 a.m.).
3. Juniors may take overnights Friday (7:30 a.m.) through Sunday (12:00 midnight).
4. If leaving for an overnight earlier than 7:30 a.m. due to unusual circumstances, special arrangements must be made in the Dean of Students office.
5. Juniors with Quality Point Ratio of 2.5 have UNLIMITED OVERNIGHTS second semester.
6. Juniors who have a Q.P.R. of 2.5 for third quarter have the same privileges as Juniors with a 2.5 for first semester.

## GENERAL CAMPUS REGULATIONS

### A. CHAPEL SERVICES

1. All students may attend an optional chapel service at 10:30 a.m. on Tuesdays.
2. All students may attend an optional forum at 10:30 a.m. on Thursdays.
3. All boarders and day students present on the campus are to attend the 6:30 p.m. Chapel service on Wednesday and the one corporate service here on Sunday at 10:30 a.m.
4. Other services are held from time to time and are optional.

### B. ASSEMBLY

1. All students are to attend assembly at 10:30 a.m. on Wednesday and must sit in assigned seats.
2. Students should not take mail, papers, or books into assembly or chapel.

### C. DINING ROOM — MEALS

- | 1. Hours: | Breakfast | Lunch       | Dinner    |
|-----------|-----------|-------------|-----------|
| Weekdays  | 7:15-8:30 | 11:30-1:15  | 4:45-6:00 |
| Saturday  | 9:00-9:30 | 12:00-12:45 | 5:00-5:30 |
| Sunday    | 9:00-9:30 | 12:15-1:00  | 5:00-5:30 |
2. Students are welcome to bring guests to all meals. They must pay a charge at the door.
  3. Students must not carry food, silverware, or china from the dining hall. This is an HONOR BOARD offense.
  4. Unlimited seconds are offered on all meals except on Gourmet night.

### D. TELEPHONE

1. Switchboard hours:  
Monday-Saturday                      8:00 a.m. - 10:30 p.m.  
Sunday                                      9:00 a.m. - 10:30 p.m.
2. The switchboard is closed during Sunday chapel—10:15 a.m.-11:45 a.m.
3. All calls after 10:30 p.m. will be received by an Answering Service—dial 828-2521—and emergency calls for the President and the Dean of Students will be referred to the appropriate person.
4. Students are expected to inform parents and friends that dormitories cannot be called when the switchboard is closed.
5. Calls should be limited to three minutes.
6. Juniors and Seniors may call out and receive calls on the hall phone during closed study (7:00-9:30 p.m.). Underclassmen not in study hall may also receive phone calls during closed study.
7. Pay phones are available in Lower Smedes and the Student Union for long distance phone calls.

8. All Juniors and Seniors may have private phones. Their numbers will be listed at the College switchboard and under Information. Calls may be made or received at any time.

#### E. INFIRMARY

1. The College Physician is at the Infirmary on Mondays, Wednesdays, and Fridays from 12:00 noon to 1:00 p.m., and at any other time he is needed.
2. The Infirmary has a registered nurse on duty at all times.
3. Hours:

|                     |
|---------------------|
| 8:00 a.m.—2:00 p.m. |
| 4:00 p.m.—7:30 p.m. |
| 9:30 p.m.—9:45 p.m. |
4. If the Infirmary is closed, a counselor on a girl's hall must report to the Dean of Students office, or to a resident counselor, who will call the Infirmary to report that a girl needs admitting.
5. Any student going to the Infirmary after 9:45 p.m. must be accompanied by a resident counselor or a security officer.
6. Each resident student is expected to report to the Infirmary if she is ill, or has an accident. She is expected to remain in the Infirmary for treatment unless the College Physician determines her illness warrants treatment by her family physician in which case authorization for her departure will be issued to the Dean of Students from the College Physician. If a parent insists upon taking a student home without such authorization, class absences will be unexcused.
7. Students must not telephone the Infirmary at any time unless authorized to do so by a faculty member, or a resident counselor. For information regarding prescriptions, Doctor appointments, or reports on roommates and friends, one must go to the Infirmary during regular Infirmary hours.
8. Students going off campus for special doctor appointments, X-rays at the hospital, etc., must sign out and in at the Infirmary.
9. Parents will be notified in case of serious illness or if the length of stay is prolonged. No student should call the parents of a sick girl without permission from the Dean of Students.
10. In the event that treatment or examination elsewhere is needed, authorization by the College Physician through the office of the Dean of Students is necessary. Class absences without this authorization will be unexcused.
11. Arrangements for medical or dental appointments at home should be made during holidays or summer vacation periods. Extended week-ends for such appointments are disruptive.



academic work, and whenever possible the Infirmary will make appointments in Raleigh with the doctor requested by the parents.

12. A complete report from any consulted physician must be sent to the Infirmary. All prescriptions must go through the Infirmary.
13. Students may have books in the Infirmary after twenty-four hours. Magazines and newspapers may be permitted with the permission of the nurse or physician at any time.
14. Parents, family, friends, resident and hall counselors, and faculty are requested to observe the visiting hours:  
11:00 a.m.—12:00 p.m.  
4:00 p.m.— 5:00 p.m.  
6:30 p.m.— 7:30 p.m.
15. A patient may have two visitors at a time. However, if the disease is infectious or contagious, no visitors will be allowed.

#### LIBRARY

1. Hours:

|               |                        |
|---------------|------------------------|
| Monday-Friday | 8:00 a.m. - 11:00 p.m. |
| Saturday      | 9:00 a.m. - 5:00 p.m.  |
| Sunday        | 1:00 p.m. - 11:00 p.m. |
2. General books may be borrowed for a period of two weeks and renewed for another two weeks, if they are not needed in the Library.
3. When checking out a book, students should stamp the date due slip, sign and stamp the date on the book card, and drop the card into the proper slot at the circulation desk.
4. Reserve books may be checked out after 9:30 p.m.—Sunday-Friday, and after 4:30 p.m.—Saturday. They are due at 9:30 a.m. the following day, except on Sundays, when they are due at 1:00 p.m.
5. Magazines and Reference Books do not circulate. They are not to be removed from the Library.
6. Fines: General books 10¢ per day  
Reserve books 25¢ per hour or part thereof  
If the book is lost, it should be reported as soon as possible. The fine stops on the date that the book is reported lost.
7. Prompt attention should be given to all LIBRARY NOTICES. If there is any question in regard to a notice, bring it to the Library and ask for an explanation.
8. Library accounts must be cleared before the end of a semester. See FINANCIAL INFORMATION in the College Catalog in regard to the settlement of all financial obligations.
9. Students found with missing library books or magazines in their possession will be dealt with at the discretion of the Honor Board.

10. Except in an emergency, a student is not allowed to receive a telephone call in the Library.
11. Food and drinks are not to be brought into the Library.
12. Students may smoke in the Library in designated areas.
13. St. Mary's is a member of the Consortium of six Raleigh Colleges. Therefore, students have the privilege of using the other college libraries. To do so, a special borrower's card is required. This is available from your librarian.
14. Regulations are made for the good of all concerned. Your cooperation will be appreciated.

#### G. SMOKING

1. Students may smoke only in student lounges, the small parlors in Smedes, the Student Union, the music studio of any teacher who so permits, and in their dormitories if they have adequate ash trays and metal waste baskets. Students may also smoke in designated areas in the dining hall and in the smoking study of the library.
2. **Cigarette butts should not be thrown away on halls or stair ways.**
3. Students must not smoke in or on a bed, in the infirmary gym, or in any classroom or laboratory.

#### H. FRESHMAN - SOPHOMORE DANCE

Students who are planning the dance must not make such commitments as choice of orchestra, price of bids, or materials for decoration, without approval of the business manager and the class advisor. No contract may be concluded without the signature of the President of the College.

#### I. BULLETIN BOARDS

**Each girl is responsible for notices on all bulletin boards pertaining to students. Please check them daily.**

#### J. SELF HELP

1. There are several different types of employment for students who would like to have or need "Self Help." Work is available in the Library, the Dining Hall, the Dean of Students Office, the Laboratories, the Gym, the Bookstore, the Switchboard, and the Guidance Center.
2. All students who work must be registered at the Guidance Office. Information concerning campus and/or temporary employment may be obtained there.



## SPECIAL SPOTS

### A. BOOKSTORE

1. Hours: Monday-Friday, 8:00 a.m. - 4:00 p.m., and each Saturday, 8:00 a.m. - 12:00 noon.
2. All books and college supplies may be purchased at the store.
3. Dry cleaning is sent out from the store on Monday, Wednesday, and Friday at 8:00 a.m.
4. The Bank Window will be open from 8:00 a.m.-12:00 noon and 1:30 p.m.-3:45 p.m. Monday through Friday.
5. Students are advised to have their own checking accounts either in Raleigh or their hometown.
6. The students should not keep large amounts of money in their rooms. The College cannot be responsible for money losses.

### B. POST OFFICE

1. Stamps are sold at the Post Office Monday-Friday 8:00 a.m.-8:30 a.m. and 1:30 p.m.-2:30 p.m. The Post Office is also open on Saturday from 8:00 a.m. until 11:45 a.m.
2. Mail comes in at 7:25 a.m. and 4:00 p.m. Monday through Saturday and at 9:00 a.m. on Sunday.
3. Mail leaves at 7:45 a.m. and 3:45 p.m. Monday through Saturday and at 7:45 a.m. on Sunday.
4. Parcel post and express may be sent out and received during store hours. Money orders and insurance for packages are not available.

### C. STUDENT UNION

1. The Student Union is open from 8:30 a.m. - 11:00 p.m. daily.
2. Students may have dates in the Student Union on Thursday nights from 7:00 p.m.-11:00 p.m. and on weekends.
3. **FOOD IS NOT ALLOWED IN THE STUDENT UNION. DRINK BOTTLES SHOULD BE REMOVED BEFORE LEAVING THE LOUNGE.**

### D. SNACK BAR

1. The Snack Bar is open from 10:00 a.m. - 2:30 p.m. Monday through Friday and from 7:30 p.m.-10:30 p.m. Monday through Thursday.
2. The Snack Bar is closed on Saturday and is open on Sunday from 6:30 p.m.-10:30 p.m.

### E. SUNBATHING AREAS

1. The following areas have been designated for sunbathing:  
Sun Porch—Smedes (not during examination week).  
Sun Porches—Cruikshank (not during examination week).  
Lawns—areas between West Rock and West Smedes, between Music Building and Penick, and in front of Holt.

2. Sunburn does not excuse a student from class preparation, attendance, or participation.
3. Rooms passed through must not be disturbed and **QUIET HOUR MUST BE OBSERVED.**

#### F. KITCHENS

1. Girls must leave the kitchens in order and leave all equipment in its proper place.
2. Kitchens may not be used after 12:00 midnight.

#### G. GYM

The gym will be open for St. Mary's students who wish to use its facilities. The following hours are to be observed by faculty, staff, and students:

|                     |                       |                     |
|---------------------|-----------------------|---------------------|
| Monday              | 10:30 a.m.-11:00 a.m. | 7:00 p.m.-8:00 p.m. |
| Tuesday             |                       | 7:00 p.m.-8:00 p.m. |
| Wednesday           | 10:30 a.m.-11:00 a.m. | 7:30 p.m.-8:30 p.m. |
| Thursday            |                       | 7:00 p.m.-8:00 p.m. |
| Friday              | 10:30 a.m.-11:00 a.m. | 7:00 p.m.-9:00 p.m. |
| Saturday and Sunday |                       | 2:00 p.m.-4:00 p.m. |

Students may have dates in the gym on Fridays from 7:00 p.m.-9:00 p.m.

1. NO street shoes are to be worn inside the gym in the basketball court area or in the dance studio.
2. NO smoking, food, or drinks allowed in the gym.
3. ONLY bowling shoes are to be worn while bowling. This is a safety precaution.
4. NO ONE IS ALLOWED TO USE THE SAUNA BATH WITHOUT PROPER SUPERVISION.

#### H. TENNIS COURTS

1. Tennis Courts are for the use of students and faculty only.
2. Students may bring dates to play on Sunday 5:00 p.m.-8:00 p.m. Dates may not play in the event other St. Mary's students are waiting to play.
3. If the courts are full and people are waiting to play, the following regulations concerning time must be observed:
  - A. Singles limited to One Hour.
  - B. Doubles limited to One and one-half Hours.
4. Gate Rules
  - A. Leave tennis ball cans at the entrance to courts.
  - B. Remove acorns, gravel, etc. before playing.
  - C. Wear only smooth soled shoes; no street shoes.
  - D. Keep gates closed.
  - E. Release tension from net after play.
5. Tennis Courts may not be used during church on Sunday

6. Lights must be off by 11:00 p.m. The courts will be locked at this time.
7. The Tennis Courts are grasstex.

#### SWIMMING

1. Students and faculty may use the pool for recreational swimming during the designated times, when supervision is provided.
2. Bathing caps are required to be worn in the pool. Girls must wear their own swimsuits for recreational swim.
3. Any student using the pool is subject to the general rules of behavior posted in the pool area.
4. **NO ONE IS ALLOWED TO SWIM ALONE.**

#### LAUNDRY

1. Two sheets, one pillow case, and three towels are provided weekly by the school for each student. A locker for this linen is provided and the students may swap their soiled linen for clean 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 is also a laundromat on campus for student use.

#### LOST AND FOUND

1. The lost and found is in the House Keeper's office which is located in Lower Smedes.
2. Check notices on all bulletin boards for lost and found articles.
3. Under no circumstances are the girls to bring expensive jewelry—only costume jewelry, please. **The College cannot be responsible for valuable jewelry.**

**OFFICE HOURS OF THE DEAN OF STUDENTS**

**SMEDES HALL**

**MONDAY THROUGH FRIDAY**

8:30 a.m. — 12:30 p.m.

1:30 p.m. — 4:30 p.m.

**SATURDAY**

10:00 a.m. — 12:00 noon

**SUNDAY**

11:30 a.m. — 12:30 p.m.

HOSTESS WILL BE ON DUTY FROM 12:00 NOON UNTIL CLOSING EVERY EVENING AND WILL DIRECT EMERGENCIES TO THE DEAN OF STUDENTS.

SPECIAL PERMISSIONS SHOULD BE FILED NO LATER THAN 4:00 p.m. THE DAY OF YOUR REQUEST.

## **GUIDANCE AND COUNSELING SERVICE**

### **1. THE COUNSELING CENTER**

The purpose of the counseling center is to assist the student to make the most of her opportunities for academic and personal development while at St. Mary's. Counseling is available in the areas of academic planning, vocational choices, transfer programs, and personal problems. Assistance with study skills and reading programs is available. The services are implemented by means of occupational information, college catalogs, vertical files, reference books, study abroad programs and summer programs. In addition, announcements and informational services are made available to the students by means of the weekly bulletins and the bulletin board areas. Students may avail themselves of these services by calling for an appointment or by filling out an appointment request form at the counseling center in lower Smedes.

### **2. ACADEMIC ADVISING**

Each student is given the opportunity to request a specific advisor; however, if no preference is given, a faculty advisor is assigned to assist in the student's academic planning. The advisor helps the student to select courses appropriate to her educational objectives, keeps a record of the student's progress, and remains available throughout the year for additional counseling or referral to other appropriate personnel. Advisors will make every attempt to give effective guidance to students in academic matters and to 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 in consultation with the registrar.

## **CHAPLAIN AND CHAPEL PROGRAM**

St. Mary's has a full-time chaplain who ministers to the needs of the student body as a whole and to the students individually. Boarding students attend chapel on Sunday, if on campus, and on Wednesday for evening prayer. There is a voluntary service on Tuesday mornings.

Under the direction of the chaplain, students are encouraged to participate in the chapel services. Student participation includes making suggestions, assisting with the services by leading worship and prayers, being a member of the Vestry and the Altar Guild, and being an acolyte, crucifer, or cup bearer.

Bringing the community together to worship and pray and learn is very important in the life at St. Mary's. Supporting this belief of

St. Mary's will provide an understanding of the purpose of our school—providing an atmosphere which blends the academic, social, and spiritual aspects of life in order to facilitate the growth of a whole person.

## ACADEMIC REGULATIONS

### A. GRADING

All grades are given in letters. The following system of grading is used at St. Mary's: A indicates Superior work, B indicates Very Good work, C indicates Good work, D indicates Passing work, and F indicates Failing work.

The semester grade is the average of the examination grade and two quarterly grades, unless otherwise stated. The final evaluation of all grades rests solely with the instructor concerned, but every instructor will discuss grades with students.

No student is excused from an examination. An examination that is missed because of illness must be made up.

A course may be dropped within the first four weeks of a semester without penalty. No grade, either passing or failing, is recorded on permanent records. Should a student passing a course wish to withdraw after the first four-week period, she may do so until the end of first quarter with permission from the academic dean. A "withdrawal passing" is recorded on her record and hours attempted are not averaged into her quality point ratio.

If a student who is failing a course wishes to withdraw after the first four-week period, she may do so only after consultation with the academic dean. Hours in this case are averaged into her quality point ratio and a "withdrawal failing" is recorded on her record.

A student may add a course during the first two weeks of a semester. In order to add a course after that she must have the permission of the faculty instructor, the chairman of the department, and the academic dean.

Students who are absent from the campus for more than six weeks may not receive credit for the semester's work.

Students whose grades remain unsatisfactory may be required to give up one or all extracurricular activities.

Work which is late for reasons other than illness or family emergency is not given full credit unless special arrangements are made with the instructor prior to the expiration of the first week after the work is due. Work late without good reason is not accepted.

### B. DEAN'S LIST

A general award of merit opened to members of the college is the Dean's List. This list is published at the end of each semester. Students who have a yearly average of 3.25 receive recognition at commencement. A student must fulfill the following requirements to be on the Dean's List: (1) during the semester, she must carry a



minimum of 14 semester hours of 2, 3, or 4 semester hour courses; (2) she must attain a quality point ratio of 3.25 or better in courses taken for credit; (3) she must maintain the status of a student in Good Standing with the faculty and the Honor Board of the Student Government Association.

