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1975-76

## 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)

# ST. MARY'S COLLEGE BULLETIN

Volume 64

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Number 3

## STUDENT HANDBOOK ISSUE

(1975-1976 Edition)



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# CALENDAR, 1975-76 SESSION

## 1975

August 16, Saturday	Arrival of Senior Counselors
August 17, Sunday	Arrival of Freshmen and New Sophomores
August 18, Monday	Arrival of Returning Sophomores
August 18, Monday	Orientation and Registration of Freshmen and New Sophomores
August 19, Tuesday	Arrival of Juniors
August 19, Tuesday	Classes begin for Freshmen and Sophomores
August 20, Wednesday	Orientation and Registration of Juniors
August 20, Wednesday	Arrival of Seniors
August 21, Thursday	Classes begin for Juniors and Seniors
August 23, Saturday	Classes for high school students (Monday Schedule)
September 3, Wednesday	Last day to add a class
September 3, Wednesday	Last day to remove grades of Incomplete from previous semester
September 17, Wednesday	Last day to withdraw from a class without penalty
*October 13, 14, Monday, Tuesday	Calendar Days
October 14, Tuesday	Mid-Semester Holiday begins at 5:00 p.m.
October 14, Tuesday	Mid-Semester Progress Reports due
October 20, Monday	Classes resume
*October 25, Saturday	Classes for high school (Departmental)
October 31, Friday	Father-Daughter Day
November 10-21, December 1-5	Pre-Registration Conferences
November 12, Wednesday	Last day to withdraw from a class with a grade of WP or WF by permission of Academic Dean
November 19, Wednesday	Last day to request examination changes
November 25, Tuesday	Thanksgiving Holiday begins at 5:00 p.m.
December 1, Monday	Classes resume
December 10, Wednesday	Last day of classes
December 11, Thursday	Reading Day
December 12-18, Friday-Thursday	Examinations
December 19-January 11	Christmas Holidays

## 1976

January 12, Monday	First Day of Classes, Second Semester
January 17, Saturday	Classes for high school (Departmental)
January 23, Friday	Last day to add a class
January 23, Friday	Last day to remove grades of Incomplete from previous semester
February 6, Friday	Last day to withdraw from a class without penalty
February 21, Saturday	Classes for high school (Departmental)
March 5, Friday	Spring Holiday begins at 5:00 p.m.
March 5, Friday	Mid-Semester Progress Reports due
March 15, Monday	Classes resume
March 20, Saturday	Classes for high school (Departmental)
March 29-April 9	Pre-Registration Conferences
April 2, Friday	Last day to withdraw from a class with a grade of WP or WF by permission of Academic Dean
April 13, Tuesday	Pre-Registration — Fall Semester, 1976
April 14, Wednesday	Last day to request examination changes
April 15, Thursday	Easter Holiday begins at 5:00 p.m.
April 20, Tuesday	Classes resume
April 23, Friday	Mother-Daughter Day
April 24, Saturday	Alumnae Day
May 5, Wednesday	Last day of classes
May 6, Thursday	Reading Day
May 7-13, Friday-Thursday	Examinations
May 14, Friday	Baccalaureate
May 15, Saturday	Commencement
*OTHER CALENDAR DAYS:	October 20, 21; November 24, 25; December 1, 2, 9, 10; January 12, 13; March 4, 5, 15, 16; April 14, 15, 20, 21; May 4, 5

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



Dear Students:

Much of what follows in this handbook comes under the "rules" category. Rules can be burdensome and to many of us rules can be something of a challenge to see how we can bend or break them. This has been true of people since they have been people, and St. Mary's girls have never been exceptions.

However, rules also are expressions of concern and in a real sense love. We care about your life here and how we can best live together. Our rules are fair, we feel. As rules become antiquated or inadequate there are provisions for changing them.

I personally hope you will understand this book as a guide to a creative living experience at St. Mary's. I further hope that your life as a St. Mary's girl will be happy and rewarding.

Faithfully yours,  
Frank W. Pisani



Dear New Girls,

On behalf of the entire student body, I would like to welcome each of you to St. Mary's. We are looking forward to having you as a part of the St. Mary's community. The friendships that begin next fall will strengthen St. Mary's and will make next year a meaningful one for everyone.

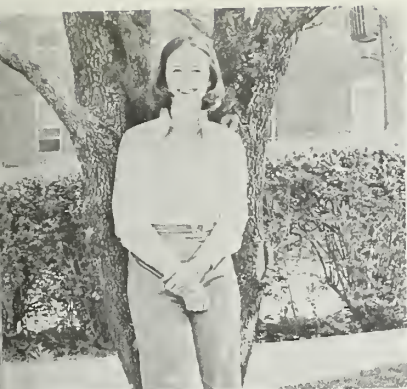
As a member of the St. Mary's community, you are also a member of the Student Government Association. We, as your student government officers, are here to express and develop **your** ideas. We ask for your trust and support and hope you will take your membership seriously. We realize there could be differing opinions and ideas, but we feel that as we work together and reconcile these differences, we will make next year a great one!

In taking full responsibility as a student, you also must recognize the importance of the Honor System. This system strives to uphold trust among the students, faculty, and administration. The way to continue this system and to uphold honor successfully is for everyone to accept this responsibility personally.

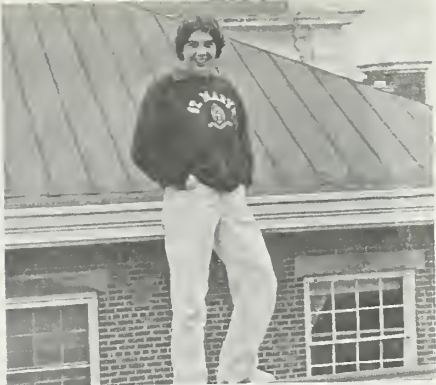
In closing, I hope each and every one of you will feel the warmth of the spirit around St. Mary's. There is a place for all of you here, and as long as you believe in St. Mary's, this spirit will grow within you during the year.

Again, I want to welcome you to St. Mary's. I am looking forward to getting to know you all, and I hope it will be a great year for you!

Sincerely,  
Barksdale Spencer  
SGA President



Gay Tolley  
*Vice President*  
*Student Government Association*



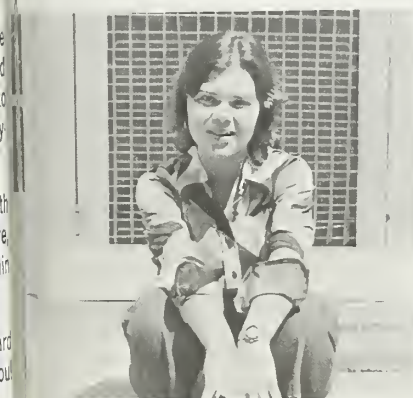
Mary Dombalis  
*Chairman*  
*Honor Board*



Joanna Drake  
*Secretary*  
*Student Government Association*



Cris Herring  
*Chairman*  
*Social Board*



Bebe Tucker  
*President*  
*Day Students*



Rogers Pender  
*Secretary*  
*Social Board*

## 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 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 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 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 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 Vice-President, and Secretary of the Student Government Association, the President of the Day Students, 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, 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 as-

sistant secretary of Social Board, and the Senior, Junior, and Sophomore class Social Board Representatives. 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 30 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 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, President of the Day Students, hall counselors, and two Day Student counselors.
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. The secretary of Social Board will have the campus slips in the mail boxes by Monday afternoon. Campus begins the following day.
  - b. 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 for the same campus.
    - 1) only three petitions per semester are allowed
    - 2) a request for one day equals one petition
    - 3) a request for an overnight equals two petitions
    - 4) a request for a weekend equals three petitions
    - 5) petitions do not carry over into second semester.
    - 6) 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.

#### 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.

## F. DEFINITIONS

1. **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.
2. **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.
3. **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.
4. **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.
5. **suspension**—a punishment issued by Honor Board or Social Board which requires the student to leave the campus and go home or to a place approved by her parents. There is no academic penalty.

## DORMITORY REGULATIONS

### A. QUIET HOURS

1. On weekdays and Sundays, quiet must be maintained in dormitories all day.
2. Strict quiet hour is from 7:30 p.m. to 7:30 a.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 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 any night in another room on campus provided they sign out 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 Pinkerton.

### 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.
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 may have guests on Friday and Saturday nights only. All guests must be registered in the dorm in which they are staying and must observe all regulations of the hostess. The hostess receives any penalty accumulated by the guest.
2. 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.
3. 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 in the business office. 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

### A.

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TOWN PERMISSION	DATING
1. Monday-Thursday: every day, two students until 6:30 p.m.	1. Sunday-Thursday: 1st Semester Soph. one night until 10:30 p.m.
2. Friday & Saturday: two students until 6:30 p.m. Soph. 3 or more until 12:30 a.m. Fresh. 3 or more until 12:00 Midnight	2nd Semester Soph. one night until 11:00 p.m. 2nd Semester Fresh. one night until 10:00 p.m.
3. Sunday: two students after Chapel until 7:30 p.m.	2. Friday & Saturday: Fresh. until 12:00 Midnight Soph. until 12:30 a.m.

### B. 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.
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. No overnights granted on special events designated by the Dean of Students.
- f. 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 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. First semester Freshmen must file white special permission slips when requesting special permission, and for destinations other than Raleigh. Special permission 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 Room.
- d. 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.

#### 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 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 3 chapel cuts	7 overnights 4 chapel cuts
Sophomores	First Semester	Second Semester
	8 overnights 4 chapel cuts	10 overnights 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

A.

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### SENIORS

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Town Permission	Dating
1. Group of two or more until 12:30 a.m. Sunday-Thursday	1. Monday-Thursday 9:00 a.m.-12:30 a.m.
2. Group of two or more until 1:30 a.m. Friday and Saturday	2. Friday and Saturday 9:00 a.m.-1:30 a.m.
	3. Sunday—after Chapel until 12:30 a.m.

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### JUNIORS

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Town Permission	Dating
1. Group of two or more until 12:00 Midnight every week—night allowed to date	1. Sunday-Thursday 1st Semester 2 <sup>1</sup> / <sub>2</sub> nights a week until 12:00 Midnight 2nd Semester 3 nights a week until 12:00 Midnight
2. Group of two or more until 1:00 a.m. Friday and Saturday	2. Friday-Saturday 9:00 a.m.-1:00 a.m.

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#### Early Curfew:

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

### B. 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. After a student leaves campus, she **may not** telephone for permission to take another overnight unless unusual circumstances arise.
5. Unused chapel cuts and overnights may be carried over and used second semester.
6. Upperclassmen returning from all overnights and holidays, must return and sign in by their dating curfew of that night.

7. Day Students may spend the night in a dormitory.
8. No overnights are granted during special events designated by the Dean of Students.
9. 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.

#### 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

**JUNIORS ARE NOT ALLOWED TO HAVE CARS ON CAMPUS UNLESS SPECIAL PERMISSION DUE TO UNUSUAL CIRCUMSTANCES HAS BEEN GIVEN IN ADVANCE TO THE PARENTS BY THE DEAN OF STUDENTS.**

#### F. OVERNIGHT CARDS

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. 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.

## G. 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

### *First Semester*

### *Second Semester*

Juniors	12 overnights 6 chapel absences	16 overnights 8 chapel absences
Seniors	Unlimited overnights 9 chapel absences	Unlimited overnights 9 chapel absences
Counselors	Unlimited overnights 10 chapel absences	Unlimited overnights 10 chapel absences
SGA Officers	Unlimited overnights 12 chapel absences	Unlimited overnights 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 p.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.

## GENERAL CAMPUS REGULATIONS

### A. CHAPEL SERVICES

1. All students may attend an optional chapel service at 10:30 a.m. on Tuesdays.
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.
3. Three cuts each semester will be permitted after which a warning will be issued. A campus of three days will be given if another absence occurs.

### C. DINING ROOM — MEALS

- | 1. Hours:  | Breakfast | Lunch       | Dinner    |
|------------|-----------|-------------|-----------|
| Mon-Thurs. | 7:15-8:30 | 11:30-1:15  | 4:45-6:15 |
| Fri.       | 7:15-8:30 | 11:30-1:15  | 5:00-5:30 |
| 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, Dr.'s appointments, or reports on roomates 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 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, resident and hall counselors, and faculty are requested to observe the visiting hours:  
11:00 a.m.—12:00 Noon  
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.
16. These rules are to be followed without exception.

#### F. 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. Regular library books in circulation are always due on Wednesdays. The date stamp is changed on Mondays. Depending on when a book is checked out during the week, the loan period varies from 16 to 10 days. Books may be renewed for another loan period if they are not needed by someone else.
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. Special regulations may be made to insure fair access by all students to material in especially heavy demand, such as term paper material for English classes. Announcements will be placed in the Weekly Bulletin to inform students of these special regulations.
6. MAGAZINES AND REFERENCE BOOKS DO NOT CIRCULATE. THEY ARE NOT TO BE REMOVED FROM THE LIBRARY.
7. Fines: General books—10¢ per day  
Reserve books—25¢ per hour or any part thereof

For general books, there is a one week grace period following the date the book is due. No fine is charged if a book is returned within this week. The eighth day a book is overdue, the fine is retroactive to the original date due, and thus starts at 80¢. The maximum fine charged is \$3.00.

REPORT LOST BOOKS IMMEDIATELY. The fine is frozen on the date the book is reported lost.

8. 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.
9. The payment of fines and costs of lost books should be made immediately after these charges are incurred. Although the library staff attempts to send reminders of overdue books and fines owed, each student is responsible for library material she has checked out or financial obligations incurred. Grades and transcripts will not be sent until library obligations are settled. (See financial information in the College Catalog.)
10. STUDENTS FOUND WITH MISSING LIBRARY BOOKS OR MAGAZINES IN THEIR POSSESSION WILL BE DEALT WITH AT THE DISCRETION OF THE HONOR BOARD.
11. Except in an emergency, a student is not allowed to receive a telephone call in the Library.
12. FOOD AND DRINKS ARE NOT TO BE BROUGHT INTO THE LIBRARY.
13. Students may smoke in the smoking study only.
14. 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.
15. 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 types of employment for students who would like to have or who need "Self Help." Positions are available in the Library, the Dining Hall, the Dean of Students Office, the Language and Science Laboratories, the Gym, the Bookstore/Post Office, and the Switchboard. On various occasions throughout the year other campus offices need student assistants on a temporary basis.
2. All students who desire campus employment must apply for and be registered with the Financial Aid Office. Available positions are filled at the beginning of the school session.

## 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 Check Cashing 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 7:30 a.m. and 3:30 p.m. Monday through Friday and 7:30 on Saturday. Mail does not come in on Sunday.
3. Mail leaves at 8:45 a.m. and 3:45 p.m. Monday through Friday and 7:45 on Saturday. Mail does not leave on Sunday. There is a U. S. Government mailbox at the main gate on Hillsborough Street.
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.-2:00 p.m. Monday through Friday.
2. The Snack Bar is closed on Saturday and Sunday.

### 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.

HOSTESS WILL BE ON DUTY FROM 4:30 P.M. 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.

## OFFICE HOURS OF THE HOSTESS ON DUTY

### MONDAY THROUGH THURSDAY

4:30 p.m. — 12:30 a.m.

### FRIDAY

4:30 p.m. — 1:30 a.m.

### SATURDAY

10:30 a.m. — 1:30 a.m.

### SUNDAY

11:30 a.m. — 12:30 a.m.

## **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 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 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 academic dean.

## **CHAPLAIN AND CHAPEL PROGRAM**

St. Mary's is built on a long tradition of religious values. 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.

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

### 1. FULFILLMENT OF REQUIREMENTS

#### A. Required Courses

All required courses must be attempted at St. Mary's. Possible exceptions will be considered on an individual basis by the Academic Dean.

#### B. Tailored Curriculum

All students should, with the assistance of their advisors, check carefully the requirements of the institution which they plan to enroll upon graduation from St. Mary's.

Any student who plans to pursue a degree in an institution whose basic requirements differ from those at St. Mary's may request a curriculum tailored to her particular needs. She must present to the Academic Dean of St. Mary's College, a letter from an appropriate official of the college of her choice outlining the special requirements of that institution.

#### C. Residency

A candidate for any diploma or degree must be in residence the year preceding her graduation.

### 2. TRANSFER OF CREDIT FROM OTHER INSTITUTIONS

#### A. Upperclassmen (College) may transfer a maximum of nine semester hours from an accredited college or university. (Ten semester hours, if a laboratory science is included).

A student entering St. Mary's College at the Senior level would, of course, be permitted to transfer a maximum of thirty-two semester hours.

No student may assume that she will receive credit for work completed at other institutions until she has a written statement as to what credit will be accepted.

#### B. Any student at St. Mary's College who proposes to attend a Summer Session at another institution must have written authorization in advance from the Academic Dean in order to insure that the credit may be transferred to St. Mary's.

#### C. Underclassmen (High School) may earn credit in an approved Summer School for a maximum of two units of repeated work and one unit of new work.

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

### 3. ACADEMIC LOAD

- A. The normal load for a college student planning to graduate with a degree in two years is sixteen hours per semester. The minimum academic load is thirteen semester hours and the maximum load is eighteen semester hours. Written permission of the Academic Dean is required for any variance from these limits, eg. an underload (less than 13 hours) or an overload (more than 18 hours).
- B. All underclassmen (High School Students) are required to carry a minimum load of four academic units per year. High School religion and physical education are required in addition. The maximum load is five academic units per year. Any deviation from the normal academic load must be approved by the Academic Dean.

### 4. REGISTRATION PROCEDURES

- A. Registration Period  
Near the end of each semester, after consultation with their advisors, students register for the subsequent semester. This registration must be validated at the beginning of the next semester. New students must register during the stated registration period at the beginning of each semester.
- B. Adding Courses  
A student may add a course during the first two weeks of a semester. After the first two weeks, she must have the written approval of the instructor of the course and the Academic Dean.
- C. Withdrawal from Courses—No Penalty  
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.
- D. Withdrawal Passing  
After four weeks, but prior to the end of the mid-semester report period, a student who is passing a course may, with the written permission of the Academic Dean, withdraw from the course. "Withdrawal Passing" is recorded on her record and hours attempted are not averaged into her quality point ratio.
- E. Withdrawal Failing  
After the end of the first four-week period, a student who is failing a course and wishes to withdraw may do so only with the written permission of the Academic Dean. In this case, hours attempted are averaged into her quality point ratio and "Withdrawal Failing" is recorded on her permanent record.

#### F. Withdrawal After Mid-Semester

Only under unusual circumstances, such as illness, will a student be allowed to drop a course after the mid-semester report period. Such permission may be granted by the Academic Dean upon the written recommendation of the course instructor. The record will show "Withdrawal Passing" or "Withdrawal Failing" in accordance with the student's performance to the date of withdrawal.

#### G. Auditing Courses

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

#### H. Repetition of Courses

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

### 5. CLASS ATTENDANCE

An educational philosophy centered upon classroom instruction is obviously based upon the concept of regular class attendance. Except for reasonable cause, students are expected to be present at all regularly scheduled class meetings, particularly those immediately preceding and following holidays. Although the Absence Policy of St. Mary's College places an increasing personal responsibility on the student to attend classes, unrestricted class absences are permitted to only superior students. All others are permitted a restricted number of class absences. Students whose attendance is unsatisfactory to the extent that their academic performance is adversely affected or who exceed the number of absences permitted are subject to severe academic penalties. (See Absence Policy).

### 6. EXAMINATIONS

For college courses, final examinations mean the ones taken at the end of a semester; for high school courses final examinations mean the ones taken at the end of the session, unless a terminal semester 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 grade 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.

## 7. 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 semester. 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.

## **8. THE QUALITY POINT RATIO**

A cumulative average of at least 2.00 (C) on all courses attempted at St. Mary's is required for the Associate in Arts degree.

A cumulative average of at least 1.80 on all courses attempted at 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.

## **9. EXTRA-CURRICULAR ACTIVITIES**

A student is required to have a 2.0 Q.P.R. in order to participate in Extra-Curricular activities, such as being a hall counselor. If she does not have a 2.0 then her nomination must be approved by a committee consisting of: The President of the College, the Dean of Students, and the Academic Dean.

## **10. REQUIRED STUDY**

High School students who earn a grade of "D" or "F" in any report period are required to meet with the instructor of the course for one hour each week of the subsequent report period.

## **11. YEARLY GRADES**

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.

## **12. 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 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.

### 13. 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.

## ABSENCE POLICY

### UPPERCLASSMEN

Seniors who have earned a cumulative quality point ratio of 2.00 or higher, are permitted unrestricted class absences. This privilege is, however, subject to review and removal by an individual student's instructor in the event of a seriously declining academic performance.

Seniors whose cumulative quality point ratio is less than 2.00 are placed on Academic Probation. Students on Academic Probation are permitted only one unrestricted absence in each course per semester.

Because Juniors do not have quality points until the end of their first semester, during this first semester, their total number of unrestricted absences per class cannot exceed the number of class sessions per week. For example, in a class which meets three times a week, the student would be permitted no more than three unrestricted absences during the semester.

Second semester Juniors who have earned a quality point ratio of 2.50 or higher are permitted unrestricted class absences. This privilege is subject to review and removal by an individual student's instructor in the event of a seriously declining academic performance.

During the second semester, Juniors whose quality point ratio is at least 2.00 but less than 2.50 are permitted only as many unrestricted absences per class as class meetings per week. For instance, there would be a maximum of three unrestricted absences in a class meeting three times a week.

Juniors whose cumulative quality point ratio is less than 2.00 are placed on Academic Probation. Students on Academic Probation are permitted only one unrestricted absence in each course per semester.

**FOR UPPERCLASSMEN, UNEXCUSED ABSENCES IN EXCESS OF THOSE ALLOWED WILL RESULT IN THE DROP OF ONE QUALITY POINT FOR EACH SUCH ABSENCE.**

### UNDERCLASSMEN

Freshman and Sophomores are not permitted unrestricted absences in any course taken for high school credit.

Advanced underclassmen enrolled in college-level courses for college credit are permitted absence privileges in accordance with the regulations for Juniors.

**UNEXCUSED ABSENCES WILL RESULT IN A FRACTIONAL DROP IN THE SEMESTER GRADE FOR EACH SUCH ABSENCE (E.G., C to C— to D+, etc.).**

## ACADEMIC PROGRAM

The Trustees, upon the recommendation of the Faculty of St. Mary's College, confer the following diplomas and degrees:

Associate in Arts degree

College Diploma

High School Diploma

The curriculum for each degree is designed to provide a liberal education in the Christian tradition. Although a concept which has no rigidly fixed definition, a liberal education is more than a random accumulation of courses and credits. The goal of a liberal education is to liberate the mind, to broaden the vision, and to sharpen perspective of today's student, in order to produce citizens capable of coping with the ethical problems of contemporary society as well as to gain the knowledge and specific skills necessary for a productive, creative life. The basic scholastic foundation upon which such a liberal education must be based is well recognized and is represented in the general academic requirements of the College.

To achieve this goal, the College requires each student to plan, with the help of her faculty advisor and within the broad framework of the general academic requirements, a total program suited to her individual needs and interests.

The general academic requirements listed below are designed to permit a high degree of flexibility for each student in planning her particular academic program.

## REQUIREMENTS FOR DEGREES

### Academic Credit

College credit is given in semester-hours. A semester-hour is defined as one hour per week of lecture or not less than two hours per week of laboratory throughout a semester.

High School credit is given in 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.

### Requirements for the Associate in Arts degree:

- A. A total of 64 semester-hours.
- B. A cumulative average of at least 2.00 ("C" average) on all courses attempted at St. Mary's.
- C. Area requirements
  1. Religion 6 semester-hours  
(Religion 21, 22)
  2. English 9 semester-hours  
(English 21, 22 and one  
30-level Literature course)

## Requirements for the High School Diploma

- A. A total of sixteen academic units
- B. In addition to the sixteen academic units, the following requirements must be fulfilled:
- (1) One semester of religion each year.
  - (2) One physical education course each semester.
- C. Specific course requirements
- |   |         |
|---|---------|
| English   | 4 units |
| Mathematics<br>(Algebra I, II, and Plane Geometry)  | 3 units |
| Science<br>(Must include Biology which must be<br>taken prior to enrollment at St.<br>Mary's)   | 2 units |
| Foreign Language<br>(3 units in same language, or 2<br>units in one language plus at least<br>1 unit in a second language which<br>must be taken at St. Mary's) | 3 units |
| U. S. History   | 1 unit  |

## 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 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 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 all closed holidays 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.

## 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.

1. Day Students represent St. Mary's even when they are under the jurisdiction of their parents.
2. 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.**
3. Day Students must attend assembly on Monday and Wednesday mornings.
4. Day Students should attend all Student Government Association meetings and all Day Student meetings.
5. Day Students who have a meal in the dining room must pay at each meal or be billed monthly.
6. 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.**
7. 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.

8. When visiting the dormitories at night, Day Students must leave by the curfew hour.
9. Smoking is permitted in the Day Student House and in other designated areas.
10. Reasonable quiet must be observed in the Day Student House, with library quiet in study room.
11. Each student is responsible for taking care of the furniture and keeping the house clean.
12. Register cars and license numbers in the Dean of Students office. Day Students are to park behind the library. Parking stickers should be obtained at the business office.
13. Day Students should register in the guest book of the dorm in which they are spending the night. At this time, a high school student should register her car and license and leave her keys in the Dean's office. Upperclassmen do not. Students must follow all rules which apply to their hostesses.
14. Consult the Academic Regulations in regard to all academic matters.
15. Sunbathing is allowed in the area between the Day Student House and the Library if quiet is observed.
16. Boarders are cordially invited to visit the Day Student House during school hours.
17. **Day Students are expected to attend required night functions unless they live in Cary, Wendell, Zebulon, etc.**



## ORGANIZATIONS

### I. HONORARY

#### The Order of the Circle

President

Lou White

In the thirty-three 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 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

Mary Ashton Kollmansperger

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. Genesius

President

Betsy Armstrong

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

Ellyn Faircloth

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

Melinda Shepherd

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, serve for various school functions, and maintain order at all student body gatherings.

### **Vestry**

Senior Warden

Betsy Armstrong

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, Cup Bearers, Lay Readers, and Acolytes. 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.

## **Altar Guild**

Chairman

Carter Warren

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. The chairman is appointed at the end of the school year to serve for the coming year.

### **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  
Mu President

Laura McSpadden  
Cathy Martin

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 Team**

Captain

To be elected in the spring

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.

## Dramatics Club

President

Page Morrow

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 spring.

## 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. Registration is during matriculation. One credit per semester will be received. Membership is under the approval of the directors.

## Caperettes

President

Tracy Fountain

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, Spring and Fall Festivals, and other performances.

## "Cold Cuts"

President

Julia Martin

"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* . . . . . Leslie Stokes  
Editor of the *Muse* . . . . . Gina Gill  
Editor of the *Belles* . . . . . Margaret Smith  
Editor of the *Handbook* . . . . . Towles Dunbar

## **Sea Saints**

**President**

**Barbara Jordan**

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**

**SuSu Aycock**

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, jazz and modern dance. The group not only studies choreography, and dance techniques, but also presents several assembly programs, Fall and Spring Festivals, and participates in several master classes throughout the year.

## **Gillie Callum Dancers**

**President**

**Carter Warren**

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 Colleges. 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.

### 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 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

1. *Offense:* Unnecessary noise—during quiet hours  
*Penalty:* 5 day campus (week-day)
2. *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
3. *Offense:* Failure to attend hall meetings unless excused by counselors  
*Penalty:* 3 day campus
4. *Offense:* Illegal use of electrical appliances  
*Penalty:* 10 day campus
5. *Offense:* Breaking a DO NOT DISTURB sign  
*Penalty:* 1st offense—Warning  
2nd offense—3 day campus
6. *Offense:* Failure to attend Sunday chapel or week-day chapel  
*Penalty:* 1 week campus, including 1 weekend
7. *Offense:* Failure to attend required concert or assembly  
*Penalty:* 3 day campus
8. *Offense:* Late from overnights  
*Penalty:* after 5 minutes go to Minor Offense, after 35 minutes go to Social Board
9. *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
10. *Offense:* Failure to sign out or in. Note: this is different from Leaving and Remaining  
*Penalty:* 5 day campus (Monday-Friday)



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 strength  
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

## CONSTITUTION OF THE STUDENT GOVERNMENT ASSOCIATION OF ST. MARY'S COLLEGE

Inasmuch as we the students of St. Mary's College wish to assume the responsibility of honor and self-reliance and wish to promote successful group living, we hereby organize ourselves, with the cooperation of the faculty and the administration, into a Student Government Association.

Article I: Name

The organization is called the Student Government Association of St. Mary's College.

Article II: Purposes

The purposes of this Association are to instill in the students the principles of self-control, responsibility, and honor; to foster loyalty to the College; to maintain a spirit of cooperation among the students, faculty, and administration; to regulate student conduct; and to further in every way possible the best interests of St. Mary's College.

Article III: Membership

Section 1. Every member of the student body is a member of the Student Government Association.

Section 2. Every member pays \$ .75 annual dues.

Section 3. Every member is responsible for knowing the Constitution of the Student Government Association and all regulations governing student conduct.

Section 4.

a) Early in the college year, all students reaffirm their commitment to the Honor System by pledging:

"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 responsibility of student government at St. Mary's.

b) A compulsory handbook training program for all students is held early in the academic year. A handbook test is administered to the boarding students by the Vice President of the Student Government Association. The President of the Day Students administers a handbook test to the Day Students. Any students entering after the beginning of the year must also be given this test. Until she passes the handbook test with a minimum grade of 80, a student receives a non-petitionable campus.

Section 5. Every member of the Association is given a copy of the Constitution which is included in the Student Handbook. At a hall meeting, the Student Handbook including the Constitution will be discussed prior to the Handbook test.

Article IV: Student Government Association Meetings

Section 1.

a) The first meeting of the Student Government Association is regularly held during the first week of the academic year.

b) A meeting may be called at any time by the President of the Association.

c) A special meeting may be called at the written request of five members; the objective of such a meeting must be stated in the request. The request must be submitted for the approval of the President of the Association.

d) Two-thirds of the members of the Association constitute a quorum.

Section 2. All business of the Association is conducted according to parliamentary procedure as outlined in *Robert's Rules of Order*.

Article V: Advisers

Section 1. The President of the College is adviser to the Student Government Association. The Dean of Students is to act as adviser in the absence of or at the request of the President of the College.

Duties of the Adviser to the Student Government Association are:

a) To consult with the appropriate officers concerning matters of the Student Government Association.

b) To discuss with the Chairmen of Student Government Association committees the reports of the committees and to make any suggestions deemed advisable.

Section 2. The Dean of Students is adviser to the Honor Board and Social Board. The duties of the adviser to these boards are:

a) To consult with the Chairman of each board on matters which are under the jurisdiction of each board.

b) To assist the Chairman of each board in determining whether or not a case should be presented to either board.

c) To advise the Honor Board and the Social Board in all their activities.

Section 3. The Dean of Students is adviser to the Hall Council. The duties of the adviser to the Hall Council are:

a) To consult with the Chairman of Hall Council on all Student Government Association matters which need to be brought to the attention of the hall counselors and/or day student counselors.

b) To advise the Hall Council in all its activities.

c) To assist in the orientation of the Hall Counselors.