### C. HONOR ROLL

The Honor Roll is the general award of merit open to members of the high school department. 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 quality point ratio of 3.00 (B) or better in courses taken for credit; (3) she must maintain the status of a student in Good Standing with the faculty and the Honor Board of the Student Government Association.

### D. ABSENCE POLICY

With the continuing conviction that an important educational goal at St. Mary's is to place increasing personal responsibility for class attendance on the college student, the following Absence Policy seeks to both safeguard the education of St. Mary's students and to permit them the freedom to grow.

### JUNIORS

First Semester: Absences per semester *not to exceed the number of class sessions per week.\**

Second Semester: A Quality Point Ratio of 2.50 and higher—unrestricted absences—subject to evaluation and decision by individual faculty members in the event of a seriously declining performance by a student.

A Quality Point Ratio of 2.00-2.49—Maximum of 5 unrestricted absences per semester in each

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\*The policy on absences from laboratory will be determined by the individual instructor.

Absence from class does not relieve the student from responsibility for work assigned while she is absent; any written assignment due in a class that is to be missed must be turned in to a teacher prior to the absence, except in the case of personal illness. In such a case a student may have a week in which to complete the work missed. The student is not allowed to make up an assigned test which is missed because of a cut.



course which meets 3 or more times per week, and a maximum of 4 unrestricted absences for hour and a half courses on Tuesdays and Thursdays, subject to evaluation and decision by individual faculty members in the event of a seriously declining performance by a student. A Quality Point Ratio of 1.80-1.99—Absences per semester not to exceed the number of class sessions per week. A Quality Point Ratio of 1.79 and lower—Academic Probation—One unrestricted absence in each course per *quarter*.

## SENIORS

A Quality Point Ratio of 2.00 and higher—unrestricted absences—subject to evaluation and decision by individual faculty members in the event of a seriously declining performance by a student.

A Quality Point Ratio of 1.80 - 1.99 — Maximum of 5 unrestricted absences per semester in each course which meets 3 or more times per week, and a maximum of 4 unrestricted absences for hour and a half courses on Tuesdays and Thursdays, subject to evaluation and decision by individual faculty members in the event of a seriously declining performance by a student.

A Quality Point Ratio of 1.79 and lower — Academic Probation — one unrestricted absence in each course per *quarter*.

**UNEXCUSED ABSENCES IN EXCESS OF THOSE ALLOWED WILL RESULT IN A FRACTIONAL DROP IN THE SEMESTER GRADE FOR EACH SUCH ABSENCE (E.G. C+ To C-, Etc.).**

### ACADEMIC PROBATION:

Students on academic probation are defined as those with a Q.P.R. below 1.80.

The following regulations stand as a guide for students on academic probation:

The determining of academic probation will be made at the end of first quarter, first semester, third quarter, second semester. Students who place themselves on academic probation have only one optional class absence per quarter. Students on academic probation are expected to study in a place conducive to quiet, uninterrupted concentration between the hours of 7:00 and 10:00 p.m., Monday through Thursday nights.

Alternate weeks Sunday night study between these hours is also expected. No permissions to leave campus will be granted at this time except under conditions of gravest emergency as determined by the Dean of Students.

Students on academic probation will be penalized for unexcused absences (above the 1 allowed) as follows:

- a. 1st unexcused absence results in a fractional drop of a letter grade (e.g. C to C-) for the semester.
- b. 2nd and 3rd unexcused absences result in continuing fractional drops.
- c. 4th unexcused absence will cause the student to be dropped from the course with a failing grade.

Incomplete grades are expected to be removed one week after the end of the quarter. After two weeks Incomplete grades will automatically become an F unless special arrangements to extend the time have been made with the faculty member concerned and such arrangements are reported to the Registrar. The Dean of Academic Affairs records the attendance record of students on academic probation. The Counselor or the Registrar informs the Dean of Academic Affairs regarding special help for individual students.

A redetermination of Q.P.R. will be made quarterly, and any student raising her average above 1.79 will be reinstated with full privileges. Students on Academic Probation at the end of second semester and who attend Summer School may be removed from Academic Probation at the beginning of the Fall semester if the summer school work raises the previous *year's* Q.P.R. above 1.79.

Explanations of excused absences:

- a. Excused personal illness:

- 1) Resident Students:

A student who has been in the infirmary or in the hospital is automatically excused. A student who has been ill at home and brings a statement from her home physician to the Dean of Students office on the day of her return is granted an excused absence. The excuse slip must be presented to the instructor.

- 2) Day Students:

A student who has been ill at home and brings a statement from her physician, parent, or guardian to the Dean of Students office on the day of her return is granted an excused absence which must be presented to the instructor. Unless the above-mentioned statements are filed in the Dean of Students office, the absences are counted as cuts.

- b. Official College Business:

- 1) Absence from class to attend an off-campus function related to a student's work is excused provided special permission has been granted prior to the absence.

- 2) Absence from class to fulfill officially delegated responsibilities is granted by the Absence Committee. (see Absence Committee Policy).
- c. Excused absences are always granted on the occasion of a death in the student's immediate family.
- d. Right of Appeal:  
A student has the right of appeal regarding absence penalties. Final decision on the appeal rests with the Absence Committee.

## UNDERCLASSMEN

All students are required to attend classes regularly and promptly and to complete all work within the assigned time. Each student is responsible for meeting her various academic obligations. High school students should be aware that the state permits only a minimum number of absences per year or the certificate will be forfeited.

The following regulations stand as a guide for class absences and must be adhered to strictly:

- a. High school students are not allowed to miss classes for any reasons other than excused personal illness or official college business.
- b. Excused personal illness:
  - 1) Resident Students:  
A student has been in the infirmary or in the hospital. A student has been ill at home and on the day of her return brings a statement from her physician to the Dean of Students office.
  - 2) Day Students:  
A student has been ill at home and on the day of her return brings a note from her physician, parent, or guardian to the Dean of Students office.
- c. Official College Business:
  - 1) Absence from class to attend an off-campus function related to a student's work. (Special permission is required prior to an absence of this type.)
  - 2) Absence from class to fulfill delegated responsibilities.

Any absence which does not meet one of the above conditions is not excused, and the student will receive a zero on the work she missed. Three unexcused tardies in one quarter equal one unexcused absence. Absence does not relieve the student from responsibility for work required while she was absent; in the case of an excused absence, the student may have a week in which to make up the work which she missed. The student is reminded that she is not allowed to make up work which she missed because of an unexcused absence.

## ABSENCE COMMITTEE POLICY

The Absence Committee decides on the merits of requests to be absent **from class** for reasons such as college visitation, transportation problems, and trips other than field trips or athletic events. The committee does **not** review cases that involve personal tragedy, death in the family, student illness, or medical appointments. When a girl wishes to file an application to be excused from classes which also involves an overnight prior to Friday or Saturday night, she should apply not only to the Absence Committee for the class absence but also to the Dean of Students for special permission for the absence.

All requests not initially approved by the Absence Committee can be resubmitted to the committee with further clarification. If the request is denied a second time, the student can appeal to the President or the Dean of Students. Individual faculty members cannot override decisions of the Absence Committee or grant permission to students to be absent from class, except in cases not specifically stated in this policy (such as oversleeping), which are left to the discretion of the individual faculty member. Faculty members who wish to take students on class trips or to athletic events must notify the faculty member(s) whose class(es) will be missed and submit to the Dean of Students the list including the student's name, classes missed, and the date of the trip or event.

The Absence Committee believes that its function is to insure that students do not miss classes unless there are good reasons for doing so. It will review all requests in terms of how the absence might affect the scholastic standing of the individual student. College students with free cuts may use them except on calendar days or days when tests are assigned, while college students having academic difficulties and all high school students must seek permission from the Absence Committee to miss class. All students who find it necessary to miss class on calendar days must make requests through the committee.

The Absence Committee acts according to the following guidelines:

- I. Requests to miss class to visit colleges are approved except:
  - a. when the committee feels that the student will experience academic difficulty because of the absence.
  - b. when the student's time request seems excessive (In these cases the committee will approve the amount that it believes is adequate for the visit and/or interview.)
- II. Transportation requests are approved if no safe alternate means of transportation is available.

- III. Personal trips are usually denied except:
    - a. when the trip seems to be an important educational experience.
    - b. when the trip is important in the student's role in her family.
    - c. when the Absence Committee has evidence that the trip appears to be necessary for the psychological well-being of the student.
    - d. for very important social functions.
  - IV. Trips on official college business are granted unless the committee feels that the student will suffer academically because of the absence.
  - V. Students must notify their teachers before submitting requests to the Absence Committee. The teacher should initiate and add any necessary comments to the form or send the committee a letter before its weekly meeting.
  - VI. The student should hand in a completed form before the Absence Committee has its weekly meeting; if the student is unable to get the form in prior to her absence, the committee will consider her request at its next meeting.
- F. CALENDAR DAY REGULATIONS AND OTHER PROCEDURES

1. Calendar Days:

Calendar Days are defined as the two days before and after a vacation. **All students are required to attend the last meeting of each class prior to all closed holidays and the first meeting of each class following these vacations.** Closed holidays are the following: Labor Day, Mid-Semester break, Thanksgiving, Christmas, Spring Vacation, and Easter.

(Exception — a class whose last meeting is more than forty-eight hours prior to the start of vacation or whose first meeting is more than forty-eight hours after classes have resumed.) It is important that both students and parents realize that no exceptions to this rule can be made except in the case of a most severe emergency. Any unexcused violation of this policy automatically leads to a lowering of one letter of the semester grade in the course in the college departments. Any additional cut in the course results in the student being dropped from the course with an F.

In the high school department, any unexcused violation of this policy automatically leads to double zeros on the work that was missed.

2. Changing Sections:

In the college department if a student on academic probation attends any section of her class other than her own or makes up an assigned test at any time other than her



scheduled time, she must sacrifice a cut. (No cuts are allowed on Calendar Days.) In the high school department no student may attend another section in place of the one for which she is regularly scheduled.

### 3. Leaving Class Early:

If an upperclassman leaves class early for any reason other than illness or emergency, this absence will count as a cut. If any student is ill and is excused from a class period, she must report immediately to the infirmary. Between the hours of 2 and 4 p.m. she reports to the Dean of Students office.

## i. STUDY HALLS

High school students with two D's or one F at the end of any school month during the session and/or at the end of the first semester are placed in study hall for the ensuing quarter.

## I. MEDICAL EXCUSE

Any student who is on a medical excuse must attend her Physical Education classes even though not actually participating.

## YEARLY GRADES

Of high school students will be noted on all permanent records by the four-point scale calculated as a ratio between hours attempted and grades earned.

## REQUIREMENTS FOR THE HIGH SCHOOL DIPLOMA

|                        |   |
|------------------------|---|
| English                | 4 units   |
| Algebra                | 2 units   |
| Plane Geometry         | 1 unit  |
| Science                | 2 units (including biology which must be taken prior to enrollment at St. Mary's) |
| Foreign Language       | 3 units (same language)<br>or<br>4 units (2 units in each of 2 languages)         |
| U. S. History (survey) | 1 unit  |
| Electives              | 2-3 units   |

1. A minimum of sixteen academic units is required. In addition, one semester of religion each year and physical education each semester are required.
2. All students must take four academic units of work per year, a normal load. No student may take more than five academic subjects.
3. Any deviation from the normal academic load must be approved by the Dean of Academic Affairs.
4. Electives are offered in art, science, mathematics, music, psychology, drama, social studies, and foreign languages.

5. Two units of repeated work and one unit of new work are the maximum which may be credited from an approved summer school. The student's faculty advisor and the Registrar must approve all courses **prior to enrollment in a summer session.**
6. To receive a high school diploma, a student must complete all twelfth grade requirements at St. Mary's.

The following programs of study are strongly recommended:  
 Grade 11 (Freshman)

- English III
- Foreign Language
- U.S. History (if requirement has not been met)
- Algebra II or Plane Geometry
- Religion 5 (one semester)
- Physical Education
- Elective—if schedule permits

Grade 12 (Sophomore)

- English IV
- Foreign Language (if requirement has not been met)
- Algebra II or Plane Geometry (if requirement has not been met)
- Religion 7 (one semester)
- Physical Education
- Elective
- Elective

#### K. REQUIREMENTS FOR COLLEGE GRADUATION

1. Requirements for the Associate in Arts degree are as follows
  - a. A total of 64 semester hours
  - b. A cumulative average of 2.00 (C) on all courses *attempted* at St. Mary's and on all transferable credit to St. Mary's
  - c. Specific course requirements

- 1) ENGLISH 9 semester hours (21,22, and one 30-level literature course)
- 2) RELIGION 6 semester hours (21,22)
- 3) PHYSICAL EDUCATION 4 semester hours (1 course *each semester*)

- 4) FOREIGN LANGUAGE\* 6-9 semester hours — same language (6 hours on the Advanced Level; 9 hours if language is begun on the Intermediate Level — 23-24; 12 hours strongly recommended if language is begun on the Elementary Level—21-22)

OR



|                          |  |
|--------------------------|--|
| MATHEMATICS**            | 6 semester hours   |
| 5) SCIENCE AND FINE ARTS | 9-11 semester hours (a minimum of 3 semester hours in each area) |

\*Students are encouraged to continue the foreign language taken in high school. Students with 2 or 3 language units should enroll in the Intermediate Level (23-24). Students with 4 or 5 language units should enroll in an Advanced Level (25-27, 31). No college credit will be given if a student with 2 language units enrolls in the Elementary Level (21-22). However, a student has the option of changing to another language for which she will receive credit for the Elementary Level.

\*The choice between foreign language and mathematics should *not* necessarily preclude the one for the other. Many colleges and universities require both, and some require a modern foreign language for the B. S. degree in a scientific area. Also, students planning to pursue a degree in Primary or Elementary Education will need Math 25-26.

2. Requirements for the College Diploma are as follows:

- A total of 64 hours.
- A cumulative average of 1.80-1.99 on all courses *attempted* at St. Mary's and on all transferable credit to St. Mary's.
- Specific course requirements are the same as for the Associate in Arts degree.

3. The quality point system at St. Mary's College is as follows:

- A = 4 quality points per semester hour
- B = 3 quality points per semester hour
- C = 2 quality points per semester hour
- D = 1 quality point per semester hour

4. For Graduation

Before any student can graduate from St. Mary's, she must complete 64 semester hours, including 4 hours in physical education, acquire 120 quality points, with a grade average of 1.80.

The Associate in Arts degree, established in 1970, is awarded to a student who has completed the 64 semester hours, including the basic requirements, and who has achieved a 2.0 grade average for two years of college work. The degree is awarded with honors to any student with a 3.5 average or better. A student who has completed successfully 64 semester hours, including the basic requirements, and who has a 1.80 to 1.99 grade average is also eligible for graduation, but may not receive the Associate in Arts degree. To make up deficiencies, a student may earn a maximum of nine hours (10 if a

laboratory science course is taken) in the summer session of accredited colleges. D grades carry no transfer credit. Quality points beyond the value of C will not be awarded for work from another college.

#### 5. Junior Year

During the junior year a student must earn credit for a minimum of 20 academic hours and 40 quality points, or a Q.P.R. of 1.30, plus 2 hours of physical education, to be considered for re-admission. If her Q.P.R. falls below 1.30, she must petition the Academic Standards Committee immediately for permission to return. If, during the first semester of her junior year, a student earns fewer than half the number of academic hours and half the number of quality points which are required for her consideration as a candidate for the Senior Class with a Q.P.R. below 1.79, she is automatically placed on academic probation for the following quarter. Both student and parents will be notified of the student's probationary academic standing. A student on academic probation is permitted only one unexcused absence from each class per quarter.

#### 6. Senior Year

Seniors will also be subject to academic probation and its terms based on their grades from the 2nd semester of their Junior year and first quarter, first semester, and third quarter of their senior year.

### L. COUNSELORS

A senior is required to have a 2.0 Q.P.R. in order to be a Honor Counselor. Otherwise, her nomination must be approved by a committee consisting of: The President of the school, the Dean of Students, the President of the S.G.A., Chairman of the Social Board, and the Secretary of the Social Board.

### M. EXTRA-CURRICULAR ACTIVITIES

A student is required to have a 2.0 Q.P.R. in order to participate in Extra-Curricular activities. If she does not have a 2.0, then her nomination must be approved by a committee consisting of: The President of the College and the Dean of Students.

## DAY STUDENTS

The Day Students are an integral part of the St. Mary's community. As individuals they take part in the various clubs and activities on campus. As a group the day students sponsor many bake sales and parties including their annual Casino Party for their Dads.

### DAY STUDENTS

Represent St. Mary's even when they are under the jurisdiction of their parents.

### UNDERCLASSMEN

On the study hall list are required to study in the library for two hours, Monday through Thursday. Study hall reports should be turned into the Day Student President on Friday before 1:00 p.m. each week.

### DAY STUDENTS

Who are campused must remain on campus from 8:30 a.m. to 4:00 p.m. Monday-Friday. These students are allowed one hour off campus between 12:00 noon and 2:00 p.m. for lunch. A signed statement saying that the campus has been made up must be given to the Day Student President at the end of each day.

### DAY STUDENTS

Must attend assembly on Wednesday morning.

### DAY STUDENTS

Should attend all Student Government Association meetings and all Day Student meetings.

### DAY STUDENTS

Who have a meal in the dining room must pay at each meal or be billed monthly.

### ON RETURNING

From an illness or an emergency absence, a Day Student must bring to the Dean of Students office a written explanation from her physician, parents or guardian stating the exact period covered by the absence. Failure to bring this note will result in an unexcused absence.

### PARENTS

May get in touch with their daughters through the Dean of Students office or at the Day Student House in case of an emergency.

### WHEN VISITING

The dormitories at night, Day Students must leave by 11:00 p.m.

J. SMOKING

Is permitted in the Day Student House and in other designated areas.

K. REASONABLE QUIET

Must be observed in the Day Student House, with library quiet in study room.

L. EACH STUDENT

Is responsible for taking care of the furniture and keeping the house clean.

M. REGISTER

Cars and license numbers in the Dean of Students office. Only Students are to park behind the library.

N. DAY STUDENTS

Should register in the guest book in the Dean of Students office if staying on campus any night of the week if there is a bed available. At this time, the student should also register her car and license, and give her keys to the Dean. Students must follow all rules which apply to their hostesses.

O. CONSULT

The Academic Regulations in regard to all academic matters.

P. SUNBATHING

Is allowed in the area between the Day Student House and the Library if quiet is observed.

O. BOARDERS

Are cordially invited to visit the Day Student House during school hours.

## ORGANIZATIONS

### HONORARY

#### The Order of the Circle

President

Susan Byers

In the thirty years that the Circle has existed, its purposes have been to cultivate fellowship among students, to promote a better school spirit, to encourage cooperation between faculty and students, and to encourage a desire for participation in college activities. Its members are outstanding in their genuine love both for the college and for the girls who make it what it is. New members are initiated several times each year after a midnight walk around the campus.

#### The Beacon

President

Leigh Spearman

The Beacon is the honorary organization within the high school department which seeks to promote a better school spirit, encourage cooperation in all phases of school life, and to support participation in extra-curricular activities. The members are chosen from the sophomore class at intervals during the school year, and a limited number of freshmen are elected in the spring; they form the nucleus of the group for the coming year. In the selection of members, consideration is given to academic achievement and service.

#### The Order of St. Genesis

President

Boo DeVane

The purposes of this organization are as follows:

1. It shall recognize those who have made outstanding contributions in both the technical and acting phases of theatre life at St. Mary's.
2. It shall function as the acting nucleus and coordinating body of all the activities of the St. Mary's Drama Club.

Membership in this organization is based not only on a student's contribution in the field of theatre but also on her character, dedication, and acceptable scholastic average.

#### Letter Club

President

Lorna Walthall

The letter club is the honorary athletic society. A girl becomes eligible for membership when she earns her second all-star team in a different sport or accumulates 100 points, 40 of which are earned by making an all-star team and first team. If she earns 200 points in a variety of activities and has no all-stars, she may be eligible for membership. New members, who receive a letter in assembly, are announced throughout the year and are welcomed into the club. All-



star teams are selected by the vote of all the girls on the Sigma-Mu team. Blue felt stars are awarded by the Letter Club president, assembly, to each girl making an all-star team.

A Letter Club banquet is held near the end of the school year, at which time the final awards are presented by the president and the members of the Letter Club.

1. The athletic society accumulating the greatest number of points during the year will be awarded the Sigma-Mu plaque. The highest award given is the Sportsmanship Award.

2. The three girls who accumulate the greatest number of points during the year will be given the highest awards.

3. The most outstanding girl in each activity will be given an award.

### **Marshals**

Chief Marshal

Mimi Martin

The marshals are elected by the student body from the rising senior class. There exist no grade qualifications except the Chief Marshal must have a 2.0 average. The marshals 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 college year. The marshals take the offering in chapel, lead chapel lines, usher at entertainments in the auditorium, and maintain order at all student body gatherings.

### **Vestry**

Senior Warden

Neil Johnson

The Vestry is the student advisory body of the chapel and works under legislation passed by itself. 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.

Committees of the Vestry include Finance, Ministry, Outreach, House and Grounds, and Corresponding committee. All committee heads are appointed at the beginning of the fall term. Vestry members serve one year terms. The student body is welcome to attend any open Vestry meeting. The chairman, known as the Senior Warden, is appointed at the end of the school year to serve for the coming academic school year.

## **II. EXTRA-CURRICULAR ACTIVITIES**

### **Acolytes**

The acolyte committee is composed of girls who assist the Chaplain in weekly chapel services and regular Sunday services. Membership is open to girls of all denominations. The chairman is appointed at the end of the school year to serve for the coming college year.

## **Dramatics Club**

President

Mebane Ham

The Dramatics Club is open to everyone at St. Mary's interested in the theatre. Its members present two major productions, one first semester and one at Commencement. The officers are to be elected in the fall.

## **The Young Democrats Club**

The Y.D.C. is for all girls interested in politics from the viewpoint of the Democratic party. Anyone is eligible to join. The officers are to be elected in the fall.

## **The Young Republicans Club**

The Y.R.C. is for all girls interested in politics from the viewpoint of the Republican party. Everyone is eligible to join. The officers are to be elected in the fall.

## **The Granddaughters Club**

The Granddaughters Club, directed by the Executive Alumnae Secretary, is composed of students whose mothers or grandmothers attended St. Mary's. Officers are elected in the fall.

## **Sigma-Mu**

Sigma President

Margaret McAlister

Mu President

Martha Kelly

Every girl belongs to one of the athletic societies, Sigma or Mu. The officers of both clubs, the President of the Letter Club and an instructor from the physical education department make up the Athletic Council. This council plans the year's program of activities and keeps records relating to the individual and team point systems.

The athletic activities at St. Mary's are divided into major and minor sports, for which teams are chosen and tournaments are played throughout the year. Points are given to individual girls for making teams or placing in tournaments, and to the athletic society whose members win a tournament.

## **Tennis Club**

President

To be elected in the fall

The Tennis Club is an organization for those who possess advanced skills in the game. Tryouts are held at the beginning of the year for high school and college students. Matches are held in the fall and spring of the school year with surrounding colleges.



### Altar Guild

Membership for the Altar Guild is open to high school and college students. This organization has charge of preparing for chapel services and provides for the various committees to learn church service procedures. It is open to girls of all denominations.

### St. Mary's Chorale

The St. Mary's Chorale performs both on and off campus in concert and for the regular chapel services. Programs include both sacred and secular music. An opportunity is given to perform music for mixed voices by weekly rehearsals and special performances with a group of men from nearby N. C. State University. Registration is during matriculation. One credit per semester will be received. Membership is under the approval of the directors.

### Caperettes

President

Beverly Wheeler

Caperettes is the tap dance group for those who have advanced skills in this area. The members are chosen from the entire student body at the beginning of the school year, and other times during the year. An emphasis is placed on choreography, and this work is presented in assemblies, May Day and other performances. Kick lines are a major part of the choreography. Honors are presented at graduation to those Caperettes who have completed two full years of work in the organization plus other special requirements.

### "Cold Cuts"

President

Julie Parker

"Cold Cuts" is a senior class musical group. New members are elected during the year by the "Cold Cuts" themselves. Every conceivable instrument is used from washboards, and maracas all bongos, sticks and the piano. These girls dressed in overalls all bright colored shirts, play at fraternity houses, school functions, all Raleigh civic organizations.

### Student Publications

The *Stagecoach* is the annual, given out at the end of the year. The *Muse* is the literary magazine, published in December and March. The *Belles* is the semi-monthly newspaper. The *Handbook* is the manual of the Student Government Association.

- Editor of the *Stagecoach* . . . . . Laura Grims
- Editors of the *Muse* . . . . . Leigh Spearman, Laura Fanjo,  
and Laurene Mr
- Editor of the *Belles* . . . . . Margaret Steves
- Editor of the *Handbook* . . . . . Coco Pollard

### **Sea Saints**

President

Eugenia Owsley

Sea Saints, a synchronized swimming club, presents a spring show, for which the members prepare during the year. Tryouts are held in the fall, and members learn choreography and stage decoration while working on the water ballet. The club also sponsors the annual Sigma-Mu swim meet.

### **Orchesis**

President

Buffy Hazelhurst

Orchesis, an advanced dance group, consists of girls who have met the necessary requirements for membership. These girls have shown interest as well as talent in the field of ballet and modern dance. The group not only studies choreography, and dance techniques, but also presents several assembly programs, May Day, and participates in several master classes throughout the year.

### **Gillie Callum Dancers**

President

Sukoshi Williamson

The Gillie Callum Dancers, the newest dance group, specializes in accuracy and performance of Highland dancing. This group is accompanied by the N.C.S.U. Pipe and Drum Corps and presents many programs on and off campus.

## NECESSITIES AND MISCELLANEOUS

### DRESS REGULATIONS

1. Appropriate dresses are required for chapel, concerts, lectures, and other special occasions.
2. Pants — this includes shorts, pantsuits, slacks — may be worn to classes and off campus.
3. Shoes are to be worn at all times on or off campus.
4. A dress is to be worn on Sundays to all meals.

### OTHER NEEDED ITEMS

Blankets & Pillows

Bedspreads

Quilted mattress protector

Bathing cap

Tennis shoes

Detergent

Laundry bags — at least two

Study lamp

Alarm clock

American Heritage Dictionary or Webster's Seventh New Collegiate Dictionary

Bible

### SUGGESTED

Backrest

Radio

Tennis racket & balls

Shoe bags or rack

Wastepaper basket

Record player

Clothes hangers

Hot water bottle

Plastic bucket for toilet articles

### REQUIRED

One flashlight to be used for fire drills.

### THINGS NOT TO BRING

1. Electric curlers without UL label.
2. Pole lamps.
3. Electrical appliances except hair-dryers and electric razors.
4. **Under no circumstances are the students to bring expensive jewelry — only costume jewelry. The college cannot be responsible for the safety of valuable jewelry.**

### IMPORTANT:

DURING ORIENTATION WEEK STUDENTS WILL BE TESTED ON THE MATERIAL IN THIS HANDBOOK. FAILING STUDENTS WILL BE CAMPUSED UNTIL THE TEST IS PASSED.

## OFFENSES AND PENALTIES—HALL COUNCIL

*Offense:* Untidy room  
*Penalty:* 1st offense—Warning  
2nd offense—3-5 week-day campus

*Offense:* Unnecessary noise—during quiet hours  
*Penalty:* 5 day campus (week-day)

*Offense:* Absence from building or hall after 11:00 p.m. (underclassmen) or 12:30 a.m. (upperclassmen) without special study permission from counselors (unless dating)  
*Penalty:* 5 day campus

*Offense:* Failure to attend hall meetings unless excused by counselors  
*Penalty:* 3 day campus

*Offense:* Unmade bed by 10:30 a.m.  
*Penalty:* 3 day campus

*Offense:* Illegal use of electrical appliances  
*Penalty:* 10 day campus

*Offense:* Breaking a DO NOT DISTURB sign  
*Penalty:* 1st offense—Warning  
2nd offense—3 day campus

*Offense:* Failure to attend Sunday chapel or required concerts  
*Penalty:* 2 week campus, including 2 week-ends

*Offense:* Failure to attend week-day chapel or assembly  
*Penalty:* 10 day campus, including 1 week-end

*Offense:* Failure to report for hostess or page duty (lateness)  
*Penalty:* a) 1 point for every 5 minutes up to and including 15 minutes  
b) After 15 minutes—Saturday campus and page duty on Saturday night  
c) Failure to report at all—Friday and Saturday campus and hostess duty for Saturday night.  
d) A substitute is liable for the same penalties.

11. *Offense:* Repeated abuse of telephone privileges by Juniors and underclassmen  
*Penalty:* 5 day campus
12. *Offense:* Late from overnights  
*Penalty:* 1 point for each 5 minutes up to 20 minutes, then go to Minor Offense
13. *Offense:* Failure to sign out for vacations or weekends  
*Penalty:* a) 5 day campus  
b) 3 day campus if the girl calls back to the Deans Office
14. *Offense:* Failure to sign out or in. Note: this is different from Leaving and Remaining  
*Penalty:* 5 day campus (Monday-Friday)
15. *Offense:* Juniors and Underclassmen: Failure to make a closed study for special permissions  
*Penalty:* 5 day campus
16. *Offense:* Infraction of the dress code  
*Penalty:* 1 week campus, including week-end

#### PETITIONING:

1. If a student petitions to break campus, she must make 14 days campus on the corresponding day of the following week.
2. Petitions must be submitted to the chairman or the secretary of the Social Board.
3. 3 petitions are granted per semester.
  - a. Week-ends count as 3 petitions.
  - b. An overnight counts as 2 petitions.
4. Campuses received directly from Social Board cannot be petitioned.
5. If a student is campused for a total of 17 days or more due to two different offenses, she has the option of taking a week's break after the first 10 days and continuing the campus on the following week.

## OFFICE POINT SYSTEM

SGA officers may have an accumulation of 16 points with permission from dean. These points remain on the student's permanent record.

### 10 POINTS

President of the Student Government Association.  
Chairman of Hall Council.  
Vice-President of Student Government Association.

### 8 POINTS

Secretary of Student Government Association.  
Secretary of Hall Council.  
President of Day Students.  
Editor of the *Stagecoach* and *Belles*.

### 6 POINTS

Honor Board Members.  
Presidents of Classes.  
Assistant Secretary, Hall Council.  
Chairman of Assembly Programs.  
Chief Marshal.  
Editor of the *Muse*.  
Counselors.

### 4 POINTS

Marshals.  
President of Altar Guild.  
Chairman of the Vestry.  
President of Letter Club.  
Presidents of Athletic Clubs.  
Business Manager, *Stagecoach*.  
Secretary of Legislative Body.  
Fire Captain.  
Editor of *Handbook*.

### 2 POINTS

Members of Legislative Body.  
Presidents of Other Clubs.  
Chief Dance Marshal.

Ex-officio members of any organization do not receive points.





School Song  
**HAIL, ST. MARY'S**

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

*Far and wide, Oh sound her praises,  
Chorus full and free  
Hail, St. 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  
As her beauties charm;  
We draw close to Alma Mater,  
Trust her guiding arm.

*Far and wide, etc.*

—Adapted from Margaret Mason Young, 1899.





### ST. MARY'S ANTHEM

the stones of St. Mary's, the buildings new and old  
the young leaves of springtime, the autumn touched with gold,  
Our worship together,  
Our faith in God above,  
the sharing, the learning to find our way with love:

These are the mem'ries we carry in our heart,  
the joyous traditions of which we are a part.  
We look to the future,  
Strengthened by the past,  
We gain from St. Mary's the values that will last.

Standing beside us are those we cannot see—  
The girls of St. Mary's—before and yet to be;  
All of us together,  
The heritage we share—  
We hail our Alma Mater whose name we proudly bear.

Words and Music  
CATHERINE G. BARNHART

Arranged by  
MICHAEL CARMEN BULLEY  
January 17, 1972

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- GUIDANCE OFFICE
- BUSINESS OFFICE
- HOUSEKEEPER

- 2. WEST ROCK DORMITORY
- 3. EAST ROCK
- A. PRESIDENT'S OFFICE
- B. ADMISSIONS OFFICE
- C. REGISTRAR'S OFFICE
- D. ACADEMIC DEAN'S OFFICE
- E. DEVELOPMENTAL OFFICE
- F. CHAPLAIN'S OFFICE
- G. FINANCIAL AID

- 4. CHAPEL
- 5. CHAPLAIN'S HOME
- 6. PRESIDENT'S HOME
- 7. INFIRMARY
- 8. GYMNASIUM
- 9. POOL

- 10. HOLT DORMITORY
- 11. MUSIC BUILDING
- 12. PENICK DORMITORY
- 13. CRUIKSHANK DORMITORY
- 14. CHESHIRE HALL
- 15. LANGUAGE-ART BUILDING
- 16. PITTMAN AUDITORIUM
- 17. DINING HALL, STUDENT UNION, BOOK STORE, POST OFFICE

- 18. KENAN LIBRARY
- 19. DAY STUDENTS' HOUSE
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- 21. STUDENT LAUNDRY AND MAINTENANCE BUILDING
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- 23. PROPOSED DORMITORY
- 24. PROPOSED FINE ARTS BUILDING



**ST. MARY'S COLLEGE**  
RALEIGH, NORTH CAROLINA







1974-75



## 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* (v)  
*Russell Broughton* (music)

ST. MARY'S COLLEGE BULLETIN

Volume 63

July 1974

Number 3

STUDENT HANDBOOK ISSUE

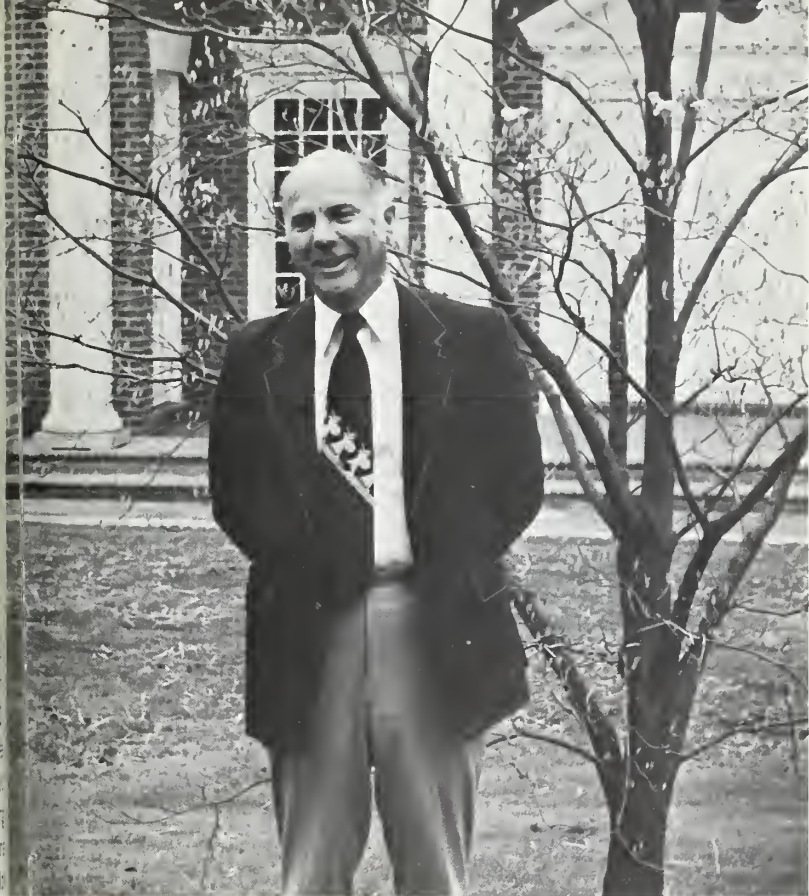
(1974-1975 Edition)



Editor: Coco Pollard  
Cover Art: Betsy Newman

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Dear Student:

Over the years many people who have been a part of this place have heard to say, "there is something about a St. Mary's girl."