Section 4. Each year the President of the College approves a faculty adviser.

recommended by and for each of the classes, and any other group that does not fall naturally under the direction of a specific department of the college. The duty of a faculty adviser of any student group is to act in both an advisory and a supervisory capacity with reference to the group concerned and in cooperation with the President of the College and the Dean of Students.

#### Article VI. Officers

##### Section 1.

a) The principal Student Government Association officers, serving for one year, are the following: a President, a Vice-President, a Chairman of the Honor Board, a Chairman of the Social Board, a Secretary-Treasurer, a Secretary of the Social Board, and a President of the Day Students.

b) There are also the following officers and officials: an Assistant Secretary of the Social Board, a Secretary of the Legislative Body, members of the Honor Board, members of the Social Board, a Secretary-Treasurer of the Day Students, class presidents, Hall Counselors, Day Student Counselors, a chief marshal and five other marshalls, an Assembly Chairman, and a fire captain.

Section 2. General duties of the Student Government Association officers are to exercise leadership within the groups they serve by helping students in problems and activities of college life and to assist the other officers and the Dean of Students in such matters.

##### Section 3.

a) Specific duties of the President:

- 1) To call and preside over all meetings of the Student Government Association.
- 2) To serve as a member of the Legislative Body.
- 3) To serve as a student representative on any committee, on or off campus, that she is requested to serve on.
- 4) With the Dean of Students, to submit to the President of the College such matters as are urgent and not properly the function of other groups.
- 5) To assume direction of student matters not specifically assigned to the other student officers.
- 6) To serve as a member of Hall Council.
- 7) To serve on the Committee to Appoint Counselors.
- 8) To act as Chairman of the Nominating Committee for the election of the principal Student Government Association officers.
- 9) To serve as a non-voting member of the Board of Trustees.
- 10) To serve as a student representative to the Administrative Staff meeting.
- 11) To keep complete records of the points accumulated under the point system for each student and to approve or disapprove all nominees for any office which causes the addition of points. All nominees who would not exceed the maximum number of points by holding a given office will be approved.
- 12) To act with the President of the College on the approval or disapproval of Honor Board and Social Board penalties.
- 13) To aid the Secretary-Treasurer in all elections. (Art. VI, Sect. 3e, 17)

b) Specific duties of the Vice-President:

- 1) To perform the duties of the President in her absence or at her request.
- 2) To serve as Chairman of the Legislative Body and of the Constitution Committee within this body.
- 3) To serve on the Social Board as a voting member.
- 4) To act as Chairman of the Social Board in the absence of the Chairman or at her request.
- 5) To serve as a member of Hall Council.
- 6) To serve on the Committee to Appoint Counselors.
- 7) To administer the handbook test to the boarding students.
- 8) To assist the President in every way possible.
- 9) To aid the Secretary-Treasurer in all elections. (Art. VI, Sec. 3e, 17)

c) Specific duties of the Chairman of Honor Board:

- 1) To serve as the Chairman of the Honor Board voting only in the case of a tie.
- 2) To gather statements and evidence from all sources for use in Honor Board, or to appoint someone else to do so.
- 3) To draw up a preferential slate of faculty members desired to serve on the Honor Board to replace the faculty member scheduled to rotate off membership, and to submit this slate to the President of the College.
- 4) To serve as a member of Hall Council.
- 5) To serve on the Committee to Appoint Counselors.
- 6) To serve as the Chairman of Honor Week.
- 7) To aid the Secretary-Treasurer in all elections. (Art. VI, Sec. 3e, 17)

d) Specific duties of the Chairman of Social Board:

- 1) To call and preside over all meetings of the Social Board.
- 2) To gather evidence and statements from all sources for use in Social Board or to appoint someone else to do so.
- 3) To draw up a preferential slate of faculty members desired to serve on the Social Board to replace the faculty member scheduled to rotate off membership, and to submit this slate to the President of the College.
- 4) To act as chairman of the Committee to Appoint Counselors.
- 5) To call and preside over all meetings of the Hall Council.
- 6) To be responsible for the general functioning of the Hall Council, and in case of incompetence of any hall counselor to consult with the Dean of Students, President of the College, and other principal Student Government Association officers.

- 7) To serve as a member of the Legislative Body and as Chairman of the Policy Committee within this body.
- 8) To aid the Secretary-Treasurer in all elections. (Art. VI, Sec. 3e, 17)
- e) Specific duties of the Secretary-Treasurer:
  - 1) To record the proceedings of all meetings of the Student Government Association.
  - 2) To act as secretary to the President of the Association.
  - 3) To act as secretary and as a voting member of Honor Board.
  - 4) To act as Chairman of the Honor Board in the absence or at the request of the Chairman. (In this case or in the absence of the Secretary, the Senior Honor Board representative will act as Secretary.)
  - 5) To post on the Association Bulletin Board the names of the members of the general Student Government Association Committees which she has appointed. Each list shall remain posted until the committee completes its function.
  - 6) After each case to prepare reports of the work of Honor Board and to submit one copy to the President of the College and one copy to the Dean of Students. In addition, one copy is to be added to the Master File and one posted on the Student Government Association Bulletin Board. All copies must be submitted within forty-eight hours of the Honor Board's decision.
  - 7) After the nominations for each of the principal Student Government Association officers, excluding the President of the Day Students, (Article VI, Sect. 1, A), to post on the Association Bulletin Board the names of such candidates as soon as they are prepared.
  - 8) To keep the Master File in order.
  - 9) To keep accurate financial records of the Association in conjunction with the Business Manager.
  - 10) If deemed necessary, to appoint Seniors to act as Chairmen of each of the classes until Presidents are elected.
  - 11) To make Big Sister-Little Sister assignments.
  - 12) To serve as a member of Hall Council.
  - 13) To submit an annual summary of the Honor Board cases to the President of the College and the Dean of Students at the end of the year.
  - 14) To serve as a member of the Committee to Appoint Counselors.
  - 15) To appoint members to each of the Student Government Association General Committees.
  - 16) To collect Student Government Association dues near the beginning of each academic year.
  - 17) To supervise the elections of the Student Government Association Officers, Class Officers (see Article XVII, Section 3f), and Spring Court members with the other principal Student Government Association Officers.
  - 18) To post nominations for class officers on the Association Bulletin Board twenty-four hours prior to elections.
- f) Specific duties of the Secretary of Social Board:
  - 1) To serve as a member of Hall Council.
  - 2) To keep minutes and take roll in Hall Council until the Secretary of Hall Council is elected.
  - 3) To serve as Chairman of the Minor Offense Committee.
  - 4) To give students written notification of all penalties which are not under the jurisdiction of Social Board, Honor Board, or the Minor Offense Committee.
  - 5) To keep a record of Minor Offense Committee proceedings taken from the minutes kept by the Secretary of Minor Offense.
  - 6) To serve as a voting member of Social Board.
  - 7) To keep detailed minutes of all Social Board meetings.
  - 8) After each case, to prepare reports of the work of the Social Board and to submit one copy to the President of the College and one copy to the Dean of Students. In addition, one copy is to be added to the Master File and one copy is to be posted on the Association Bulletin Board. All copies must be submitted within forty-eight hours of the Social Board's decision.
  - 9) To submit an annual summary of the Social Board cases to the President of the College and the Dean of Students at the end of the year.
  - 10) To keep a record of petitioned campuses of each student.
  - 11) To serve on the Committee to Appoint Counselors.
  - 12) To aid the Secretary-Treasurer in all elections. (Art. VI, Sec. 3e, 17)
- g) Specific duties of the President of the Day Students.
  - 1) To keep the Day Students informed of all Student Government Association activities.
  - 2) To call and preside over all meetings of the Day Students.
  - 3) To serve as a voting member of Honor Board.
  - 4) To serve as a member of Hall Council.
  - 5) To serve as a member of the Legislative Board.
  - 6) To work with the Day Student Counselors in supervising the Day Student House.
  - 7) To supervise the election of the incoming President and Secretary-Treasurer of the Day Students.
  - 8) To consult with the Dean of Students and the Day Student Adviser on any Day Student affairs.

- 9) To draw up and administer the handbook test to the Day Students.
  - 10) To serve on the Committee to Appoint Counselors.
  - 11) To recommend Day Student counselors to be approved by the other principal Student Government Association Officers (Art. VI, Sec. 1,a).
  - 12) To campus and supervise all campused Day Students.
  - 13) To aid the Secretary-Treasurer in all elections (Art. VI, Sec. 3e, 17).
- h) Specific duties of the Assistant-Secretary of Social Board (Secretary of Hall Council, Secretary of Minor Offense):
- 1) To serve as a member of Hall Council.
  - 2) To keep minutes and roll of Hall Council.
  - 3) To serve as a voting member of the Minor Offense Committee.
  - 4) To keep minutes of Minor Offense Committee meetings.
  - 5) To make a written report of Minor Offense penalties after each meeting and to submit a copy to the Dean of Students.
  - 6) To act as Chairman of Minor Offense in the absence of the Chairman or at her request.
  - 7) To serve as a voting member of Social Board.
  - 8) To assist the Secretary of Social Board.
  - 9) To act as Secretary of Social Board in the absence of the Secretary.
- i) Specific duties of the Secretary of Legislative Board.
- 1) To notify all members of the Legislative Body of meetings.
  - 2) To act as a voting member of Legislative Body.
  - 3) To keep minutes of the Legislative Body meetings.
  - 4) To act as Chairman of the Petitions Committee within the Legislative Body.
  - 5) To act as Secretary to the Chairman of the Legislative Body.
- j) Specific duties of the Honor Board members:
- 1) To attend all meetings of the Honor Board.
  - 2) To assist at the request of the Chairman in any matters concerning the function of any Honor Board cases.
  - 3) To encourage active cooperation with the Student Government Association.
  - 4) To keep all workings of the Honor Board secret.
- k) Specific duties of the Social Board members:
- 1) To attend all meetings of the Social Board.
  - 2) To assist at the request of the Chairman in any matters concerning the function of any Social Board case.
  - 3) To encourage active cooperation with the Student Government Association.
  - 4) To keep all workings of the Social Board secret.
- l) Specific duties of the Secretary-Treasurer of the Day Students:
- 1) To act as Treasurer of the Day Students for all Day Student functions.
  - 2) To assist in the election of the incoming Day Student President and Secretary-Treasurer at the end of the year.
  - 3) To assist in administering the handbook test to the Day Students.
  - 4) To act as Secretary to the President of the Day Students.
  - 5) To keep minutes of all meetings of the Day Students.
- m) Specific duties of the Class Presidents:
- 1) To work with their other class officers to organize functions to promote class and school spirit.
  - 2) To encourage active cooperation with the Student Government Association.
  - 3) To serve on Legislative Body.
- n) Specific duties of Hall Counselors:
- 1) To call and preside over hall meetings.
  - 2) To serve on the Hall Council.
  - 3) To enforce student regulations.
  - 4) To appoint or supervise the election of hall representatives.
  - 5) To grant and be responsible for such limited dormitory permissions as designated by the Chairman of Hall Council.
  - 6) Upon the request of the Chairman of Honor Board or Social Board, to give assistance when girls on their hall are involved in cases.
- o) Specific duties of Day Student Counselors:
- 1) To enforce student regulations that apply to Day Students.
  - 2) To supervise the Day Students' House.
  - 3) To attend regular meetings of the Hall Council unless specifically excused by the Chairman.
  - 4) To exercise leadership among the Day Students by helping with problems and activities and to assist the Dean of Students in such matters.
- p) Specific duties of the Chief Marshall:
- 1) To assume the duties not specifically assigned to the marshalls.
  - 2) To see that the duties of the marshalls are carried out.
  - 3) To drop a handkerchief to mark the final dismissal of students at the close of the academic year.
  - 4) To make a seating chart for assembly.
- q) Specific duties of the Marshalls:
- 1) To act as ushers for the chapel services and for other formal occasions.
  - 2) To check attendance at the weekly assembly programs.
  - 3) To assist in greeting the new girls at orientation functions.

- 4) To lead the graduating classes to Baccalaureate and Commencement.
- r) Specific duties of the Assembly Chairman:
- 1) To obtain from the President of the College the name of the faculty member to serve as adviser.
  - 2) To plan programs with the adviser for scheduled assemblies and to schedule assembly time for faculty requests.
  - 3) To preside over all weekly assemblies.
  - 4) To secure the permission of the President of the College to cancel a scheduled week day assembly.
  - 5) To present to the incoming Chairman of Assembly Programs a written report commenting on the value of the year's programs and setting forth suggestions for improvements.
  - 6) To consult with the President of the Student Government Association concerning elections and Honor Week.
  - 7) To post a schedule of Assembly Programs on the Association Bulletin Board and to give one copy to the Dean of Students.
- s) Specific duties of the Fire Captain:
- 1) Under the direction of the Dean of Students to organize and put into effect fire preventive programs.
  - 2) To appoint an assistant on each hall of the top floors of all dormitories to report vacancy of the buildings to the Fire Captain.

Article VII: Honor Board

*Section 1.* The Honor Board of the Student Government Association is composed of the Chairman of Honor Board, the Secretary-Treasurer of the Association, the President of the Day Students, one senior class representative, two junior class representatives, two sophomores elected by the underclassmen, and three faculty members appointed by the President of the College. Of these, the Chairman of Honor Board has no vote except in the case of a tie.

Honor Board members-elect of the incoming senior class attend meetings from the time of their election. Following the swearing in of the new members, former senior Honor Board members participate in cases but do not have a vote.

At the beginning of each academic year, the returning student members of the preceding year, together with the Chairman of Honor Board, Secretary-Treasurer of the Association, the senior class representative, and the faculty members act as a temporary Honor Board to serve until new Honor Board members are elected.

Faculty members are appointed by the President of the College for three year terms. One faculty member is to rotate off each year and a replacement is to be appointed. No faculty member may serve for more than two consecutive terms, unless the President of the College rules otherwise.

Before an Honor Board member may participate in a case or may vote, she must be officially sworn in.

*Section 2.* The Honor Board is the supreme court and takes whatever action within the Honor Board's power that is desirable in order to maintain a high level of student conduct.

*Section 3.* After any student has registered in St. Mary's and therefore has become a member of the Student Government Association, she will be disciplined for any violation of the Honor Code regardless of whether the offense is a first offense.

The Honor Board deals with the following offenses if they occur while the student is under the jurisdiction of the College.\*

- a) Lying.
- b) Cheating.
- c) Stealing.
- d) Any case of extreme misconduct (such as the possession or use of illegal drugs on campus or the permission of male visitation in the dormitories except as specified in the handbook).
- e) Any case referred to it by the Social Board or Minor Offense Committee.  
\*as stated in the handbook.

*Section 4.* The Honor Board determines the guilt or innocence of any student accused of an infraction of offenses stated in Article VII. Section 3, judges any case referred to it by the Social Board of the Minor Offense Committee, recommends penalties for students found guilty, and holds the power of removing a student from any major office.

*Section 5.* The Honor Board will dispose of any case according to its severity in one or more of the following ways:

- a) Decide from belief in defendant's innocence or from lack of demonstrable evidence to acquit.
- b) Decide the case is not properly one for Honor Board and dismiss or refer to the proper board.
- c) Decide the defendant is guilty as charged and expel.
- d) Decide the defendant is guilty as charged and suspend.
- e) Decide the defendant is guilty as charged and issue a campus restriction.
- f) Decide the defendant is guilty as charged and issue a severe warning.
- g) Decide the defendant is guilty as charged and issue a probation.
- h) Decide the defendant is guilty as charged and vote in a special penalty, i.e., in this case, the right to vote in a special penalty must be voted on in addition to the special penalty itself.

**Section 6. Officers of the Honor Board:**

- a) A Chairman calls and presides over all meetings of the Honor Board and gives all reports of the Honor Board. In the absence of the Chairman of the Honor Board, the Secretary-Treasurer of the Student Government Association acts as chairman. She then votes only in the case of a tie.
- b) A Secretary whose office the Secretary-Treasurer of the Association automatically fills. The Secretary keeps full minutes of each Board meeting, prepares all reports of the Board, notifies members of the meetings, and communicates in writing (to any faculty member concerned) the penalties decided on and imposed by the Honor Board. Near the end of the academic year the Secretary prepares an annual summary of the Honor Board cases for the President of the College and the Dean of Students. In the absence of the Secretary, the Senior representative to Honor Board acts as secretary.

**Section 7.** The Honor Board members must not discuss Honor Board matters that come before them with any person other than the following: Student Government Officers, fellow Honor Board members, the adviser to the Honor Board, the President of the College, student petitioners, the hall counselors of the defendant, or a faculty member under whose supervision the infraction is alleged to have occurred. An infraction of this rule will be dealt with by the Honor Board.

**Section 8.** The Honor Board may summon before it and require testimony from any member of the Association. A member of the faculty may be requested to submit a written report or to attend a meeting of the Board. Any student who refuses to testify must appear before the Honor Board for an infraction of the Honor Code.

**Section 9.** In all cases tried before the Honor Board the accused student is required to submit a written statement and to be heard personally before a decision is reached. In the case that a student refuses to appear before the Honor Board, the case will be tried and voted on in the absence of the accused student. In no case will the student be allowed to withdraw from the college before the case is tried either in her absence or presence.

**Section 10.** All decisions of the Honor Board require a two-thirds vote of the student Honor Board members and a two-thirds faculty vote if all three faculty members are present and one faculty vote in the absence of one faculty member. Two-thirds of the student members and two of the faculty members constitute a quorum. All voting of the Honor Board must be by secret ballot.

**Section 11.** For every case brought before the Honor Board, the Chairman of the Board presents the student's written report and the Honor Board's recommendations for the disposition of the case to the President of the College. After reviewing these reports, the President of the College either approves the decision or returns it to the Board for further deliberation. Before any penalty may become effective, it must be approved by the President of the College.

**Section 12.** The disposition of each case is posted, with names deleted for the protection of those concerned, on the Student Government Association Bulletin Board for one week.

**Section 13.** Details concerning any case may be obtained by three or more students who submit a written petition to the Chairman of the Honor Board. Petitioners must appear before the Honor Board to give and to receive explanations.

**Article VIII. Social Board**

**Section 1.** The Social Board of the Student Government Association is composed of the Chairman of the Social Board, the Secretary of the Social Board, the Assistant Secretary of the Social Board, the Vice-President of Student Government, one student representative elected from each class, and two faculty members appointed by the President of the College. Of these the Chairman of the Social Board has no vote, except in the case of a tie.

If a day student has not been elected to serve on the Social Board, and a day student is called before the Social Board, the President of the Day Students (or one of the Day Student Counselors) may attend the Social Board meeting as a non-voting consultant upon the request of the day student involved or the Chairman of the Social Board.

Social Board members-elect of the incoming senior class attend meetings of the Social Board from the time of their election. Following the swearing in of the new members, former Senior Social Board members participate in cases but do not have a vote.

At the beginning of each academic year, the returning student members of the preceding year, the Chairman of Social Board, the Secretary of Social Board, the Vice-President of Student Government, and faculty members act as a temporary Social Board to serve until new student Social Board members are elected.

Faculty members are appointed by the President of the College to serve for two year terms. One faculty member is to rotate off each year and a replacement is to be appointed. No faculty member may serve for more than two consecutive terms, unless the President of the College rules otherwise.

Before a Social Board member may participate in a case or may vote, she must be officially sworn in.

**Section 2.** The Social Board is a court for the students accused to be guilty of the more serious social infractions and takes whatever action within the power of the Social Board that is desirable in order to maintain a high level of student conduct.

**Section 3.** After any student has registered at St. Mary's and therefore has become a member of the Student Government Association, she will be disciplined for any social infraction under the jurisdiction of the Social Board regardless of whether the offense is the first offense.

The Social Board deals with the following offenses if they occur when the student is under the jurisdiction of the College:\*

- a) No alcoholic beverages are allowed on St. Mary's campus at any time.
  - 2) No alcoholic beverages are permitted at any St. Mary's functions occurring away from the College campus.
  - 3) No girl is allowed to drink any alcoholic beverage while officially representing the College, either individually or as a member of a group.
- b) Leaving or remaining off campus without permission.
- c) Excessive lateness (more than 30 minutes).
- d) Any conduct to reflect seriously upon the reputation of the student or of the College.
- e) Any case referred to the Social Board by the Honor Board or the Minor Offense Committee.

\*as stated in the handbook.

**Section 4.** The Social Board determines the guilt or innocence of a student accused of the more serious social infractions, judges any case referred to the Social Board by the Honor Board or the Minor Offense Committee, and recommends penalties for students found guilty.

**Section 5.** The Social Board will dispose of any case according to its severity in one or more of the following ways:

- a) Decide from belief in the defendant's innocence or from lack of demonstrable evidence to acquit.
- b) Decide the case is not properly one for Social Board and dismiss or refer to the proper board.
- c) Decide the defendant is guilty as charged and suspend.
- d) Decide the defendant is guilty as charged and issue a severe warning.
- e) Decide the defendant is guilty as charged and issue a probation.
- f) Decide the defendant is guilty as charged and campus.
- g) Decide the defendant is guilty as charged and vote in a special penalty, i.e.; in this case, the right to vote in a special penalty must be voted on in addition to the special penalty itself.

**Section 6.** Officers of the Social Board:

- a) A chairman who calls and presides over all meetings of the Social Board, signs all reports of the Social Board, and communicates in writing (to any faculty member concerned) penalties decided upon and imposed by the Social Board. In the absence of the Chairman of the Social Board, the Vice-President of Student Government acts as chairman. She then votes only in the case of a tie.
- b) A Secretary who keeps full minutes of each Social Board meeting, prepares all reports of the Social Board, and notifies members of the meetings. Near the end of the academic year, the Secretary prepares an annual summary of the Social Board cases for the President of the College and the Dean of Students.
- c) An Assistant Secretary who assists the Secretary of Social Board and acts as Secretary of Social Board in the absence of the Secretary.

**Section 7.** The Social Board members must not discuss Social Board matters that come before them with any person other than the following: Student Government officers, fellow Social Board members, the adviser to the Social Board, the President of the College, student petitioners, the hall counselors of the defendant, or a faculty member under whose supervision the infraction is alleged to have occurred. An infraction of this rule will be dealt with by the Honor Board.

**Section 8.** The Social Board may summon before it and require testimony from any member of the Association. A member of the faculty may be requested to submit a written report or to attend a meeting of the Board. Any student who refuses to testify must appear before the Honor Board for an infraction of the Honor Code.

**Section 9.** In all cases tried before the Social Board, the accused student is required to submit a written statement and to be heard personally before a decision is reached. In the case that a student refuses to appear before the Social Board, the case will be tried and voted on in the absence of the accused student. In no case will the student be allowed to withdraw from the college before the case is tried either in her absence or presence.

**Section 10.** All decisions of the Social Board require a majority vote of the student Social Board members and one vote of the faculty members. Two-thirds of the student members and one faculty member constitute a quorum. All voting of the Social Board must be by secret ballot.

**Section 11.** In every case brought before the Social Board, the Chairman of the Social Board presents to the President of the College, the student's written report and the Social Board's recommendations for the disposition of the case. After reviewing these reports, the President of the College either approves the decision of the Social Board or returns it to the Board for further deliberation. Before any penalty may become effective, it must be approved by the President of the College.

**Section 12.** The disposition of each case, with names deleted for the protection of those concerned, is posted on the Student Government Association Bulletin Board for one week.

**Section 13.** Details concerning any case may be obtained by three or more students who submit a written petition to the Chairman of the Social Board. Petitioners must appear before the Social Board to give and receive explanations.



**Article IX: Minor Offense Committee**

**Section 1.** The Minor Offense Committee of the Student Government Association is composed of the Secretary of Social Board, the Assistant Secretary of Social Board, and the Senior, Junior, and Sophomore class Social Board representatives. Of these, the Secretary of Social Board has no vote.

In the absence of any member of the Minor Offense Committee, a Social Board member will be temporarily appointed by the Secretary of Social Board to act in her place.

Minor Offense Committee members-elect of the incoming senior class (the Chairman and Senior Social Board representative) attend and participate in Minor Offense Committee meetings from the time that they take office. At this point, former senior Minor Offense Committee members may participate in cases but have no vote.

At the beginning of each academic year, the Junior Social Board member of the preceding year (who acts as Secretary), the Sophomore Social Board member of the preceding year, the Secretary of Social Board, and the Senior Social Board representative act as a temporary Minor Offense Committee to serve until new members are elected.

**Section 2.** The Minor Offense Committee is a court for students alleged to be guilty of the minor social infractions and takes whatever action within the power of the Minor Offense Committee that is desirable to maintain a high level of student conduct.

**Section 3.** After any student has registered at St. Mary's and therefore become a member of the Student Government Association, she will be disciplined for any minor social infraction under the jurisdiction of the Minor Offense Committee regardless of whether the offense is the first offense.

**Section 4.** The Minor Offense Committee deals with the following offenses if they occur when the student is under the jurisdiction of the College:\*

- a) Repeated violation of hall regulations.
- b) Appeals for restricted curfew of lateness up to and including thirty minutes.
- c) Up to and including thirty minutes lateness from overnights.
- d) Any case referred to it by another board.

\*as stated in the handbook.

**Section 5.** The Minor Offense Committee determines the guilt or innocence of a student accused of minor social infractions, judges any case referred to it by another board, and decides penalties for students found guilty.

**Section 6.** The Minor Offense Committee will dispose of any case according to its severity in one or more of the following ways:

- a) Decide on the basis of extenuating circumstances to dismiss.
- b) Decide on the basis of extenuating circumstances to take away the early curfew penalty.
- c) Decide the defendant is guilty as charged and issue a warning.
- d) Decide the defendant is guilty as charged and campus.
- e) Decide the case is not properly one for Minor Offense and refer it to another Board.

**Section 7.** Officers of the Minor Offense Committee:

a) A Chairman, whose office the Secretary of Social Board automatically fills, who calls and presides over all meetings of the Minor Offense Committee. In the absence of the Chairman, the Assistant Secretary of Social Board acts as Chairman. She then has no vote.

b) A Secretary, whose office the Assistant Secretary of Social Board automatically fills, who keeps full minutes of each Minor Offense Committee meeting and notifies the Dean of Students of all campuses and early curfew penalties issued by the Minor Offense Committee.

**Section 8.** The Minor Offense Committee members must not discuss Minor Offense matters that come before them with any person other than the following: Student Government officers, fellow Minor Offense Committee members, the Dean of Students, the President of the College, the hall counselors of the student involved, and student petitioners. An infraction of this rule will be dealt with by the Honor Board.

**Section 9.** In all cases tried before the Minor Offense Committee, the defendant is required to be heard personally before a decision is reached.

**Section 10.** All decisions of the Minor Offense Committee require a majority vote. Two-thirds membership of the Committee constitutes a quorum.

**Section 11.** Details concerning any case may be obtained by three or more students who submit a written petition to the Chairman of the Minor Offense Committee. Petitioners must appear before the Minor Offense Committee to give and receive explanations.

**Article X: Hall Council**

**Section 1.** The Hall Council of the Student Government Association is composed of the Chairman of Social Board, Secretary of Social Board, Assistant Secretary of Social Board, President of the Day Students, hall counselors, and two day student counselors.

One counselor must represent each hall at Hall Council meetings which are held weekly at a scheduled time. Hall representatives must attend Hall Council meetings when both counselors from the hall are unable to attend.

The Chairman of Hall Council may require all official Hall Council members to attend a Hall Council if deemed necessary.

The Hall Council adviser attends meetings upon the request of the Chairman.

**Section 2.** Duties of the Hall Council:

- a) To communicate information necessary to the Student Government Association.
- b) At the beginning of the academic year, to elect a senior representative to Social Board from the Hall Council who acts as the Secretary of Hall Council, Secretary of the Minor Offense Committee, and Assistant Secretary of the Social Board. She must be elected by a majority of the official Hall Council members with a two-thirds membership as a quorum.

**Section 3. The Officers of Hall Council:**

a) A Chairman, whose office the Chairman of Social Board automatically fills, who calls and presides over all meetings of the Hall Council. She is responsible for collecting all information (from the Dean of Students, Student Government officers, etc.) to be conveyed to the Student Government Association.

b) A Secretary, whose office the Assistant-Secretary of Social Board automatically fills, who keeps full minutes of each Hall Council meeting. One copy should be kept in the Master File and one copy should be given to the Dean of Students. The Secretary must also take roll at each Hall Council meeting and issue penalties to members for failure to attend.

**Article XI: Legislative Body**

**Section 1.** The Legislative Body of the Student Government Association is composed of the Vice-President of Student Government, the President of Student Government, the Chairman of Social Board, the President of the Day Students, all the class presidents, one Senior representative, two Junior representatives, one Sophomore representative, and one Freshman representative, the Editor of the Student Handbook, and three faculty representatives (one of whom is the Dean of Students). Of these, the Vice-President of the Association has no vote in a plenary session. The President of the College has the prerogative of attending the Legislative Body meetings.

Legislative Body members-elect of the incoming Senior class attend and participate as official members from the time of their election. Following the election of new members, former Senior Legislative Body members may participate but have no vote.

At the beginning of each academic year, the returning student members of the preceding year and the new Senior members act as a temporary Legislative Body to serve until new Student Legislative Body members are elected.

The two faculty members (other than the Dean of Students) are appointed by the President of the College to serve for two year terms. One faculty member is to rotate off each year. No faculty member may serve for more than two consecutive terms, unless the President of the College rules otherwise.

**Section 2.** The Legislative Body proposes changes in the Constitution and social regulations and evaluates and refers all matters not under the jurisdiction of the Legislative Body to the proper committee.

**Section 3. Officers of the Legislative Body:**

a) A Chairman, whose office the Vice-President of the Student Government Association automatically fills, who calls and presides over all meetings of the Legislative Body. Together with the Dean of Students, the Chairman presents to and discusses with the President of the College all proposed amendments and petitions. The Chairman presents all proposed amendments to the Constitution to the student body for voting and announces all passed petitions and amendments to the Constitution. The Chairman also has the duty throughout the year of recording in the Master File all petitioned regulations and amendments passed. She also has the duty of distributing duplicates to the President of the College and the Dean of Students.

b) A Secretary, whose office the Senior class representative to Legislative Body automatically fills, who notifies members of all Legislative Body meetings, takes roll, keeps minutes and permanent records of all meetings and performs general secretarial duties. In addition, she prepares in duplicate a statistical report of petitions considered during the year, one copy to be submitted to the President of the College, one copy to be submitted to the Dean of Students, and one to be filed with the Student Government records.

**Section 4.** The Legislative Body has within it three function branches:

a) The Constitution Committee

- 1) The Chairman of the Legislative Body serves as Chairman of the Constitution Committee.
- 2) Four additional members including the Dean of Students, one faculty representative of the Legislative Body, the President of Student Government, and one student Legislative Body member are appointed by the Chairman.
- 3) Four members of the Constitution Committee constitute a quorum.
- 4) The Committee studies the Constitution and presents recommended revisions to the full Legislative Body. Three students may submit a proposed amendment to the Constitution in the form of a petition to be considered by the Committee.
- 5) All proposed amendments to the Constitution from the floor will be presented to the Legislative Body. All amendments to the Constitution proposed by the Constitution Committee require a majority vote including one faculty vote to be presented to the Legislative Body by the Constitution Committee.
- 6) The Committee will meet at the discretion of the Chairman.

b) Petitions Committee

- 1) The Secretary of the Legislative Body serves as Chairman of the Petitions Committee.