There is no conceit in this statement—rather it is an attempt to describe an indefinable quality of life that exists here, and is reflected in our girls.

This book sums up our rules—which is a part of St. Mary's way of showing it cares. These rules are designed for better living and are not meant to be restrictive.

I am happy you are going to be a part of St. Mary's. I look forward to sharing this experience in your life. I hope you join all those who already feel there is "something about a St. Mary's girl."

Faithfully yours,  
Frank W. Pisani  
*President*



Dear New Girls,

On behalf of the entire student body, I would like to welcome each of you to St. Mary's! We are all happy that you are going to be a part of the St. Mary's community. We are also looking forward to getting to know each of you personally.

As a student at St. Mary's, you are also a vital member of the Student Government Association. In the upcoming year, we, as your student government officers ask for your help and support. We depend on you to serve you. We were elected to express and develop the ideas of **you**, the student body. So we hope you will take your membership seriously.

Being a member of the Student Government, you are also asked to recognize the importance of your Honor System. This system stresses to uphold trust among every member of the St. Mary's Community. Only with each of you fully cooperating with the Honor System will it succeed.

In closing, I would like to add that there is a place for each of you in the life of St. Mary's. What you gain this year will depend on you. But I assure you that you will find happiness and enrichment if you look for the best, give of yourself, believe in St. Mary's and her standards.

I sincerely hope that this will be a wonderful rewarding year for all of you.

Sincerely,  
Margaret McAlister





Susanne Owens

*Vice President  
Student Government Association*

Paige Ward

*Secretary  
Student Government Association*





Martha Kelly

*Chairman  
Social Board*



Lynn Harand

*Secretary  
Social Board*



June Upchurch

*President  
Day Students*



## ST. MARY'S OBJECTIVES

St. Mary's today, as in the past, has as its ultimate purpose to provide opportunities, under the influence of the church, for young women to lay the foundation for developing both their individual potentialities and a sense of obligation to society.

In order that this purpose may be attained as nearly as possible, the Faculty of St. Mary's has formulated these objectives:

- 1 To provide the climate in which Christian character with its strong emphasis on concern for others may develop in all phases of life at St. Mary's, through corporate services and special times of prayer and meditation in the college chapel as the center of the institution; through instruction in the faith and worship of the church; through courses in Bible; and through the ministry of a full-time chaplain.
- 2 To provide academic courses regularly offered in the junior and senior years of standard preparatory schools, and the basic traditional courses offered in the freshman and sophomore years of most four-year colleges and universities.
- 3 To maintain in these courses a high quality of scholarship which will prepare each student at St. Mary's for entrance into any college or university and which will enrich her life with an appreciation of her cultural heritage and lead her into a love of learning and respect for scholarly attainments.
- 4 To provide opportunities for developing an appreciation of the finest in art, music, and literature, so that a student may find in the arts a source of inspiration and pleasure throughout her life.
- 5 To provide a strong student government so that a student may be trained to participate in democratic community living.
- 6 To encourage high ethical standards and firm moral integrity in all aspects of student life.
- 7 To encourage good health habits and the wise use of leisure time in developing a wholesome personality.
- 8 To appoint faculty and staff members who are willing and able to uphold high ideals characteristic of St. Mary's College.

## ST. MARY'S LIFE AND TRADITIONS

Although St. Mary's as an academic institution is rapidly changing the St. Mary's spirit will be forever constant. Every girl gives of herself in a thousand different ways to create an intangible sense of closeness which is a vital part of our daily living. The traditions make our school unique among all other schools of its type and they constantly remind us, the students, that we are each an important part of St. Mary's.

The life at St. Mary's is centered around the closeness of our community. Academic, spiritual, and social life are combined to create an atmosphere of unity. We are encouraged to strive for academic excellence. Christianity is stressed as a basis for individual development, and student participation in the chapel services helps make the services more relevant and meaningful. A strong student government exists on this campus which permits the students to participate in leading a small democratic community.

There are many little customs here which liven up our daily routine. There is nothing like dorm life—junking up the room for someone who has just won an office; dunking a newly pinned rival lavaliered friend in the shower; going on a blind date after you said that you would never do it again; racing for the first suntan of the season; checking your mailbox just to keep the cobwebs out; junking out on the halls during noisy hour; and watching soap operas in the Student Union every afternoon.

The different classes and organizations sponsor special events throughout the year. Our drama department, the dance groups, the Chorale, and the Sea Saints present outside programs and our twelve athletic clubs are constantly competing in ten different sports. The senior class has a Halloween party in honor of the juniors, and the freshmen's formal dance is for the sophomores. There are also standard traditions that occur at certain times of the year. The Old Girl—New Girl picnic during Orientation Week welcomes our new students, and "big sisters" and "little sisters" become acquainted at this time. At Christmas there are the Beacon—Circle Christmas party and hall parties where girls draw names for secret "peanut" presents. Father-Daughter Day is a special day just for our fathers who come to classes with us and attend an evening of entertainment by the Cold Cuts. The Spring Festival is the presentation of the Spring Queen and her court along with a program by the dance groups. The college year is declared officially over after the graduation exercises when the chief marshal, facing a semicircle of the entire college, drops a handkerchief. These and many more make up the "specialness" and fun of St. Mary's life. We hope that each one of you will grow to love our traditions as we do.

## HONOR SYSTEM

The Student Government Association at St. Mary's is based on the Honor Code. The stress on honesty is vital to the functioning of our self-governed college. Consequently, any violation of the Honor Code is regarded as a danger to Student Government and violators are punished.

The success of our Honor System depends upon each girl's acceptance of the responsibility for her own honor and for the honor of the school. If a girl breaks the Honor Code, she is expected to report herself in writing to the President of Student Government. If she knows of another girl's doing so, it is her duty as a member of the Student Government Association to show the girl her fault, explaining why she should report herself, and, if necessary, to report her. Other offenses should be reported to her counselor. When questioned officially, a girl is expected and required to be rigidly truthful.

In the past, it has always been a school policy to check for chapel, assembly, and lecture attendance. The Student Government Officers feel that checking for chapel only contradicts everything the Honor Code represents at St. Mary's. Therefore, we have adopted the policy of not checking, but rather placing the emphasis on upholding the Honor System. It should be stressed that as long as we have compulsory chapel, assembly, and lectures at St. Mary's, skipping these required functions will be a breach of the Honor Code. If one is tutled in or if there is a noticeable low attendance, the girls will be asked to pledge their presence.

When any girl decides not to report herself, that is the time for her to leave St. Mary's. This requirement is obligatory if we at St. Mary's hope to help girls develop high standards of personal honor, and if we expect to maintain an honor system.

Lying, cheating, and stealing are the most serious violations of the Honor Code.

Cheating is defined as the dishonest use of material other than one's own in the preparation of papers, reports, or assignments, as well as dishonest work on tests and examinations. Stealing is taking and keeping, without permission of the owner, anything that belongs to somebody else.

The Honor Pledge is to be written on all test papers and other academic work.

## HONOR CODE

### THE PLEDGE:

I pledge that I have neither given nor received help on this test, nor have I seen anyone else do so.

Your Signature \_\_\_\_\_

Each student from the time of taking her individual oath, is fully responsible for maintaining it in all her actions.

### 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 St. 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 St. Mary's.

EACH STUDENT IS RESPONSIBLE AT ALL TIMES FOR KNOWLEDGE OF REGULATIONS GOVERNING HER CONDUCT.

Each St. Mary's Student, remembering that she is representative of St. Mary's, is expected to exercise and maintain in all places and at all times, including summer vacations, the high standards of personal behavior and judgment which will reflect credit on herself and the College. The College reserves the right to deal with any breach of good conduct that occurs at any time while the student is registered at St. Mary's.

## STUDENT GOVERNMENT COUNCILS

### A Honor Board

1. The Honor Board is composed of the President, Vice-President, and Secretary of the Student Government Association, one senior class representative, two junior class representatives, one sophomore elected by the underclassmen, and three faculty members appointed by the President of the College.
2. The Honor Board deals with the following offenses:
  - a. lying
  - b. cheating
  - c. stealing
  - d. any case referred to it by the Social Board
  - e. any case of extreme misconduct (such as any use of illegal drugs)
3. The Honor Board may vote to:
  - a. issue a severe warning
  - b. issue a probation
  - c. suspend
  - d. expel
  - e. refer the case to the Social Board

### B SOCIAL BOARD

1. The Social Board is composed of the chairman, the secretary, two faculty members appointed by the President of the College, the President or Vice-President of the Student Government Association, the president of the Day Students, and one student representative elected from each class.
2. The Social Board deals with the following offenses:
  - a. use of alcoholic beverages on campus and while officially representing St. Mary's
  - b. leaving or remaining off campus without permission (excessive lateness)
  - c. any conduct to reflect seriously upon the reputation of the student or of the College
  - d. any case referred to it by the Honor Board or Minor Offense Committee
3. The Social Board may vote to:
  - a. issue a severe warning
  - b. campus
  - c. issue a probation
  - d. suspend
  - e. refer the case to the Honor Board



### C. MINOR OFFENSE

1. The Minor Offense Committee of the Hall Council is composed of the secretary of Social Board who acts as chairman, the assistant secretary of Social Board, representatives of the Senior and Junior classes, and chairman of Social Board if she desires. Minor Offense meets at 6:00 p.m. on Mondays. If a girl wishes to appeal an "early curfew" notice, she may appeal before Minor Offense.
2. The Minor Offense Committee deals with:
  - a. girls who have returned over 20 minutes late from an overnight
  - b. girls who wish to appeal "early curfew"
  - c. girls who return 30 minutes late from dating
  - d. girls who have repeatedly broken hall regulations—sent to counselors
3. The Minor Offense Committee may vote to:
  - a. warn
  - b. campus
  - c. reinforce or take away the early curfew penalty
  - d. refer the case to Social Board

### D. HALL COUNCIL

1. The Hall Council is composed of the chairman of the Social Board, the secretary of the Social Board, one assistant secretary, hall counselors (two counselors for each hall), and three Day Student counselors including the president.
2. The Hall Council has jurisdiction over routine matters of student conduct and counselors reserve the right to campus or give points if they deem necessary.
  - a. Campuses are given for noise during closed study or violation of other stated hall regulations.
  - b. The secretary of Social Board will have the campus slips to the mail boxes by Monday afternoon. Campus begins the following day.
  - c. A petition is a request to break campus and is granted by the chairman or secretary of Social Board. Any girl who is granted permission to break campus must make up her campus on the corresponding day of the following week and may not petition again.
    - 1) only three petitions per semester are allowed
    - 2) a request for one day equals one petition
    - 3) a request for a weekend equals three petitions
    - 4) petitions do not carry over into second semester.

## E. LEGISLATIVE BODY

1. The Legislative Body is composed of faculty and student members. The faculty members are: Dean of Students and two faculty members appointed yearly by the President of the College. Student members are: Vice-President of the Association, *ex-officio*; Chairman of Social Board; President of Day Students; two representatives from the Junior Class; one representative from each of the other academic classes; Editor of the Student Handbook; and class presidents. The Chairman of the Legislative Body may not vote in a plenary session. The President of the College has the prerogative of attending the Legislative Body meetings.
2. The Legislative Body is composed of three functional branches:
  - a. Constitution Committee which studies the Constitution and presents recommended revisions to the full Legislative Body.
  - b. Policy Committee which evaluates all matters pertaining to Student Government not specifically designated as a function of the other two branches of the Legislative Body and considers any academic matter presented from the Student Body. It then gives its report to the full Legislative Body.
  - c. Petitions Committee which rejects or recommends to the full Legislative Body student petitions regarding social petitions as may seem desirable. Petitions must be signed by three or more students.
3. A petitioned regulation becomes effective 10 days after the date of its approval by the President of the College.

## F. DEFINITIONS

- **campus**—a punishment issued by Hall Council, marshals, Minor Offense, Social Board, or Honor Board that requires the student to remain on campus at all times for a given length of time. A campus is petitionable.
- **strict campus**—a punishment issued by Social Board or Honor Board, non-petitionable, which requires the student to remain on campus with much stricter stipulations.
- **probation**—a punishment issued by the Honor Board which requires a student to obey the rules. Probation gives the girl involved another chance to prove herself to the board and to the school.
- **expulsion**—a punishment issued by the Honor Board which requires a student to leave school permanently unless otherwise stated. The student is not allowed on campus except by special permission.



## DORMITORY REGULATIONS

### A. QUIET HOURS

1. On weekdays and Sundays, quiet must be maintained in dormitories all day except: 4:00-7:00 p.m. and 9:30-10:30 p.m.
2. Strict quiet hour is from 7:00-9:30 p.m.
3. A DO NOT DISTURB sign is given to each girl to post on the door of her room when she wishes to be undisturbed. The sign may not be crossed except by a teacher, a counselor on official business, or an Honor Board member. Any student violating this rule will be given severe warning; a second offense will be a 3 day campus. Students should use this sign for sleeping, studying, or legitimate privacy.

### B. NIGHTS OFF HALL

Students may spend Friday or Saturday night, or both, in another room on campus provided they sign out with the counselors concerned. Underclassmen are limited to underclassmen halls.

### C. AFTER CLOSING HOURS

1. Girls returning to the dormitory after closing hours may be admitted only by a resident counselor or hall counselor.

### D. HALL REGULATIONS

#### 1. Underclassmen

- a. Freshmen must be on their own hall by 11:00 p.m. Sunday-Thursday and 12:15 a.m. on Friday and Saturday nights.
- b. Sophomores must be on their own hall by 12:00 midnight Sunday-Thursday and 12:45 a.m. on Friday and Saturday nights.

#### 2. Upperclassmen

- a. Juniors, after signing in, must be on their own halls by 12:15 a.m. Sunday-Thursday and by 1:15 a.m. Friday and Saturday.
- b. Seniors, after signing in, must be on their own halls by 12:45 a.m. Sunday-Thursday and 1:45 a.m. Friday and Saturday.

### E. CARE OF ROOMS

1. Rooms must be in order at all times. Beds should be made before class or by 10:30 a.m.
2. Students must not deface walls or furniture. Do not use tacks, nails, adhesive tape or scotch tape on the walls. Anyone violating this rule will be assessed for the damage done.

3. It is to be noted that a \$50.00 damage fee is included in the student's tuition. This fee will be refunded at the close of the academic year minus the repair cost.

#### F. GUESTS OVERNIGHT

1. Students are encouraged to have guests on Friday and Saturday nights only. All guests must be registered in the Dean of Students office and must observe all regulations of her hostess. Her hostess receives any penalty accumulated by the guest.
2. Car keys must be left in the Dean of Students office overnight.
3. Day Students may spend any night of the week on campus. They are expected to register in the guestbook, and leave car keys in the Dean of Students office.
4. Students are not to have overnight guests unless there are beds available.

#### G. MARRIED STUDENTS

Are not allowed to live in the dormitories unless by special permission from the President of the College.

#### H. FATHERS, BROTHERS, AND ESCORTS

Are not permitted on the halls except on the opening and closing days of the college year, at the beginning and ending of each vacation period, and on Father-Daughter Day.

#### I. USE OF ALCOHOL AND DRUGS

**The use of alcoholic beverages (including beer, wine and liquor) and drugs is strictly prohibited on the campus. Violation of this rule requires Social Board or Honor Board action.**

#### J. CARS

1. Resident Seniors only may have cars on campus provided they maintain a 2.0 average, and have written parental permission on file in the Dean of Students office.
2. Resident Juniors, Sophomores and Freshmen may not have a car unless special permission for unusual circumstances has been given in advance to the parents by the Dean of Students.
3. Day students may have a car on campus provided parking space is available.
4. St. Mary's does not condone off campus parking of cars for resident students, and the College cannot be in any way responsible for or make any effort to control that situation. We are of the opinion that students may more easily participate in the academic atmosphere if they do not have cars.
5. **Improperly parked cars will be ticketed or towed away at the owner's expense.**
6. All persons having parking privileges on campus must procure a parking sticker from the Business Office and place

the license number and owner's name on file. License number information must be updated when applicable. The fee is \$5.00 for resident students.

#### K. NO PETS OF ANY TYPE ARE ALLOWED IN DORMITORIES

#### L. FIRE DRILLS

1. Turn on lights.
2. Close windows.
3. Take bath towel and flashlight.
4. Put on warm coat and sturdy shoes. (no clogs)
5. Close door and transom of room.
6. Proceed (single file) by appointed route to appointed place on campus.
7. If not on halls report to your hall group at its appointed outside area. Do not return to your dormitory, go straight to the appointed area.
8. Line up according to halls and count off when signal is given by counselor. Counselors then report to Student Fire Captain or a Fire Lieutenant in front of Smedes or outside Lower Smedes door (facing Back Campus) and give the names of all girls who are absent.
9. Day students go between Penick and Language Arts Building.
10. Return to hall at signal of siren.
11. **Quiet must be maintained during the whole drill.**

By order of the Raleigh Fire Department the use of electrical appliances, such as the following: sunlamps, corn poppers, coffee pots, heating pads, electric blankets, irons, and electric curlers without a UL label are STRICTLY PROHIBITED. Halls must be kept clear of soft drink bottles, luggage, etc., at all times. Fire doors on all halls must be opened after 11:00 p.m.

## UNDERCLASSMEN OFF-CAMPUS REGULATIONS

| Monday-Thursday  | Friday & Saturday   | Sunday  |
|--|---|---|
| <ol style="list-style-type: none"> <li>1. Town perm.: every day, two students until 6:30 p.m.</li> <li>2. Dating: 9:00 a.m.-6:30 p.m.</li> </ol> | <ol style="list-style-type: none"> <li>1. Town perm.: 2 students until 6:30 p.m. Soph. 3 or more until 11:30 p.m. Fresh. 3 or more until 11:00 p.m.</li> <li>2. Dating: Fresh. until 12:00 Midnight Soph. until 12:30 a.m.</li> </ol> | <ol style="list-style-type: none"> <li>1. Town perm.: 2 students after Chapel until 7:30 p.m.</li> <li>2. Dating: after Chapel until 7:30 p.m.</li> </ol> |

### E. General Regulations

1. Students must sign out whenever leaving campus. Students may sign out until their curfew unless taking an overnight.
2. All freshmen must double date first semester.
3. New sophomores must double date first quarter.
4. Returning before 9:30 p.m. mid-semester break, Thanksgiving, Christmas, spring break, and Easter weekend; may sign out until 11:30 p.m. Freshmen sign in by 10:00 p.m. and sophomores by 11:00 p.m. on all other weekends.
5. Each student must **personally** sign out and in correctly.
6. During the college year underclassmen may not go into apartments, motels, men's residences, or the like, in mixed company without proper chaperonage and special permission. Twenty-five is the minimum age for a chaperone.
7. St. Mary's students are expected to OBSERVE THE LAWS OF THE STATE OF NORTH CAROLINA. Special attention is invited to the legal age of 18 for the use of beer and wine and 21 for liquor.
3. Any girl involved in any kind of accident off campus should report it as soon as possible to the Dean of Students office.

### C. Overnight, Date, and Special Permission

#### 1. Overnights

- a. Underclassmen are allowed to spend the night or weekends with underclassmen Day Students provided they have:

- 1) written permission from Day Student's parents
  - 2) parental permission
  - b. A student may spend the night in a neighboring town with an approved hostess.
  - c. When a student is visiting other college campuses she is expected to follow all rules for visiting girls.
  - d. After a student leaves campus, she may not call in for additional overnights unless unusual circumstances arise.
  - e. The list of incomplete parental permissions or hostess permissions in the signout hall must be noted.
  - f. No overnights granted on special events designated by the Dean of Students.
  - g. If at any time a student realizes that she will be late in returning, she must call the Dean of Students office immediately. (828-2521 or 828-2522)
2. Overnight slips
- a. Overnight slips must be filed in Lower Smedes 24 hours before expected time of departure.
  - b. Parental permissions and hostess invitations must be sent **DIRECTLY TO THE DEAN OF STUDENTS.**
  - c. After "absence counts as . . ." on the slip, designate the nights away and the number of chapel absences. Each girl is personally responsible to keep a record of her overnights and chapel absences and keep within her quota. Unused chapel cuts and overnights can be carried over an unused second semester.
  - d. Parental permission for going home or to spend a night in Chapel Hill or Durham is required unless parents sign a blanket permission.
3. General
- a. Use Ink and write last name first on all slips—dating or overnights.
  - b. File white special permission slips when requesting special permission, and for destinations other than Raleigh. Special permissions should be filed no later than 4:00 p.m. on the Day of Request.
  - c. Dating Friday and Saturday nights—sign in and out on Master List in Sign Out Hall.
  - d. Underclassmen must make up Closed Study in the afternoon before 7:30 p.m. in the library or a classroom in order to have a Special Permission in the evening—Sunday through Thursday. Students on Study Hall may not have Special Permissions during the week.
  - e. In order to cancel a filed slip—special permission or over-

nights—leave a note with the hostess on duty. Do not make a duplicate slip.

#### I Special Parental Permissions

1. A written permission from parents releasing the college from all responsibility is required for students:
  - a. to ride in a car with a date in Raleigh, and to and from specified destinations.
  - b. to fly in commercial or non-commercial (private) planes.
  - c. to ride out of Raleigh in privately operated cars on LONG TRIPS
  - d. to stay in a hotel or motel.
  - e. to ride to and from home with area students.
  - f. to attend beach parties.

#### I Parent's Nights

1. The parents of a student may take their daughter, no other students, to spend the night in Raleigh or the immediate vicinity (includes Cary, Apex, and Garner).
2. Students planning to take a parent's night must file an overnight permission slip for each night. Parental permission may be sent in writing or given at the time the student leaves campus by signing the overnight slip.
3. Students taking a parent's night must return in time for classes, otherwise by 6:00 p.m. Saturday, and 10:00 a.m. Sunday.
4. Resident students who are from Raleigh may not take parent's nights.

#### F Quota—Underclassmen

|            |                               |                                |
|------------|-------------------------------|--------------------------------|
| Freshmen   | First Semester                | Second Semester                |
|            | 6 overnights<br>3 chapel cuts | 7 overnights<br>4 chapel cuts  |
| Sophomores | First Semester                | Second Semester                |
|            | 8 overnights<br>4 chapel cuts | 10 overnights<br>5 chapel cuts |

1. Sophomores may take 2 additional overnights with chapel absence either semester provided they have an appointment for visiting colleges.
2. Overnights may be taken Friday after classes through Sunday until 10:00 p.m. for freshmen and 11:00 p.m. for sophomores. If going to Chapel Hill or Durham, return by 11:00 p.m.
3. Holidays—A student whose plans for return after a vacation are unexpectedly changed should call the Dean of Students office after 2:00 p.m. on the day she is to return.



4. Students may leave campus on Saturday after 7:30 a.m. If it is necessary to leave earlier due to unusual circumstances make special arrangements in Dean of Students office.
5. Freshmen with a quality point ratio of 2.5 may have 8 overnights; 4 chapel cuts second semester.
6. Sophomores with a quality point ratio of 2.5 may have 12 overnights; 6 chapel cuts second semester.
7. On the night of the Freshmen-Sophomore Dance boarders are given one free overnight with Day Students.
8. Sophomores have two other free overnights with Day Students.
9. Unused chapel cuts and overnights may be carried over and used second semester.



## UPPERCLASSMEN OFF-CAMPUS REGULATIONS

### SENIORS

#### Town Permission

1. Group of two or more until 12:30 a.m. Sunday-Thursday
2. Group of two or more until 1:30 a.m. Friday and Saturday

#### Dating

1. Monday-Thursday  
9:00 a.m.-12:30 a.m.
2. Friday and Saturday  
9:00 a.m.-1:30 a.m.
3. Sunday—after Chapel until 12:30 a.m.

### UNIORS

#### Town Permission

1. Group of two or more until 12:00 Midnight every week-night allowed to date
2. Group of two or more until 1:00 a.m. Friday and Saturday

#### Dating

1. Monday-Thursday  
Beginning 2nd Quarter one night a week with a 1.8 Q.P.R.  
Beginning 2nd Semester two nights a week with a 2.5 Q.P.R.
2. Friday-Saturday  
9:00 a.m.-1:00 a.m.
3. Sunday  
Beginning 2nd Quarter until 12:00 Midnight with 2.0 Q.P.R.  
  
every other Sunday until 12:00 Midnight with lower than 2.0 Q.P.R.

#### Early Curfew:

Anyone who is late (over 5 minutes) automatically has 1/2 hour subtracted from her dating curfew for the remainder of the quarter unless she appeals to minor offense and is pardoned.

#### GENERAL REGULATIONS

1. Sign out when dating or returning after 7:30 p.m.
2. Each student must **PERSONALLY** sign in and out correctly. Students may sign out for dates until their curfew.
3. If at any time a student realizes that she will be late in returning, she must call the Dean of Students office at one.

4. A note should be left with the hostess on duty:
  - a. to cancel an overnight slip.
  - b. if returning earlier than anticipated.
  - c. to cancel a chapel absence.
5. After a student leaves campus, she **may not** telephone for permission to take another overnight unless unusual circumstances arise.
6. Unused chapel cuts and overnights may be carried over and used second semester.
7. Upperclassmen returning from all overnights and holidays, must return and sign in by their dating curfew of that night. (All A. P. rules still apply.)
8. Day Students may spend the night in a dormitory.
9. No overnights are granted during special events designated by the Dean of Students.
10. After vacation, a student whose plans for return are unexpectedly changed should call the Dean of Students office after 2:00 p.m. on the day she is due to return.
11. The list of incomplete parental or hostess permissions for all students in the sign-out hall must be noted.

#### C. PARENT'S NIGHTS

1. The parents of a student may take their daughter, no other student, to spend the night in Raleigh or the immediate vicinity (includes Cary, Apex, and Garner).
2. Students planning to take a parent's night file an overnight permission slip. Parental permission may be sent in writing or at the time the student leaves campus.
3. Students taking a parent's night must return in time for classes, otherwise by 10:00 a.m. Sunday.
4. Resident students who are from Raleigh may not take parent's nights.

#### D. SENIOR REGULATIONS

1. Seniors with a 2.0 average may have cars. The license number and description of the car must be filed in the Dean of Students office and the Business Office. Students who wish to park on St. Mary's campus must display a parking sticker that will be received when the required \$5.00 registration fee is paid in the Business Office

#### E. JUNIOR REGULATIONS

1. Juniors must make up Closed Study in the afternoon before 7:30 p.m. in the library or a classroom in order to have Special Permission Sunday through Thursday.
2. The list of incomplete parental or hostess permissions for Juniors in the sign-out hall must be noted.

3. **JUNIORS ARE NOT ALLOWED TO HAVE CARS UNLESS SPECIAL PERMISSION DUE TO UNUSUAL CIRCUMSTANCES HAS BEEN GIVEN IN ADVANCE TO THE PARENTS BY THE DEAN OF STUDENTS.**

#### **F. OVERNIGHT CARDS AND SPECIAL PERMISSION SLIPS**

1. When leaving campus for an overnight, students must sign out on the overnight cards giving destination, hostess, date and time of leaving, and date of return.
2. Write last name first.
3. If a student does not have blanket permission, the overnight card must be approved in the Dean of Students office 24 hours before leaving. Parental permissions and hostess invitations must be sent directly to the Dean of Students office 24 hours before departure.
4. File white special permission slips for special absences.

#### **G. SPECIAL PARENTAL PERMISSION**

1. A written permission from parents releasing the College from all responsibility is required for students to:
  - a. ride in a car with a date in Raleigh and to and from specified destinations.
  - b. to fly in commercial and private planes.
  - c. to ride out of Raleigh in privately operated cars on long trips.
2. Blanket hostess and parental permission is available for Seniors and Juniors provided their parents have signed the written blanket permission form. The blanket permission allows a student to take overnights from St. Mary's at the places she designates on her overnight absence card without hostess invitations.

## H. UPPERCLASSMEN QUOTA

|              | <i>First Semester</i>                         | <i>Second Semester</i>                        |
|--------------|---|---|
| Juniors      | 12 overnights<br>6 chapel absences            | 16 overnights<br>8 chapel absences            |
| Seniors      | Unlimited<br>overnights<br>9 chapel absences  | Unlimited<br>overnights<br>9 chapel absences  |
| Counselors   | Unlimited<br>overnights<br>10 chapel absences | Unlimited<br>overnights<br>10 chapel absences |
| SGA Officers | Unlimited<br>overnights<br>12 chapel absences | Unlimited<br>overnights<br>12 chapel absences |

1. Each girl is *personally* responsible to keep a record of her overnights and chapel absences and keep within her quota.
2. Seniors may take overnights Thursday (11:00 a.m.) through Monday (12:30 a.m.).
3. Juniors may take overnights Friday (7:30 a.m.) through Sunday (12:00 midnight).
4. If leaving for an overnight earlier than 7:30 a.m. due to unusual circumstances, special arrangements must be made in the Dean of Students office.
5. Juniors with Quality Point Ratio of 2.5 have UNLIMITED OVERNIGHTS second semester.
6. Juniors who have a Q.P.R. of 2.5 for third quarter have the same social privileges as Juniors with a 2.5 for first semester.

## GENERAL CAMPUS REGULATIONS

### A. CHAPEL SERVICES

1. All students may attend an optional chapel service at 10:30 a.m. on Tuesdays and 9:45 a.m. on Sundays.
2. All boarders and day students present on the campus are to attend the 6:30 p.m. Chapel service on Wednesday and the 10:30 a.m. service on Sunday.
3. Other services are held from time to time and are optional.

### B. ASSEMBLY

1. All students are to attend assembly at 10:30 a.m. on Monday and alternating Wednesday assemblies.
2. Students should not take mail, papers, or books into assembly or chapel and must sit in assigned seats.

### C. DINING ROOM — MEALS

- | 1. Hours: | Breakfast | Lunch       | Dinner    |
|-----------|-----------|-------------|-----------|
| Weekdays  | 7:15-8:30 | 11:30-1:15  | 4:45-6:00 |
| Saturday  | 9:00-9:30 | 12:00-12:45 | 5:00-5:30 |
| Sunday    | 9:00-9:30 | 12:15-1:00  | 5:00-5:30 |
2. Students are welcome to bring guests to all meals. They must pay a charge at the door.
  3. Students must not carry food, silverware, or china from the dining hall. This is an HONOR BOARD offense.
  4. Unlimited seconds are offered on all meals except on Gourmet night.

### D. TELEPHONE

1. Switchboard hours:  
Monday-Saturday 8:00 a.m. - 10:30 p.m.  
Sunday 9:00 a.m. - 10:30 p.m.
2. The switchboard is closed during Sunday chapel—10:15 a.m.-11:45 a.m.
3. All calls after 10:30 p.m. will be received by an Answering Service—dial 828-2521—and emergency calls for the President and the Dean of Students will be referred to the appropriate person.
4. Students are expected to inform parents and friends that dormitories cannot be called when the switchboard is closed.
5. Calls should be limited to three minutes.
6. Juniors and Seniors may call out and receive calls on the hall phone during closed study (7:00-9:30 p.m.). Underclassmen not in study hall may also receive phone calls during closed study.
7. Pay phones are available in Lower Smedes and the Student Union for long distance phone calls.

8. All Juniors and Seniors may have private phones. Their numbers will be listed at the College switchboard and under Information. Calls may be made or received at any time.

## E. INFIRMARY

1. The College Physician is at the Infirmary on Mondays, Wednesdays, and Fridays from 12:00 noon to 1:00 p.m., and any other time he is needed.
2. The Infirmary has a registered nurse on duty at all times.
3. Hours:

|                     |
|---------------------|
| 8:00 a.m.—2:00 p.m. |
| 4:00 p.m.—7:30 p.m. |
| 9:30 p.m.—9:45 p.m. |
4. If the Infirmary is closed, a counselor on a girl's hall must report to the Dean of Students office, or to a resident counselor, who will call the Infirmary to report that a girl needs admitting.
5. Any student going to the Infirmary after 9:45 p.m. must be accompanied by a resident counselor or a security officer.
6. Each resident student is expected to report to the Infirmary if she is ill, or has an accident. She is expected to remain in the Infirmary for treatment unless the College Physician determines her illness warrants treatment by her family physician in which case authorization for her departure will be issued to the Dean of Students from the College Physician. If a parent insists upon taking a student home without such authorization, class absences will be unexcused.
7. Students must not telephone the Infirmary at any time unless authorized to do so by a faculty member, or a resident counselor. For information regarding prescriptions, doctor appointments, or reports on roommates and friends, one must go to the Infirmary during regular Infirmary hours.
8. Students going off campus for special doctor appointments, X-rays at the hospital, etc., must sign out and in at the infirmary.
9. Parents will be notified in case of serious illness or if the length of stay is prolonged. No student should call the parents of a sick girl without permission from the Dean of Students.
10. In the event that treatment or examination elsewhere is needed, authorization by the College Physician through the office of the Dean of Students is necessary. Class absences without this authorization will be unexcused.
11. Arrangements for medical or dental appointments at home should be made during holidays or summer vacation periods. Extended week-ends for such appointments are disruptive.



academic work, and whenever possible the Infirmary will make appointments in Raleigh with the doctor requested by the parents.

12. A complete report from any consulted physician must be sent to the Infirmary. All prescriptions must go through the Infirmary.
13. Students may have books in the Infirmary after twenty-four hours. Magazines and newspapers may be permitted with the permission of the nurse or physician at any time.
14. Parents, family, friends, resident and hall counselors, and faculty are requested to observe the visiting hours:  
11:00 a.m.—12:00 p.m.  
4:00 p.m.— 5:00 p.m.  
6:30 p.m.— 7:30 p.m.
15. A patient may have two visitors at a time. However, if the disease is infectious or contagious, no visitors will be allowed.

#### LIBRARY

1. Hours:

|                 |                        |
|-----------------|------------------------|
| Monday-Thursday | 8:00 a.m. - 11:00 p.m. |
| Friday          | 8:00 a.m. - 5:00 p.m.  |
| Saturday        | 9:00 a.m. - 5:00 p.m.  |
| Sunday          | 1:00 p.m. - 11:00 p.m. |
2. General books may be borrowed for a period of two weeks and renewed for another two weeks, if they are not needed in the Library.
3. When checking out a book, students should stamp the date due slip, sign and stamp the date on the book card, and drop the card into the proper slot at the circulation desk.
4. Reserve books may be checked out after 9:30 p.m.—Sunday-Thursday, and after 4:30 p.m. Friday and Saturday. They are due at 9:30 a.m. the following day, except on Sundays, when they are due at 1:00 p.m.
5. MAGAZINES AND REFERENCE BOOKS DO NOT CIRCULATE. THEY ARE NOT TO BE REMOVED FROM THE LIBRARY.
6. Fines: General books 10¢ per day  
Reserve books 25¢ per hour or part thereof  
If the book is lost, it should be reported as soon as possible. The fine stops on the date that the book is reported lost.
7. Prompt attention should be given to all LIBRARY NOTICES. If there is any question in regard to a notice, bring it to the Library and ask for an explanation.
8. Library accounts must be cleared before the end of each semester. See FINANCIAL INFORMATION in the College Catalog in regard to the settlement of all financial obligations.
9. STUDENTS FOUND WITH MISSING LIBRARY BOOKS OR MAGAZINES IN THEIR POSSESSION WILL BE DEALT WITH AT THE DISCRETION OF THE HONOR BOARD.



10. Except in an emergency, a student is not allowed to receive a telephone call in the Library.
11. **FOOD AND DRINKS ARE NOT TO BE BROUGHT INTO THE LIBRARY.**
12. Students may smoke in the smoking study only.
13. St. Mary's is a member of the Consortium of six Raleigh Colleges. Therefore, college students (Juniors and Seniors) may use the libraries of these colleges. A special borrower's card, available from your librarian, is required. Please note that this privilege does not apply to underclassmen.
14. Regulations are made for the good of all concerned. Your cooperation will be appreciated.