- 2) Four additional members from the Legislative Body are appointed by the Chairman of Legislative Body. One faculty member of the Legislative Body serves as special adviser to the Petitions Committee.
- 3) Three members of the Committee constitute a quorum.
- 4) The Committee studies all petitions regarding social regulations and rejects or recommends them to the full Legislative Body.
- 5) All petitions will be presented to the full Legislative Body.
- 6) The Committee will be called by the Chairman of the Committee prior to each full Legislative Body meeting.

c) Policy Committee

- 1) The Chairman of the Social Board serves as Chairman of the Policy Committee.
- 2) Four additional members from the Legislative Body are appointed by the Chairman of the Legislative Body. One faculty member of the Legislative Body serves as special adviser to the Policy Committee.
- 3) Three members of the Committee constitute a quorum.
- 4) The Policy Committee evaluates all matters brought before them in the form of a petition not specifically designated as being under the jurisdiction of the Legislative Body, adds further improvements, and presents the petition to the full Legislative Body, which refers the petition to the proper committee.
- 5) All matters brought before the Committee must be evaluated and referred to the proper committee.
- 6) The Committee will meet at need, called by the Chairman of the Policy Committee after consultation with the Chairman of the Legislative Body.

Section 5. Procedure of Legislative Body meetings:

- a) All petitions signed by three or more students which are referred to the full Legislative Body by one of its committees will be considered.
- b) Any petition presented to the full Legislative Body requires a majority of votes, with a quorum present, in order to be passed. A quorum consists of two-thirds of the membership including two faculty members.
- c) Any proposed amendment to the Constitution must then be passed by the Student Government Association by a majority vote with a quorum present. A quorum consists of two-thirds of the membership.
- d) Any petitioned regulation or proposed amendment to the Constitution that is passed must be announced by the Chairman of the Legislative Body at a meeting of the Student Government Association. At the meeting, the Chairman explains the rejection of any petitioned regulation or amendment to the Constitution which failed to be passed or approved.
- e) A petitioned regulation becomes effective ten days after the date of its approval by the President of the College unless designated otherwise.
- f) An amendment to the Constitution becomes effective at a time designated by the Constitution Committee with the approval of the President of the College.
- g) Petitions passed and approved are posted on the Student Government Association Bulletin Board by the Chairman of the Legislative Body.
- h) The Legislative Body will meet at the discretion of the Chairman of the Legislative Body.
- i) The Legislative Body will follow *Robert's Rules of Order*.

Article XII: Master File

There is a Master File of reports of the Honor Board, Social Board, and Legislative Body in the Student Government Association office. This file must be kept up to date at all times.

Article XIII: Committees

Section 1. Nominating Committee

The Nominating Committee of the Student Government Association is composed of a representative group from all the classes and includes one or more day students. This committee is appointed by the President of the Student Government Association, who acts as Chairman and has no vote. Each out-going principal Student Government Association officer serves as a non-voting member of the committee when her successor is being nominated. The committee chooses two nominees respectively for each of these principal Student Government Association officers: President, Vice-President, Chairman of Honor Board, Chairman of Social Board, Secretary-Treasurer, and Secretary of Social Board. The function of this committee is to select eligible and desirable nominees as a suggested guide for student voting.

Section 2. Committee to Appoint Counselors

The Committee to Appoint Counselors is composed of the seven principal Student Government Association officers (Article VI, Section 1, a). The Chairman of Social Board acts as Chairman of the Committee. The Committee selects counselors, alternates, and roving counselors from the rising senior class considering suggestions from the Chaplain, the Dean of Students, the President of the College, and hall counselors of the preceding year. All counselors must have a cumulative 2.0 average for their Junior year unless approved otherwise by the President of the College and the Dean of Students. The Chairman of the Committee presents the Committee's final list of counselors, alternates, and roving counselors to the President of the College and the Dean of Students for their approval. On a designated night the counselors are notified of their selection. The Chairman of the Committee will work with the Dean of Students to schedule meetings for counselor orientation at the end of that year and/or at the beginning of the next year.

### Section 3. The Orientation Committee

The Orientation Committee is headed by a faculty chairman (selected by the President of the College and the Dean of Students) and a student chairman (selected by the committee in cooperation with the faculty chairman and approved by the President of the College and the Dean of Students). Other members of the Committee are appointed by the Secretary-Treasurer of the Association near the beginning of the academic year. The purpose of the Committee is to plan activities for opening weeks of the following school year to orient and involve new and old students.

### Section 4. The Commencement Committee

The Commencement Committee is headed by a faculty chairman appointed by the President of the College and the Dean of Students. Other members are appointed by the Secretary-Treasurer of the Association near the beginning of the academic year. The purpose of the Committee is to coordinate commencement activities.

### Section 5. The Handbook Committee

The Handbook Committee is composed of a Senior Student Editor, appointed by the Publications Committee and the Dean of Students, and other members appointed by the Secretary-Treasurer of the Association. The Committee revises the Student Handbook each year to reflect changes in regulations and amendments to the Constitution.

### Article XIV: Qualifications for Nominees for all Offices

Section 1. All nominees for the seven principal Student Government officers (President of Student Government Association, Vice-President of Student Government, Chairman of Honor Board, Chairman of Social Board, Secretary-Treasurer of Student Government, Secretary of Social Board, and President of the Day Students) must have a 2.5 average for the first semester of their Junior year and must be classified as rising Seniors academically. In the case that there are no eligible nominees for the President of the Day Students, the President of the College may rule that qualified Junior Day Students be eligible for nomination. These officers (excluding the President of the Day Students) must be boarding students during the time that they hold office.

Section 2. All nominees for the Secretary-Treasurer of the Day Students must be classified as rising Sophomores academically with a 2.5 average for the first semester of their Freshman year.

Section 3. All nominees for Assistant-Secretary of Social Board must be members of Hall Council.

Section 4. All nominees for Fire Captain, Assembly Chairman, and Marshalls must be classified as rising Seniors academically and have a 2.0 for the first semester of their Junior year.

Section 5. All nominees for class officers and class representatives to Honor Board, Social Board, and Legislative Body must be classified academically as a member of the class that they are to represent.

Section 6. The Secretary of Legislative Body is the Senior class Legislative Body representative. She must meet the qualifications of other class representatives to Legislative Body.

### Article XV: Nominations for all Offices

#### Section 1.

- a) Three members of the student body must sign and submit a nomination for each nominee for the offices of President of Student Government, the Vice-President of Student Government, the Chairman of Honor Board, the Chairman of Social Board, the Secretary-Treasurer of Student Government, the Secretary of Social Board, Fire Captain, Assembly Chairman, Marshalls, and Spring Court members (one Freshman representative, two Sophomore representatives, five Junior representatives, and seven Senior representatives including the Queen and Maid of Honor).
- b) Three Day Students must sign and submit a nomination for each nominee for the offices of President of the Day Students and Secretary-Treasurer of the Day Students.
- c) Any member of Hall Council may nominate another member of Hall Council to run for Assistant-Secretary of Social Board (Secretary of Minor Offense and Hall Council).
- d) Three members of the class which the officer or representative will represent must sign and submit a nomination for each nominee for class offices and class representatives to Honor Board, Social Board, and Legislative Body.

Section 2. Only those students who would not exceed the maximum number of points allowed under the point system (Article XIX) by holding an office may run for that office.

Section 3. The President of the College and the Dean of Students must approve all nominees for student body and class elections. Nominees for offices that do not require a specific grade point average must be approved by the Academic Dean.

### Article XVI: Elections

#### Section 1.

- a) The principal Student Government officers will be elected in the order of President, Vice-President, Chairman of Honor Board, Chairman of Social Board, Secretary-Treasurer, and Secretary of Social Board. The elections will be scheduled by the out-going Secretary-Treasurer in time for these elections and the elections for Assembly Chairman, Marshalls, and Fire Captain to be completed early in April. The Assembly Chairman, Marshalls, and Fire Captain are elected in this order following the election of the Secretary of Social Board.

- b) Members of the Spring Court are to be elected near the beginning of the second semester of the college year.
- c) The Day Student officers are to be elected after the completion of the election of the principal Student Government officers.
- d) The Assistant-Secretary of Social Board is to be elected at Hall Council during the opening weeks of school.
- e) The Senior Class President, Honor Board Representative, and Social Board Representative are elected in that order soon after the election of the Fire Chief at the end of the year preceding the year they will serve. All other Senior Class Officers are elected early in the first semester of the next year in the order of Projects Chairman, Vice-President, Legislative Body representatives, Secretary and Treasurer. As soon as students are well-acquainted with each other the Freshman, Sophomore, and Junior class officers and representatives will be elected during the first semester of the year in which they are to serve in the order of President, Honor Board Representative (two each for the Junior and Sophomore Classes), Social Board Representative, Legislative Body Representative, Vice-President, Secretary, Treasurer, and Dance Marshall (for the Freshman class only).

Section 2. In order for any election to be valid a majority of the eligible voters must vote.

### Section 3.

- a) For each of the elections of Principal Student Government Officers, the Fire Captain, and the Assembly Chairman, the votes for each nominee are to be tallied. In order for a winner to be determined, a nominee must have a majority of votes cast. If no nominee has a majority of votes cast, a run-off will be held for the two nominees with the highest number of votes. These officers are elected by secret ballot.
- b) Each member of the Student Government Association will be allowed to vote for six nominees for Marshalls. The votes will be tallied for each nominee. The lowest vote-getting nominees are eliminated and run-offs are held between the twelve highest vote-getting nominees. The nominee with the highest number of votes is the Chief Marshall. These officers are elected by secret ballot.
- c) Each member of the Student Government Association will be allowed to vote for seven Seniors, four Juniors, two Sophomores, and one Freshman for Spring Court. The votes will be tallied for each nominee. The lowest-getting nominees are eliminated and run-offs are held until seven Seniors, four Juniors, two Sophomores, and one Freshman each have a majority vote of the total number of voters voting. The Senior with the highest number of votes is the Queen of Spring Court and the Senior with the second highest number of votes is the Maid of Honor.
- d) The President of the Day Students and the Secretary-Treasurer are elected respectively. Each of these Day Student officers must receive a majority vote of the voters voting. A run-off is held between the two nominees with the highest number of votes if one nominee does not receive a majority vote in the first voting for each of these offices. Only the Day Students vote in these elections. These officers are elected by secret ballot.
- e) Each member of Hall Council may vote for one nominee for Assistant Secretary of Social Board. The nominee who receives a majority of the votes is the winner. This officer is elected by a show of hands.
- f) For each class a deadline will be set by the Student Government officers, who supervise class elections, by which nominations for all officers and representatives of the class will be due. One student may be nominated for any number of class offices. Prior to elections, these nominees will be approved. At a required class meeting supervised by the Student Government Officers, class officers will be elected by a show of hands with heads down. After a nominee has won an office, she will be removed from the list of nominees for subsequent offices.

### Article XVII: The Point System

No Student may hold offices or positions amounting to more than fourteen points during one academic year. Student Government Association Officers (President, Vice-President, Chairman of Honor Board, Chairman of Social Board, Secretary-Treasurer, Secretary of Social Board, and the President of the Day Students) may have an accumulation of sixteen points with the permission of the Dean of Students. The President of Student Government will enforce the point system.

#### 10 Points

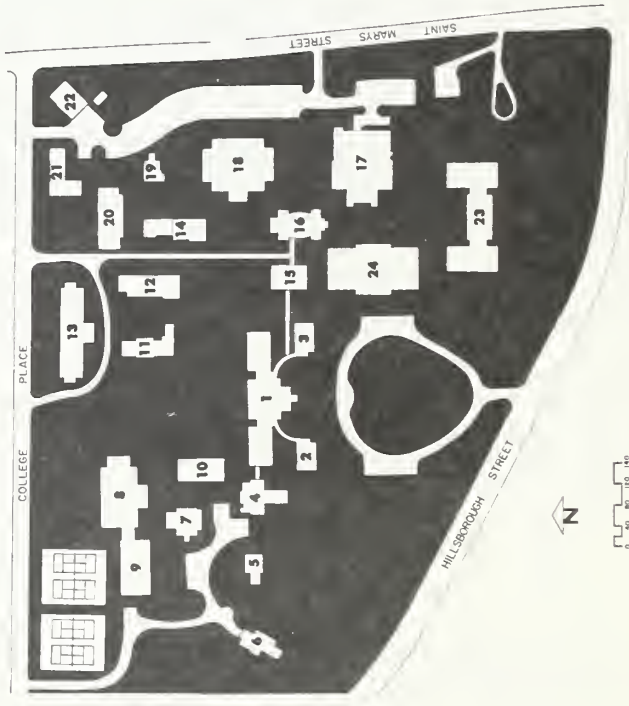
President of Student Government  
 Vice-President of Student Government  
 Chairman of Honor Board  
 Chairman of Social Board

#### 8 Points

Secretary-Treasurer of Student Government  
 Secretary of Social Board  
 President of the Day Students  
 Editor of the *Stagecoach* and *Belles*

KEY

1. SMEDES HALL
  - A. UPPER SMEDES DEAN OF STUDENTS OFFICE DORMITORY
  - B. LOWER SMEDES ALUMNAE OFFICE GUIDANCE OFFICE BUSINESS OFFICE HOUSEKEEPER
2. WEST ROCK DORMITORY
3. EAST ROCK
  - A. PRESIDENTS' 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
20. RAGLAND CLASSROOM BUILDING
21. STUDENT LAUNDRY AND MAINTENANCE BUILDING
22. HEATING PLANT



ST. MARY'S COLLEGE  
BALDWIN, NORTH CAROLINA











# ST. MARY'S COLLEGE HARBOR BOOK



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 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)

**ST. MARY'S COLLEGE**

**Volume 65**

**Number 3**

**STUDENT HANDBOOK**

St. Mary's College admits students of any race, color, and national or ethnic origin.

**Vol. 65 No. 3 / July 1976**

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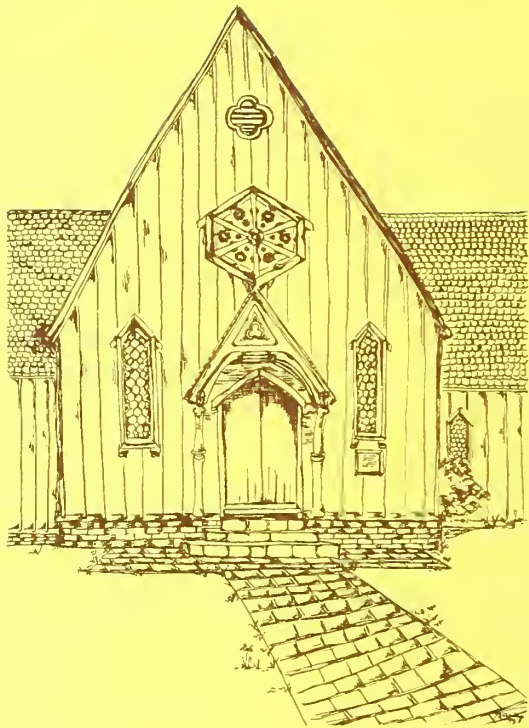
# CALENDAR, 1976-77 SESSION 1976

August 21, Saturday	Arrival of Senior Counselors
August 22, Sunday	Arrival of Freshmen and New Sophomores
August 23, Monday	Arrival of Returning Sophomores
August 23, Monday	Orientation and Registration of Freshmen and New Sophomores
August 24, Tuesday	Arrival of Juniors
August 24, Tuesday	Classes begin for Freshmen and Sophomores
August 25, Wednesday	Orientation and Registration of Juniors
August 25, Wednesday	Arrival of Seniors
August 26, Thursday	Classes begin for Juniors and Seniors
August 28, Saturday	Classes for high school students (Monday Schedule)
September 8, Wednesday	Last day to add a class
September 8, Wednesday	Last day to remove grades of Incomplete from previous semester
September 22, Wednesday	Last day to withdraw from a class without penalty
October 13, Wednesday	Mid-Semester Holiday begins at 5:00 p.m.
October 13, Wednesday	Mid-September Progress Reports due in Registrar's Office
October 18, Monday	Classes resume
October 23, Saturday	Classes for high school (Departmental)
October 29, Friday	Father-Daughter Day
November 12, Friday	Last day to withdraw from a class with a grade of WP or WF by permission of Academic Dean
November 15-19, 29-December 3	Pre-Registration Conferences
November 23, Tuesday	Thanksgiving Holiday begins at 5:00 p.m.
November 29, Monday	Classes resume
December 10, Friday	Last day of classes
December 11, 12, Saturday, Sunday	Reading Days
December 13-18, Monday-Saturday	Examinations
December 19-January 9	Christmas Holidays

## 1977

January 10, Monday	First Day of Classes, Second Semester
January 15, Saturday	Classes for high school (Departmental)
January 21, Friday	Last day to add a class
January 21, Friday	Last day to remove grades of Incomplete from previous semester
February 4, Friday	Last day to withdraw from a class without penalty
February 19, Saturday	Classes for high school (Departmental)
March 4, Friday	Spring Holiday begins at 5:00 p.m.
March 4, Friday	Mid-Semester Progress Reports due in Registrar's Office
March 14, Monday	Classes resume
March 19, Saturday	Classes for high school (Departmental)
April 4-7, 12-15	Pre-Registration Conferences
April 6, Wednesday	Last day to withdraw from a class with a grade of WP or WF by permission of Academic Dean
April 7, Thursday	Easter Holiday begins at 5:00 p.m.
April 12, Tuesday	Classes resume
April 19, Tuesday	Pre-Registration — Fall Semester, 1977
April 22, Friday	Mother-Daughter Day
April 23, Saturday	Alumnae Day
May 4, Wednesday	Last day of classes
May 5, Thursday	Reading Day
May 6-12, Friday-Thursday	Examinations
May 13, Friday	Baccalaureate
May 14, Saturday	Commencement

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



## THE CHAPEL

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

Student Handbook  
St. Mary's School 1946-1947



Dear New Girls,

It is with great pleasure and anticipation that I welcome each of you to St. Mary's. All of us here at St. Mary's are excited about the upcoming year and are looking forward to meeting each of you. The friendships that begin on your first day are the relationships which will strengthen St. Mary's and make next year a meaningful one for us all.

When you join us here in the fall we hope that you will immediately feel a part of the spirit that prevails on campus. Each of you will play a very vital part in the Student Government Association, of which you are automatically a member, and we hope that you will place your confidence and trust in us, the Student Government Officers. We were elected by the student body to represent **you** in any way possible. We want and need your cooperation, support, and suggestions for new ideas in order that we might have a successful year. Though we are individuals with differing opinions and ideas, I feel that a bond of trust and respect will allow us to reconcile those differences and work together to make next year a great one.

Another very vital and important aspect of St. Mary's is its Honor System which strives to uphold the integrity of all students, faculty, and administration. This Honor System also establishes a trust among the individuals of the St. Mary's community. Often students are not aware of the importance and seriousness of an Honor System. Without such honor and trust St. Mary's could not exist as the loving, caring, and close family it is known to be. As a member of the St. Mary's family each of us must believe in and uphold the Honor System for it to succeed.

Finally, upon your arrival this fall we hope that you will feel the warmth of St. Mary's and grow to love her as we all do. This unique feeling will grow within you throughout the year, depending only on how much you are willing to give of yourself.

Again, I welcome you to St. Mary's and I am very excited about getting to know you in the upcoming year.

Sincerely,  
Ellyn Faircloth  
President of the Student  
Government Association



**Ellyn Faircloth**  
*President*  
*Student Government Association*



**Cathy Connors**  
*Vice President*  
*Student Government Association*



**Betsy Barwick**  
*Chairman Honor Board*



**Katherine Wooten**  
*Secretary*  
*Student Government Association*



**Ann Pelletier**  
*Chairman*  
*Social Board*



**Bebe Tucker**  
*President*  
*Day Students*



**Anne Shelton**  
*Secretary*  
*Social Board*

## 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 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 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 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 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.

# NOTES

## Student Government Council



## STUDENT GOVERNMENT COUNCILS

### A. Honor Board

1. The Honor Board is composed of the Vice-President, and Secretary of the Student Government Association, the President of the Day Students, 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, 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, and the Senior, Junior, and Sophomore class Social Board Representatives. 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 30 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 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, President of the Day Students, hall counselors, and two Day Student counselors.
2. The Hall Council has jurisdiction over routine matters of student conduct and counselors reserve the right to campus if they deem necessary.
  - a. The secretary of Social Board will have the campus slips in the mail boxes by Monday afternoon. Campus begins the following day.
  - b. 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 for the same campus.
    - 1) only three petitions per semester are allowed

- 2) a request for one day equals one petition
- 3) a request for an overnight equals two petitions
- 4) a request for a weekend equals three petitions
- 5) petitions do not carry over into second semester.
- 6) 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.

## 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.

## F. DEFINITIONS

1. **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.
2. **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.
3. **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.
4. **suspension**—a punishment issued by Honor Board or Social Board which requires the student to leave the campus and go home or to a place approved by her parents. There is no academic penalty.
5. **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.
2. Strict quiet hour is from 7:30 p.m. to 7:30 a.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 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 any night in another room on campus provided they sign out 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 Pinkerton.

## 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.
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 may have guests on Friday and Saturday nights only. All guests must be registered in the dorm in which they are staying and must observe all regulations of the hostess. The hostess receives any penalty accumulated by the guest.
2. 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.
3. 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 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 in the business office. License number information must be updated when applicable. The fee is \$5.00 for resident students.



A.  
**UPPERCLASSMEN  
OFF-CAMPUS  
REGULATIONS**

**TOWN PERMISSION**

1. Monday-Thursday: every day, two students until 6:30 p.m.
2. Friday & Saturday: two students until 6:30 p.m.  
Soph. 3 or more until 12:30 a.m.  
Fresh. 3 or more until 12:00 Midnight
3. Sunday: two students after Chapel until 7:30 p.m.

**DATING**

1. Sunday-Thursday:  
1st Semester Soph. one night until 10:30 p.m.  
2nd Semester Soph. one night until 11:00 p.m.  
2nd Semester Fresh. one night until 10:00 p.m.
2. Friday & Saturday:  
Fresh. until 12:00 Midnight  
Soph. until 12:30 a.m.

**B. 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 until the first Friday after the fall mid-semester progress reports are issued.

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.
  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. No overnights granted on special events designated by the Dean of Students.
  - f. 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 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. First semester Freshmen must file white special permission slips when requesting special permission, and for destinations other than Raleigh. Special permission 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 Room.
- d. 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.

#### 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

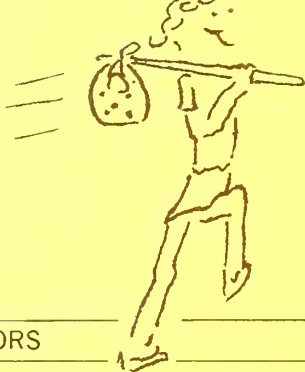
1. The parents of a student may take their daughter, no other students, to spend the night in Raleigh or the immediate vicinity (includes Cary, Apex, and Garner).
2. Students planning to take a parent's night must file an overnight permission slip for each night. Parental permission may be sent in writing 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
	8 overnights 3 chapel cuts	9 overnights 4 chapel cuts
Sophomores	First Semester	Second Semester
	10 overnights 4 chapel cuts	12 overnights 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**

A.

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**SENIORS**

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**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.

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**JUNIORS**

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**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. Sunday-Thursday  
1st Semester 2 nights a week until 12:00 Midnight  
2nd Semester 3 nights a week until 12:00 Midnight
2. Friday-Saturday  
9:00 a.m.-1:00 a.m.

### Early Curfew:

Anyone who is late (over 5 minutes) automatically has ½ hour subtracted from her dating curfew for the remainder of the quarter unless she appeals to minor offense and is pardoned.

### B. 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. After a student leaves campus, she **may not** telephone for permission to take another overnight unless unusual circumstances arise.
5. Unused chapel cuts and overnights may be carried over and used second semester.
6. Upperclassmen returning from all overnights and holidays, must return and sign in by their dating curfew of that night.
7. Day Students may spend the night in a dormitory.
8. No overnights are granted during special events designated by the Dean of Students.
9. 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.

### 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 only 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

**JUNIORS ARE NOT ALLOWED TO HAVE CARS ON CAMPUS UNLESS SPECIAL PERMISSION DUE TO UNUSUAL CIRCUMSTANCES HAS BEEN GIVEN IN ADVANCE TO THE PARENTS BY THE DEAN OF STUDENTS.**

#### F. OVERNIGHT CARDS

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. 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.

## G. 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 6 chapel absences	16 overnights 8 chapel absences
Seniors	Unlimited overnights 9 chapel absences	Unlimited overnights 9 chapel absences
Counselors	Unlimited overnights 10 chapel absences	Unlimited overnights 10 chapel absences
SGA Officers	Unlimited overnights 12 chapel absences	Unlimited overnights 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 p.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.

## GENERAL CAMPUS REGULATIONS

### A. CHAPEL SERVICES

1. All students may attend an optional chapel service at 10:30 a.m. on Tuesdays.
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.
3. Three cuts each semester will be permitted after which a warning will be issued. A campus of three days will be given if another absence occurs.

### C. DINING ROOM — MEALS

- | 1. Hours:  | Breakfast | Lunch       | Dinner    |
|------------|-----------|-------------|-----------|
| Mon-Thurs. | 7:15-8:30 | 11:30-1:15  | 4:45-6:15 |
| Fri.       | 7:15-8:30 | 11:30-1:15  | 5:00-5:30 |
| 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.

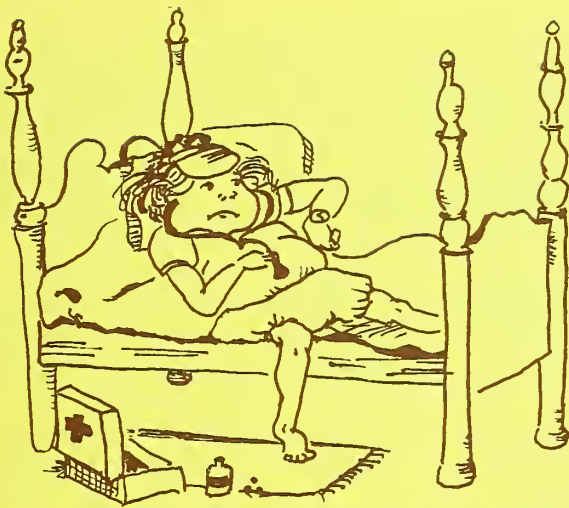
Sunday                                      9:00 a.m. - 10:30 p.m.

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, Dr.'s appointments, or reports on roomates 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. Confirmation of the visit to physician or dentist is necessary on return to school. 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, resident and hall counselors, and faculty are requested to observe the visiting hours:  
11:00 a.m.—12:00 Noon  
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.
16. These rules are to be followed without exception.

#### F. 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. Regular library books may be checked out for a circulation period of three weeks, with the date due always falling on a Wednesday. Books may be renewed if they are not needed by someone else. Students are responsible for returning their library books on or before the date due and should not depend on overdue book notices.
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. Special regulations may be made to insure fair access by all students to material in especially heavy demand, such as term paper material for English classes. Announcements will be placed in the Weekly Bulletin to inform students of these special regulations.
6. MAGAZINES AND REFERENCE BOOKS DO NOT CIRCULATE. THEY ARE NOT TO BE REMOVED FROM THE LIBRARY.
7. Fines: Regular library books—10¢ per day  
Reserve books—25¢ per hour or any part thereof

There is no grace period for any library book. Fines start as soon as the book is overdue and increase 10¢ per day. The maximum fine charged is \$3.00.

REPORT LOST BOOKS IMMEDIATELY. The fine is frozen on the date the book is reported lost.

8. 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.

9. The payment of fines and costs of lost books should be made immediately after these charges are incurred. Although the library staff attempts to send reminders of overdue books and fines owed, each student is responsible for library material she has checked out or financial obligations incurred. Grades and transcripts will not be sent until library obligations are settled. (See financial information in the College Catalog.)
10. STUDENTS FOUND WITH MISSING LIBRARY BOOKS OR MAGAZINES IN THEIR POSSESSION WILL BE DEALT WITH AT THE DISCRETION OF THE HONOR BOARD.
11. Except in an emergency, a student is not allowed to receive a telephone call in the Library.
12. FOOD AND DRINKS ARE NOT TO BE BROUGHT INTO THE LIBRARY EXCEPT FOR SPECIAL EVENTS CLEARED WITH THE LIBRARIAN.
13. Students may smoke in the smoking study only.
14. 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.
15. 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 types of employment for students who would like to have or who need "Self Help." Positions are available in the Library, the Dining Hall, the Dean of Students Office, the Language and Science Laboratories, the Gym, the Bookstore/Post Office, and the Switchboard. On various occasions throughout the year other campus offices need student assistants on a temporary basis.
2. All students who desire campus employment must apply for and be registered with the Financial Aid Office. Available positions are filled at the beginning of the school session.

## 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 Check Cashing Window will be open from 8:00 a.m.-12:00 noon and 1:30 p.m.-4:00 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.-12:00 noon and 1:30 p.m.-4:00 p.m.
2. Mail comes in at 7:30 a.m. and 3:30 p.m. Monday through Friday and 7:30 on Saturday. Mail does not come in on Sunday.
3. Mail leaves at 8:45 a.m. and 3:45 p.m. Monday through Friday and 7:45 on Saturday. Mail does not leave on Sunday. There is a U. S. Government mailbox at the main gate on Hillsborough Street.
4. Parcel post and express may be sent out and received during store hours. Money orders, insurance for packages, and foreign postage 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.-2:00 p.m. Monday through Friday.
2. The Snack Bar is closed on Saturday and Sunday.

#### 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.



1. Students may have dates in the gym on Fridays from 7:00 p.m.-9:00 p.m. and on Saturday and Sunday from 2:00 p.m.-4:00 p.m.
2. NO street shoes are to be worn inside the gym in the basketball court area or in the dance studio.
3. NO smoking, food, or drink allowed in the gym.
4. ONLY bowling shoes are to be worn while bowling. This is a safety precaution.
5. 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 have dates on the courts on Saturday and Sunday from 2:00 p.m.-4:00 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.

HOSTESS WILL BE ON DUTY FROM 4:30 P.M. 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.

### OFFICE HOURS OF THE HOSTESS ON DUTY

#### MONDAY THROUGH THURSDAY

4:30 p.m. — 12:30 a.m.

#### FRIDAY

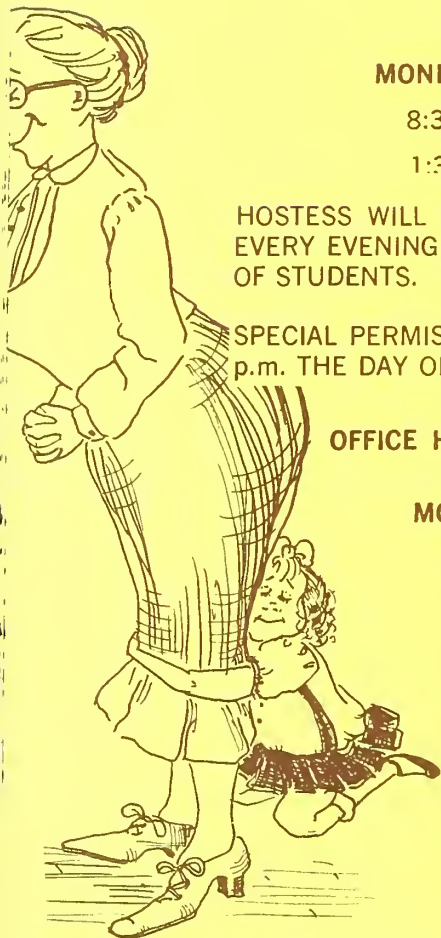
4:30 p.m. — 1:30 a.m.

#### SATURDAY

10:30 a.m. — 1:30 a.m.

#### SUNDAY

11:30 a.m. — 12:30 a.m.



# 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 testing, 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 the counseling center in lower Smedes. The counseling center is open from 8:30 a.m.-4:30 p.m. Monday-Friday.

## 2. ACADEMIC ADVISING

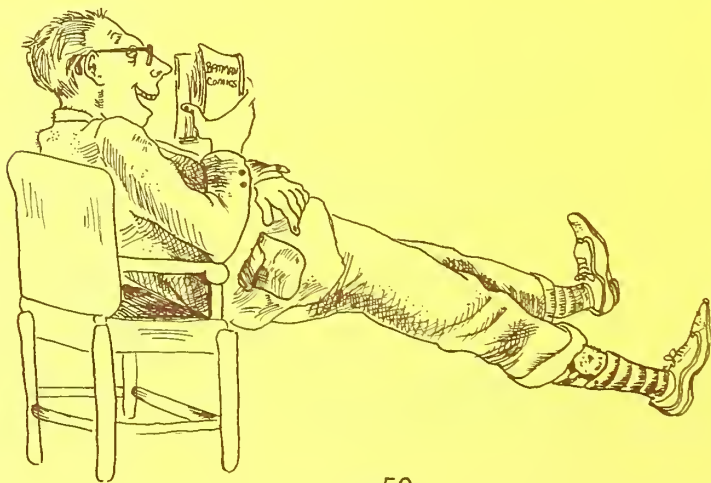
High school students are advised by the guidance director. Upperclassmen are given the opportunity to request a specific advisor; however, if no preference is given, a faculty advisor is assigned to assist in the student's academic planning. The advisor helps the student to select courses appropriate to her educational objectives and remains available throughout the year for additional advising 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 academic dean.

## CHAPLAIN AND CHAPEL PROGRAM

St. Mary's is built on a long tradition of religious values. 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.

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

## 1. FULFILLMENT OF REQUIREMENTS

### A. Required Courses

All required courses must be attempted at St. Mary's. Possible exceptions will be considered on an individual basis by the Academic Dean.

### B. Tailored Curriculum

All students should, with the assistance of their advisors, check carefully the requirements of the institution which they plan to enroll upon graduation from St. Mary's.

Any student who plans to pursue a degree in an institution whose basic requirements differ from those at St. Mary's may request a curriculum tailored to her particular needs. She must present to the Academic Dean of St. Mary's College, a letter from an appropriate official of the college of her choice outlining the special requirements of that institution.

### C. Residency

A candidate for any diploma or degree must be in residence the year preceding her graduation.

## 2. TRANSFER OF CREDIT FROM OTHER INSTITUTIONS

- A. Upperclassmen (College) may transfer a maximum of nine semester hours from an accredited college or university. (Ten semester hours, if a laboratory science is included).

A student entering St. Mary's College at the Senior level would, of course, be permitted to transfer a maximum of thirty-two semester hours.

No student may assume that she will receive credit for work

completed at other institutions until she has a written statement as to what credit will be accepted.

- B. Any student at St. Mary's College who proposes to attend a Summer Session at another institution must have written authorization in advance from the Academic Dean in order to insure that the credit may be transferred to St. Mary's.
- C. Underclassmen (High School) may earn credit in an approved Summer School for a maximum of two units of repeated work and one unit of new work.
- D. A minimum grade of "C" must be earned on all work accepted for transfer credit. Transfer grades are recorded as earned but will not be included in the computation of the student's Quality Point Ratio. Thus, a student may not use grades earned at another institution to improve her quality point status at St. Mary's College.

### **3. ACADEMIC LOAD**

- A. The normal load for a college student planning to graduate with a degree in two years is sixteen hours per semester. The minimum academic load is thirteen semester hours and the maximum load is eighteen semester hours. Written permission of the Academic Dean is required for any variance from these limits, eg. an underload (less than 13 hours) or an overload (more than 18 hours).
- B. All underclassmen (High School Students) are required to carry a minimum load of four academic units per year. High School religion and physical education are required in addition. The maximum load is five academic units per year. Any deviation from the normal academic load must be approved by the Academic Dean.



## 4. REGISTRATION PROCEDURES

### A. Registration Period

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

### B. Adding Courses

A student may add a course during the first two weeks of a semester. After the first two weeks, she must have the written approval of the instructor of the course and the Academic Dean.

### C. Withdrawal from Courses—No Penalty

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.

### D. Withdrawal Passing

After four weeks, but prior to the end of the mid-semester report period, a student who is passing a course may, with the written permission of the Academic Dean, withdraw from the course. "Withdrawal Passing" is recorded on her record and hours attempted are not averaged into her quality point ratio.

### E. Withdrawal Failing

After the end of the first four-week period, a student who is failing a course and wishes to withdraw may do so only with the written permission of the Academic Dean. In this case, hours attempted are averaged into her quality point ratio and "Withdrawal Failing" is recorded on her permanent record.

#### F. Withdrawal After Mid-Semester

Only under unusual circumstances, such as illness, will a student be allowed to drop a course after the mid-semester report period. Such permission may be granted by the Academic Dean upon the written recommendation of the course instructor. The record will show "Withdrawal Passing with the Appropriate Grade" or "Withdrawal Failing" in accordance with the student's performance to the date of withdrawal.

#### G. Auditing Courses

Any student wishing to audit a course may do so with the permission of the instructor. The Registrar shall receive written notification from the instructor of all requirements for the auditor. Because of the work which may be required of auditors by the instructor, any course audited is counted in the students' total academic load.

#### H. Repetition of Courses

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

### 5. CLASS ATTENDANCE

An educational philosophy centered upon classroom instruction is obviously based upon the concept of regular class attendance. Except for reasonable cause, students are expected to be present at all regularly scheduled class meetings, particularly those immediately preceding and following holidays.

Although the Absence Policy of St. Mary's College places an increasing personal responsibility on the student to attend classes, unrestricted class absences are permitted to only superior students. All others are permitted a restricted number of class absences.

Students whose attendance is unsatisfactory to the extent that their academic performance is adversely affected or who exceed the number of absences permitted are subject to severe academic penalties.

Class Attendance is governed by the following policies:

1. All students, regardless of their quality point ratio, must attend at least 75 per cent of all class meetings in order to receive credit for the course. Any special exception to this policy may be made only by the Academic Dean.
2. High School Students enrolled in a college-level class for college credit may enjoy the cut privileges of college students in the college-level class.
3. College students enrolled in a high school-level class must follow the no-cut policy of high school students in the high school-level class.
4. No unexcused absences are permitted during the summer school session.

5. Unrestricted class absences are permitted according to the student's cumulative Quality Point Ratio as follows:

- (a) High School Students—no unrestricted absences
- (b) College Students

(1) First Semester—three \*unrestricted absences

(2) Second and Subsequent Semesters

QPR 1.80 — one unrestricted absence per class

QPR 1.80 - 1.99 — two unrestricted absences per class

QPR 2.00 - 2.49 — Three \*unrestricted absences per class

QPR 2.50 - 3.24 — six \*unrestricted absences per class

QPR 3.25 - 4.00 — Unlimited absences except as noted under policy 1.



\* The number of unrestricted absences permitted assumes a class meeting three times a week. For classes meeting less frequently (once or twice a week), the number of unrestricted absences is reduced proportionately.

## 6. EXAMINATIONS

Final examinations mean the ones taken at the end of a semester. 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 grade 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.

## 7. 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 (grade) 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 semester. 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.

## **8. THE QUALITY POINT RATIO**

A cumulative average of at least 2.00 (C) on all courses attempted at St. Mary's is required for the Associate in Arts degree.

A cumulative average of at least 1.80 on all courses attempted at 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:

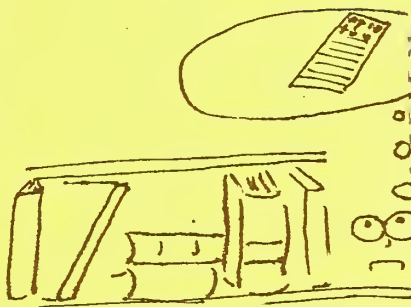
A=4 quality points per semester hour

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.



## 9. SUPERIOR ACADEMIC PERFORMANCE

### A. The Dean's List

A general award of merit opened to College students is the Dean's List. This list is published at the end of each semester. A student must fulfill the following requirements to be on the Dean's List: (1) she must carry during the semester 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.

### B. The Honor Roll

The Honor Roll is a general award of merit open to High School students. A student must fulfill the following requirements to be listed on the Honor Roll: (1) she must carry a minimum of four academic courses; (2) she must attain a 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.

## 10. UNSATISFACTORY ACADEMIC PERFORMANCE

A student who is not making satisfactory progress toward graduation is given a warning at the end of each semester of her unsatisfactory performance.

A student who is not making minimal progress toward graduation is placed on Academic Probation and is subject to academic suspension if adequate academic ability cannot be demonstrated during the probationary period.

College students whose cumulative academic record indicates unsatisfactory progress are classified according to the following categories and notified accordingly:

### (1) Academic Difficulty

Students whose cumulative QPR is at least 1.80 but less than 2.00 are encouraged to seek the assistance necessary to achieve an academic record which would permit them to continue their education in a senior college.

### (2) Academic Warning

Students whose cumulative QPR is at least 1.30 but less than 1.80 are encouraged to seek the assistance necessary to achieve an academic record which will qualify them for graduation from St. Mary's College.

### (3) Academic Probation

Students whose cumulative QPR is less than 1.30 are placed on Academic Probation for the subsequent semester. Students on Academic Probation who are unable to attain this minimum QPR by the end of the probation period are required to attend summer school at St. Mary's College. Students who are unable to demon-





strate the ability to achieve the minimum QPR of 1.30 during the semester of Academic Probation and the summer session are subject to academic suspension.

A High School student who earns the grade of “D” or “F” in any report period or who is recommended for such sessions by her instructor and the Academic Dean is required to attend weekly study sessions for the subsequent reported period or until, by demonstrated mastery of the subject, her instructor believes further attendance to be unnecessary.

High School students who earn the grade of “F” in two or more academic subjects during any semester are placed on Academic Probation. Students who earn yearly grades of “F” in two or more academic subjects are subject to academic suspension.

## **11. EXTRA-CURRICULAR ACTIVITIES**

A student is required to have a Q.P.R. of at least 2.0 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, the Dean of Students, and the Academic Dean.

## **12. MEDICAL EXCUSES**

Any student who has a medical excuse must regularly attend her Physical Education classes even though excused from active participation.

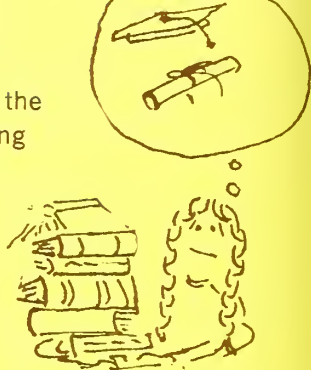
## **13. FINANCIAL OBLIGATIONS**

No student may graduate nor have any transcripts issued until all financial obligations, including library fines, have been settled.

## ACADEMIC PROGRAM

The Trustees, upon the recommendation of the Faculty of St. Mary's College, confer the following diplomas and degrees:

- Associate in Arts degree
- College Diploma
- High School Diploma



The curriculum for each degree is designed to provide a liberal education in the Christian tradition. Although a concept which has no rigidly fixed definition, a liberal education is more than a random accumulation of courses and credits. The goal of a liberal education is to liberate the mind, to broaden the vision, and to sharpen the perspective of today's student, in order to produce citizens capable of coping with the ethical problems of contemporary society as well as to gain the knowledge and specific skills necessary for a productive, creative life. The basic scholastic foundation upon which such a liberal education must be based is well recognized and is represented in the general academic requirements of the College.

To achieve this goal, the College requires each student to plan, with the help of her faculty advisor and within the broad framework of the general academic requirements, a total program suited to her individual needs and interests.

The general academic requirements listed below are designed to permit a high degree of flexibility for each student in planning her particular academic program.

### Academic Credit

College credit is given in semester-hours. A semester-hour is defined as one hour per week of lecture or not less than two hours per week of laboratory throughout a semester.

High School credit is given in 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.

### **Requirements for the Associate in Arts degree:**

- A. A total of 60 semester-hours of academic courses. In addition to the sixty semester-hours of academic studies, one course in physical education must be taken each semester unless precluded by medical conditions.
- B. A cumulative average of at least 2.00 ("C" average) on all courses attempted at St. Mary's.
- C. Area requirements
  - 1. Religion 6 semester-hours  
(Religion 21, 22)
  - 2. English 9 semester-hours  
(English 21, 22 and one 30-level Literature course)
  - 3. History 6 semester-hours
  - 4. (a) Foreign Language \*6-9 semester-hours  
(six hours of the same language if begun on the advanced level; nine hours of the same language if begun on the intermediate (23-24) level)  
OR  
(b) Mathematics\*\* 6 semester-hours

5. Science 9 semester-hours  
    And  
    Fine Arts  
    (a minimum of three hours in  
    each area:  
    Science: (Biology, Chemistry or  
    Physics)  
    And Fine Arts (Art, Music or Drama)
6. Social Studies 3 semester-hours  
    (Economics, Sociology, Psychology  
    or Political Science)

\* Students are encouraged to continue the foreign language begun 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 credit will be given if a student with 2 language units enrolls in the Elementary Level (21-22). A student has the option of changing to another language for which she will receive credit for the Elementary Level; however because many senior colleges only give credit for intermediate level work, 12 hours is strongly recommended if language is begun on the Elementary Level.

\*\* The choice between foreign language and mathematics should not necessarily preclude the one for the other. Many senior colleges and universities require both.

## Requirements for the College Diploma

- A. A total of 60 semester-hours of academic courses plus one course in physical education each semester.
- B. A cumulative average of at least 1.80 on all courses attempted at St. Mary's.
- C. The specific course and area requirements are the same as for the Associate in Arts degree.

## Requirements for the High School Diploma

- A. A total of sixteen academic units.
- B. In addition to the sixteen academic units, the following requirements must be fulfilled:
  - (1) One semester of religion each year.
  - (2) One physical education course each semester.
- C. Specific course requirements
  - 1. English 4 units
  - 2. Mathematics 3 units  
(Algebra I, II, and Plane Geometry)
  - 3. Science 2 units  
(Must include Biology which must be taken prior to enrollment at St. Mary's)
  - 4. Foreign Language 3 units  
(3 units in same language, or 2 units in one language plus at least 1 unit in a second language which must be taken at St. Mary's)
  - 5. U.S. History 1 unit



## 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.

1. Day Students represent St. Mary's even when they are under the jurisdiction of their parents.
2. 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.

3. Day Students must attend assembly on Monday and Wednesday mornings.
4. Day Students should attend all Student Government Association meetings and all Day Student meetings.
5. Day Students who have a meal in the dining room must pay at each meal or be billed monthly.
6. 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.**
7. 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.
8. When visiting the dormitories at night, Day Students must leave by the curfew hour.
9. Smoking is permitted in the Day Student House and in other designated areas.
10. Reasonable quiet must be observed in the Day Student House, with library quiet in study room.
11. Each student is responsible for taking care of the furniture and keeping the house clean.

12. Register cars and license numbers in the Dean of Students office. Day Students are to park behind the library. Parking stickers should be obtained at the business office.
13. Day Students should register in the guest book of the dorm in which they are spending the night. At this time, a high school student should register her car and license and leave her keys in the Dean's office. Upperclassmen do not. Students must follow all rules which apply to their hostesses.
14. Consult the Academic Regulations in regard to all academic matters.
15. Sunbathing is allowed in the area between the Day Student House and the Library if quiet is observed.
16. Boarders are cordially invited to visit the Day Student House during school hours.
17. Day Students are expected to attend required night functions unless they live in Cary, Wendell, Zebulon, etc.





## ORGANIZATIONS

### The Order of the Circle

President

Nan Smith

In the thirty-three 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 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

Cindy Efird

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. Genesisius**

President

Betsy Henry

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

Emily Bass

The Letter Club is the honorary athletic society. A girl becomes eligible for membership when she earns 200 points in a variety of activities. New members are announced throughout the year and are welcomed into the club. Allstar teams are selected by the vote of all the girls on the Sigma-Mu team. Sports emblems 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

Laura Lewis

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, serve for various school functions, and maintain order at all student body gatherings.

### **Vestry**

Senior Warden

Carter Warren

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 Vesty include Finance, Ministry, Outreach, Cup Bearers, Lay Readers, and Acolytes. All committee heads are appointed at the beginning of spring term. Vestry members serve

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.

## 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.

### **Altar Guild**

Chairman

Ann McSpadden, Teresa Haislip

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. The chairman is appointed at the end of the school year to serve for the coming year.

### **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.

### **Young Republican 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  
Mu President

Susan Aiken  
Buford Oliver

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 Team**

Captain

To be elected in the spring

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.

### **Dramatics Club**

President

Annie Johnson

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 spring.

### **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. Registration is during matriculation. One credit per semester will be received. Membership is under the approval of the directors.

### **Caperettes**

President

Stephanie Trogdon

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, Spring and Fall Festivals, and other performances.

### **"Cold Cuts"**

President

Annette Blalock

"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

.....	To Be Appointed
Editor of the <i>Muse</i> .....	Betsy Henry, Frances Schultz
Editor of the <i>Belles</i> .....	Kathy Cairns
.....	To Be Appointed

### Sea Saints

President

Beth Davis

### Orchesis

President to be elected in the spring.

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, jazz and modern dance. The group not only studies choreography, and dance techniques, but also presents several assembly programs, Fall and Spring Festivals, and participates in several master classes throughout the year.

### Gillie Callum

President

The Gillie Callum dancers perform the traditional dances of Scotland. They are accompanied by bagpipe music. They perform on and off campus throughout the year.

## 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 Colleges. 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.

## 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. Sun 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**

1. *Offense:* Unnecessary noise—during quiet hours  
*Penalty:* 5 day campus (week-day)
2. *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
3. *Offense:* Failure to attend hall meetings unless excused by counselors  
*Penalty:* 3 day campus
4. *Offense:* Illegal use of electrical appliances  
*Penalty:* 10 day campus
5. *Offense:* Breaking a DO NOT DISTURB sign  
*Penalty:* 1st offense—Warning  
2nd offense—3 day campus

6. *Offense:* Failure to attend Sunday chapel or week-day chapel  
*Penalty:* 1 week campus, including 1 weekend
7. *Offense:* Failure to attend required concert or assembly  
*Penalty:* 3 day campus
8. *Offense:* Late from overnights  
*Penalty:* after 5 minutes go to Minor Offense, after 35 minutes go to Social Board
9. *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
10. *Offense:* Failure to sign out or in. Note: this is different from Leaving and Remaining  
*Penalty:* 5 day campus (Monday-Friday)

**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 strengthen  
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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## KEY



**T. MARY'S COLLEGE**  
LEIGH, NORTH CAROLINA

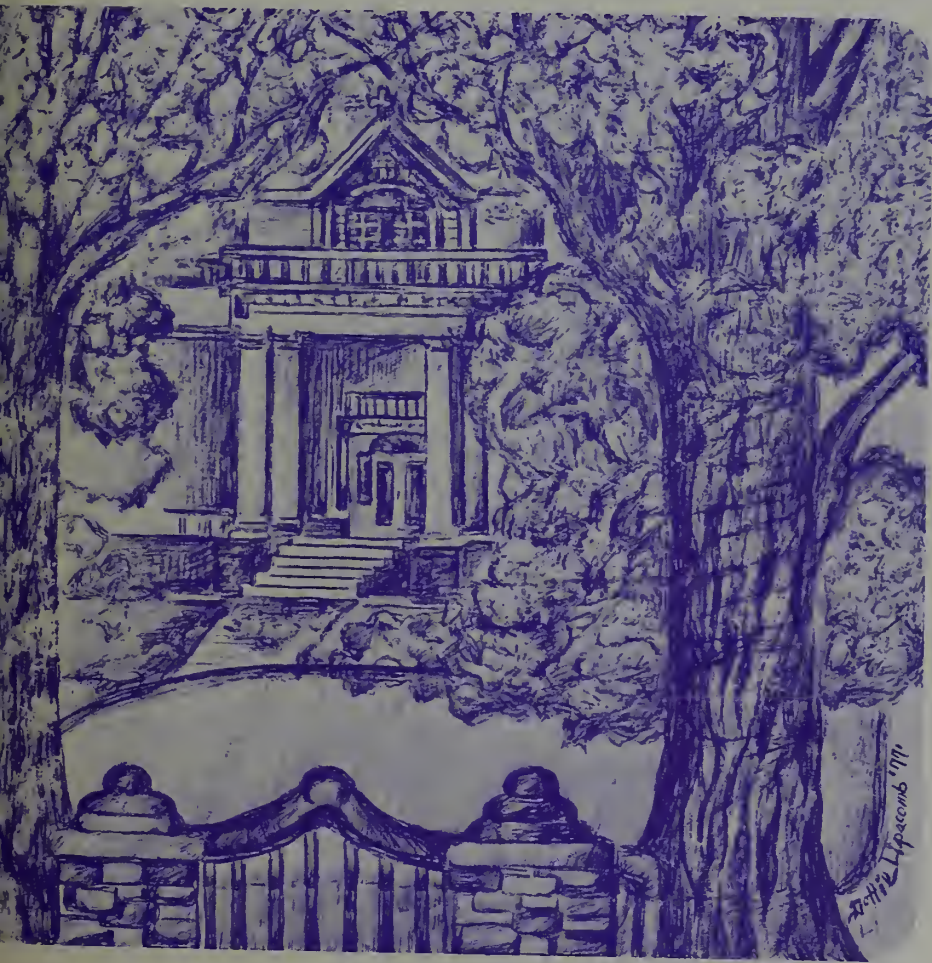
1. SMEDES HALL
  - A. UPPER SMEDES  
DEAN OF STUDENTS OFFICE  
DORMITORY
  - B. LOWER SMEDES  
ALUMNAE OFFICE  
GUIDANCE OFFICE  
BUSINESS OFFICE  
HOUSEKEEPER
2. WEST ROCK DORMITORY
3. EAST ROCK
  - A. PRESIDENT'S OFFICE
  - B. ADMISSIONS OFFICE
  - C. REGISTRAR'S OFFICE
  - D. ACADEMIC DEAN'S OFFICE
  - 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
20. RAGLAND CLASSROOM BUILDING
21. STUDENT LAUNDRY AND  
MAINTENANCE BUILDING
22. HEATING PLANT
23. PROPOSED DORMITORY
24. PROPOSED FINE ARTS BUILDING

**ST. MARY'S COLLEGE  
RALEIGH, N. C. 27611**

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# ST. MARY'S COLLEGE // 1977



## 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)

**ST. MARY'S COLLEGE**

**Volume 66**

**Number 3**

**STUDENT HANDBOOK**

St. Mary's College admits students of any race, color, and national or ethnic origin.

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Mary Lawrence Hicks

Elizabeth Fuller

## CALENDAR, 1977-78 SESSION 1977

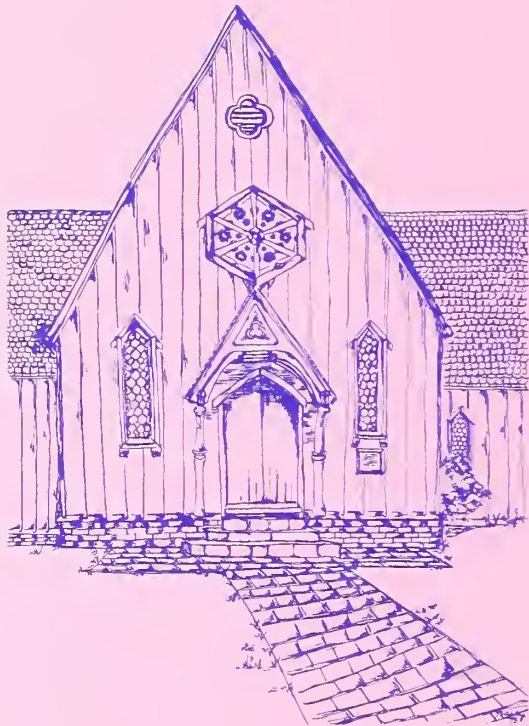
August 20, Saturday	Arrival of Senior Counselors
August 21, Sunday	Arrival of Freshmen and New Sophomores
August 22, Monday	Arrival of Returning Sophomores
August 22, Monday	Orientation and Registration of Freshmen and New Sophomores
August 23, Tuesday	Classes begin for Freshmen and Sophomores
August 23, Tuesday	Arrival of Juniors
August 24, Wednesday	Orientation and Registration of Juniors
August 24, Wednesday	Arrival of Seniors
August 25, Thursday	Classes begin for Juniors and Seniors
August 27, Saturday	Classes for high school students (Monday Schedule)
September 7, Wednesday	Last day to add a class
September 7, Wednesday	Last day to remove grades of Incomplete from previous semester
September 21, Wednesday	Last day to withdraw from a class without penalty
October 14, Friday	Fall Holiday begins after last class
October 14, Friday	Mid-Semester Progress Reports due in Registrar's Office
October 19, Wednesday	Classes resume
October 22, Saturday	Classes for high school (Departmental)
October 28, Friday	Father-Daughter Day
November 11, Friday	Last day to withdraw from a class with a grade of WP or WF by permission of Academic Dean
November 14-18, 28-December 2	Pre-Registration Conferences
November 22, Tuesday	Thanksgiving Holiday begins at 1:00 p.m.
November 28, Monday	Classes resume
December 9, Friday	Last day of classes
December 10, 11, Saturday, Sunday	Reading Days
December 12-17, Monday-Saturday	Examinations
December 18-January 8	Christmas Holidays

## 1978

January 9, Monday	First Day of Classes, Second Semester
January 14, Saturday	Classes for high school (Departmental or Monday Schedule)
January 20, Friday	Last day to add a class
January 20, Friday	Last day to remove grades of Incomplete from previous semester
February 3, Friday	Last day to withdraw from a class without penalty
February 18, Saturday	Classes for high school (Departmental)
March 2, Thursday	Spring Holiday begins at 1:00 p.m.
March 3, Friday	Mid-Semester Progress Reports due in Registrar's Office
March 13, Monday	Classes resume
March 18, Saturday	Classes for high school (Departmental)
March 24, Good Friday	Chapel Services
March 26, Easter	Chapel Services
April 4-7, 12-15	Pre-Registration Conferences
April 5, Wednesday	Last day to withdraw from a class with a grade of WP or WF by permission of Academic Dean
April 18, Tuesday	Pre-Registration - Fall Semester, 1978
April 21, Friday	Mother-Daughter Day
April 22, Saturday	Alumnae Day
May 3, Wednesday	Last day of classes
May 4, Thursday & May 7, Sunday	Reading Days
May 5-11, Friday-Thursday	Examinations
May 12, Friday	Baccalaureate
May 13, Saturday	Commencement

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

The Spring Holiday has been lengthened because the Easter Holiday has been deleted.



## THE CHAPEL

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

Student Handbook  
St. Mary's School 1946-1947



Welcome!

I am really excited that all of you are coming to St. Mary's. Old girls, it will be great to see you again, and new girls, I'm looking forward to meeting all of you real soon.

Last year was a good year here, and I know that this year will be even better. As old girls know and new girls will soon perceive, there's a very special spirit that surrounds St. Mary's. This spirit has evolved from an atmosphere of enthusiasm, friendliness, unity, and trust.

This trust is founded in and nurtured by the Honor System. Each student must make it her own responsibility to preserve this trust by honoring the guidelines provided to sustain the Honor System. So, before you even come here, please realize that your role is of the utmost importance! The Honor System is such a vital part of our lives here that, without it, that special spirit of St. Mary's would soon fade away.

The student government officers pledge to do their best to maintain and strengthen this spirit, but we cannot do it without you, the students, and your valued input into the workings of this student body. Please remember that we are not in our offices for ourselves, but for you. Our first and foremost goal is to be responsive, and we cannot achieve this goal without something to which we may respond—and that's where you come in! Let us know your thoughts and ideas; we are genuinely interested.

Finally, I hope that you will soon feel at home at St. Mary's and a part of the life here. It can be so super if you want it to be!

I look forward to getting to know you all, and again, welcome!

Sincerely,  
Frances Schultz  
President  
Student Government Assoc.



Frances Schultz  
*President*

*Student Government Association*



Ann McSpadden  
*Vice President*

*Student Government Association*



Rosanne Spearman  
*Chairman Honor Board*



Elaine Bridger  
*Secretary*  
*Student Government Association*



Elizabeth Vann  
*Chairman*  
*Social Board*



Marty Marshall  
*President*  
*Day Students*



Hayden Blackwell  
*Secretary*  
*Social Board*

## 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—dunking a newly pinned or 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; cutting up 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 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 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, and Secretary of the Student Government Association, the President of the Day Students, 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
  - f. campus

## 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 Vice-President of the Student Government Association, one student representative elected from each class, and the secretary of Hall Council.
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
  - f. cut curfew
  - g. expel



## 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, and the Senior, Junior, and Sophomore class Social Board Representatives. 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 30 minutes late from an over-night
  - 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 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 President of the Hall Council, Secretary, President of the Day Students, hall counselors, and two Day Student Counselors.
2. The Hall Council has jurisdiction over routine matters of student conduct and counselors reserve the right to campus if they deem necessary.
  - a. The secretary of Social Board will have the campus slips in the mail boxes by Monday afternoon. Campus begins the following day.

#### E. PETITIONS OF CAMPUS

- a. 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 for the same campus.
  - 1) only three petitions per semester are allowed

- 2) a request for one day equals one petition
- 3) a request for an overnight equals two petitions
- 4) a request for a weekend equals three petitions
- 5) petitions do not carry over into second semester.
- 6) 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.

## F. 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.

## F. DEFINITIONS

1. **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.
2. **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.
3. **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.
4. **suspension**—a punishment issued by Honor Board or Social Board which requires the student to leave the campus and go home or to a place approved by her parents. There is no academic penalty.
5. **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.
2. Strict quiet hour is from 7:30 p.m. to 7:30 a.m.

**ABSOLUTELY!!**  
**+ POSITIVELY**  
**NO MEN**  
**beyond this Door!!**  
**Anonymous**



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 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 any night in another room on campus provided they sign out 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 Pinkerton.

## 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.
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 may have guests on Friday and Saturday nights only. All guests must be registered in the dorm in which they are staying and must observe all regulations of the hostess. The hostess receives any penalty accumulated by the guest.

## 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.
2. Resident 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.



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.

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 in the business office. License number information must be updated when applicable. The fee is \$5.00 for resident students.

A.  
**UNDERCLASSMEN  
OFF-CAMPUS  
REGULATIONS**



**TOWN PERMISSION**

1. Monday-Thursday 7:00 a.m. -7:30 p.m. — everyday, two students until 7:30 p.m.
2. Friday & Saturday: Two students until 7:30 p.m.
3. Sunday: Two students after Chapel until 7:30 p.m.

**DATING**

1. Sunday - Thursday: After 7:30 p.m.  
Soph. one night until 11:00 p.m.  
After Fall Break Fresh. one night until 10:00 p.m.