#### G. SMOKING

1. Students may smoke only in student lounges, the small parlors in Smedes, the Student Union, the music studio of any teacher who so permits, and in their dormitories if they have adequate ash trays and metal waste baskets. Students may also smoke in designated areas in the dining hall and in the smoking study of the library.
2. **Cigarette butts should not be thrown away on halls or stairways.**
3. Students must not smoke in or on a bed, in the infirmary, gym, or in any classroom or laboratory.

#### H. FRESHMEN - SOPHOMORE DANCE

Students who are planning the dance must not make such commitments as choice of orchestra, price of bids, or materials for decoration, without approval of the business manager and the class advisor. No contract may be concluded without the signature of the President of the College.

#### I. BULLETIN BOARDS

**Each girl is responsible for notices on all bulletin boards pertaining to students. Please check them daily.**

#### J. SELF HELP

1. There are several different types of employment for students who would like to have or need "Self Help." Work is available in the Library, the Dining Hall, the Dean of Students Office, the Laboratories, the Gym, the Bookstore, the Switchboard, and the Guidance Center.
2. All students who work must be registered at the Guidance Office. Information concerning campus and/or temporary employment may be obtained there.

## SPECIAL SPOTS

### A. BOOKSTORE

1. Hours: Monday-Friday, 8:00 a.m.-4:00 p.m.
2. All books and college supplies may be purchased at the store.
3. The Bank Window will be open from 8:00 a.m.-12:00 noon and 1:30 p.m.-3:45 p.m. Monday through Friday.
4. Students are advised to have their own checking accounts either in Raleigh or their hometown.
5. The students should not keep large amounts of money in their rooms. The College cannot be responsible for money losses.

### B. POST OFFICE

1. Stamps are sold at the Post Office Monday-Friday 8:00 a.m.-8:30 a.m. and 11:30 a.m.-1:30 p.m.
2. Mail comes in at 7:25 a.m. and 4:00 p.m. Monday through Saturday.
3. Mail leaves at 7:45 a.m. and 3:45 p.m. Monday through Saturday and at 7:45 a.m. on Sunday.
4. Parcel post and express may be sent out and received during store hours. Money orders and insurance for packages are not available.

### C. STUDENT UNION

1. The Student Union is open from 8:30 a.m. - 11:00 p.m. daily.
2. Students may have dates in the Student Union Thursday-Sunday nights from 7:00 p.m.-curfew.
3. **FOOD IS NOT ALLOWED IN THE STUDENT UNION. DRINK BOTTLES SHOULD BE REMOVED BEFORE LEAVING THE LOUNGE.**

### D. SNACK BAR

1. The Snack Bar is open from 10:00 a.m.-2:30 p.m. Monday through Friday and from 7:30 p.m.-10:30 p.m. Monday through Thursday.
2. The Snack Bar is closed on Saturday and is open on Sunday from 6:30 p.m.-10:30 p.m.

### E. SUNBATHING AREAS

1. The following areas have been designated for sunbathing:  
Sun Porch—Smedes (not during examination week).  
Sun Porches—Cruikshank (not during examination week).  
Lawns—areas between West Rock and West Smedes, between Music Building and Penick, and in front of Holt.

2. Sunburn does not excuse a student from class preparation, attendance, or participation.
3. Rooms passed through must not be disturbed and **QUIET HOUR MUST BE OBSERVED.**

#### F. KITCHENS

1. Girls must leave the kitchens in order and leave all equipment in its proper place.
2. Kitchens may not be used after 12:00 midnight.

#### G. GYM

The gym will be open for St. Mary's students who wish to use its facilities. The following hours are to be observed by faculty, staff, and students:

|                     |                       |                     |
|---------------------|-----------------------|---------------------|
| Monday              | 10:30 a.m.-11:00 a.m. | 7:00 p.m.-8:00 p.m. |
| Tuesday             |                       | 7:00 p.m.-8:00 p.m. |
| Wednesday           | 10:30 a.m.-11:00 a.m. | 7:30 p.m.-8:30 p.m. |
| Thursday            |                       | 7:00 p.m.-8:00 p.m. |
| Friday              | 10:30 a.m.-11:00 a.m. | 7:00 p.m.-9:00 p.m. |
| Saturday and Sunday |                       | 2:00 p.m.-4:00 p.m. |

Students may have dates in the gym on Fridays from 7:00 p.m.-9:00 p.m.

1. NO street shoes are to be worn inside the gym in the basketball court area or in the dance studio.
2. NO smoking, food, or drinks allowed in the gym.
3. ONLY bowling shoes are to be worn while bowling. This is a safety precaution.
4. NO ONE IS ALLOWED TO USE THE SAUNA BATH WITHOUT PROPER SUPERVISION.

#### H. TENNIS COURTS

1. Tennis Courts are for the use of students, faculty and staff only.
2. Students may bring dates to play on Sunday 5:00 p.m.-8:00 p.m. Dates may not play in the event other St. Mary's students are waiting to play.
3. If the courts are full and people are waiting to play, the following regulations concerning time must be observed:
  - A. Singles limited to One Hour.
  - B. Doubles limited to One and one-half Hours.
4. Gate Rules
  - A. Leave tennis ball cans at the entrance to courts.
  - B. Remove acorns, gravel, etc. before playing.
  - C. Wear only smooth soled shoes; no street shoes.
  - D. Keep gates closed.
  - E. Release tension from net after play if no one else is waiting for court use.
5. Tennis Courts may not be used during church on Sunday.

6. Lights must be off by 11:00 p.m. The courts will be locked at this time.
7. The Tennis Courts are grasstex.

#### I. SWIMMING

1. Students and faculty may use the pool for recreational swimming only during the designated times and when supervision is provided.
2. Bathing caps are required to be worn in the pool. Girls must wear their own swimsuits for recreational swim.
3. Any student using the pool is subject to the general rules of behavior posted in the pool area.
4. **NO ONE IS ALLOWED TO SWIM ALONE.**

#### J. LAUNDRY

1. Two sheets, one pillow case, and three towels are provided weekly by the school for each student. A locker for this linen is provided and the students may swap their soiled linen for clean 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 is also a laundromat on campus for student use.

#### K. LOST AND FOUND

1. The lost and found is in the House Keeper's office which is located in Lower Smedes.
2. Check notices on all bulletin boards for lost and found articles.
3. Under no circumstances are the girls to bring expensive jewelry—only costume jewelry, please. **The College cannot be responsible for valuable jewelry.**

**OFFICE HOURS OF THE DEAN OF STUDENTS**

**SMEDES HALL**

**MONDAY THROUGH FRIDAY**

8:30 a.m. — 12:30 p.m.

1:30 p.m. — 4:30 p.m.

**SATURDAY**

10:00 a.m. — 12:00 noon

**SUNDAY**

11:30 a.m. — 12:30 p.m.

HOSTESS WILL BE ON DUTY FROM 12:00 NOON UNTIL CLOSING EVERY EVENING AND WILL DIRECT EMERGENCIES TO THE DEAN OF STUDENTS.

SPECIAL PERMISSIONS SHOULD BE FILED NO LATER THAN 4:00 p.m. THE DAY OF YOUR REQUEST.

## **GUIDANCE AND COUNSELING SERVICE**

### **1. THE COUNSELING CENTER**

The purpose of the counseling center is to assist the student to make the most of her opportunities for academic and personal development while at St. Mary's. Counseling is available in the areas of academic planning, vocational choices, transfer programs, and personal problems. Assistance with study skills and reading programs is available. The services are implemented by means of occupational information, college catalogs, vertical files, reference books, study abroad programs and summer programs. In addition, announcements and informational services are made available to the students by means of the weekly bulletins and the bulletin board areas. Students may avail themselves of these services by calling for an appointment or by filling out an appointment request form at the counseling center in lower Smedes.

### **2. ACADEMIC ADVISING**

Each student is given the opportunity to request a specific advisor; however, if no preference is given, a faculty advisor is assigned to assist in the student's academic planning. The advisor helps the student to select courses appropriate to her educational objectives, keeps a record of the student's progress, and remains available throughout the year for additional counseling or referral to other appropriate personnel. Advisors will make every attempt to give effective guidance to students in academic matters and to 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 in consultation with the registrar.

## **CHAPLAIN AND CHAPEL PROGRAM**

St. Mary's has a full-time chaplain who ministers to the needs of the student body as a whole and to the students individually. Boarding students attend chapel on Sunday, if on campus, and on Wednesday for evening prayer. There is a voluntary service on Tuesday and Sunday mornings.

Under the direction of the chaplain, students are encouraged to participate in the chapel services. Student participation includes making suggestions, assisting with the services by leading worship and prayers, being a member of the Vestry and the Altar Guild, and being an acolyte, crucifer, or cup bearer.

Bringing the community together to worship and pray and learn is very important in the life at St. Mary's. Supporting this belief of



St. Mary's will provide an understanding of the purpose of our school —providing an atmosphere which blends the academic, social, and spiritual aspects of life in order to facilitate the growth of a whole person.

## ACADEMIC REGULATIONS PROGRAM OF STUDY

### CREDIT

High school credit is given in terms of units. A unit represents a year's study in one subject, as defined by the Southern Association in Article IV of the Standards of Secondary Schools.

College credit is given in terms of semester hours. Except where otherwise indicated, a semester hour represents a semester's work in a class that meets one hour a week for one semester, or eighteen weeks. Thus a class that meets three hours a week throughout the school year carries six semester hours of credit.

### REQUIREMENTS FOR HIGH SCHOOL GRADUATION

|                       |   |
|-----------------------|---|
| English               | 4 units   |
| Algebra               | 2 units   |
| Plane Geometry        | 1 unit  |
| Science               | 2 units (including biology which must be taken prior to enrollment at St. Mary's) |
| Foreign Language      | 3 units (same language)<br>or<br>4 units (2 units in each of 2 languages)         |
| U.S. History (survey) | 1 unit  |
| Electives             | 2-3 units   |

A minimum of sixteen academic units is required. In addition one semester of religion each year and physical education each semester are required.

All students must take four academic units of work per year, normal load. No student may take more than five academic subjects

Any deviation from the normal academic load must be approved by the Academic Dean.

Electives are offered in art, science, mathematics, music, social studies, drama, and foreign languages.

Two units of repeated work and one unit of new work are the maximum which may be credited from an approved summer school. The student's faculty advisor and the Registrar must approve courses **prior to enrollment in a summer session.**

To receive a high school diploma, a student must complete a twelfth grade requirements at St. Mary's.



**The following programs of study are strongly recommended:**

Grade 11 (Freshman)

English III

Foreign Language

U. S. History (**if requirement has not been met**)

Algebra II or Plane Geometry

Religion 5 (**one semester**)

Physical Education

Elective—if schedule permits

Grade 12 (Sophomore)

English IV

Foreign Language (**if requirement has not been met**)

Algebra II or Plane Geometry (**if requirement has not been met**)

U. S. History (**if requirement has not been met**)

Religion 7 (**one semester**)

Physical Education

Electives (2)

## REQUIREMENTS FOR COLLEGE GRADUATION

Requirements for the Associate in Arts degree are as follows:

- A. A total of 64 semester hours
  - B. A cumulative average of 2.00 (C) on all courses attempted at St. Mary's and on all transferable credit to St. Mary's.
  - C. Specific course requirements
    1. ENGLISH 9 semester hours (21, 22, and one 30-level literature course)
    2. RELIGION 6 semester hours (21, 22)
    3. PHYSICAL EDUCATION 4 semester hours (1 course each semester)
    4. FOREIGN LANGUAGE\* 6-9 semester hours — same language (6 hours on the Advanced Level; 9 hours if language is begun on the Intermediate Level — 23-24; 12 hours strongly recommended if language is begun on the Elementary Level — 21-22)
- OR
- MATHEMATICS\*\* 6 semester hours
  5. SCIENCE AND FINE ARTS 9-11 semester hours (a minimum of **3 semester hours in each area**)

\*Students are encouraged to continue the foreign language taken in high school. Students with 2 or 3 language units should enroll in the Intermediate Level (23-24). Students with 4 or 5 language units should enroll in an Advanced Level (25, 27, 31). No college credit will be given if a student with 2 language units enrolls in the Elementary Level (21-22). However, a student has the option of changing to another language for which she will receive credit for the Elementary Level.

\*\*The choice between foreign language and mathematics should not necessarily preclude the one for the other. Many colleges and universities require both, and some require a modern foreign language for the B. S. degree in a scientific area. Also, students planning to pursue a degree in Primary or Elementary Education will need Math 25-26.

The Associate in Arts degree is awarded with honors to any student with a 3.5 average or better.

Requirements for the College Diploma are as follows:

- A. A total of 64 hours.
- B. A cumulative average of at least 1.80 on all courses attempted at St. Mary's and on all credit transferable to St. Mary's.
- C. Specific course requirements are the same as for the Associate in Arts degree.

## **Fulfillment of Requirements**

All required courses must be **attempted** at St. Mary's. Possible exceptions will be considered on an individual basis, but approval of the Academic Dean and the Chairman of the Department concerned must be granted.

A candidate for junior college graduation must be in residence the year preceding graduation.

Any student who plans to pursue a degree in an institution whose basic requirements differ from those preferred at St. Mary's may request a curriculum tailored to her particular needs upon presentation of a letter from the Registrar of the college of her choice outlining the special requirements of that institution. The request should be directed to the Academic Dean.

All students are urged to check carefully the requirements of the institution to which they plan to transfer upon graduation from St. Mary's, since St. Mary's requirements, particularly in foreign language, may differ from those of some other institutions and may not be sufficient for a Bachelors Degree in many fields. Also, most senior colleges require a QPR of 2.0 or higher for entrance.

## **CREDIT TRANSFERABLE TO ST. MARY'S**

St. Mary's accepts a maximum credit of 9 semester hours from another institution; if a laboratory science is included, then a maximum of 10 semester hours is accepted. A rare exception would be a student entering at the senior level. All credit must be earned from college or university accredited by the Southern Association of Colleges and Schools or a state or regional accrediting agency.

Any work must first be authorized by the Academic Dean. Appropriate forms must be completed prior to the enrollment of a student in a Summer Session at another institution.

No grade lower than a "C" is acceptable as transferable credit to St. Mary's. Quality points beyond a "C" will not be given for work transferred from another college.

## **ACADEMIC LOAD**

All college students are expected to register for 5 academic courses plus physical education. Minimum number of semester hours per semester is 13; normal load is 16 semester hours, and the maximum load is 18 semester hours. Permission of the Academic Dean is necessary if one desires to take additional hours for credit.

## **ADDING AND DROPPING COURSES**

A student may add a course during the first two weeks of a semester. In order to add a course after the first two weeks, she must have the permission of the faculty instructor and the Academic Dean.

A course may be dropped within the first four weeks of a semester without penalty. No grade, either passing or failing, is recorded on

permanent records. Should a student passing a course wish to withdraw after the first four-week period, she may do so until the end of first quarter with permission from the Academic Dean. A "withdrawal passing" is recorded on her record and hours attempted are not averaged into her quality point ratio.

If a student who is failing a course wishes to withdraw after the first four-week period, she may do so only after consultation with the Academic Dean. Hours in this case are averaged into her quality point ratio and a "withdrawal failing" is recorded on her record.

Only under unusual circumstances, such as illness, will a student be allowed to drop a course after the end of a quarter (eight weeks). The Academic Dean after consulting with the faculty member concerned must grant such permission.

## **GRADING SYSTEM**

The evaluation of all academic work at St. Mary's College rests with the instructor concerned. Grades will be determined by whatever means are considered to be most appropriate by the faculty member in consultation with his academic department and subject to the approval of the Department Chairman and the Academic Dean to measure accurately, fairly, and consistently the quality of academic work performed by his students. A final examination will be given in each course which will in no case count for more than one third or less than one-fourth of the final grade without the approval of the Department Chairman and the Academic Dean. The instructor will explain his grading policy to his class at the beginning of each semester.

All academic work will be evaluated according to the following grading system:

- A indicates superior work
- B indicates work which is distinctly above average
- C indicates work of average quality
- D indicates work below average quality and is the lowest passing grade
- F indicates failure
- I indicates that some part of the class work has not been completed
- WP indicates withdrawal from a course while performing passing work
- WF indicates withdrawal from a course while performing failing work

Work which indicates less than 70 per cent comprehension or achievement on the part of the student is regarded as failure.

A "progress report grade" will be given mid-semester to every student at St. Mary's, but this grade will not necessarily be considered a firm percentage of the grade to be used in the final evaluation of the semester's work.

Incomplete grades are expected to be removed one week after the end of the quarter. After two weeks Incomplete grades will automatically become an F unless special arrangements to extend the time have been made with the faculty member concerned and such arrangements are reported to the Registrar.

Work which is late for reasons other than illness or family emergency is not given full credit unless special arrangements are made with the instructor prior to the expiration of the first week after the work is due. Work late without good reason is not accepted.

Students whose grades remain unsatisfactory may be required to give up one or all extracurricular activities.

Students who are absent from the campus for more than six weeks may not receive credit for the semester's work.

### COMPUTING THE QUALITY POINT RATIO

A cumulative average of 2.00 (C) on all courses attempted at St. Mary's and on all transferable credit to St. Mary's is required for the associate in Arts degree.

A cumulative average of 1.80-1.99 on all courses attempted at St. Mary's and on all transferable credit to St. Mary's is required for the Junior College Diploma.

Grades of "F" and "WF" are included in computing the Quality Point Ratio.

Grades of "WP" and "Med. Ex." are not included in computing the Quality Point Ratio.

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

- A = 4 quality points per semester hour
- B = 3 quality points per semester hour
- C = 2 quality points per semester hour
- D = 1 quality point per semester hour

The Quality Point Ratio is determined by dividing the number of quality points earned by the number of semester hours attempted, whether passed or failed. For example:

| COURSE        | GRADE | SEM. HRS. ATTEMPTED | SEM. HRS. CREDIT | QUALITY POINTS |
|---------------|-------|---------------------|------------------|----------------|
| English 21    | B     | 3                   | 3                | 9              |
| Biology 23    | B     | 4                   | 4                | 12             |
| Math 23       | F     | 3                   | 0                | 0              |
| Religion 21   | D     | 3                   | 3                | 3              |
| History 21    | C     | 3                   | 3                | 6              |
| Phi. 21a      | A     | 1                   | 1                | 4              |
| <b>TOTALS</b> |       | <b>17</b>           | <b>14</b>        | <b>34</b>      |

Quality Point Ratio: 34 (qual. pts.) ÷ 17 (hrs. attempted) = 2.00.