**B. 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 until the first Friday after the fall mid-semester progress reports are issued.

3. New sophomores must double date until Fall Break.
  4. Returning before 9:30 p.m. mid-semester break, Thanksgiving, Christmas, spring break, and Easter weekend; may stay out until 11:30 p.m.
  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. The use of false identification while at St. Mary's is strictly prohibited. Under no circumstances should false identification be used.
  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. No overnights granted on special events designated by the Dean of Students.
  - f. 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). If Dean's office cannot be reached, notify hall counselor.
2. Overnight slips
- a. Overnight slips must be filed in Dean of Students Office 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, Durham or Raleigh 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. First quarter Freshmen must file white special permission slips when requesting special permission, and for destinations. Special permission should be filed no later than 4:00 p.m. on the Day of Request. Freshmen until 10:00, Sophomores until 11:00.

- c. Dating Friday and Saturday nights—sign in and out on Master List.
- d. In order to cancel a filed slip—special permission or overnights—leave a note with the hostess on duty. 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 fly in commercial or noncommercial (private) planes.
  - b. to ride out of Raleigh in privately operated cars on LONG TRIPS
  - c. to stay in a hotel or motel
  - d. 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 by signing the overnight slip.
3. Students taking a parent's night must return in time for classes, otherwise by 7:30 p.m. Saturday, and Sunday in time for Chapel.
4. Resident students who are from Raleigh may not take parent's nights.

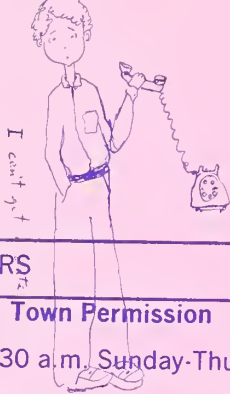


## F. Quota—Underclassmen

Freshmen	1st Semester 8 overnights 4 Chapel cuts	2nd Semester 9 overnights 4 Chapel cuts
Sophomores	10 overnights 5 Chapel cuts	12 overnights 6 Chapel cuts

1. Sophomores may take 4 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 11 overnights; 4 chapel cuts second semester.
6. Sophomores with a quality point ratio of 2.5 may have 14 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



A.

## SENIORS

### Town Permission

1. 12:30 a.m. Sunday-Thursday
2. 1:30 a.m. Friday & Saturday

### Dating

1. Sunday-Thursday 7:00 a.m.-12:30 a.m.
2. Friday & Saturday 1:30 curfew unless self determining hours have been granted.
3. Sunday — after Chapel until 12:30 a.m.

## JUNIORS

### 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. Sunday-Thursday  
3 nights a week until 12:00 Midnight.
2. Friday-Saturday 1:00 a.m. curfew unless self determining hours have been granted

## 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.

## B. 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 or Hall Counselor at once.
4. After a student leaves campus, she **may not** telephone for permission to take another overnight unless unusual circumstances arise.
5. Unused chapel cuts and overnights may be carried over and used second semester.
6. Upperclassmen returning from all overnights and holidays, must return and sign in by their dating curfew of that night.
7. Day Students may spend the night in a dormitory.
8. No overnights are granted during special events designated by the Dean of Students.
9. 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.

## 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. Only Seniors 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

**JUNIORS ARE NOT ALLOWED TO HAVE CARS ON CAMPUS UNLESS SPECIAL PERMISSION DUE TO UNUSUAL CIRCUMSTANCES HAS BEEN GIVEN IN ADVANCE TO THE PARENTS BY THE DEAN OF STUDENTS.**

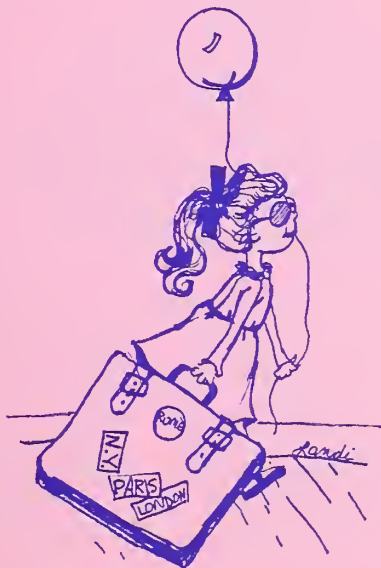
#### F. OVERNIGHT CARDS

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. 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.

3. Self determining hours may be used if granted by parents.

## G. PARENTAL PERMISSION

1. A written permission from parents releasing the College from all responsibility is required for students to:
  - a. to fly in private planes.
  - b. to ride out of Raleigh in privately operated cars on long
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	Unlimited overnights 6 chapel absences	Unlimited overnights 8 chapel absences
Seniors	Unlimited overnights 9 chapel absences	Unlimited overnights 9 chapel absences
Counselors	Unlimited overnights 10 chapel absences	Unlimited overnights 10 chapel absences
SGA Officers	Unlimited overnights 12 chapel absences	Unlimited overnights 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 night curfew (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 Student office.

## GENERAL CAMPUS REGULATIONS

### A. CHAPEL SERVICES

1. All students may attend an optional chapel service at 10:30 a.m. on a specified weekday.
2. All boarders and day students present on the campus are to attend the 6:30 p.m. Chapel service on a specified day and the 8:30 or 11:00 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.
3. Three cuts each semester will be permitted after which a warning will be issued. A campus of three days will be given if another absence occurs.

### C. DINING ROOM — MEALS

- | 1. Hours:  | Breakfast | Lunch       | Dinner    |
|------------|-----------|-------------|-----------|
| Mon-Thurs. | 7:15-8:30 | 11:30-1:15  | 4:45-6:15 |
| Fri.       | 7:15-8:30 | 11:30-1:15  | 5:00-5:30 |
| 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 10:45 a.m.-12:15 p.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. Pay phones are available in Lower Smedes and the Student Union for long distance phone calls.
7. 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 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 dark must be accompanied by a security officer.
6. Each resident student is expected to report to the Infirmary

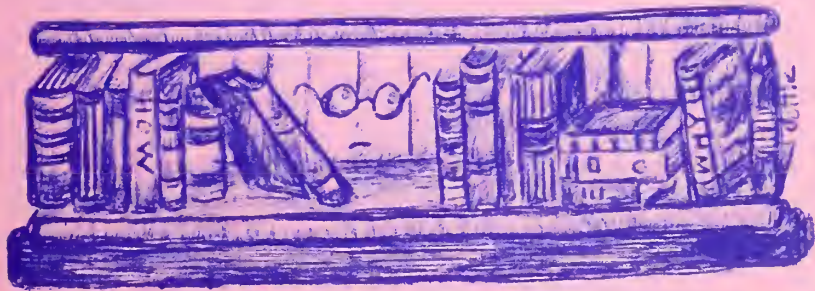
if she is ill, or has an accident. She is expected to remain in the Infirmary for treatment unless the College Physician determines her illness warrants treatment by her family physician in which case authorization for her departure will be issued to the Dean of Students from the College Physician. If 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, 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. Confirmation of the visit to physician or dentist is necessary on return to school. 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, resident and hall counselors, and faculty are requested to observe the visiting hours:  
11:00 a.m.—12:00 Noon  
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.
16. These rules are to be followed without exception.

#### F. 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. Regular library books may be checked out for a circulation period of three weeks, with the date due always falling on a Wednesday. Books may be renewed if they are not needed by someone else. Students are responsible for returning their library books on or before the date due and should not depend on overdue book notices.
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. Special regulations may be made to insure fair access by all students to material in especially heavy demand, such as term paper material for English classes. Announcements will be placed in the Weekly Bulletin to inform students of these special regulations.
6. **MAGAZINES AND REFERENCE BOOKS DO NOT CIRCULATE. THEY ARE NOT TO BE REMOVED FROM THE LIBRARY.**
7. Fines: Regular library books—10¢ per day  
Reserve books—25¢ per hour or any part thereof

There is no grace period for any library book. Fines start as soon as the book is overdue and increase 10¢ per day. The maximum fine charged is \$3.00.

**REPORT LOST BOOKS IMMEDIATELY.** The fine is frozen on the date the book is reported lost.

8. 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.

9. The payment of fines and costs of lost books should be made immediately after these charges are incurred. Although the library staff attempts to send reminders of overdue books and fines owed, each student is responsible for library material she has checked out or financial obligations incurred. Grades and transcripts will not be sent until library obligations are settled. (See financial information in the College Catalog.)
10. STUDENTS FOUND WITH MISSING LIBRARY BOOKS OR MAGAZINES IN THEIR POSSESSION WILL BE DEALT WITH AT THE DISCRETION OF THE HONOR BOARD.
11. Except in an emergency, a student is not allowed to receive a telephone call in the Library.
12. FOOD AND DRINKS ARE NOT TO BE BROUGHT INTO THE LIBRARY EXCEPT FOR SPECIAL EVENTS CLEARED WITH THE LIBRARIAN.
13. Students may smoke in the smoking study only.
14. 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.
15. 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 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 types of employment for students who would like to have or who need "Self Help." Positions are available in the Library, the Dining Hall, the Dean of Students Office, the Language and Science Laboratories, the Gym, the Bookstore/Post Office, and the Switchboard. On various occasions throughout the year other campus offices need student assistants on a temporary basis.
2. All students who desire campus employment must apply for and be registered with the Financial Aid Office. Available positions are filled at the beginning of the school session.

## 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 Check Cashing Window will be open from 8:00 a.m.-12:00 noon and 1:30 p.m.-4:00 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.-12:00 noon and 1:30 p.m.-4:00 p.m.
2. First Class mail is put up by 8:00 a.m. Monday through Friday and by 9:00 a.m. on Saturdays. Mail does not come in on Sundays. Packages, newspapers and magazines come in around 9:00 a.m. Monday through Friday.
3. Mail leaves at 8:45 a.m. and 3:45 p.m. Monday through Friday. Mail does not leave on Saturdays and Sundays. There is a U. S. Government mailbox at the main gate on Hillsborough Street.
4. Parcel post and express may be sent out and received during store hours. Money orders, insurance for packages, and foreign postage 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.-2:00 p.m. Monday through Friday.
2. The Snack Bar is closed on Saturday and Sunday.

E. SUNBATHING AREAS

1. The following areas have been designated for sunbathing:  
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.-8:30 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.



1. Students may have dates in the gym on Fridays from 7:00 p.m.-9:00 p.m. and on Saturday and Sunday from 2:00 p.m.-4:00 p.m.
2. NO street shoes are to be worn inside the gym in the basketball court area or in the dance studio.
3. NO smoking, food, or drink allowed in the gym.
4. ONLY bowling shoes are to be worn while bowling. This is a safety precaution.
5. 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 have dates on the courts on Saturday and Sunday from 2:00 p.m.-4:00 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

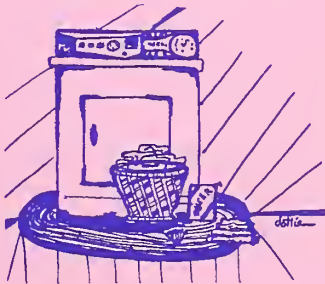
1. Students and faculty may use the pool for recreational swimming only during the designated times and when supervision is provided.
2. Bathing caps are required to be worn in the pool. Girls must wear their own swimsuits for recreational swim.
3. Any student using the pool is subject to the general 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.

HOSTESS WILL BE ON DUTY FROM 4:30 P.M. 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.

## OFFICE HOURS OF THE HOSTESS ON DUTY

### MONDAY THROUGH THURSDAY

4:30 p.m. — 12:30 a.m.

### FRIDAY

4:30 p.m. — 1:30 a.m.

### SATURDAY

10:30 a.m. — 1:30 a.m.

### SUNDAY

11:30 a.m. — 12:30 a.m.



# 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 testing, 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 the counseling center in lower Smedes. The counseling center is open from 8:30 a.m.-4:30 p.m. Monday-Friday.

## 2. ACADEMIC ADVISING

High school students are advised by the guidance director. Upperclassmen are 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 and remains available throughout the year for additional advising 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 academic dean.

## CHAPLAIN AND CHAPEL PROGRAM

St. Mary's is built on a long tradition of religious values. Boarding students attend chapel on Sunday, if on campus, and on Tuesday for evening prayer. There is a voluntary service on Thursday mornings.

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.

The Chaplain is available for counseling in his office situated in lower Smedes-West, by the Chapel. In case of emergency, the Chaplain is available after hours in the Rectory, west of the Chapel.

# ACADEMIC REGULATIONS

## 1. FULFILLMENT OF REQUIREMENTS

### A. Required Courses

All required courses must be attempted at St. Mary's. Possible exceptions will be considered on an individual basis by the Dean of the College.

### B. Tailored Curriculum

All students should, with the assistance of their advisors, check carefully the requirements of the institution which they plan to enroll upon graduation from St. Mary's.

Any student who plans to pursue a degree in an institution whose basic requirements differ from those at St. Mary's may request a curriculum tailored to her particular needs. She must present to the Dean of St. Mary's College, a letter from an appropriate official of the college of her choice outlining the special requirements of that institution.

### C. Residency

A candidate for any diploma or degree must be in residence the year preceding her graduation.

## 2. TRANSFER OF CREDIT FROM OTHER INSTITUTIONS

- A. Upperclassmen (College) may transfer a maximum of nine semester hours from an accredited college or university. (Ten semester hours, if a laboratory science is included).

A student entering St. Mary's College at the Senior level would, of course, be permitted to transfer a maximum of thirty-two semester hours.

No student may assume that she will receive credit for work completed at other institutions until she has a written state-

ment as to what credit will be accepted.

- B. Any student at St. Mary's College who proposes to attend a Summer Session at another institution must have written authorization in advance from the Dean of the College in order to insure that the credit may be transferred to St. Mary's.
- C. Underclassmen (High School) may earn credit in an approved Summer School for a maximum of two units of repeated work and one unit of new work.
- D. A minimum grade of "C" must be earned on all work accepted for transfer credit. Transfer grades are recorded as earned but will not be included in the computation of the student's Quality Point Ratio. Thus, a student may not use grades earned at another institution to improve her quality point status at St. Mary's College.

### **3. ACADEMIC LOAD**

- A. The normal load for a college student planning to graduate with a degree in two years is sixteen hours per semester. The minimum academic load is thirteen semester hours and the maximum load is eighteen semester hours. Written permission of the Dean of the College is required for any variance from these limits, eg. an underload (less than 13 hours) or an overload (more than 18 hours).
- B. All underclassmen (High School Students) are required to carry a minimum load of four academic units per year. High School religion and physical education are required in addition. The maximum load is five academic units per year. Any deviation from the normal academic load must be approved by the Dean of the College.



## 4. REGISTRATION PROCEDURES

### A. Registration Period

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

### B. Adding Courses

A student may add a course during the first two weeks of a semester. After the first two weeks, she must have the written approval of the instructor of the course and the Dean of the College.

### C. Withdrawal from Courses—First Four Weeks

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.

### D. Withdrawal Passing

After four weeks, but prior to the end of the mid-semester report period, a student who is passing a course may, with the written permission of her Advisor and the Registrar, withdraw from the course. "Withdrawal Passing" is recorded on her record and hours attempted are not averaged into her quality point ratio.

### E. Withdrawal Failing

After the end of the first four-week period, a student who is failing a course and wishes to withdraw may do so only with the written permission of her Advisor and the Registrar. In this case, hours attempted are averaged into her quality point ratio and "Withdrawal Failing" is recorded on her permanent record.

#### F. Withdrawal After Mid-Semester

Only under unusual circumstances, such as illness, will a student be allowed to drop a course after the mid-semester report period. Such permission may be granted by the Dean of the College upon the written recommendation of her Advisor or Physician. The record will show "Withdrawal Passing with the Appropriate Grade" or "Withdrawal Failing" in accordance with the student's performance to the date of withdrawal.

#### G. Auditing Courses

Any student wishing to audit a course may do so with the permission of the instructor. The Registrar shall receive written notification from the instructor of all requirements for the auditor. Because of the work which may be required of auditors by the instructor, any course audited is counted in the students' total academic load.

#### H. Repetition of Courses

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

### 5. CLASS ATTENDANCE

An educational philosophy centered upon classroom instruction is obviously based upon the concept of regular class attendance. Except for reasonable cause, students are expected to be present at all regularly scheduled class meetings. Students are responsible for all work done in class even though they are absent.

Although the policy of St. Mary's College places an increasing personal responsibility on the student to attend classes, unrestricted class absences are permitted to only superior Junior and Senior students. All other upperclassmen are permitted a restricted number of class absences. Because "cuts" are not a privilege which excuses the student from any academic responsibility, it is essential that these absences be used wisely and with discretion. Freshmen and Sophomores are allowed no unexcused absences.

Students whose attendance is unsatisfactory to the extent that their academic performance is adversely affected or who exceed the number of absences permitted are subject to appropriate penalties.

Class attendance is governed by the following policies:

1. All students, regardless of their quality point ratio, must attend at least 75 per cent of all class meetings in order to receive credit for the course. Any special exception to this policy may be made only by the Dean of the College.
2. High School students enrolled in a college-level class for college credit may enjoy the cut privileges of college students in the college-level class.
3. College students enrolled in a high school-level class must follow the no-cut policy of high school students in the high school-level class.
4. No unexcused absences are permitted during the summer school session.
5. Unrestricted class absences are permitted according to the student's cumulative Quality Point Ratio as follows:
  - (a) High School students—no unrestricted absences.

(b) College Students

(1) **First Semester**

Class Meetings  
per week

2

3

4

5

Unrestricted Absences  
per class

2

3

4

5

(2) **Second and Subsequent Semesters**

Class  
Meetings  
per week

2

3

4

5

Cumulative Quality Point Ratio

1.99

2

3

4

5

2.0-2.99

4

6

8

10

3.0-4.0

7

11

15

18

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

Under no circumstances is a class to be dismissed on the basis of limited attendance.

**Penalties**

The penalties for exceeding the number of unexcused absences are designed to provide appropriate penalties to encourage errant students to develop responsible habits of class attendance.

**At the time of the first overcut** by a Junior or Senior or first unexcused absence by a Freshman or Sophomore, the Dean of the College will inform the student's parents by letter about her infraction of our class attendance policy and the subsequent action to be taken in the event of a second overcut by the student. A copy of this letter will be sent to the student.

**At the second overcut** by a Junior or Senior or the second unexcused absence for a Freshman or Sophomore, the instructor will immediately notify the Absence Committee.

The committee will summon the student to appear before it for the purpose of an informal confrontation in order to review the errant student's situation with her. On the basis of this encounter, recommendations for possible action will be made to the Dean of the College who will make final decision and notify the student, parents, absence committee, advisor, the instructor of his decision.

### **Work Missed During Absence**

All work missed during an excused absence **must be** made up during the two-week period immediately following the student's return to campus. Delays will result in a drop of 20 points on make-up work. Cases in which extenuating circumstances would seem to demand an extension of time should be cleared through the Dean of the College.

All work missed during an unexcused absence may be made up at the discretion of the teacher. This work will have a 20 point penalty. Work which a student fails to make up will receive the grade of zero. Work which cannot be made up will receive no grade.

## **6. EXAMINATIONS**

Final examinations mean the ones taken at the end of a semester. 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 Dean of the College. The instructor will report such cases immediately to the Registrar who will inform the student. The final examination grade 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.

## 7. 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 Dean of the College to measure accurately, fairly, and consistently, the quality of academic work performed by his student. 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 Dean of the College. 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 (grade) indicates withdrawal from a course while performing passing work
- NC Indicates no credit because of excessive absences.

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 semester. 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.

## **8. THE QUALITY POINT RATIO**

A cumulative average of at least 2.00 (C) on all courses attempted at St. Mary's is required for the Associate in Arts degree.

A cumulative average of at least 1.80 on all courses attempted at 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.



## 9. SUPERIOR ACADEMIC PERFORMANCE

### A. The Dean's List

A general award of merit opened to College students is the Dean's List. This list is published at the end of each semester. A student must fulfill the following requirements to be on the Dean's List: (1) she must carry during the semester 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.

### B. The Honor Roll

The Honor Roll is a general award of merit open to High School students. A student must fulfill the following requirements to be listed on the Honor Roll: (1) she must carry a minimum of four academic courses; (2) she must attain a 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.



## 10. UNSATISFACTORY ACADEMIC PERFORMANCE

A student who is not making satisfactory progress toward graduation is given a warning at the end of each semester of her unsatisfactory performance.

A student who is not making minimal progress toward graduation is placed on Academic Probation and is subject to academic suspension if adequate academic ability cannot be demonstrated during the probationary period.

College students whose cumulative academic record indicates unsatisfactory progress are classified according to the following categories and notified accordingly:

### (1) Academic Difficulty

Students whose cumulative QPR is at least 1.80 but less than 2.00 are encouraged to seek the assistance necessary to achieve an academic record which would permit them to continue their education in a senior college.

### (2) Academic Warning

Students whose cumulative QPR is at least 1.30 but less than 1.80 are encouraged to seek the assistance necessary to achieve an academic record which will qualify them for graduation from St. Mary's College.

### (3) Academic Probation

Students whose cumulative QPR is less than 1.30 are placed on Academic Probation for the subsequent semester. Students on Academic Probation who are unable to attain this minimum QPR by the end of the probation period are required to attend summer school at St. Mary's College. Students who are unable to demon-

strate the ability to achieve the minimum QPR of 1.30 during the semester of Academic Probation and the summer session are subject to academic suspension.

A High School student who earns the grade of "D" or "F" in any report period or who is recommended for such sessions by her instructor and the Academic Dean is required to attend weekly study sessions for the subsequent reported period or until, by demonstrated mastery of the subject, her instructor believes further attendance to be unnecessary.

#### **11. EXTRA-CURRICULAR ACTIVITIES**

A student is required to have a Q.P.R. of at least 2.0 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, the Dean of Students, and the Dean of the college.

#### **12. MEDICAL EXCUSES**

Any student who has a medical excuse must regularly attend her Physical Education classes even though excused from active participation.

#### **13. FINANCIAL OBLIGATIONS**

No student may graduate nor have any transcripts issued until all financial obligations, including library fines, have been settled.

## ACADEMIC PROGRAM

The Trustees, upon the recommendation of the Faculty of St. Mary's College, confer the following diplomas and degrees:

Associate in Arts degree  
College Diploma  
High School Diploma



The curriculum for each degree is designed to provide a liberal education in the Christian tradition. Although a concept which has no rigidly fixed definition, a liberal education is more than a random accumulation of courses and credits. The goal of a liberal education is to liberate the mind, to broaden the vision, and to sharpen the perspective of today's student, in order to produce citizens capable of coping with the ethical problems of contemporary society as well as to gain the knowledge and specific skills necessary for a productive, creative life. The basic scholastic foundation upon which such a liberal education must be based is well recognized and is represented in the general academic requirements of the College.

To achieve this goal, the College requires each student to plan, with the help of her faculty advisor and within the broad framework of the general academic requirements, a total program suited to her individual needs and interests.

The general academic requirements listed below are designed to permit a high degree of flexibility for each student in planning her particular academic program.

### Academic Credit

College credit is given in semester-hours. A semester-hour is defined as one hour per week of lecture or not less than two hours per week of laboratory throughout a semester.

High School credit is given in 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.

### Requirements for the Associate in Arts degree:

- A. A total of 60 semester-hours of academic courses. In addition to the sixty semester-hours of academic studies, one course in physical education must be taken each semester unless precluded by medical conditions.
- B. A cumulative average of at least 2.00 ("C" average) on all courses attempted at St. Mary's.
- C. Area requirements
- |   |                     |
|---|---------------------|
| 1. Religion<br>(Religion 21, 22)  | 6 semester-hours    |
| 2. English<br>(English 21, 22 and one<br>30-level Literature course)  | 9 semester-hours    |
| 3. History  | 6 semester-hours    |
| 4. (a) Foreign Language<br>(six hours of the same<br>language if begun on the<br>advanced level; nine hours<br>of the same language if<br>begun on the intermediate<br>(23-24) level) | *6-9 semester-hours |
| OR  |                     |
| (b) Mathematics**   | 6 semester-hours    |



5. Science

9 semester-hours

And

Fine Arts

(a minimum of three hours in each area:

Science: (Biology, Chemistry or Physics)

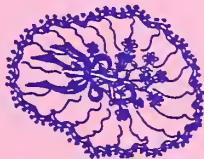
And Fine Arts (Art, Music or Drama)

6. Social Studies

3 semester-hours

(Economics, Sociology, Psychology or Political Science)

- \* Students are encouraged to continue the foreign language begun 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 credit will be given if a student with 2 language units enrolls in the Elementary Level (21-22). A student has the option of changing to another language for which she will receive credit for the Elementary Level; however because many senior colleges only give credit for intermediate level work, 12 hours is strongly recommended if language is begun on the Elementary Level.



- \*\* The choice between foreign language and mathematics should not necessarily preclude the one for the other. Many senior colleges and universities require both.

## Requirements for the College Diploma

- A. A total of 60 semester-hours of academic courses plus one course in physical education each semester.
- B. A cumulative average of at least 1.80 on all courses attempted at St. Mary's.
- C. The specific course and area requirements are the same as for the Associate in Arts degree.

## Requirements for the High School Diploma

- A. A total of sixteen academic units.
- B. In addition to the sixteen academic units, the following requirements must be fulfilled:
  - (1) One semester of religion each year.
  - (2) One physical education course each semester.
- C. Specific course requirements
  - 1. English 4 units
  - 2. Mathematics 3 units  
(Algebra I, II, and Plane Geometry)
  - 3. Science 2 units  
(Must include Biology which must be taken prior to enrollment at St. Mary's)
  - 4. Foreign Language 3 units  
(3 units in same language, or 2 units in one language plus at least 1 unit in a second language which must be taken at St. Mary's)
  - 5. Social Studies 2 units  
(Must include one unit of American History)



## 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.

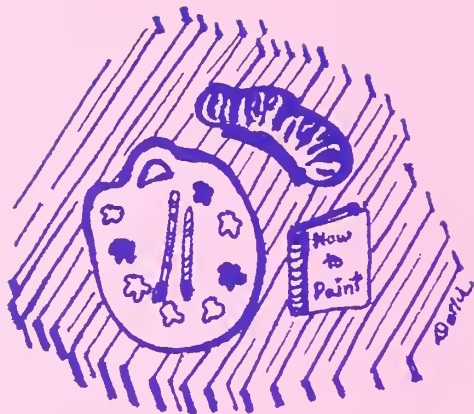
1. Day Students represent St. Mary's even when they are under the jurisdiction of their parents.
2. Day Students who are campused must remain on campus from 8:30 a.m. to 4:00 p.m. Monday-Friday. These students are allowed one hour off campus between 12:00 noon and 2:00 p.m. for lunch. **A signed statement saying that the campus has been**

**made up must be given to the Day Student President at the end of each day.**

3. Day Students must attend assembly on Monday and Wednesday mornings.
4. Day Students must attend all Student Government Association meetings and all Day Student meetings.
5. Using a boarder's post office box number is an Honor Board violation.
6. 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.**
7. 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.
8. When visiting the dormitories at night, Day Students must leave by the curfew hour.
9. Smoking is permitted in the Day Student House and in other designated areas.
10. Reasonable quiet must be observed in the Day Student House, with library quiet in study room.
11. **Each student is responsible for taking care of the furniture and keeping the house clean.**



12. Register cars and license numbers in the Dean of Students office. Day Students are to park behind the library. Parking stickers should be obtained at the business office.
13. Day Students should register in the guest book of the dorm in which they are spending the night. Students must follow all rules which apply to their hostesses.
14. Consult the Academic Regulations in regard to all academic matters.
15. Sunbathing is allowed in the area between the Day Student House and the Library if quiet is observed.
16. Boarders are cordially invited to visit the Day Student House during school hours.
17. **Day Students are expected to attend required night functions unless they live in Cary, Wendell, Zebulon, etc.**
18. Day students are required to attend Chapel on Sunday and week nights if they are on campus.
19. Any property of the day students house (including kitchenware) must remain in the house.



## ORGANIZATIONS

### The Order of the Circle

President

Liz Wright

In the thirty-three 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 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

Kathy Sawyer

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

Frances Schultz

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

Beth Davis

The Letter Club is the honorary athletic society. A girl becomes eligible for membership when she earns 200 points in a variety of activities. New members are announced throughout the year and are welcomed into the club. Allstar teams are selected by the vote of all the girls on the Sigma-Mu team. Sports emblems 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

Etta Ryan

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, serve for various school functions, and maintain order at all student body gatherings.

### **Vestry**

Senior Warden

Carter Ward

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, Cup Bearers, Lay Readers, and Acolytes. All committee heads are appointed at the beginning of spring 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.

## 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.

### **Altar Guild**

Chairman                      Ruth Barlow, Lee Archibald

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. The chairman is appointed at the end of the school year to serve for the coming year.

### **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.

### **Young Republican 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**

**Mu President**

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 Team**

**Captain**

To be elected in the spring

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.

### **Dramatics Club**

**President**

To be elected

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 spring.

### **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. Registration is during matriculation. One credit per semester will be received. Membership is under the approval of the directors.

### **Caperettes**

President

Susan Wilder

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, Spring and Fall Festivals, and other performances.

### **"Cold Cuts"**

President

Hester Gregory

"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

Editor of <i>Handbook</i> . . . . .	To Be Appointed
Editor of the <i>Muse</i> . . . . .	Dottie Lipscomb
Editor of the <i>Belles</i> . . . . .	M. L. Hicks
Editor of <i>Stagecoach</i> . . . . .	Allison Watson

### Sea Saints

President

To Be Elected

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.

### Orchesis

President to be elected in the spring.

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, jazz and modern dance. The group not only studies choreography, and dance techniques, but also presents several assembly programs, Fall and Spring Festivals, and participates in several master classes throughout the year.

### Gillie Callum

President

The Gillie Callum dancers perform the traditional dances of Scotland. They are accompanied by bagpipe music. They perform on and off campus throughout the year.



## 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 Colleges. 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.

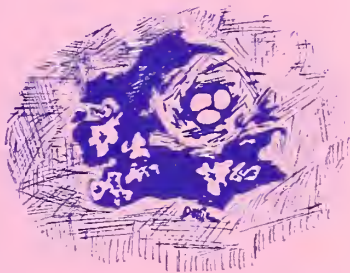
## OTHER NEEDED ITEMS

- 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. Sun 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**

1. *Offense:* Unnecessary noise—during quiet hours  
*Penalty:* 5 day campus (week-day)
2. *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
3. *Offense:* Failure to attend hall meetings unless excused by counselors  
*Penalty:* 3 day campus
4. *Offense:* Illegal use of electrical appliances  
*Penalty:* 10 day campus
5. *Offense:* Breaking a DO NOT DISTURB sign  
*Penalty:* 1st offense—Warning  
2nd offense—3 day campus

6. *Offense:* Failure to attend Sunday chapel or week-day chapel  
*Penalty:* 1 week campus, including 1 weekend
7. *Offense:* Failure to attend required concert or assembly  
*Penalty:* 3 day campus
8. *Offense:* Late from overnights  
*Penalty:* after 5 minutes go to Minor Offense, after 35 minutes go to Social Board
9. *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
10. *Offense:* Failure to sign out or in. Note: this is different from Leaving and Remaining  
*Penalty:* 5 day campus (Monday-Friday)



## ST. MARY'S ANTHEM

The stones of St. Mary's, the building 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

**School Song**  
**HAIL, ST. MARY'S**

a grove of stately oak trees,  
Where the sunlight lies,  
And 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 strengthen  
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.

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PARKING AREAS  
SPECIAL PARKING AREAS  
Special Parking Signs



S COLLEGE  
COURT POLINA

## KEY

1. SMEDES HALL
2. WEST ROCK
3. EAST ROCK
4. CHAPEL
5. CHAPLAIN'S HOME
6. PRESIDENT'S HOME
7. 1903 DORMITORY
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. INFIRMARY
19. KENAN LIBRARY
20. DAY STUDENTS' HOUSE
21. RAGLAND CLASSROOM BUILDING
22. STUDENT LAUNDRY
23. HEATING PLANT

**ST. MARY'S COLLEGE  
RALEIGH, N. C. 27611**

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# St. Mary's College

STUDENT HANDBOOK  
1978-1979







# ST. MARY'S COLLEGE

Volume 67

Number 3

## STUDENT HANDBOOK



St. Mary's College admits students of any race, color, handicapped status, and national or ethnic origin.

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Editor: Mary Clara Capel

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# ST. MARY'S COLLEGE CALENDAR, 1978-79 SESSION

## 1978

August 18, Friday	Arrival of Senior Counselor
August 20, Sunday	Arrival of Freshmen and New Sophomore
August 21, Monday	Arrival of Returning Sophomore
August 21, Monday	Orientation and Registration of Freshmen and New Sophomore
August 22, Tuesday	Classes begin for Freshmen and Sophomore
August 22, Tuesday	Arrival of Junior
August 23, Wednesday	Orientation and Registration of Junior
August 23, Wednesday	Arrival of Senior
August 24, Thursday	Classes begin for Juniors and Senior
August 26, Saturday	Classes for high school (Monday Schedule)
September 6, Wednesday	Last day to add a class
September 6, Wednesday	Last day to remove grades of Incomplete from previous semester
September 20, Wednesday	Last day to withdraw from a class without penal
October 13, Friday	Fall Holiday begins after last class
October 13, Friday	Mid-Semester Progress Reports due
October 18, Wednesday	Classes resume
October 21, Saturday	Classes for high school (Departmental)
October 27-29, Friday-Sunday	Parents Oktoberfest
November 13-17, 27-December 1	Pre-Registration Conference
November 21, Tuesday	Thanksgiving Holiday begins at 1:00 p.m.
November 27, Monday	Classes resume
December 8, Friday	Last day of classes
December 9, 10, Saturday, Sunday	Reading Day
December 11-16, Monday-Saturday	Examination
December 17-January 7	Christmas Holiday

## 1979

January 8, Monday	First Day of Classes, Second Semester
January 13, Saturday	Classes for high school (Departmental)
January 19, Friday	Last day to add a class
January 19, Friday	Last day to remove grades of Incomplete from previous semester
February 2, Friday	Last day to withdraw from a class without penal
February 17, Saturday	Classes for high school (Departmental)
March 2, Friday	Spring Holiday begins after class
March 2, Friday	Mid-Semester Progress Reports due
March 12, Monday	Classes resume
March 17, Saturday	Classes for high school (Departmental)
April 12, Thursday	Easter Holiday begins after class
April 17, Tuesday	Classes resume
April 17-20, Tuesday-Friday	Pre-Registration Conference

April 20, Friday	Spring Festival
April 21, Saturday	Alumnae Day
April 24, Tuesday	Pre-Registration — Fall Semester, 1979
May 2, Wednesday	Last day of classes
May 3, Thursday & May 6, Sunday	Reading Days
May 4-10, Friday-Thursday	Examinations
May 11, Friday	High School Commencement Rehearsal, 9 a.m.
May 11, Friday	College Commencement Rehearsal, 10:30 a.m.
May 11, Friday	Baccalaureate, 4 p.m.
May 12, Saturday	High School Commencement, 10:30 a.m.
May 12, Saturday	College Commencement, 2 p.m.

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

### SUMMER SESSION — 1979

May 28 - June 29	Five-Week Session
June 11 - June 29	Three-Week Session





Marian Green  
*President*  
*Student Government Association*



Martha Kornegay  
*Vice President*  
*Student Government Association*



True Davis  
*Vice President for Underclassmen*  
*Student Government Association*



Alice Smith  
*Secretary*  
*Student Government Association*

Elizabeth Rasberry  
*Chairman  
Judicial Board*



Sally Pelletier  
*Vice Chairman  
Judicial Board*



Dottie Worsham  
*Chairman  
Hall Council*



Edith Wooten  
*President  
Day Students*





Welcome!

It will soon be time to begin another school year at St. Mary's, and I am very excited to get this year underway. I am sure the old girls are eager to get back and see all their friends and to give the new girls the warmest welcome possible, so new girls you have nothing to fear!

For those of you who are leaving home for the first time, you are taking a big step, and St. Mary's is a step in the right direction. You will soon find out, as the rest of us have, that St. Mary's is a very special place. There is a special warmth and looseness which exists between the girls and makes the bonds of friendship strong and the spirit of St. Mary's live on forever. I am anxious for each one of you to become a part of this special place. One thing that makes St. Mary's so special is the Honor System. There are few schools left today with the same respect and devotion for this system as St. Mary's still possesses. This system is based on trust and exists only when each girl accepts the responsibility for her own honor and the honor of the school. I hope all of you, the new girls and the old, will take this responsibility seriously, for it is such a vital part of St. Mary's.

There have been many changes in the Student Government Association for this coming year, and I am very eager to put these changes into successful use. There have been administrative changes and a combining of the two boards into one — the Judicial Board. I feel these changes have been good and will help to simplify the duties of each officer and allow her more time to devote to the immediate needs of the student body. I hope each of you will become an active member of the Student Government Association, for our purpose is futile without your aid and support.

Once again I'd like to say welcome to all of you and that I am looking forward to getting to know each and every one of you.

Sincerely,  
Marian Green  
President  
Student Government Association

## 1978 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 of 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 the 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 — dunking a newly pinned or lavalier 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; cutting up on the halls during nois 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 students compete in ten different intramural 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. Parents Oktoberfest Weekend is held in the fall, with our parents joining us for classes and entertainment. 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.







## THE CHAPEL

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

Student Handbook  
St. Mary's School 1946-1947

## CHAPLAIN AND CHAPEL PROGRAM

St. Mary's is built on a long tradition of religious values. Boarding students attend chapel on Sunday, if on campus, and on Tuesday for evening prayer. There is a voluntary Holy Communion service on Wednesday mornings.

Students are encouraged to participate in the chapel services. Student participation includes making suggestions, assisting with the services by leading worship and prayers, 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.

The Chaplain, the Rev. Starke Dillard, is available for counseling in his office situated in lower Smedes-West, by the Chapel. In case of emergency, the Chaplain is available after hours in the Rectory, west of the Chapel.

## 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 Chairman of the Judicial Board. 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 no 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 there is noticeably 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.

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 (including drunkenness) that occurs at any time while the student is registered at St. Mary's.**

## STUDENT GOVERNMENT COUNCILS

### JUDICIAL BOARD

1. The Judicial Board is composed of the Chairman, the Vice Chairman, the President of Day Students, one senior class representative, two junior class representatives, two sophomore class representatives, one freshman class representative, and three faculty members appointed by the President of the College.
2. Judicial Board deals with the following offenses:
  - a. lying
  - b. cheating (verbal or written)
  - c. stealing
  - d. the use and/or possession of alcohol or illegal drugs on campus.
  - e. leaving or remaining off campus without permission
  - f. excessive lateness (past two hours)
  - g. any conduct that seriously reflects upon the reputation of the student or the College.
  - h. any case referred by the Dorm Council.

3. The Judicial Board may vote to:
  - a. dismiss the case
  - b. severely warn
  - c. campus
  - d. suspend
  - e. probate
  - f. expel
  - g. refer the case to the Dorm Council
  - h. vote on a special penalty

The Judicial Board was a creation of the 1977-1978 SGA, and was put into effect in the Spring of 1978. The combination of the previous Honor Board and Social Board, and the replacement of Minor Offense by Dorm Council was approved by the Legislative Body and President John T. Rice. By a majority vote, the modification was passed by the Student Body.

The Judicial Board was primarily established to provide more coherence between penalties issued for various offenses. The Board was also established in hopes of strengthening the Honor Code as well as the disciplinary system of St. Mary's.

### 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 annually by the President of the College. Student members are: Vice President of the Student Government Association; Chairman; President of the Student Government Association; Underclassman Vice President; Vice Chairman of the Judicial Board; President of the Day Students; all class presidents; one senior representative, secretary; two junior representatives; one sophomore representative; one freshman representative; and the Editor of the Student Handbook. 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 the Student Government not specifically designated as a function of the other two branches of the Legislative Body and considers an 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, if they may seem desirable. Petitions must be signed by three or more students.

## DORM COUNCIL

1. The Dorm Council is composed of the Chairman of Hall Council, who acts as Chairman, the Underclassman Vice President, who acts as secretary, and representatives from each dorm: Penick, Cruikshank, 1903, Holt, Smedes, and West Rock.
2. The Dorm Council deals with:
  - a. Girls who have returned to school up to 2 hours late
  - b. Girls who wish to appeal an early curfew cut
  - c. Girls who have repeatedly broken hall regulations and are sent by their counselor or house mother
  - d. Excessive failures to sign in and out
  - e. Any case referred to it by Judicial Board
  - f. The process of appealing by both the Council and the Board
3. Dorm Council may vote to:
  - a. Severely warn
  - b. Campus
  - c. Reinforce or take away the early curfew penalty
  - d. Cut curfew
  - e. Take away datenights
  - f. Refer the case to Judicial Board
4. Dorm Council deals with anyone who is late (over 5-minute grace period). An automatic  $\frac{1}{2}$  hour is subtracted from the girl's weeknight and weekend curfew for the rest of quarter for this offense. The girl has the opportunity to appeal this penalty to the Council at its weekly meeting.

## HALL COUNCIL

1. The Hall Council is composed of SGA officers, hall counselors, two day-student counselors, and the Chairman of Hall Council. Hall Council meets weekly with the Chairman of Hall Council serving as chairman and the Underclassman Vice President as secretary. Hall representatives may attend the meetings if the hall counselors are unable to attend.
2. Hall Council is the link between the Student Body and the Administration, because the chairman relates information from the Administration to the hall counselors who in turn give the information to their girls at hall meetings. Hall counselors are also given this time to pass on any information necessary to the Student Government.

## DEFINITIONS

1. **campus**—a punishment issued by Hall Council, marshals, Dorm Council, or Judicial Board that requires the student to remain on campus at all times for a given length of time. If it is necessary for a student to leave campus while she is campused, she may submit a written "petition" to the Secretary of SGA. Three petitions per semester are allowed.

2. **strict campus**—a non-petitionable punishment issued by Judicial Board which requires the student to remain on campus with much stricter stipulations.
3. **probation**—a punishment issued by the Judicial 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.
4. **suspension**—a punishment issued by Judicial Board which requires the student to leave the campus and go home or to a place approved by her parents. There is no academic penalty.
5. **expulsion**—a punishment issued by the Judicial Board which requires a student to leave school permanently unless otherwise stated. The student is not allowed on campus except by special permission.



# CAMPUS REGULATIONS

## I. Resident Students

### A. Dormitory Regulations

1. On weekdays and Sundays, quiet must be maintained in the dormitories all day, with strict quiet hours from 7:30 p.m. to 7:30 a.m.
2. A DO NOT DISTURB sign is given to each girl to post on her room door when she wishes to be undisturbed for sleeping, studying, or legitimate privacy. This sign may not be crossed except by a teacher, a counselor on official business, or an SGA officer. Any student violating this rule will be given a severe warning; a second offense will result in a 3-day campus.

### B. Hall Regulations

1. 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 Parents' Weekend. Special permission may be granted by the Resident Counselor for a man to be on the hall, if necessary.
2. After signing in, students must be on their own halls by:  
Freshmen: 11 p.m. Sunday-Thursday, 12:15 a.m. Friday  
Saturday  
Sophomores: 12 midnight Sunday-Thursday, 12:45 a.m. Friday  
and Saturday  
Juniors: 12:15 a.m. Sunday-Thursday, 1:15 a.m. Friday and  
Saturday  
Seniors: 12:45 a.m. Sunday-Thursday, 1:45 a.m. Friday and  
Saturday
3. Students returning to their dormitory after closing hours may be admitted only by a Resident Counselor or a Pinkerton Guard.
4. Students may spend any night in another room on campus provided they sign out with the counselors concerned. Underclassmen are limited to underclassmen halls.
5. Students may have guests on Friday and Saturday nights only. All guests must be registered in the dorm in which they are staying and must observe all regulations of the hostess. **The hostess receives any penalty accumulated by her guest.**
6. Rooms must be kept in order at all times. Cork strips are placed on the walls for pictures, posters, etc. Students defacing walls or furniture will be assessed for the damage done.
7. Individual refrigerators in student rooms may be used only by special permission for medical reason.

### C. Off-Campus Regulations

## HIGH SCHOOL STUDENTS

### Town Permission

Monday-Thursday:  
every day, 7 a.m.  
until 7:30 p.m.

Friday-Saturday:  
Sophomores—until  
12:30 a.m.  
Freshmen—until  
12 midnight

Sunday:  
After chapel  
until 7:30 p.m.

### Dating

Sunday-Thursday:  
Sophomores—one  
night per week,  
7:30 p.m. to 11 p.m.  
Freshmen—after  
fall break, one  
night per week,  
7:30 p.m. to 10 p.m.

Friday-Saturday:  
Sophomores—until  
12:30 a.m.  
Freshmen—until  
12 midnight

## COLLEGE STUDENTS

### Town Permission

Sunday-Thursday:  
Seniors—until  
12:30 a.m.  
Juniors—until  
12 midnight  
every weeknight  
allowed to date

Friday-Saturday:  
Seniors—until  
1:30 a.m.  
Juniors—until  
1 a.m.

### Dating

Sunday-Thursday:  
Seniors—until  
12:30 a.m.  
Juniors—3 nights  
per week until  
12 midnight  
Friday-Saturday:  
Seniors—until  
1:30 a.m.,  
Juniors—until  
1 a.m.,  
unless self-determining  
hours have been granted  
by parents

### 1. Curfews

- a. Anyone who is over 5 minutes late automatically has  $\frac{1}{2}$  hour subtracted from her dating curfew for the remainder of the quarter, unless she appeals to Dorm Council and is pardoned.
- b. Anyone who is over 2 hours late must go before Judicial Board.
- c. Self-determining hours are granted to upperclassmen by the student's parents, and may be used only on Friday and Saturday nights. A Pinkerton guard opens the doors to the dorms at every half-hour between 1:30 a.m. and 7:00 a.m. on weekends.



## 2. Signing In and Out

- a. Each high school student must PERSONALLY sign out whenever leaving campus. When dating Friday and Saturday nights, sign in and out on Master List.
- b. Each college student must PERSONALLY sign out when dating or returning after 7:30 p.m.
- c. Students may sign out for dates until their curfew. If at any time a student realizes that she will be late in returning, she must call the Dean of Students office or her Hall Counselor at once.
- d. Freshmen and new sophomores must double date until after fall break.
- e. Until fall break, freshmen and new sophomores must file white special permission slips when requesting permission to leave campus after 7:30 p.m. Special permission should be filed no later than 4:00 p.m. on the day of request. Freshmen may take special permissions until 10:00, sophomores until 11:00.
- f. To cancel a filed slip (special permission or overnight), high school students should leave a note with the hostess on duty.
- g. When returning from official school holidays, high school students may stay out until 11:30 p.m., college students until their curfew for that night.
- h. A student whose plans for return after vacation are unexpectedly changed should call the Dean of Students office after 2:00 p.m. on the day she is to return.

## 3. Overnights

### a. High School

- i. Parents may sign a form giving permission for their daughter to go home or to spend a night with an approved hostess in Chapel Hill, Durham, or Raleigh. Any other overnight trips require written permission from the parents and a hostess invitation sent DIRECTLY to the Dean of Students.
- ii. Overnight slips must be filed in the Dean of Students office 24 hours before expected time of departure.
- iii. High school students may spend the night or weekend with a Day Student provided they have parental permission and a hostess invitation from the Day Student's parents.
- iv. When a student is visiting other college campuses, she is expected to follow all rules for visiting students.
- v. QUOTA — HIGH SCHOOL

	First Semester	Second Semester
Freshmen	8 overnights 4 Chapel cuts	9 overnights 4 Chapel cuts
Sophomores	10 overnights 5 Chapel cuts	12 overnights 6 Chapel cuts

- (a) Overnights may be taken Friday after classes through Sunday until 10 p.m. for Freshmen and 11 p.m. for Sophomores. If going to Durham or Chapel Hill, return by 11 p.m.
  - (b) Freshmen with a Quality Point Ratio of at least 2.5 may have 11 overnights, 4 chapel cuts second semester. Sophomores with a Quality Point Ratio of at least 2.5 may have 14 overnights, 6 chapel cuts second semester.
  - (c) Sophomores may take 4 additional overnights with chapel absences provided they have an appointment for visiting colleges.
  - (d) On the night of the Freshman-Sophomore Dance, boarders are given one free overnight with Day Students. Sophomores have two other free overnights with Day Students.
  - (e) 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). Students must file an overnight permission slip for each night. Parental permission may be sent in writing or given when the student leaves campus by signing the overnight slip. The student must return in time for classes, or by 7:30 p.m. Saturday and in time for Chapel on Sunday. Resident students from Raleigh may not take parent's nights.
- b. College
- i. When leaving campus for an overnight, students must sign out on the overnight cards giving destination, hostess, date and time of leaving, and date and time of return.
  - ii. Parents of seniors and juniors may sign a written permission form allowing their daughter to take overnights at the places she designates on her overnight absence card without hostess invitations.
  - iii. If a student does not have this permission, overnight requests 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.
  - iv. QUOTA — COLLEGE

	First Semester	Second Semester
Juniors	Unlimited overnights 6 Chapel absences	Unlimited overnights 8 Chapel absences
Seniors	Unlimited overnights 9 Chapel absences	Unlimited overnights 9 Chapel absences
Counselors	Unlimited overnights 10 Chapel absences	Unlimited overnights 10 Chapel absences
SGA Officers	Unlimited overnights 12 Chapel absences	Unlimited overnights 12 Chapel absences

- (a) Seniors may take overnights Thursday (11:00 a.m.) through Monday night curfew (12:30 a.m.).
- (b) Juniors may take overnights Friday (7:30 a.m.) through Sunday (12:00 midnight).

c. General Overnight Regulations

- i. Unused overnights and Chapel absences may be carried over and used second semester.
- ii. Each student is personally responsible for keeping a record of her overnights and Chapel absences and staying within her quota.
- iii. After a student leaves campus, she may not telephone for permission to take another overnight unless unusual circumstances arise.
- iv. Students may leave campus for an overnight at 7:30 a.m. If it is necessary to leave earlier due to unusual circumstances, special arrangements must be made in the Dean of Students office.
- v. No overnights granted during special events designated by the Dean of Students.

Special Parental Permission

- 1. A written permission from parents releasing the College from all responsibility is required for students to:
  - a. Fly in private planes
  - b. Ride out of Raleigh in privately-operated cars on LONG trips
- 2. High school students must also have special written parental permission to:
  - a. Stay in any hotel or motel
  - b. Attend beach parties



## II. Day Students

- A. 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. Day Students represent St. Mary's even when they are under the jurisdiction of their parents.
- B. 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.
- C. 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 within seven days of return is an unexcused absence.
- D. Day Students must attend assembly on Monday, all Student Government Association meetings, all Day Student meetings, and other required assemblies. Day Students are expected to attend required night functions unless they live in Cary, Wendell, Zebulon, etc.
- E. Cars and license numbers should be registered in the Business Office. Day Students are to park behind the library in the Day Student parking lot.
- F. Day Students may spend any night in a dormitory. They should register in the guest book of the dorm in which they are staying. Students must follow all rules which apply to their hostesses including attending required Chapel services. If not spending the night, Day Students must leave the dormitories by the curfew hour.
- G. Day Student House
  1. Each student is responsible for taking care of the Day Student House furniture and keeping the house clean. Any property of the house — including kitchenware — must remain in the house.
  2. Reasonable quiet must be observed in the Day Student House with absolute quiet in the study room. Smoking is permitted in the Day Student House.
  3. Sunbathing is allowed in the area between the Day Student House and the Library if quiet is observed.
  4. Boarders are cordially invited to visit the Day Student House during school hours.
- H. Parents may get in touch with their daughters at the Day Student House (828-2521, ext. 276 or 316) or through the Dean of Student office in case of an emergency.

## I. General Regulations

A. 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. The minimum age for a chaperone is 25.

B. 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. The use of false identification while at St. Mary's is strictly prohibited, and under no circumstances should it be used.

C. Possession and use of alcoholic beverages (including beer, wine, and liquor) and illegal drugs is strictly prohibited on the campus. Violation of this rule requires Judicial Board action.

D. Any student involved in any kind of accident off campus should report it as soon as possible to the Dean of Student office or the Emergency number, 828-2522.

## E. Smoking

1. Students may smoke only in student lounges, the small parlor in Smedes, the Student Union, the Day Student House, 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 the dining hall and in the smoking study of the library.

2. Students may not smoke in the Infirmary, gym, or in any classroom or laboratory.

3. Help keep our campus clean by using trash receptacles for cigarette butts and trash.

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

## F. Cars

1. Resident seniors only may have cars on campus.

2. Resident juniors, sophomores, and freshmen may not have cars on campus 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 in any way be responsible for or make any effort to control that situation.

## G. Chapel Services

1. All boarders and Day Students present on the campus are to attend the 6:30 p.m. Chapel service Tuesdays and the 8:30 or

11:00 a.m. service on Sundays. The Tuesday service is **informal** unless previously announced otherwise.

2. All students may attend an optional Chapel service at 10:05 a.m. Wednesdays.
3. Other optional services held from time to time include Baptisms, a Christmas Eve service, Ash Wednesday, and Maundy Thursday.
4. The Chapel is open at all times for meditation and prayer.

#### I. Assembly

1. All students are to attend assembly at 10:00 a.m. on Mondays and any other announced assemblies.
2. When attending assembly or chapel, students should leave mail, papers, and books outside. Students must sit in assigned seats for assembly.
3. Three cuts each semester will be permitted after which a warning will be issued. A campus of three days will be given if another absence occurs.

#### J. Telephone

1. Switchboard hours:

Monday-Saturday	8:00 a.m. - 10:30 p.m.
Sunday	9:00 a.m. - 10:30 p.m.
2. All calls after 10:30 p.m. will be received by an Answering Service—dial 828-2521—emergency calls for the President and the Dean of Students will be referred to the appropriate person.
3. Students are expected to inform parents and friends that dormitories cannot be called when the switchboard is closed.
4. Calls should be limited to three minutes.
5. Pay phones are available in Lower Smedes and the Student Union for long distance phone calls.
6. All students may have private phones in their rooms. Their numbers will be listed at the College switchboard and under information. Calls may be made or received at any time.

#### K. Dress Regulations

1. Appropriate dresses are required for chapel, concerts, lectures, and other special occasions.
2. Pants — this includes shorts, pantsuits, slacks, jeans — may be worn to classes and off campus.
3. Shoes are to be worn at all times, on or off campus.



## 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 Check Cashing Window will be open from 8:00 a.m.-12:00 noon and 1:30 p.m.-4:00 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.-12:00 noon and 1:30 p.m.-4:30 p.m.
2. First Class mail is put up by 8:00 a.m. Monday through Friday and by 9:00 a.m. on Saturdays. Mail does not come in on Sundays. Packages, newspapers and magazines come in around 9:00 a.m. Monday through Friday.
3. Mail leaves at 8:45 a.m. and 3:45 p.m. Monday through Friday. Mail does **not** leave on Saturdays and Sundays. There is a U.S. Government mailbox at the main gate on Hillsborough Street.
4. Parcel post and express may be sent out and received during store hours. Money orders, insurance for packages, and foreign postage 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.-2:00 p.m. Monday through Friday.
2. The Snack Bar is closed on Saturday and Sunday.

### E. Sunbathing Areas

1. The following areas have been designated for sunbathing:  
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. Infirmary

1. The College Physician is at the Infirmary on Mondays, Wednesdays, 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 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 dark must be accompanied by 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, 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. Confirmation of the visit to physician or dentist is necessary on return to school. 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, resident and hall counselors, and faculty are requested to observe the visiting hours:
  - 11:00 a.m.—12:00 Noon
  - 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.
16. In case of emergency, Day Students may report to the Infirmary. Otherwise, they should see their own physician.
17. These rules are to be followed without exception.

#### H. 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. Regular library books may be checked out for a circulation period of three weeks, with the date due always falling on a Wednesday. Books may be renewed if they are not needed by someone else. Students are responsible for returning their library books on or before the date due and should not depend on overdue book notices.
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. They are due in the library by 10:30 a.m. the following day. On Fridays, reserve books may be checked out for overnight use after 4:30 p.m. and are due back by 1:15 p.m. on Sunday. These regulations are made to insure all students access to assigned reading made by instructors in the reserve materials. Fines on these items are 25¢ an hour or any part thereof.
5. Special regulations may be made at term paper time to enable all students working on a topic access to library materials. Announcements will be made in the specific classes, such as English class, to inform students of these special regulations.
6. MAGAZINES AND REFERENCE BOOKS DO NOT CIRCULATE. THEY ARE NOT TO BE REMOVED FROM THE LIBRARY.
7. Fines: Regular library books—10¢ per day  
Reserve books—25¢ per hour or any part thereof
8. 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.
9. The payment of fines and costs of lost books should be made immediately after these charges are incurred. Although the library staff attempts to send reminders of overdue books and fines owed, each student is responsible for library material she has checked out or financial obligations incurred. Grades and transcripts will not be sent until library obligations are settled. (See financial information in the College Catalog.)
10. STUDENTS FOUND WITH MISSING LIBRARY BOOKS OR MAGAZINES IN THEIR POSSESSION WILL BE DEALT WITH AT THE DISCRETION OF THE JUDICIAL BOARD.
11. Except in an emergency, a student is not allowed to receive a telephone call in the library.
12. In order to keep the book collection, periodicals, and furniture in the best condition possible, FOOD AND DRINKS ARE NOT TO BE BROUGHT INTO THE LIBRARY EXCEPT FOR SPECIAL EVENTS CLEARED WITH THE LIBRARIAN. These rules apply to both levels of the library and include Room 25, Room C, and the Smoking Study.

13. Students may smoke in the Smoking Study only.
14. St. Mary's is a member of the Consortium of six Raleigh Colleges. All of our students may use the libraries of Meredith, Peace, Shaw, and St. Augustine's; N.C. State, however, restricts use to our **college students only**. A special borrower's card is available from the library staff and should be in your possession whenever you use the libraries of these other colleges.
15. Student participation in book and periodical selection is always appreciated. Order cards are available at the circulation desk and the library staff can determine any information (such as publisher, etc.) you cannot supply.
16. Suggestions for improvement or complaints about services may be discussed with the head librarian, or, if you prefer, with any member of the library committee.

## I. 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	10:00 a.m.-11:00 a.m.	7:00 p.m.-9:00 p.m.
Tuesday		7:30 p.m.-9:30 p.m.
Wednesday	10:00 a.m.-11:00 a.m.	7:00 p.m.-9:00 p.m.
Thursday		7:00 p.m.-9:00 p.m.
Friday	10:00 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.

1. Students may have dates in the gym on Fridays from 7:00 p.m.-9:00 p.m. and on Saturday and Sunday from 2:00 p.m.-4:00 p.m.
2. NO street shoes are to be worn inside the gym in the basketball court area or in the dance studio.
3. NO smoking, food, or drink allowed in the gym.
4. ONLY bowling shoes are to be worn while bowling. This is a safety precaution.
5. NO ONE IS ALLOWED TO USE THE SAUNA BATH WITHOUT PROPER SUPERVISION.

## J. Tennis Courts

1. Tennis Courts are for the use of students, faculty and staff only.
2. Students may have dates on the courts on Saturday and Sunday from 2:00 p.m.-4:00 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.
  - F. Wilson metal rackets must have a plastic guard on the frame.
5. Tennis Courts may not be used during chapel 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.

#### K. Swimming Pool

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.**

#### L. Laundry

1. Two sheets (both flat), one pillow case, and three (small) towels are provided weekly by the school for each resident student. A locker for this linen is provided and the students may exchange 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. If a locker key is lost, a replacement may be bought in the Housekeeping Office for \$1.00.
3. There is also a laundromat on campus for student use. These coin-operated machines may be different from the machines you use at home. Be sure to follow the instructions on the machines for best results. These machines are owned and maintained by an off-campus firm, however, please report any difficulties to the maintenance department at extension 229. At the present time, the washers use only COLD water.

#### M. Lost and Found

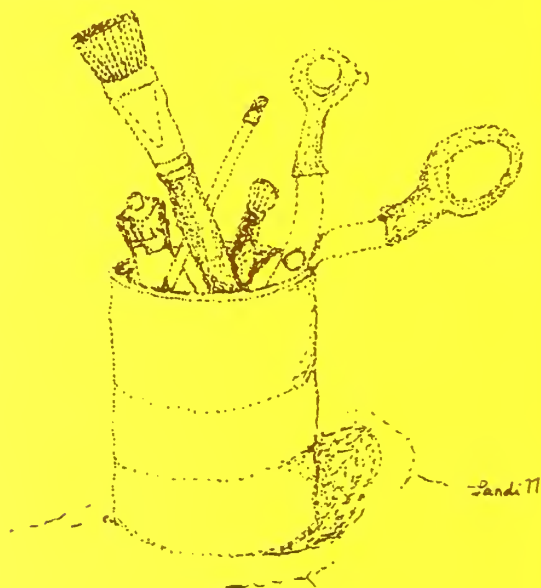
1. The lost and found is in the Housekeeping office which is located in Lower Smedes.
2. Check notices on all bulletin boards for lost and found articles.
3. Under no circumstances are the students to bring expensive jewelry — only costume jewelry, please. The College cannot be responsible for valuable jewelry.

## N. School Jobs

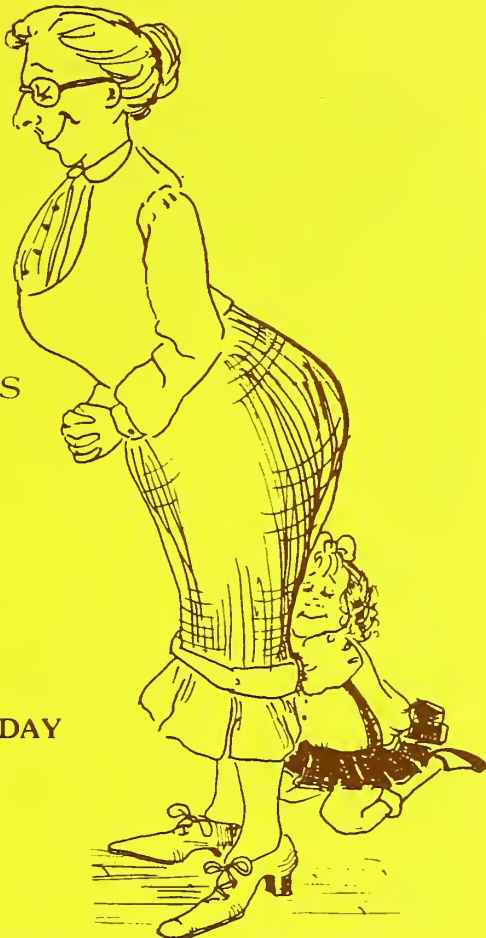
1. There are several types of employment available for students who would like to have or who need a job on campus. Positions are available in the Library, the Dining Hall, administrative offices, the Language and Science Laboratories, the Gym, the Bookstore/Post Office, and the Switchboard. On various occasions throughout the year other campus offices need student assistants on a temporary basis.
2. All students who desire campus employment must apply for and be eligible for Financial Aid. Available positions are filled at the beginning of the school session.