## REPETITION OF COURSES

If a student repeats a course in which a grade of D or F was made, **both** grades are recorded on the permanent record. Credit in hours can be awarded only once, naturally, but **all semester hours attempted** and **all quality points earned** are included in computing the Quality Point Ratio. For example, if a student chooses to repeat Spanish 23-24 (Grade—"F") and earns a grade of "B," the following entries would be made on the permanent record:

| COURSE       | GRADE | SEM. HRS<br>ATTEMPTED | SEM. HRS.<br>CREDIT | QUALITY<br>POINTS |
|--------------|-------|-----------------------|---------------------|-------------------|
| Span. 23-24  | F     | 6                     | 0                   | 0                 |
| *Span. 23-24 | B     | 6                     | 6                   | 18                |
| TOTALS       |       | 12                    | 6                   | 18                |

Quality Point Ratio:  $18 \div 12 = 1.50$

\*Repeat Course

## EXAMINATIONS

For college courses final examination means the one taken at the end of a semester; for high school courses final examination means the one taken at the end of the session, unless a terminal course is involved. No student is excused from examinations; an examination that is missed because of illness must be made up.

Students are permitted re-examinations only in cases where the student has earned a passing average prior to the final examination and her examination grade would cause her to fail the course. Any re-examination must be taken within the regular examination period unless specifically excused by the Academic Dean. The instructor will report such cases immediately to the Registrar who will inform the student. The final examination grades will be the average of the grades earned on the first attempt and on the re-examination. No student is permitted to take more than one re-examination in the same course.

## AUDITING

Any student wishing to audit a course may do so with the permission of the instructor. The instructor may require the auditing student to do any of the assignments required of students registered in the course for credit and/or may limit the auditor's participation in the class.

## DEAN'S LIST

A general award of merit open to members of the college is the Dean's List. This list is published at the end of each semester. Students who have a yearly average of 3.25 receive recognition at commencement. A student must fulfill the following requirements to be on the Dean's List: (1) during the semester, she must carry a minimum of 14 semester hours of 2, 3, or 4 semester hour courses; (2) she must attain a quality point ratio of 3.25 or better in course

taken for credit; (3) she must maintain the status of a student in Good Standing with the faculty and the Honor Board of the Student Government Association.

### **HONOR ROLL**

The Honor Roll is the general award of merit open to members of the high school department. 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 quality point ratio of 3.00 (B) or better in courses taken for credit; (3) she must maintain the status of a student in Good Standing with the faculty and the Honor Board of the Student Government Association.

### **ACADEMIC PROBATION:**

Students on academic probation are defined as those with a Q.P.R. below 1.80.

The following regulations stand as a guide for students on academic probation:

The determining of academic probation will be made at the end of first quarter, first semester, third quarter, second semester. Students who place themselves on academic probation have only one optional class absence per quarter. Students on academic probation are expected to study in a place conducive to quiet, uninterrupted concentration between the hours of 7:00 and 10:00 p.m., Monday through Thursday nights.

Alternate weeks Sunday night study between these hours is also expected. No permissions to leave campus will be granted at this time except under conditions of gravest emergency as determined by the Dean of Students.

Students on academic probation will be penalized for unexcused absences (above the 1 allowed) as follows:

- a. 1st unexcused absence results in a drop of one quality point.
- b. 2nd and 3rd unexcused absences result in continuing quality point drops.
- c. 4th unexcused absence will cause the student to be dropped from the course with a failing grade.

A redetermination of Q.P.R. will be made quarterly, and any student raising her average above 1.79 will be reinstated with full academic and social privileges. Students on Academic Probation at the end of second semester and who attend Summer School may be removed from Academic Probation at the beginning of the fall semester if the summer school work raises the previous year's Q.P.R. above 1.79.

During the junior year a student must earn credit for a minimum of 20 academic hours and 40 quality points, or a Q.P.R. of 1.30, plus 2 hours of physical education, to be considered for re-admis-



sion. If her Q.P.R. falls below 1.30, she must petition the Academic Standards Committee immediately for permission to return. If, during the first semester of her junior year, a student earns fewer than half the number of academic hours and half the number of quality points which are required for her consideration as a candidate for the Senior Class, with a Q.P.R. below 1.79, she is automatically placed on academic probation for the following quarter. Both student and parents will be notified of the student's probationary academic standing. A student on academic probation is permitted only one unexcused absence from each class per quarter.

Seniors will also be subject to academic probation and its terms based on their grades from the 2nd semester of their Junior year and first quarter, first semester, and third quarter of their senior year.

### ABSENCE POLICY

With the continuing conviction that an important educational goal at St. Mary's is to place increasing personal responsibility for class attendance on the college student, the following Absence Policy seeks to both safeguard the education of St. Mary's students and to permit them the freedom to grow.

## UPPERCLASSMEN

### SENIORS

A Quality Point Ratio of 2.00 and higher—unrestricted absences—subject to evaluation and decision by individual faculty members in the event of a seriously declining performance by a student.

A Quality Point Ratio of 1.80-1.99—Maximum of 3 unrestricted absences per quarter in each course which meets 3 or more times per week, and a maximum of 2 unrestricted absences for hour and a half courses on Tuesdays and Thursdays, subject to evaluation and decision by individual faculty members in the event of a seriously declining performance by a student.

A Quality Point Ratio of 1.79 and lower—Academic Probation—one unrestricted absence in each course per quarter.

### JUNIORS

First Semester: Absences per quarter **not to exceed the number of class sessions per week.\***

Second Semester: A Quality Point Ratio of 2.50 and higher—unrestricted absences—subject to evaluation and decision by individual faculty members in the event of a seriously declining performance by student.

A Quality Point Ratio of 2.00-2.49—Maximum of 3 unrestricted absences per quarter in each course which meets 3 or more times per week.

and a maximum of 2 unrestricted absences for hour and a half courses on Tuesdays and Thursdays, subject to evaluation and decision by individual faculty members in the event of a seriously declining performance by a student.

A Quality Point Ratio of 1.80-1.99—Absences per quarter not to exceed the number of class sessions per week minus one.

A Quality Point Ratio of 1.79 and lower—Academic Probation—One unrestricted absence in each course per **quarter**.

\*The policy on absences from laboratory will be determined by the individual instructor.

Absence from class does not relieve the student from responsibility for work assigned while she is absent; any written assignment due in a class that is to be missed must be turned in to a teacher prior to the absence, except in the case of personal illness. In such a case a student may have a week in which to complete the work missed. The student is not allowed to make up an assigned test which is missed because of a cut.

#### UNEXCUSED ABSENCES

FOR UPPERCLASSMEN, UNEXCUSED ABSENCES IN EXCESS OF THOSE ALLOWED WILL RESULT IN THE DROP OF ONE QUALITY POINT FOR EACH SUCH ABSENCE.

#### UNDERCLASSMEN

All students are required to attend classes regularly and promptly and to complete all work within the assigned time. Each student is responsible for meeting her various academic obligations. High school students should be aware that the state permits only a minimum number of absences per year or the certificate will be forfeited.

The following regulations stand as a guide for class absences and must be adhered to strictly:

a. High school students are not allowed to miss classes for any reasons other than excused personal illness or official college business.

b. Excused personal illness:

1) Resident Students:

A student has been in the infirmary or in the hospital. A student has been ill at home and on the day of her return brings a statement from her physician to the Dean of Students office.

2) Day Students:

A student has been ill at home and on the day of her return brings a note from her physician, parent, or guardian to the Dean of Students office.

c. Official College Business:

- 1) Absence from class to attend an off-campus function related to a student's work. (Special permission is required prior to an absence of this type.)
- 2) Absence from class to fulfill delegated responsibilities

Any absence which does not meet one of the above conditions is not excused, and the student will receive a zero on the work she missed. Three unexcused tardies in one quarter equal one unexcused absence. Absence does not relieve the student from responsibility for work required while she was absent; in the case of an excused absence, the student may have a week in which to make up the work which she missed. The student is reminded that she is not allowed to make up work which she missed because of an unexcused absence. IN ADDITION, UNEXCUSED ABSENCES WILL RESULT IN A FRACTIONAL DROP IN THE SEMESTER GRADE FOR EACH SUCH ABSENCE (E.G., C+ to C-, Etc.).

Explanations of excused absences:

1. Excused personal illness:

Resident Students:

A student who has been in the infirmary or in the hospital is automatically excused. A student who has been ill at home and brings a statement from her home physician to the Dean of Students office on the day of her return is granted an excused absence. The excuse slip must be presented to the instructor.

A student who has been ill at home and brings a statement from her physician, parent, or guardian to the Dean of Students office on the day of her return is granted an excused absence which must be presented to the instructor. Unless the above-mentioned statements are filed in the Dean of Students office, the absences are counted as cuts.

2. Official College Business:

Absence from class to attend an off-campus function related to a student's work is excused provided special permission has been granted prior to the absence.

Absence from class to fulfill officially delegated responsibilities is granted by the Absence Committee. (see Absence Committee Policy).

3. Excused absences are always granted on the occasion of death in the student's immediate family.

Right of Appeal:

A student has the right of appeal regarding absence penalties. Final decision on the appeal rests with the Absence Committee.

## ABSENCE COMMITTEE POLICY

The Absence Committee decides on the merits of requests to be absent **from class** for reasons such as college visitation, transportation problems, and trips other than field trips or athletic events. The Dean of Students reviews cases that involve personal tragedy, and emergencies. When a girl wishes to file an application to be excused from classes which also involves an overnight prior to Friday or Saturday night, she should apply not only to the Absence Committee for the class absence but also to the Dean of Students for special permission for the absence.

All requests not initially approved by the Absence Committee can be resubmitted to the committee with further clarification. If the request is denied a second time, the student can appeal to the President and the Dean of Students. Individual faculty members cannot override decisions of the Absence Committee or grant permission to students to be absent from class, except in cases not specifically stated in this policy (such as oversleeping), which are left to the discretion of the individual faculty member. Faculty members who wish to have students participate in athletic events and other competitions, or take students on field trips must inform the faculty member(s) whose class(es) will be missed and submit to the Dean of Students the list including the student's name, classes missed, and the date of the trip or event.

The Absence Committee believes that its function is to insure that students do not miss classes unless there are good reasons or doing so. It will review all requests in terms of how the absence might affect the scholastic standing of the individual student. College students with free cuts should use them except on calendar days or days when tests are assigned, while college students having academic difficulties and all high school students must seek permission from the Absence Committee to miss class. **All students who find it necessary to miss class on calendar days must make requests through the committee.**

The Absence Committee acts according to the following guideline:

- I. Requests to miss class for college visitation and interviews are approved except:
  - a. when the committee feels that the student will experience academic difficulty because of the absence.
  - b. when the student's time request seems excessive (In these cases the committee will approve the amount that it believes is adequate for the visit and/or interview.)
- II. Transportation requests are approved if no safe alternate means of transportation is available.
- III. Personal trips are usually denied except:

- a. when the trip seems to be an important educational experience.
  - b. when the trip is important in the student's role in her family.
  - c. when the Absence Committee has evidence that the trip appears to be necessary for the psychological well-being of the student.
  - d. for very important social and religious functions.
- IV. Trips on official college business are granted unless the committee feels that the student will suffer academically because of the absence.
- V. Students must notify their teachers before submitting requests to the Absence Committee. The teacher should initial and add any necessary comments to the form or send the committee a letter before its weekly meeting.
- VI. NO ACTION WILL BE TAKEN ON INCOMPLETE FORMS. The student should hand in a completed form before the Absence Committee has its weekly meeting; if the student is unable to get the form in prior to her absence, the committee will consider her request at its next meeting.

#### CALENDAR DAY REGULATIONS AND OTHER PROCEDURES

##### 1. Calendar Days:

Calendar Days are defined as the two days before and after a vacation and the two days before exams. **All students are required to attend the last meeting of each class prior to a closed holiday and the first meeting of each class following these vacations.** Closed holidays are the following: Mid-Semester break, Thanksgiving, Christmas, Spring Vacation and Easter.

(Exception — a class whose last meeting is more than forty-eight hours prior to the start of vacation or whose first meeting is more than forty-eight hours after classes have resumed.) It is important that both students and parents realize that no exceptions to this rule can be made except in the case of unusual circumstances. Any unexcused violation of this policy automatically leads to a lowering by one letter of the semester grade in the course in the college departments. Any additional cut in the course results in the student being dropped from the course with an F.

In the high school department, any unexcused violation of this policy automatically leads to double zeros on the work that was missed.

##### 2. Changing Sections:

In the college department if a student on academic probation attends any section of her class other than her own or makes up an assigned test at any time other than her



scheduled time, she must sacrifice a cut. (No cuts are allowed on Calendar Days.) In the high school department no student may attend another section in place of the one for which she is regularly scheduled.

### 3. Leaving Class Early:

If an upperclassman leaves class early for any reason other than illness or emergency, this absence will count as a cut. If any student is ill and is excused from a class period, she must report immediately to the infirmary. Between the hours of 2 and 4 p.m. she reports to the Dean of Students office.

### STUDY HALLS

High school students with two D's or one F at the end of any quarter during the session and/or at the end of the first semester are placed in study hall for the ensuing quarter.

### MEDICAL EXCUSE

Any student who is on a medical excuse must attend her Physical Education classes even though not actually participating.

### YEARLY GRADES

Of high school students will be noted on all permanent records by the four-point scale calculated as a ratio between hours attempted and grades earned.

### REQUIREMENTS FOR THE HIGH SCHOOL DIPLOMA

|                        |   |
|------------------------|---|
| English                | 4 units   |
| Algebra                | 2 units   |
| Plane Geometry         | 1 unit  |
| Science                | 2 units (including biology which must be taken prior to enrollment at St. Mary's) |
| Foreign Language       | 3 units (same language)<br>or<br>4 units (2 units in each of 2 languages)         |
| U. S. History (survey) | 1 unit  |
| Electives              | 2-3 units   |

1. A minimum of sixteen academic units is required. In addition, one semester of religion each year and physical education each semester are required.
2. All students must take four academic units of work per year, a normal load. No student may take more than five academic subjects.
3. Any deviation from the normal academic load must be approved by the Dean of Academic Affairs.
4. Electives are offered in art, science, mathematics, music, psychology, drama, social studies, and foreign languages.



5. Two units of repeated work and one unit of new work are the maximum which may be credited from an approved summer school. The student's faculty advisor and the Registrar must approve all courses **prior to enrollment in a summer session.**
6. To receive a high school diploma, a student must complete all twelfth grade requirements at St. Mary's.

The following programs of study are strongly recommended:

Grade 11 (Freshman)

- English III
- Foreign Language
- U.S. History (if requirement has not been met)
- Algebra II or Plane Geometry
- Religion 5 (one semester)
- Physical Education
- Elective—if schedule permits

Grade 12 (Sophomore)

- English IV
- Foreign Language (if requirement has not been met)
- Algebra II or Plane Geometry (if requirement has not been met)
- Religion 7 (one semester)
- Physical Education
- Elective
- Elective

### REQUIREMENTS FOR COLLEGE GRADUATION

1. Requirements for the Associate in Arts degree are as follows:
    - a. A total of 64 semester hours
    - b. A cumulative average of 2.00 (C) on all courses *attempted* at St. Mary's and on all transferable credit to St. Mary's
    - c. Specific course requirements
      - 1) ENGLISH 9 semester hours (21,22, and one 30-level literature course)
      - 2) RELIGION 6 semester hours (21,22)
      - 3) PHYSICAL EDUCATION 4 semester hours (1 course *each semester*)
      - 4) FOREIGN LANGUAGE\* 6-9 semester hours — same language (6 hours on the Advanced Level; 9 hours if language is begun on the Intermediate Level — 23-24; 12 hours strongly recommended if language is begun on the Elementary Level—21-22)
- OR

MATHEMATICS\*\*  
5) SCIENCE AND  
FINE ARTS

6 semester hours  
9-11 semester hours (a minimum of 3 semester hours in each area)

\*Students are encouraged to continue the foreign language taken in high school. Students with 2 or 3 language units should enroll in the Intermediate Level (23-24). Students with 4 or 5 language units should enroll in an Advanced Level (25-27, 31). No college credit will be given if a student with 2 language units enrolls in the Elementary Level (21-22). However, a student has the option of changing to another language for which she will receive credit for the Elementary Level.

\*The choice between foreign language and mathematics should *not* necessarily preclude the one for the other. Many colleges and universities require both, and some require a modern foreign language for the B. S. degree in a scientific area. Also, students planning to pursue a degree in Primary or Elementary Education will need Math 25-26.

2. Requirements for the College Diploma are as follows:

- a. A total of 64 hours.
- b. A cumulative average of 1.80-1.99 on all courses *attempted* at St. Mary's and on all transferable credit to St. Mary's.
- c. Specific course requirements are the same as for the Associate in Arts degree.

3. The quality point system at St. Mary's College is as follows:

- A = 4 quality points per semester hour
- B = 3 quality points per semester hour
- C = 2 quality points per semester hour
- D = 1 quality point per semester hour

1. For Graduation

Before any student can graduate from St. Mary's, she must complete 64 semester hours, including 4 hours in physical education, acquire 120 quality points, with a grade average of 1.80.

The Associate in Arts degree, established in 1970, is awarded to a student who has completed the 64 semester hours, including the basic requirements, and who has achieved a 2.0 grade average for two years of college work. The degree is awarded with honors to any student with a 3.5 average or better. A student who has completed successfully 64 semester hours, including the basic requirements, and who has a 1.80 to 1.99 grade average is also eligible for graduation, but may not receive the Associate in Arts degree. To make up deficiencies, a student may earn a maximum of nine hours (10 if a

laboratory science course is taken) in the summer session of accredited colleges. D grades carry no transfer credit. Quality points beyond the value of C will not be awarded for work from another college.