## O. Dining Hall — Meals

- |             |           |             |           |
|-------------|-----------|-------------|-----------|
| 1. Hours:   | Breakfast | Lunch       | Dinner    |
| Mon.-Thurs. | 7:15-8:30 | 11:30- 1:15 | 4:45-6:15 |
| Friday      | 7:15-8:30 | 11:30- 1:15 | 5:00-5:30 |
| 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 a Judicial Board offense.
  4. Unlimited seconds are offered on all meals except on Gourmet night.



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.

OFFICE HOURS OF THE HOSTESS ON DUTY

MONDAY THROUGH THURSDAY

4:30 p.m.—12:30 a.m.

FRIDAY

4:30 p.m.—1:30 a.m.

SATURDAY

10:30 a.m.—1:30 a.m.

SUNDAY

11:30 a.m.—12:30 a.m.

HOSTESS WILL BE ON DUTY FROM 4:30 P.M. UNTIL CLOSING EVERY EVENING AND WILL DIRECT EMERGENCIES TO THE DEAN OF STUDENTS.

# GUIDANCE AND COUNSELING SERVICE

## 1. THE COUNSELING CENTER

The purpose of the counseling center is to assist the student in making the most of her opportunities for academic and personal development while at St. Mary's. Counseling is available in the areas of testing, 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 campus newsletter and calendar and the bulletin board areas. Students may avail themselves of these services by calling the counseling center in lower Smedes. The counseling center is open from 8:30 a.m.-4:30 p.m. Monday-Friday.

## 2. ACADEMIC ADVISING

High school students are advised by the guidance director. Upperclassmen are given the opportunity to request a specific adviser; however, if no preference is given, a faculty adviser is assigned to assist in the student's academic planning. The adviser helps the student select courses appropriate to her educational objectives and remains available throughout the year for additional advising or referral to other appropriate personnel. Advisers 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 adviser in consultation with the Dean of the College.





## ACADEMIC REGULATIONS

The St. Mary's College Catalog lists all academic regulations and requirements. Students should familiarize themselves with these requirements in order to plan their academic program. You are also responsible for this information for the Handbook test during Orientation Week.

The academic section of the catalog includes information about course requirements, academic load, transfer of credit from other institutions, registration procedures, examinations, the grading system, the quality point ratio, and requirements for graduation.

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

### CLASS ATTENDANCE

An educational philosophy centered upon classroom instruction is obviously based upon the concept of regular class attendance. Except for reasonable cause, students are expected to be present at all regularly scheduled class meetings. Students are responsible for all work done in class even if they are absent.

Although the policy of St. Mary's College places an increasing personal responsibility on the student to attend classes, unrestricted class absences are permitted to only superior Junior and Senior students. All other upperclassmen are permitted a restricted number of class absences. Because "cuts" are not a privilege which excuses the student from any academic responsibility, it is essential that these absences be used wisely and with discretion. Freshmen and Sophomores are allowed no unexcused absences.

Students whose attendance is unsatisfactory to the extent that their academic performance is adversely affected or who exceed the number of absences permitted are subject to appropriate penalties.

Class attendance is governed by the following policies:

- 1 All students, regardless of their quality point ratio, must attend at least 75 per cent of all class meetings in order to receive credit for the course. The excused absences of students who are involved in field trips, athletic teams, or performing chorale groups will not be included in the 25% total absences allowed. This exclusion will also apply to suspended students.
- 2 High School students enrolled in a college-level class for college credit may enjoy the cut privileges of college students in the college-level class.
- 3 College students enrolled in a high school-level class must follow the no-cut policy of high school students in the high school-level class.
- 4 St. Mary's College does not close because of snow or icy road conditions. Faculty members as well as day students are expected to make all reasonable efforts to be present on such days. Day Students will, however, be automatically excused on days when the Wake

County Public Schools are closed because of road conditions. The action of the public schools is announced and publicized over local radio stations.

5. Unrestricted class absences are permitted according to the student's cumulative Quality Point Ratio
  - (a) High School students—no unrestricted absences
  - (b) College Students

**(1) First Semester**

Class Meetings per week	Unrestricted Absences per class
2	2
3	3
4	4
5	5

**(2) Second and Subsequent Semesters**

Class Meetings per week	Cumulative Quality Point Ratio		
	1.99	2.0-2.99	3.0-4.0
2	2	4	7
3	3	6	11
4	4	8	15
5	5	10	18

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

**EXCUSED ABSENCES**

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

**(a) Absence Committee**

The Absence Committee will consider student requests for approved absences relating to

- (1) Travel requests (college weekends, educational trips, etc.)
- (2) Field trips
- (3) Physical Education Teams
- (4) School Organizations

The report of the Absence Committee will be issued weekly.

**(b) The Infirmary**

The Infirmary will issue excuses for absences incurred by boarding students

- (1) consulting the physician or nurses
- (2) confined because of illness
- (3) sent home because of illness

## ① The Dean of Students

The Dean of Students will issue excuses for absences incurred because of

- (1) Official school business
- (2) Day student illness
- (3) Campus emergencies such as power failure, accidents, etc.
- (4) Special occasions such as family weddings, funerals, court appearances, debutante balls, etc.

## ① The Dean of the College

The Dean of the College will consider all absences caused by any extraordinary circumstances not covered above.

Excuses from the Dean of Student's office and the infirmary should be presented to the faculty member no later than 7 days following the student's return to campus or release from the infirmary. The student's failure to do this results in the absence being recorded as unexcused.



## PENALTIES

The penalties for exceeding the number of unexcused absences are designed to provide appropriate penalties to encourage errant students to develop responsible habits of class attendance.

**The instructor should inform the student when she has taken all of her allowable unexcused absences.** In most instances the instructor will do this. However, **the responsibility for counting all absences (excused and unexcused) remains with the student.**

**At the time of the first overcut** by a Junior or Senior or first unexcused absence by a Freshman or Sophomore, it is the instructor's responsibility to notify immediately the student and the Dean of the College, who then will inform the parents by letter about the student's infraction of our class attendance policy and the subsequent action to be taken in the event of a second overcut by the student. A copy of this letter will be sent to the student.

**At the second overcut** by a Junior or Senior or the second unexcused absence for a Freshman or Sophomore, the instructor will immediately notify the absence committee and the Dean of the College. The committee will summon the student to appear before it for the purpose of an informal confrontation in order to review the errant student's situation with her. On the basis of this encounter, recommendations for possible action will be made to the Dean of the College who will make final decision and notify the student, parents, absence committee, adviser, and instructor of his decision.

When a student **has exceeded the 25% allowable absences** (total of excused and unexcused), the faculty will notify the student and the Dean of the College that according to the teacher's records, the student will not receive credit for the course. (Understandably, by this time the student's first and second overcuts will have been reported to the student, her parents and the Dean of the College.)

## WORK MISSED DURING ABSENCE

All work missed during an excused absence **must be** made up during the two-week period immediately following the student's return to campus. Cases in which extenuating circumstances would seem to demand an extension of time should be cleared through the Dean of the College.

All work missed during an unexcused absence may be made up at the discretion of the teacher. Work which a student fails to make up will receive the grade of zero. Work which cannot be made up will receive no grade.

# ORGANIZATIONS

## The Order of the Circle

President

Sally Nowell

In the forty 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 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

Margaret Trent

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

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

Polly Ross

The Letter Club is the honorary athletic society. A girl becomes eligible for membership only if she is on a varsity team. New members 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 team. Sports emblems 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 dorm accumulating the greatest number of points during the year will be awarded a 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

Terry Patrick

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, serve for various school functions, and maintain order at all student body gatherings.

## Spiders

President

Claudia Wooten

The "Spiders" are a secret club at St. Mary's. The club consists of sophomores and one senior known as Madam Spider. The one fact known about the Spiders is that they are "jivin' souls." The Spiders crawl four or five times a year and get new members.

## Vestry

Senior Warden

Ruth Barlow

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, Cup Bearers, Lay Readers, and Acolytes. All committee heads are appointed at the beginning of spring 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.

## 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. The chairman is appointed at the end of the school year for the coming year.

## Applause, Incorporated

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

### **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.

### **Young Republican 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 Alumnae Director, is composed of students whose mothers or grandmothers attended St. Mary's. Officers are elected in the fall.

### **Intramural Program**

The Intramural Program at St. Mary's is based on the individual dormitories. Teams within a dorm play each other until there is a champion and then the various dorm champs play each other until there is a campus champ. Tournaments are played throughout the year in more than a dozen sports.

### **St. Mary's Chorale**

The St. Mary's Chorale performs on campus in concert and for special occasions. Programs include both sacred and secular music. Registration is held during orientation. 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 each semester after workshops and tryouts are held. An emphasis is placed on choreography, and this work is presented in assemblies, at Parents' Weekend and Spring Festival, and other performances.

### **"Cold Cuts"**

President

Karen Dearing

"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, including washboards, maracas, bongos, sticks and the piano. These girls, dressed in overalls and bright colored shirts, play at fraternity houses, school functions, and Raleigh civic organizations.

### **St. Mary's Ensemble**

The St. Mary's Ensemble is a group of select singers which performs both on and off campus and for the regular chapel services. Programs include both sacred and secular music. Registration is held during orientation. One credit per semester will be received. Membership is under the approval of the directors.

## Gillie Callum

The Gillie Callum dancers perform the traditional dances of Scotland. Accompanied by bagpipe music, they perform on and off campus throughout the year. Workshops and tryouts are held at the beginning of each semester. A one hour credit for P.E. will be received.

## 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, jazz and modern dance. The group not only studies choreography, and dance techniques, but also presents several assembly programs, Parents' Weekend and Spring Festival, and participates in several master classes throughout the year.

## Sea Saints

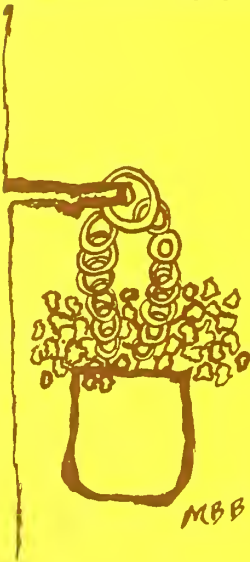
Sea Saints, a synchronized swimming club, presents a spring show, for which the members prepare during the year. Tryouts are held in the Fall and members learn choreography and stage decoration while working on the Water Ballet.

## Student Publications

Editor of *Handbook* ..... To be Appointed By SGA Officers  
Editor of the *Muse* ..... Denise Landi and Margie Tren  
Editor of the *Belles* ..... Leigh Barnhardt and Sophie Peeder  
Editor of *Stagecoach* ..... Elise Ward

## Wildlife Club

The Wildlife Club is an informal group for all students interested in our campus birds and squirrels. The club meets to encourage knowledge of our wildlife. The members undertake to provide food and shelter for our resident animal population.







## HONORS

### 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 Colleges. 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."

### 3 The Dean's List

A general award of merit open to college students is the Dean's List. This list is published at the end of each semester. A student must fulfill the following requirements to be on the Dean's List: (1) she must carry during the semester 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 Judicial Board of the Student Government Association.

### 4 The Honor Roll

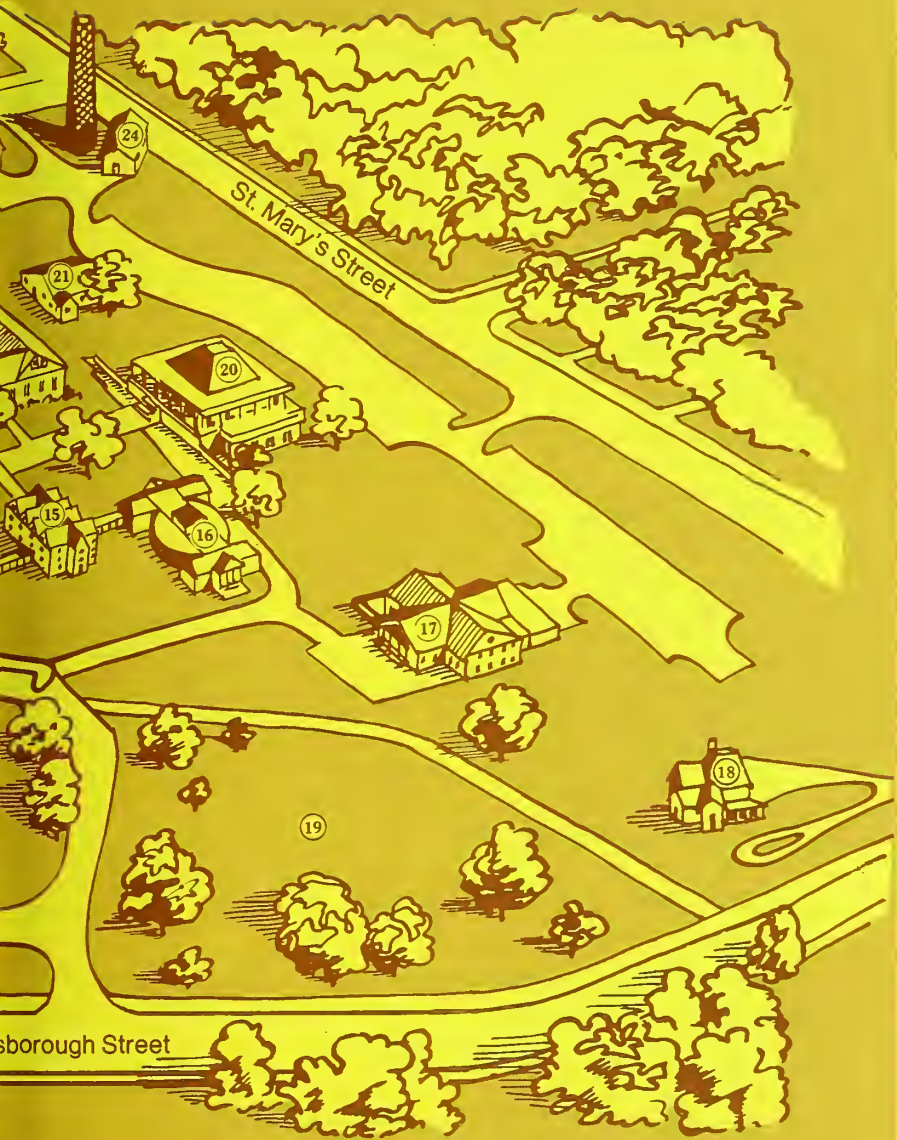
The Honor Roll is a general award of merit open to high school students. A student must fulfill the following requirements to be listed on the Honor Roll: (1) she must carry a minimum of four academic courses; (2) she must attain a quality point ratio of 3.00 (B) or better in courses taken for credit; (3) she must maintain the status of a student in good standing with the faculty and the Judicial Board of the Student Government Association.



St. Mary's  
College

### KEY

1. Smedes Hall
2. West Rock Dormitory
3. East Rock
4. Chapel
5. Chaplain's Home
6. President's Home
7. 1903 Dormitory
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. Student Center

18. Infirmary

19. Athletic Field

20. Kenan Library

21. Day Students' House

22. Ragland Classroom Building

23. Student Laundry

24. Heating Plant

25. Tennis Courts

## NEEDED ITEMS:

Blankets and Pillows  
Bedspreads  
Washcloths  
Quilted mattress protector  
Tennis shoes  
Detergent  
Laundry basket or bag — or both  
Study lamp  
Alarm clock  
*American Heritage Dictionary*



## SUGGESTED

Backrest  
Radio  
Drinking cups or mugs  
Tennis racket & balls  
Wastepaper basket  
Record player  
Clothes hangers  
Heating pad  
Plastic bucket for toilet articles  
Lighted make-up mirror  
Sewing Kit  
Ash tray  
Soap dish  
Typewriter  
Extension cord (heavy duty)  
Fan  
Can opener

## REQUIRED

One flashlight to be used for fire drills

## THINGS NOT TO BRING

Electric curlers without UL label  
Sun lamps  
Refrigerator—unless needed for medical reasons  
Electrical appliances except hair dryers and electric razor  
Expensive jewelry — Under no circumstances are 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.

(hint: Learn the School Hymn and the School Song)

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## 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)*

## 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. BARNHAR

Arranged by  
MICHAEL CARMEN BULLI  
January 17, 1972



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.

St. Mary's  
College  
Raleigh, N.C. 27611

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# St. Mary's College



**STUDENT HANDBOOK**  
**1979-1980**



# ST. MARY'S COLLEGE

(USPS 514-120)

Volume 68

Number 3

## STUDENT HANDBOOK



St. Mary's College admits students of any race, color, handicapped status, and national or ethnic origin.

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# ST. MARY'S COLLEGE CALENDAR, 1979-1980 SESSION

1979

August 21, Tuesday	Arrival of Senior Counselors
August 23, Thursday	Arrival of Freshmen New Sophomores and Juniors
August 24, Friday	Orientation and Registration Freshmen, New Sophomores and Juniors
August 24, Friday, P.M.	Arrival of Returning Sophomores
August 25, Saturday	Classes begin for Freshmen and Sophomores (Monday Schedule)
August 26, Sunday	Arrival of Seniors
August 27, Monday	Classes begin for Juniors and Seniors
September 7, Friday	Last day to add a class
September 7, Friday	Last day to remove grades of Incomplete from previous semester
September 21, Friday	Last day to withdraw from a class without penalty
September 28-29, Friday, Saturday	Parents Week
October 12, Friday	Fall Holiday begins after class
October 12, Friday	Mid-Semester Progress Reports due
October 17, Wednesday	Classes resume
October 20, Saturday	Classes for high school (Departmental)
November 12-16, 26-30	Pre-Registration Conference
November 17, Saturday	Classes for high school (Departmental)
November 20, Tuesday	Thanksgiving Holiday begins at 1:00 p.m.
November 26, Monday	Classes resume
December 11, Tuesday	Last day of class
December 12, 16, Wednesday, Sunday	Reading Days
December 13-19, Thursday-Wednesday	Examinations
December 20-January 6	Christmas Holidays



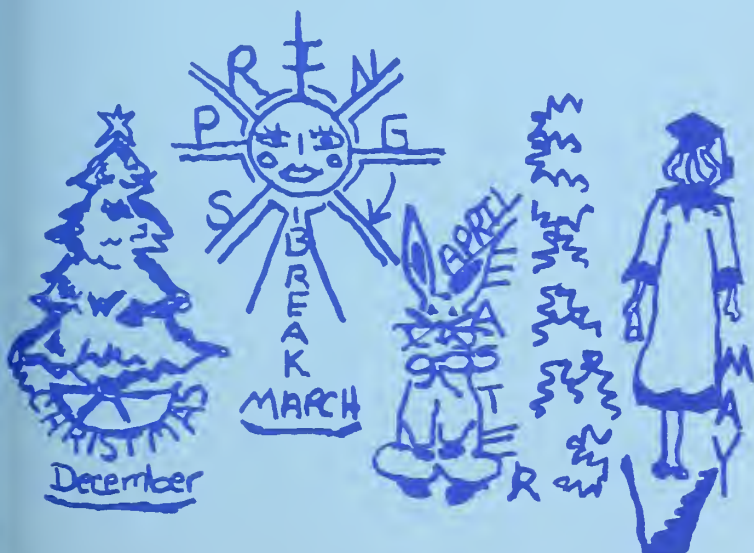
1980

January 7, Monday	.....	First Day of Classes, Second Semester
January 12, Saturday	.....	Classes for high school (Departmental)
January 18, Friday	.....	Last day to add a class
January 18, Friday	.....	Last day to remove grades of Incomplete from previous semester
February 1, Friday	.....	Last day to withdraw from a class without penalty
February 16, Saturday	.....	Classes for high school (Departmental)
February 29, Friday	.....	Spring Holiday begins after classes
February 29, Friday	.....	Mid-Semester Progress Reports due
March 10, Monday	.....	Classes resume
March 15, Saturday	.....	Classes for high school (Departmental)
April 3, Thursday	.....	Easter Holiday begins after classes
April 8, Tuesday	.....	Classes resume
April 15-18, Tuesday-Friday	.....	Pre-Registration Conferences
April 18, Friday	.....	Spring Festival
April 19, Saturday	.....	Alumnae Day
April 22, Tuesday	.....	Pre-Registration—Fall Semester, 1980
April 30, Wednesday	.....	Last day of classes
May 1, 4, Thursday, Sunday	.....	Reading Days
May 2-8, Friday-Thursday	.....	Examinations
May 9, Friday	.....	Baccalaureate
May 10, Saturday	.....	Commencement

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

**SUMMER SESSION — 1980**

May 26-June 27	.....	Five-Week Session
June 9-June 27	.....	Three-Week Session





**Lanier Brown**  
*President*  
*Student Government Association*



**G. Lee Lewis**  
*Vice President*  
*Student Government Association*



**Elizabeth Patteson**  
*Vice President for Underclassmen*  
*Student Government Association*



**Jean Mobley**  
*Secretary*  
*Student Government Association*





**Cathie Lee**  
*Chairman*  
*Judicial Board*



**Rebecca Davis**  
*Vice Chairman*  
*Judicial Board*



**Re Cheatham**  
*Chairman*  
*Hall Council*



**Annetta Jones**  
*President*  
*Day Students*



Welcome!

I hope everyone had a great summer and is as excited as I am about beginning a new school year at St. Mary's. Everyone is eagerly awaiting the return of the old girls and anxious to meet each and every one of the new girls.

St. Mary's is a very special place. I know that all of you new girls are scared about leaving home for the first time, but I assure you that you will find out just how special St. Mary's really is from the minute you set foot on campus. The warmth and openness found among the girls here will make you feel right at home. There is a special spirit here found deep in the hearts of all St. Mary's girls. I promise all of you that you will grow to love St. Mary's as much as all of the old girls do.

The Honor System is a very vital part of St. Mary's. This system works only when each girl realizes that the honor at St. Mary's is achieved through self-respect and through respect for the school and its rules. Honor at St. Mary's works because the students here care about this school. They respect themselves and in turn a system of honor is built. The Honor System is just one aspect of St. Mary's that makes this school special and different from other colleges.

It is up to each of us at St. Mary's to take our part in the Student Government Association seriously. The officers cannot operate alone. We need the support of the entire student body. We are here for you, so when you have a suggestion or complaint let us hear about it. Working together, the SGA officers and the student body make St. Mary's a place to be proud of.

Speaking on behalf of all the Student Government officers, I would like to say welcome to all of you and that I can't wait to meet each and every one of you. See you soon!

Sincerely,

*Lanier Brown*

Lanier Brown  
President  
Student Government Association

## 1979 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.

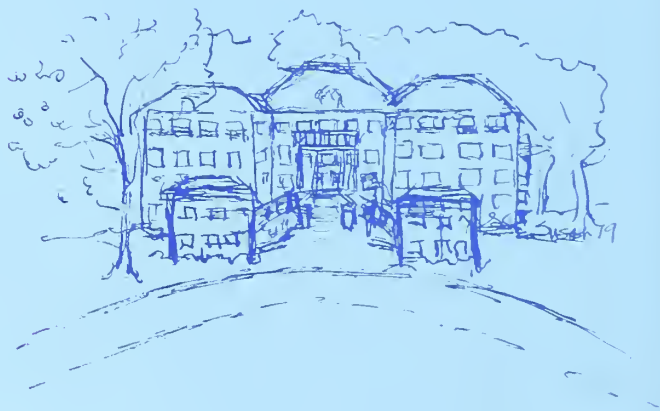
## ST. MARY'S LIFE AND TRADITIONS

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 of 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—dunking a newly pinned or 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; cutting up on the halls; 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 performances and students compete in ten different intramural sports. The junior class has a Junior-Senior Party in honor of the seniors, and the freshmen's formal dance is for the sophomores. There are also standard traditions that occur at certain times of the year. The Big Sister-Little Sister 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. Parents Weekend is held in the fall, with our parents joining us for classes and entertainment. 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.





## THE CHAPEL

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

Student Handbook  
St. Mary's School 1946-1947

## CHAPLAIN AND CHAPEL PROGRAM

St. Mary's is built on a long tradition of religious values. Boarding students attend chapel on Sunday, if on campus, and on Tuesday for evening prayer. There is a voluntary Holy Communion service on Wednesday mornings.

Students are encouraged to participate in the chapel services. Student participation includes making suggestions, assisting with the services by leading worship and prayers, being an acolyte, crucifer, cup bearer, or lay reader.

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.

The Chaplain, the Rev. Starke Dillard, is available for counseling in his office situated in lower Smedes-West, by the Chapel. In case of emergency, the Chaplain is available after hours in the Rectory, west of the Chapel.

## CHAPEL SERVICES

1. All boarders and Day Students present on the campus are to attend the 6:30 p.m. Chapel service Tuesdays and the 10:00 a.m. service on Sundays. The Tuesday service is **informal** unless previously announced otherwise.
2. All students may attend an optional Chapel service at 10:05 a.m. Wednesdays.
3. Other optional services held from time to time include Baptisms, a Christmas Eve service, Ash Wednesday, and Maundy Thursday.
4. The Chapel is open at all times for meditation and prayer.
5. There is a 5-day campus from Tuesday to Sunday if the student misses required chapel.

## 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 Chairman of the Judicial Board. 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 no 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 there is a noticeably 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.

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

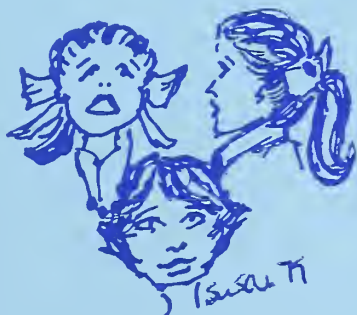
### THE OATH:

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 (including drunkenness) that occurs at any time while the student is registered at St. Mary's.



# STUDENT GOVERNMENT COUNCILS

## JUDICIAL BOARD

1. The Judicial Board is composed of the Chairman, the Vice Chairman, the President of Day Students, Secretary of the Student Government Association, one senior class representative, two junior class representatives, two sophomore class representatives, one freshman class representative, and three faculty members appointed by the President of the College.
2. Judicial Board deals with the following offenses:
  - a. lying (verbal or written)
  - b. cheating
  - c. stealing
  - d. the use and/or possession of alcohol or illegal drugs on campus
  - e. leaving or remaining off campus without signing out
  - f. excessive lateness (past one hour)
  - g. any conduct that seriously reflects upon the reputation of the student or the College.
  - h. any case referred by the Dorm Council.
3. The Judicial Board may recommend to:
  - a. dismiss the case
  - b. severely warn
  - c. campus
  - d. suspend
  - e. probate
  - f. expel
  - g. refer the case to the Dorm Council
  - h. recommend a special penalty

## 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 annually by the President of the College. Student members are: Vice President of the Student Government Association, Chairman; President of the Student Government Association; Underclassman Vice President; President of the Day Students and Secretary-Treasurer of the Day Students; all class presidents; one senior representative, secretary; two junior representatives; one sophomore representative; one freshman representative and the Editor of the Student Handbook. 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 an 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 which may seem desirable. Petitions must be signed by three or more students.

## **DORM COUNCIL**

1. The Dorm Council is composed of the Chairman of Hall Council, who acts as Chairman, the Underclassman Vice President, who acts as secretary, the Head Counselors from each dormitory, a representative from each class, and a faculty adviser.
2. The Dorm Council deals with:
  - a. Girls who have returned to school up to one hour late
  - b. Girls who have repeatedly broken hall regulations and are sent by their counselor or house mother
  - c. Excessive failures to sign in and out
  - d. Any case referred to it by Judicial Board
  - e. The process of appealing by both the Council and the Board
3. Dorm Council may vote to:
  - a. Severely warn
  - b. Campus
  - c. Cut curfew
  - d. Take away datenights
  - e. Refer the case to Judicial Board
4. Dorm Council deals with anyone who is late (over 5-minute grace period). The girl automatically comes to Dorm Council to have her case reviewed by the Board. If the girl fails to appear before the Board, her case will be tried in absentia and she will be issued a penalty.

## **HALL COUNCIL**

1. The Hall Council is composed of SGA officers, hall counselors, two Day Student counselors, and the Chairman of Hall Council. Hall Council meets weekly with the Chairman of Hall Council serving as chairman and the Underclassman Vice President as secretary. Hall representatives may attend the meetings if the hall counselors are unable to attend.
2. Hall Council is the link between the Student Body and the Administration, because the chairman relates information from the Administration to the hall counselors who in turn give the information to their girls at hall meetings. Hall counselors are also given this time to pass on any information necessary to the Student Government.
3. Head Counselors are appointed in each dormitory by the SGA after all of the Hall Counselors are housed. The Head Counselor meets weekly with the house mothers and other counselors in her dormitory and monthly with the SGA, Dean of Students, and President

of the College. It is the Head Counselors' duty to serve on Dorm Council and to plan Extra-Curricular activities in the dormitories.

1979-80 Head Counselors:

Smedes—Lea Patton  
Cruikshank—Debbie Bishop  
Holt—Agnes Stevens  
Penick—Martha Brinn  
West Rock & 1903—Hannah Wood

**DEFINITIONS**

1. **campus**—a punishment recommended by Hall Council, marshals Dorm Council, or Judicial Board that requires the student to remain on campus at all times for a given length of time. If it is necessary for a student to leave campus while she is campused, she may submit a written "petition" to the Secretary of SGA. Three petitions per semester are allowed.
2. **non-petitionable campus**—a non-petitionable punishment recommended by Judicial Board and Dorm Council which requires the student to remain on campus with much stricter stipulations.
3. **probation**—a punishment recommended by the Judicial 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.
4. **suspension**—a punishment recommended by Judicial Board which requires the student to leave the campus and go home or to a place approved by her parents. There is no academic penalty.
5. **expulsion**—a punishment recommended by the Judicial Board which requires a student to leave school permanently unless otherwise stated. The student is not allowed on campus except by special permission.