#### 5. Junior Year

During the junior year a student must earn credit for a minimum of 20 academic hours and 40 quality points, or a Q.P.R. of 1.30, plus 2 hours of physical education, to be considered for re-admission. If her Q.P.R. falls below 1.30, she must petition the Academic Standards Committee immediately for permission to return. If, during the first semester of her junior year, a student earns fewer than half the number of academic hours and half the number of quality points which are required for her consideration as a candidate for the Senior Class, with a Q.P.R. below 1.79, she is automatically placed on academic probation for the following quarter. Both student and parents will be notified of the student's probationary academic standing. A student on academic probation is permitted only one unexcused absence from each class per quarter.

#### 6. Senior Year

Seniors will also be subject to academic probation and its terms based on their grades from the 2nd semester of their Junior year and first quarter, first semester, and third quarter of their senior year.

### COUNSELORS

A senior is required to have a 2.0 Q.P.R. in order to be a Hall Counselor. Otherwise, her nomination must be approved by a committee consisting of: The President of the school, the Dean of Students, the President of the S.G.A., Chairman of the Social Board, and the Secretary of the Social Board.

### EXTRA-CURRICULAR ACTIVITIES

A student is required to have a 2.0 Q.P.R. in order to participate in Extra-Curricular activities. If she does not have a 2.0 then her nomination must be approved by a committee consisting of: The President of the College and the Dean of Students.

## DAY STUDENTS

The Day Students are an integral part of the St. Mary's community. As individuals they take part in the various clubs and activities on campus. As a group the day students sponsor many bake sales and parties including their annual Casino Party for their Dads.

1. Day students represent St. Mary's even when they are under the jurisdiction of their parents.
2. Underclassmen on the study hall list are required to study in the library for one hour, Monday through Thursday. Day students should daily sign a designated sheet to pledge their one hour.
3. Day students who are campused must remain on campus from 8:30 a.m. to 4:00 p.m. Monday-Friday. These students are allowed one hour off campus between 12:00 noon and 2:00 p.m. for lunch. A signed statement saying that the campus has been made up must be given to the Day Student President at the end of each day.
4. Day students must attend assembly on Monday and Wednesday mornings.
5. Day students should attend all Student Government Association meetings and all Day Student meetings.
6. Day students who have a meal in the dining room must pay at each meal or be billed monthly.
7. On returning from an illness or an emergency absence, a Day Student must bring to the Dean of Students office a written explanation from her physician, parents or guardian stating the exact period covered by the absence. Failure to bring this note the day of return is an unexcused absence.
8. Parents may get in touch with their daughters through the Dean of Students office or at the Day Student House in case of an emergency.
9. When visiting the dormitories at night, Day Students must leave by 11:00 p.m.
10. Smoking is permitted in the Day Student House and in other designated areas.
11. Reasonable quiet must be observed in the Day Student House, with library quiet in study room.
12. Each student is responsible for taking care of the furniture and keeping the house clean.

13. Register cars and license numbers in the Dean of Student office. Day Students are to park behind the library. Parking stickers should be purchased at the business office.
14. Day students should register in the guest book in the Dean of Students office if staying on campus any night of the week there is a bed available. At this time, the student should also register her car and license, and give her keys to the Dean of Students. Day Students must follow all rules which apply to their hostesses.
15. Consult the Academic Regulations in regard to all academic matters.
16. Sunbathing is allowed in the area between the Day Student House and the Library if quiet is observed.
17. Boarders are cordially invited to visit the Day Student House during school hours.

## ORGANIZATIONS

### HONORARY

#### The Order of the Circle

President

Deborah Walter

In the thirty years that the Circle has existed, its purposes have been to cultivate fellowship among students, to promote a better school spirit, to encourage cooperation between faculty and students, and to encourage a desire for participation in college activities. Its members are outstanding in their genuine love both for the college and for the girls who make it what it is. New members are initiated several times each year after a midnight walk around the campus.

#### The Beacon

President

Ann Isenhower

The Beacon is the honorary organization within the high school department which seeks to promote a better school spirit, encourage cooperation in all phases of school life, and to support participation in extra-curricular activities. The members are chosen from the sophomore class at intervals during the school year, and a limited number of freshmen are elected in the spring; they form the nucleus of the group for the coming year. In the selection of members, consideration is given to academic achievement and service.

#### The Order of St. Genesis

President

Peggy House

The purposes of this organization are as follows:

1. It shall recognize those who have made outstanding contributions in both the technical and acting phases of theatre life at St. Mary's.

2. It shall function as the acting nucleus and coordinating body of all the activities of the St. Mary's Drama Club.

Membership in this organization is based not only on a student's contribution in the field of theatre but also on her character, dedication, and acceptable scholastic average.

#### Letter Club

President

Bonnie Bell

The letter club is the honorary athletic society. A girl becomes eligible for membership when she earns her second all-star team in a different sport or accumulates 100 points, 40 of which are earned by making an all-star team and first team. If she earns 200 points in a variety of activities and has no all-stars, she may be eligible for membership. New members, who receive a letter in assembly, are announced throughout the year and are welcomed into the club. All-



star teams are selected by the vote of all the girls on the Sigma-Mu team. Blue felt stars are awarded by the Letter Club president, in assembly, to each girl making an all-star team.

A Letter Club banquet is held near the end of the school year, at which time the final awards are presented by the president and the members of the Letter Club.

1. The athletic society accumulating the greatest number of points during the year will be awarded the Sigma-Mu plaque. The highest award given is the Sportsmanship Award.

2. The three girls who accumulate the greatest number of points during the year will be given the highest awards.

3. The most outstanding girl in each activity will be given an award.

### Marshals

Chief Marshal

Sandra Holt

The marshals are elected by the student body from the rising senior class. There exist no grade qualifications except the Chief Marshal must have a 2.0 average. The marshals 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 college year. The marshals take the offering in chapel, lead chapel lines, usher at entertainments in the auditorium, and maintain order at all student body gatherings.

### Vestry

Senior Warden

Deborah Walter

The Vestry is the student advisory body of the chapel and works under legislation passed by itself. 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.

Committees of the Vestry include Finance, Ministry, Outreach House and Grounds, and Corresponding committee. All committee heads are appointed at the beginning of the fall term. Vestry members serve one year terms. The student body is welcome to attend any open Vestry meeting. The chairman, known as the Senior Warden, is appointed at the end of the school year to serve for the coming academic school year.

## II. EXTRA-CURRICULAR ACTIVITIES

### Acolytes

The acolyte committee is composed of girls who assist the Chaplain in weekly chapel services and regular Sunday services. Membership is open to girls of all denominations. The chairman is appointed at the end of the school year to serve for the coming college year.

### **Dramatics Club**

President

Catherine Blankenship

The Dramatics Club is open to everyone at St. Mary's interested in the theatre. Its members present two major productions, one first semester and one at Commencement. The officers are to be elected in the fall.

### **The Young Democrats Club**

The Y.D.C. is for all girls interested in politics from the viewpoint of the Democratic party. Anyone is eligible to join. The officers are to be elected in the fall.

### **The Young Republicans Club**

The Y.R.C. is for all girls interested in politics from the viewpoint of the Republican party. Everyone is eligible to join. The officers are to be elected in the fall.

### **The Granddaughters Club**

The Granddaughters Club, directed by the Executive Alumnae Secretary, is composed of students whose mothers or grandmothers attended St. Mary's. Officers are elected in the fall.

### **Sigma-Mu**

Sigma President

Jane Roberts

Mu President

Jeanne Watford

Every girl belongs to one of the athletic societies, Sigma or Mu. The officers of both clubs, the President of the Letter Club and an instructor from the physical education department make up the Athletic Council. This council plans the year's program of activities and keeps records relating to the individual and team point systems.

The athletic activities at St. Mary's are divided into major and minor sports, for which teams are chosen and tournaments are played throughout the year. Points are given to individual girls for making teams or placing in tournaments, and to the athletic society whose members win a tournament.

### **Tennis Club**

President

To be elected in the fall

The Tennis Club is an organization for those who possess advanced skills in the game. Tryouts are held at the beginning of the year for high school and college students. Matches are held in the fall and spring of the school year with surrounding colleges.

### Altar Guild

Membership for the Altar Guild is open to high school and college students. This organization has charge of preparing for chapel services and provides for the various committees to learn church service procedures. It is open to girls of all denominations.

### St. Mary's Chorale

The St. Mary's Chorale performs both on and off campus in concert and for the regular chapel services. Programs include both sacred and secular music. An opportunity is given to perform music for mixed voices by weekly rehearsals and special performances with a group of men from nearby N. C. State University. Registration is during matriculation. One credit per semester will be received. Membership is under the approval of the directors.

### Caperettes

President

Beverly Wheeler

Caperettes is the tap dance group for those who have advanced skills in this area. The members are chosen from the entire student body at the beginning of the school year, and other times during the year. An emphasis is placed on choreography, and this work is presented in assemblies, May Day and other performances. Kick lines are a major part of the choreography. Honors are presented at graduation to those Caperettes who have completed two full years of work in the organization plus other special requirements.

### "Cold Cuts"

President

Jan Morgan

"Cold Cuts" is a senior class musical group. New members are elected during the year by the "Cold Cuts" themselves. Every conceivable instrument is used from washboards, and mirracas and bongos, sticks and the piano. These girls dressed in overalls and bright colored shirts, play at fraternity houses, school functions, and Raleigh civic organizations.

### Student Publications

The *Stagecoach* is the annual, given out at the end of the year. The *Muse* is the literary magazine, published in December and May. The *Belles* is the semi-monthly newspaper. The *Handbook* is the manual of the Student Government Association.

Editor of the *Stagecoach* . . . . . Kay Carpenter  
Editors of the *Muse* . . . . . Sallie Shuping, Gay Tolley,  
and McKay Munford  
Editor of the *Belles* . . . . . Gaye Isenhour  
Editor of the *Handbook* . . . . . Beverly Wheeler

## Sea Saints

President

Sarah Vann

Sea Saints, a synchronized swimming club, presents a spring show, for which the members prepare during the year. Tryouts are held in the fall, and members learn choreography and stage decoration while working on the water ballet. The club also sponsors the annual Sigma-Mu swim meet.

## Orchesis

President

Sandra Holt

Orchesis, an advanced dance group, consists of girls who have met the necessary requirements for membership. These girls have shown interest as well as talent in the field of ballet and modern dance. The group not only studies choreography, and dance techniques, but also presents several assembly programs, May Day, and participates in several master classes throughout the year.

## Gillie Callum Dancers

President

Peg Corbitt

The Gillie Callum Dancers, the newest dance group, specializes in accuracy and performance of Highland dancing. This group is accompanied by the N.C.S.U. Pipe and Drum Corps and presents many programs on and off campus.

## Honor Societies

### 1. Phi Theta Kappa

Outstanding academic achievement in the college department of St. Mary's College is recognized by the Chi Beta Chapter of the Phi Theta Kappa Honor Fraternity of American Junior College. To be eligible for membership into 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." Juniors must have an average of 3.5 or higher after first semester in order to qualify. Seniors must have an overall average of 3.25 or above.

### 2. High School Honor Society

The High School Honor Society is chosen at the beginning of each year from the sophomore class. Chosen on the basis of her academic performance as a freshman, each girl must have maintained a 3.5 average during her freshman year. The purpose of the honor society is to recognize and encourage scholarship, and to promote those qualities of character reflective of the best in St. Mary's history."

## NECESSITIES AND MISCELLANEOUS

### DRESS REGULATIONS

1. Appropriate dresses are required for chapel, concerts, lectures, and other special occasions.
2. Pants — this includes shorts, pantsuits, slacks — may be worn to classes and off campus.
3. Shoes are to be worn at all times on or off campus.
4. A dress is to be worn on Sundays to all meals.

### OTHER NEEDED ITEMS

Blankets & Pillows  
Bedspreads  
Quilted mattress protector  
Bathing cap  
Tennis shoes  
Detergent  
Laundry bags — at least two  
Study lamp  
Alarm clock  
American Heritage Dictionary or Webster's Seventh New Collegiate Dictionary  
Bible

### SUGGESTED

Backrest  
Radio  
Drinking cups or mugs  
Tennis racket & balls  
Shoe bags or rack  
Wastepaper baskets (at least 2)  
Record player  
Clothes hangers  
Heating pad  
Plastic bucket for toilet articles  
Lighted make-up mirror

### REQUIRED

One flashlight to be used for fire drills.

### THINGS NOT TO BRING

1. Electric curlers without UL label.
2. Pole lamps.
3. Electrical appliances except hair-dryers and electric razor.
4. **Under no circumstances are the students to bring expensive jewelry — only costume jewelry. The college cannot be responsible for the safety of valuable jewelry.**

### IMPORTANT:

DURING ORIENTATION WEEK STUDENTS WILL BE TESTED ON THE MATERIAL IN THIS HANDBOOK. FAILING STUDENTS WILL BE CAMPUSED UNTIL THE TEST IS PASSED.

## OFFENSES AND PENALTIES—HALL COUNCIL

1. *Offense:* Untidy room  
*Penalty:* 1st offense—Warning  
2nd offense—3-5 week-day campus
2. *Offense:* Unnecessary noise—during quiet hours  
*Penalty:* 5 day campus (week-day)
3. *Offense:* Absence from building or hall after 11:00 p.m. (underclassmen) or 12:30 a.m. (upperclassmen) without special study permission from counselors (unless dating)  
*Penalty:* 5 day campus
4. *Offense:* Failure to attend hall meetings unless excused by counselors  
*Penalty:* 3 day campus
5. *Offense:* Unmade bed by 10:30 a.m.  
*Penalty:* 3 day campus
6. *Offense:* Illegal use of electrical appliances  
*Penalty:* 10 day campus
7. *Offense:* Breaking a DO NOT DISTURB sign  
*Penalty:* 1st offense—Warning  
2nd offense—3 day campus
8. *Offense:* Failure to attend Sunday chapel or required concerts  
*Penalty:* 1 week campus, including 1 weekend
9. *Offense:* Failure to attend week-day chapel or assembly  
*Penalty:* 1 week campus, including 1 weekend
10. *Offense:* Failure to report for hostess or page duty (lateness)  
*Penalty:* a) 1 point for every 5 minutes up to and including 15 minutes  
b) After 15 minutes—Saturday campus and page duty on Saturday night  
c) Failure to report at all—Friday and Saturday campus and hostess duty for Saturday night.  
d) A substitute is liable for the same penalties.



11. *Offense:* Repeated abuse of telephone privileges by Juniors and underclassmen  
*Penalty:* 5 day campus
12. *Offense:* Late from overnights  
*Penalty:* 1 point for each 5 minutes up to 20 minutes, then go to Minor Offense
13. *Offense:* Failure to sign out for vacations or weekends  
*Penalty:* a) 5 day campus  
b) 3 day campus if the girl calls back to the Dean's Office
14. *Offense:* Failure to sign out or in. Note: this is different from Leaving and Remaining  
*Penalty:* 5 day campus (Monday-Friday)
15. *Offense:* Juniors and Underclassmen: Failure to make up closed study for special permissions  
*Penalty:* 5 day campus
16. *Offense:* Infraction of the dress code  
*Penalty:* 1 week campus, including week-end

#### PETITIONING:

1. If a student petitions to break campus, she must make her campus up on the corresponding day of the following week.
2. Petitions must be submitted to the chairman or the secretary of the Social Board.
3. 3 petitions are granted per semester.
  - a. Week-ends count as 3 petitions.
  - b. An overnight counts as 2 petitions.
4. Campuses received directly from Social Board cannot be petitioned.
5. If a student is campused for a total of 17 days or more due to two different offenses, she has the option of taking a week break after the first 10 days and continuing the campus on the following week.

## OFFICE POINT SYSTEM

SGA officers may have an accumulation of 16 points with permission from dean. These points remain on the student's permanent record.

### 10 POINTS

President of the Student Government Association.  
Secretary of Social Board.  
Vice-President of Student Government Association.

### 8 POINTS

Secretary of Student Government Association.  
Secretary of Hall Council.  
President of Day Students.  
Editor of the *Stagecoach* and *Belles*.

### 6 POINTS

Honor Board Members.  
Presidents of Classes.  
Assistant Secretary, Hall Council.  
Chairman of Assembly Programs.  
Chief Marshal.  
Editor of the *Muse*.  
Counselors.

### 4 POINTS

Marshals.  
President of Altar Guild.  
Chairman of the Vestry.  
President of Letter Club.  
Presidents of Athletic Clubs.  
Business Manager, *Stagecoach*.  
Secretary of Legislative Body.  
Fire Captain.  
Editor of *Handbook*.

### 2 POINTS

Members of Legislative Body.  
Presidents of Other Clubs.  
Chief Dance Marshal.

Ex-officio members of any organization do not receive points.



School Song  
**HAIL, ST. MARY'S**

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

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

*Far and wide, Oh sound her praises, Far and wide, etc.*

*Chorus full and free*

*Hail, St. Mary's, Alma Mater,  
Hail, all hail to thee!*

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

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

*Far and wide, etc.*

*Far and wide, etc.*

—Adapted from Margaret Mason Young, 1899.



### ST. MARY'S ANTHEM

The stones of St. Mary's, the buildings new and old  
The young leaves of springtime, the autumn touched with gold,  
Our worship together,  
Our faith in God above,  
The sharing, the learning to find our way with love:

These are the mem'ries we carry in our heart,  
The joyous traditions of which we are a part.  
We look to the future,  
Strengthened by the past,  
We gain from St. Mary's the values that will last.

Standing beside us are those we cannot see—  
The girls of St. Mary's—before and yet to be;  
All of us together,  
The heritage we share—  
We hail our Alma Mater whose name we proudly bear.

Words and Music  
CATHERINE G. BARNHART

Arranged by  
MICHAEL CARMEN BULLEY  
January 17, 1972

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**ST. MARY'S COLLEGE**  
 RALEIGH, NORTH CAROLINA