# CAMPUS REGULATIONS

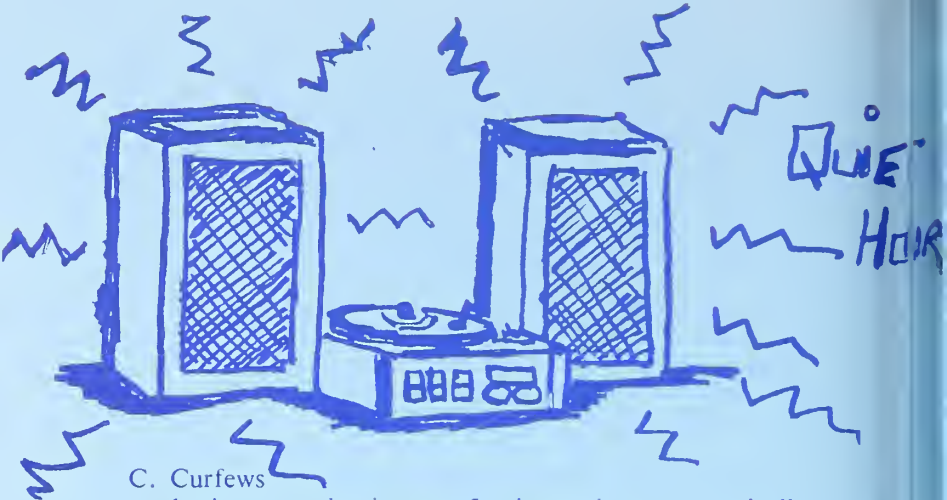
## I. Resident Students

### A. Dormitory Regulations

1. On weekdays and Sundays, quiet must be maintained in the dormitories all day, with **quiet hours** from 7:30 p.m. to 7:30 a.m.
2. A DO NOT DISTURB sign is given to each girl to post on her room door when she wishes to be undisturbed for sleeping, studying, or legitimate privacy. This sign may not be crossed except by a teacher, a counselor on official business, or an SGA officer. Any student violating this rule will be given a severe warning; a second offense will result in a 3-day campus.
3. All dormitory rooms will be inspected weekly by the resident counselor to encourage good housekeeping and compliance with fire and safety regulations.

### B. Hall Regulations

1. 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 Parents' Weekend. Special permission may be granted by the Resident Counselor for a man to be on the hall, if necessary.
2. After signing in, students must be on their own halls by:  
Freshmen: 11 p.m. Sunday-Thursday, 12:15 a.m. Friday and Saturday  
Sophomores: 12 midnight Sunday-Thursday, 12:45 a.m. Friday and Saturday  
Juniors: 12:15 a.m. Sunday-Thursday, 1:15 a.m. Friday and Saturday  
Seniors: 12:45 a.m. Sunday-Thursday, 1:45 a.m. Friday and Saturday
3. All men must leave campus by the girl's designated curfew.
4. Students returning to their dormitory after closing hours may be admitted only by a Resident Counselor or a Pinkerton Guard.
5. Students may spend any night in another room on campus provided they sign out with the counselors concerned. Underclassmen are limited to underclassmen halls.
6. Students may have guests on Friday and Saturday nights only. All guests must be registered in the dorm in which they are staying and must observe all regulations of the hostess. The hostess receives any penalty accumulated by her guest.
7. Rooms must be kept in order at all times. Cork strips are placed on the walls for pictures, posters, etc. Students defacing walls or furniture will be assessed for the damage done.
8. The college reserves the right to check all dormitory rooms.
9. Individual refrigerators in student rooms may be used only by special permission for medical reasons.



#### C. Curfews

1. Anyone who is over 5 minutes late automatically goes to Dorm Council and has her case reviewed by the Board.
2. Anyone who is over 1 hour late must go before Judicial Board.
3. Students may sign out for dates until their curfew. If at any time a student realizes that she will be late in returning, she must call the Dean of Students office or her Hall Counselor at once.

#### D. Self-Determining Hours

1. Self-Determining hours are granted to upperclassmen by the student's parents, and may be used only on Friday and Saturday nights. A Pinkerton Guard opens the doors to the dorms at every half-hour between 1:30 a.m. and 7:00 a.m. on weekends.
2. Juniors, with parental permission, receive this privilege after Fall Break.
3. Sign out on your yellow card for SDH.
4. Must present school I.D. when signing in at Pinkerton's office.

#### E. General Overnight Regulations

1. Unused overnights and Chapel absences may be carried over and used second semester.
2. Each student is personally responsible for keeping a record of her overnights and Chapel absences and staying within her quota.
3. After a student leaves campus, she may not telephone for permission to take another overnight unless unusual circumstances arise.
4. Students may leave campus for an overnight at 7:30 a.m. If it is necessary to leave earlier due to unusual circumstances, special arrangements must be made in the Dean of Students office.
5. No overnights granted during special events designated by the Dean of Students.

# OFF-CAMPUS REGULATIONS

## HIGH SCHOOL STUDENTS

### Day Permission

Monday-Thursday: every day,  
7 a.m. until 7:30 p.m.

### Friday-Saturday:

Sophomores—until 12:30 a.m.

Freshmen—until 12 midnight

### Sunday: After chapel until

7:30 p.m.

### Night Permission

### Sunday-Thursday:

Sophomores—one night per  
week, 7:30 p.m. to 11 p.m.

Sophomores with a 3.0 or  
above are allowed two date  
nights.

Freshmen—after fall break,  
one night per week, 7:30  
p.m. to 10 p.m.

### Friday-Saturday:

Sophomores—until 12:30 a.m.

Freshmen—until 12 midnight

### A. Signing In and Out

1. Each high school student must **PERSONALLY** sign out whenever leaving campus. When leaving campus Friday and Saturday nights, sign in and out on Master List.
2. To cancel a filed slip (special permission or overnight), high school students must leave a note with the hostess on duty.



3. When returning from official school holidays, high school students may stay out until 11:30 p.m., college students until their curfew for that night.
4. A student whose plans for return after vacation are unexpectedly changed should call the Dean of Students office after 2:00 p.m. on the day she is to return.

**B. Overnights**

1. Parents may sign a form giving permission for their daughter to go home or to spend a night with an approved hostess in Chapel Hill, Durham, or Raleigh. Any other overnight trips require written permission from the parents and a hostess invitation sent DIRECTLY to the Dean of Students.
2. Overnight slips must be filed in the Dean of Students office 24 hours before expected time of departure.
3. High school students may spend the night or weekend with a Day Student provided they have parental permission and a hostess invitation from the Day Student's parents.
4. When a student is visiting other college campuses, she is expected to follow all rules for visiting students.
5. QUOTA

	First Semester	Second Semester
Freshmen	8 overnights 4 chapel cuts	9 overnights 4 chapel cuts
Sophomores	10 overnights 5 chapel cuts	12 overnights 6 chapel cuts

- a. Overnights may be taken Friday after classes through Sunday until 10 p.m. for Freshmen and 11 p.m. for Sophomores.
- b. Freshmen with a Quality Point Ratio of at least 2.5 may have 11 overnights, 4 chapel cuts second semester. Sophomores with a Quality Point Ratio of at least 2.5 may have 14 overnights, 6 chapel cuts second semester.
- c. Sophomores may take 4 additional overnights with chapel absences provided they have an appointment for visiting colleges.
- d. On the night of the Freshman-Sophomore Dance, boarders are given one free overnight with Day Students, but may not stay in a hotel. Sophomores have two other free overnights with Day Students.
- e. 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). Students must file an overnight permission slip for each night. Parental permission may be sent in writing or given when the student leaves campus by signing the overnight slip. The student must return in time for classes, or by 7:30 p.m. Saturday and in time for chapel on Sunday. Resident students from Raleigh may not take parent's nights.

- f. Chapel absences may only be taken when Saturday night is spent off campus.
- g. High School students must also have special written parental permission to:
  - i. Stay in any hotel or motel
  - ii. Attend beach parties

### COLLEGE STUDENTS

#### Day Permission

#### Night Permission

Sunday-Thursday:

Seniors—until 12:30 a.m.

Juniors—until 12 midnight  
every weeknight allowed to date

Sunday-Thursday:

Seniors—until 12:30 a.m.

Juniors—3 nights per week  
until 12 midnight

Friday-Saturday:

Seniors—until 1:30 a.m.

Juniors—until 1 a.m.

Friday-Saturday:

Seniors—until 1:30 a.m.

Juniors—until 1 a.m., unless  
self-determining hours have  
been granted by parents

#### A. Signing In and Out

1. Each college student must **PERSONALLY** sign out when leaving campus or returning after 7:30 p.m.
2. A student whose plans for return after vacation are unexpectedly changed should call the Dean of Students office after 2:00 p.m. on the day she is to return.

#### B. Overnights

1. When leaving campus for an overnight, students must sign out on the yellow overnight cards giving destination, hostess, date and time of leaving; and upon return, the date and time.
2. QUOTA

	First Semester	Second Semester
Juniors	Unlimited overnights 6 chapel absences	Unlimited overnights 8 chapel absences
Seniors	Unlimited overnights 9 chapel absences	Unlimited overnights 9 chapel absences
Counselors	Unlimited overnights 10 chapel absences	Unlimited overnights 10 chapel absences
SGA Officers	Unlimited overnights 12 chapel absences	Unlimited overnights 12 chapel absences

- a. Seniors may take overnights Friday through Sunday night curfew (12:30 a.m.).
- b. Juniors may take overnights Friday through Sunday (12:00 midnight).
- c. Chapel absences may only be taken when Saturday night is spent off campus.

## DAY STUDENTS

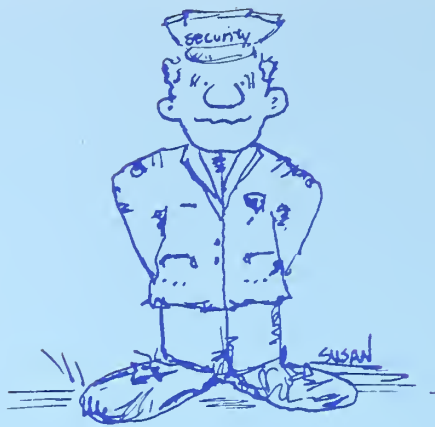
- A. The Day Students are an integral part of the St. Mary's community. As individuals they take part in the various clubs and activities on campus. Day Students represent St. Mary's even when they are under the jurisdiction of their parents.
- B. Day Students who are campused must remain on campus from 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.
- C. 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 within seven days of return is an unexcused absence.
- D. Day Students must attend assembly on Monday, all Student Government Association meetings, all Day Student meetings, and other required assemblies. Day Students are expected to attend required night functions unless they live in Cary, Wendell, Zebulon, etc.
- E. Cars and license numbers should be registered in the Business Office. Day Students are to park behind the library in the Day Student parking lot.





- F. Day Students may spend any night in a dormitory. They should register in the guest book of the dorm in which they are staying. Students must follow all rules which apply to their hostesses, including attending required Chapel services. If not spending the night, Day Students must leave the dormitories by the curfew hour.
- G. Day Student House
1. Each student is responsible for taking care of the Day Student House furniture and keeping the house clean. Any property of the house—including kitchenware—must remain in the house.
  2. Reasonable quiet must be observed in the Day Student House, with absolute quiet in the study room. Smoking is permitted in the Day Student House.
  3. Sunbathing is allowed in the area between the Day Student House and the Library if quiet is observed.
  4. Boarders are cordially invited to visit the Day Student House during school hours.
- H. Parents may get in touch with their daughters at the Day Student House (828-2521, ext. 276 or 316) or through the Dean of Students office in case of an emergency.
- I. All Day Students present on campus are to attend the 6:30 chapel service on Tuesdays, and the 10:00 service on Sunday mornings.





## GENERAL REGULATIONS

- A. 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. The use of false identification while at St. Mary's is strictly prohibited, and under no circumstances should it be used.
- B. Possession and use of alcoholic beverages (including beer, wine, and liquor) and illegal drugs is strictly prohibited on the campus. Violation of this rule requires Judicial Board action.
- C. Any student involved in any kind of accident off campus should report it as soon as possible to the Dean of Students office or the Emergency number, 828-2522.
- D. Smoking
  1. Students may smoke only in student lounges, the small parlor in Smedes, the Student Union, the Day Student House, 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 the dining hall and in the smoking study of the library.
  2. Students may not smoke in the Infirmary, gym, or in any classroom or laboratory.
  3. Help keep our campus clean by using trash receptacles for cigarette butts and trash.
- E. Each girl is responsible for notices on all bulletin boards pertaining to students. Please check them daily.
- F. Cars
  1. Resident seniors only may have cars on campus.
  2. Resident juniors, sophomores, and freshmen may not have cars on campus unless special permission for unusual circumstances has been given in advance to the parents by the Dean of Students.

3. Resident students may not park in the spaces reserved for Day Students on weekdays between the hours of 7:30 a.m. and 6:00 p.m.
4. Day Students may have a car on campus provided parking space is available.
5. St. Mary's does not condone off-campus parking of cars for resident students, and the College cannot in any way be responsible for or make any effort to control that situation.

#### G. Assembly

1. All students are to attend assembly at 10:00 a.m. on Mondays and any other announced assemblies.
2. When attending assembly or chapel, students should leave mail, papers, and books outside. Students must sit in assigned seats for assembly.
3. Three cuts each semester will be permitted after which a warning will be issued. A campus of three days will be given if another absence occurs.

#### H. Telephone

1. Switchboard hours:
 

Monday-Saturday	8:00 a.m.-10:30 p.m.
Sunday	9:00 a.m.-10:30 p.m.
2. All calls after 10:30 p.m. will be received by an answering service—dial 828-2521—emergency calls for the President and the Dean of Students will be referred to the appropriate person.
3. Students are expected to inform parents and friends that dormitories cannot be called when the switchboard is closed.
4. Pay phones are available in Lower Smedes and the Student Union for long distance phone calls.
5. All students may have private phones in their rooms at their own expense. Their numbers will be listed at the College switchboard and under information. Calls may be made or received at any time.

#### I. Dress Regulations

1. Appropriate dresses are required for chapel, concerts, lectures, and other special occasions.
2. Shoes are to be worn at all times, on or off campus.





## SPECIAL SPOTS

### A. Bookstore

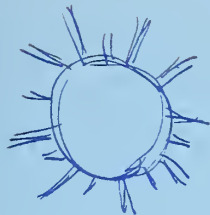
1. Hours: Monday-Friday, 8:00 a.m.-4:00 p.m.
2. All books and college supplies may be purchased at the store.
3. The Check Cashing Window will be open from 8-4.
4. Students must have I.D. cards when writing or cashing a check.
5. Students are advised to have their own checking accounts in either Raleigh or their hometown.
6. Students should not keep large amounts of money in their rooms. The College cannot be responsible for money losses.

### B. Post Office (located in the Bookstore)

1. Stamps are sold at the Post Office Monday-Friday 8-4.
2. First Class mail is put up by 8:00 a.m. Monday through Friday and by 9:00 a.m. on Saturdays. Mail does not come in on Sundays. Packages, newspapers and magazines come in around 9:00 a.m. Monday through Friday.
3. Mail leaves at 8:45 a.m. and 3:45 p.m. Monday through Friday. Mail does **not** leave on Saturdays and Sundays. There is a U.S. Government mailbox at the main gate on Hillsborough Street.
4. Parcel post and express may be sent out and received during store hours. Money orders, insurance for packages, and foreign postage 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. Drink bottles and trash should be removed before leaving the lounge.

#### D. Snack Bar

1. The Snack Bar is open from 10:00 a.m.-2:00 p.m. Monday through Friday.
2. The Snack Bar is closed on Saturday and Sunday.

#### E. Sunbathing Areas

1. The following areas have been designated for sunbathing:  
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. Infirmary

1. The College Physician is at the Infirmary on Mondays, Wednesdays, and Fridays from 12:00 to 1:00 p.m., and at any other time he is needed.

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. Confirmation of the visit to physician or dentist is necessary on return to school. 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, Resident and Hall Counselors, and faculty are requested to observe the visiting hours:  
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.
16. In case of emergency, Day Students may report to the Infirmary. Otherwise, they should see their own physician.
17. These rules are to be followed without exception.



2. The infirmary has a registered nurse on duty at all times.
3. Hours 8:00 a.m.-11:00 p.m.  
Emergency only after 11:00 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 dark must be accompanied by 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's appointments, or reports on roommates and friends, one must go to the Infirmary.

#### H. 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. Regular library books may be checked out for a circulation period of three weeks, with the date due always falling on a Wednesday. Books may be renewed if they are not needed by someone else. Students are responsible for returning their library books on or before the date due and should not depend on overdue book notices.
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. They are due in the library by 10:30 a.m. the following day. On Fridays, reserve books may be checked out for overnight use after 4:30 p.m. and are due back by 1:15 p.m. on Sunday. These regulations are made to insure all students access to assigned reading made by instructors in the reserve materials. Fines on these items are 25¢ an hour or any part thereof.
5. Special regulations may be made at term paper time to enable all students working on a topic access to library materials. Announcements will be made in the specific classes, such as English class, to inform students of these special regulations.

6. MAGAZINES AND REFERENCE BOOKS DO NOT CIRCULATE. THEY ARE NOT TO BE REMOVED FROM THE LIBRARY.
7. Fines: Regular library books—10¢ per day  
Reserve books—25¢ per hour or any part thereof
8. 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.
9. The payment of fines and costs of lost books should be made immediately after these charges are incurred. Although the library staff attempts to send reminders of overdue books and fines owed, each student is responsible for library material she has checked out or financial obligations incurred. Grades and transcripts will not be sent until library obligations are settled. (See financial information in the College Catalog.)
10. STUDENTS FOUND WITH MISSING LIBRARY BOOKS OR MAGAZINES IN THEIR POSSESSION WILL BE DEALT WITH AT THE DISCRETION OF THE JUDICIAL BOARD.
11. Except in an emergency, a student is not allowed to receive a telephone call in the library.
12. In order to keep the book collection, periodicals, and furniture in the best condition possible, FOOD AND DRINKS ARE NOT TO BE BROUGHT INTO THE LIBRARY EXCEPT FOR SPECIAL EVENTS CLEARED WITH THE LIBRARIAN. These rules apply to both levels of the library and include Room 25, Room C, and the Smoking Study.
13. Students may smoke in the Smoking Study only.
14. St. Mary's is a member of the Consortium of six Raleigh Colleges. All of our students may use the libraries of Meredith, Peace, Shaw, and St. Augustine's; N.C. State, however, restricts use to our **college students only**. A special borrower's card is available from the library staff and should be in your possession whenever you use the libraries of these other colleges.
15. Student participation in book and periodical selection is always appreciated. Order cards are available at the circulation desk and the library staff can determine any information (such as publisher, etc.) you cannot supply.
16. Suggestions for improvement or complaints about services may be discussed with the head librarian, or, if you prefer, with any member of the library committee.

#### I. Gym

The Gym is open to St. Mary's students with the following regulations enforced. The following hours are to be observed by faculty, staff, and students:

Monday	10:00 a.m.-11:00 a.m.	7:00 p.m.-9:00 p.m.
Tuesday		7:30 p.m.-9:30 p.m.
Wednesday	10:00 a.m.-11:00 a.m.	7:00 p.m.-9:00 p.m.
Thursday		7:00 p.m.-9:00 p.m.



Friday 10:00 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.

1. Students may have dates in the gym on Fridays from 7:00 p.m.-9:00 p.m. and on Saturday and Sunday from 2:00 p.m.-4:00 p.m.
2. No street shoes are to be worn on the basketball court or in the dance studio.
3. NO smoking, food, or drink allowed in the gym.
4. ONLY bowling shoes or shoes with a sock are to be worn on the bowling lanes. This is a safety precaution.
5. NO ONE IS ALLOWED TO USE THE SAUNA BATH WITHOUT PROPER SUPERVISION.

#### J. Tennis Courts

1. Tennis Courts are for the use of students, faculty and staff only.
2. Students may have dates on the courts on Saturday and Sunday from 2:00 p.m.-4:00 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.
  - F. Wilson metal rackets must have a plastic guard on the frame.
5. Tennis Courts may not be used during chapel 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.

#### K. Swimming Pool

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.**

#### L. Laundry

1. Two sheets (both flat), one pillow case, and three (small) towels are provided weekly by the school for each resident student. A locker for this linen is provided and the students may exchange 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. If a locker key is lost, a replacement may be bought in the Housekeeping Office for \$1.00.
3. There is also a laundromat on campus for student use. These coin-operated machines may be different from the machines you use at home. Be sure to follow the instructions on the machines for best results. These machines are owned and maintained by an off-campus firm, however, please report any difficulties to the maintenance department at extension 229.

#### M. Lost and Found

1. The lost and found is in the Housekeeping 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 students to bring expensive jewelry—only costume jewelry, please. The College cannot be responsible for valuable jewelry.

#### N. School Jobs

1. There are several types of employment available for students who would like to have or who need a job on campus. Positions are available in the Library, the Dining Hall, administrative offices, the Language and Science Laboratories, the Gym, the Bookstore/Post Office, and the Switchboard. On various occasions throughout the year other campus offices need student assistants on a temporary basis.
2. All students who desire campus employment must apply for and be eligible for Financial Aid. Available positions are filled at the beginning of the school session.

#### O. Dining Hall—Meals

- | 1. Hours:   | Breakfast           | Lunch       | Dinner    |
|-------------|---------------------|-------------|-----------|
| Mon.-Thurs. | 7:15-8:30           | 11:30- 1:15 | 4:45-6:15 |
| Friday      | 7:15-8:30           | 11:30- 1:15 | 5:00-5:30 |
| Saturday    | 11:00-1:00 (Brunch) |             | 5:00-5:30 |
| Sunday      | 11:00-1:00 (Brunch) |             | 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 a Judicial Board offense.
  4. Unlimited seconds are offered on all meals except on Gourmet night.

**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.



**OFFICE HOURS OF THE HOSTESS ON DUTY**

**MONDAY THROUGH THURSDAY**

4:30 p.m.—12:30 a.m.

**FRIDAY**

4:30 p.m.—1:30 a.m.

**SATURDAY**

10:30 a.m.—1:30 a.m.

**SUNDAY**

11:30 a.m.—12:30 a.m.

HOSTESS WILL BE ON DUTY FROM 4:30 P.M. UNTIL CLOSING EVERY EVENING AND WILL DIRECT EMERGENCIES TO THE DEAN OF STUDENTS.

# GUIDANCE AND COUNSELING SERVICE

## 1. THE COUNSELING CENTER

The purpose of the counseling center is to assist the student in making the most of her opportunities for academic and personal development while at St. Mary's. Counseling is available in the areas of testing, 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 vertical files, **audio visual materials**, reference books, study abroad programs and summer programs. **A good collection of career opportunities, career planning materials and job market potential is available for students to use during their free time.** In addition, announcements and informational services are made available to the students by means of the campus newsletter and calendar and the bulletin board areas. Students may avail themselves of these services by calling the counseling center in lower Smedes. The counseling center is open from 8:30 a.m.-4:30 p.m. Monday through Friday and is also open for two hours one evening per week.

## 2. ACADEMIC ADVISING

High School students are advised by the guidance director. Returning students are given the opportunity to request a specific adviser as soon as the reservation fee has been paid; however, if no preference is given a faculty adviser is assigned to assist in the student's academic planning. The adviser helps the student select courses appropriate to her educational objectives and is generally aware of many ways to help students with the total college program. Students should feel free to call upon their advisers for assistance in any area of campus life. Advisers will make every attempt to give effective guidance to students 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 adviser in consultation with the Dean of the College.



## ACADEMIC REGULATIONS

The St. Mary's College Catalog lists all academic regulations and requirements. Students should familiarize themselves with these requirements in order to plan their academic program. You are also responsible for this information for the Handbook test during Orientation Week.

The academic section of the catalog includes information about course requirements, academic load, transfer of credit from other institutions, registration procedures, examinations, the grading system, the quality point ratio, and requirements for graduation.

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

### CLASS ATTENDANCE

An educational philosophy centered upon classroom instruction is obviously based upon the concept of regular class attendance. Except for reasonable cause, students are expected to be present at all regularly scheduled class meetings. Students are responsible for all work done in class even if they are absent.

Upperclassmen are permitted a restricted number of class absences. Because "cuts" are not a privilege which excuse the student from any academic responsibility, it is essential that these absences be used wisely and with discretion. Freshmen and Sophomores are allowed no unexcused absences.

Students whose attendance is unsatisfactory to the extent that their academic performance is adversely affected or who exceed the number of absences permitted are subject to appropriate penalties.

Class attendance is governed by the following policies:

1. All students must attend at least 75 percent of all class meetings in order to receive credit for the course. Therefore, both excused and unexcused absences may not total more than 25 percent of the class meetings. However, the excused absences of students who are involved in field trips, athletic teams, or performing chorale groups will not be included in the 25% total absences allowed. This exclusion will also apply to suspended students. Any exceptions to this policy can be made only by the Dean of the College.
2. High school students enrolled in a college-level class for college credit may enjoy the cut privileges of college students in the college-level class.
3. College students enrolled in a high school-level class must follow the no-cut policy of high school students in the high school-level class.
4. No unexcused absences are permitted during the summer school session.
5. St. Mary's College does not close because of snow or icy road conditions. Faculty members as well as day students are expected to make all reasonable efforts to be present on all such days. Day students who are unable to attend class because of adverse weather conditions

are to bring a written note of explanation to the Dean of Students. A list of such cases will be circulated to the faculty as a part of the Absence Committee's weekly report.

6. Unrestricted class absences are permitted as follows:
  - A. Freshmen and Sophomores—no unrestricted absences
  - B. Juniors and Seniors—
    - (1) Unrestricted absences per semester based upon number of class meetings per week:

classes meeting once a week .....	1
classes meeting twice a week .....	2
classes meeting three times a week .....	3
classes meeting four times a week .....	4
classes meeting five times a week .....	5
    - (2) Additional unrestricted absences may be permitted the student at the option of the instructor who shall consider the nature of the class and the student's performance in the class in accordance with departmental guidelines.
    - (3) No student may receive more than the following number of unrestricted class absences per semester which represent 25% of class meetings:

classes meeting once a week .....	4
classes meeting twice a week .....	7
classes meeting three times a week .....	11
classes meeting four times a week .....	15
classes meeting five times a week .....	18
7. The policy on absences from laboratory will be determined by the individual instructor.
8. Under no circumstances is a class to be dismissed on the basis of limited attendance.

## EXCUSED ABSENCES

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

### 1. Absence Committee

The Absence Committee will consider student requests for approved absences relating to:

- A. Travel requests (college weekends, educational trips, etc.)
- B. Field trips
- C. Physical Education Teams
- D. School Organizations

The report of the Absence Committee will be issued weekly.

### 2. The Infirmary

The Infirmary will issue excuses for absences incurred by boarding students:

- A. consulting the physician or nurses
- B. confined because of illness
- C. sent home because of illness

### 3. The Dean of Students

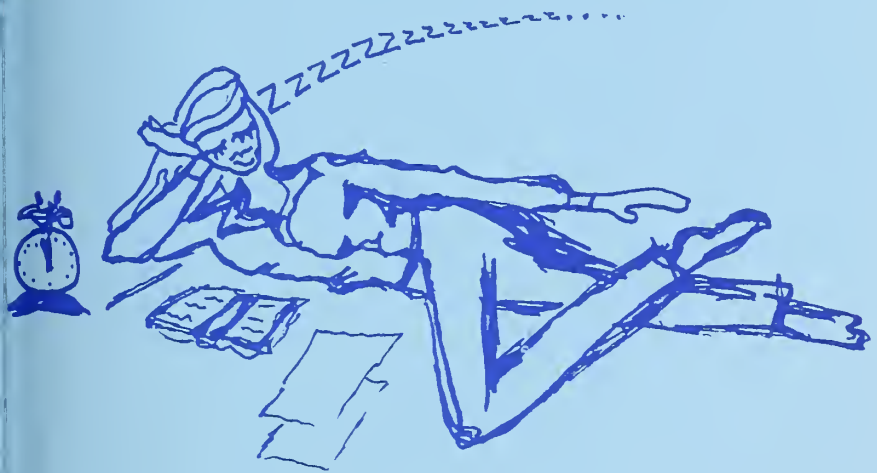
The Dean of Students will issue excuses for absences incurred because of:

- A. official school business
- B. day student illness and local weather conditions
- C. campus emergencies such as power failures, accidents, etc.
- D. special occasions such as family weddings, funerals, court appearances, debutante balls, etc.

### 4. The Dean of the College

The Dean of the College will consider all absences caused by any extraordinary circumstance not covered above.

Excuses from the Dean of Students' office and the Infirmary should be presented to the faculty member no later than seven consecutive days following the student's return to campus or release from the infirmary. The student's failure to do this will result in the absence being recorded as unexcused. Even though excused absences are granted officially by the Absence Committee, Dean of Students, Dean of the College, and the Infirmary, each faculty member because of his professional relationship with the student should be prepared to assume as a part of his responsibility the decision on absences resulting from periodic emergencies such as oversleeping, tardiness, etc.



## UNEXCUSED ABSENCES (OVERCUTS)

### 1. Procedures

- A. The instructor should inform the student when she has taken all of her allowable unrestricted absences.
- B. At the first overcut, the faculty member should notify:
  - (1) the student and
  - (2) her adviser.
- C. The adviser should discuss the importance of regular class attendance with the student.

- D. At the second overcut, the faculty member should again notify:
- (1) the student and
  - (2) her adviser.

The second notification to the adviser should be accompanied by a written evaluation of the student's academic performance to date, including test grades, attitude in class, total absences (excused, unrestricted, and unexcused), as well as any objective observations which can be of help to the adviser.

In cases of excessive overcutting, the adviser may consult the Dean of the College for appropriate action.

- E. When a student's total absences (excused and unexcused) have exceeded 25% of the class meetings (see 6-B-(3)), the faculty member will notify the student and the Dean of the College that according to the teacher's records, the student will not receive credit for the course.

## 2. Penalties

Within the definition of academic freedom, each instructor will include in the calculation of the student's final grade a factor based upon class attendance in accordance with departmental guidelines.

Each instructor will inform each class of his specific expectations, regulations, and requirements at the beginning of the course.

## WORK MISSED DURING ABSENCE

All work missed during an excused absence must be made up during the two-week period immediately following the student's return to campus. Cases in which extenuating circumstances would seem to demand an extension of time should be cleared through the Dean of the College.

All work missed during an unexcused absence may be made up at the discretion of the teacher. Work which a student fails to make up will receive the grade of zero. Work which cannot be made up will receive no grade.

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



# ORGANIZATIONS

## The Order of the Circle

President

Marina Lynch

In the forty 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 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

Janie Parker

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

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

The Letter Club is the honorary athletic society. A girl becomes eligible for membership only if she is on a varsity team. New members 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 team. Sports emblems 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 dorm accumulating the greatest number of points during the year will be awarded a 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

Carla Renegar

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, serve for various school functions, and maintain order at all student body gatherings.

### Spiders

President

Katie Seawell

The "Spiders" are a secret club at St. Mary's. The club consists of sophomores and one senior known as Madam Spider. The one fact known about the Spiders is that they are "jivin' souls." The Spiders crawl four or five times a year and get new members.

### Vestry

Senior Warden

Betsy Durst

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, Cup Bearers, Lay Readers, and Acolytes. All committee heads are appointed at the beginning of spring 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.

### **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. The chairman is appointed at the end of the school year for the coming year.

### **Applause, Incorporated**

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

### **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.

### **Young Republican 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 Alumnae Director, is composed of students whose mothers or grandmothers attended St. Mary's. Officers are elected in the fall.

### **Intramural Program**

The Intramural Program at St. Mary's is based on the individual dormitories. Teams within a dorm play each other until there is a champion and then the various dorm champs play each other until there is one campus champ. Tournaments are played throughout the year in more than a dozen sports.

## St. Mary's Chorale

The St. Mary's Chorale performs on campus in concert and for special occasions. Programs include both sacred and secular music. Registration is held during orientation. 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 each semester after workshops and tryouts are held. An emphasis is placed on choreography, and this work is presented in assemblies, at Parents' Weekend and Spring Festival, and other performances.

## "Cold Cuts"

President

Valerie Van Pelt

"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, including washboards, maracas, bongos, sticks and the piano. These girls, dressed in overalls and bright colored shirts, play at fraternity houses, school functions, and Raleigh civic organizations.

## St. Mary's Ensemble

The St. Mary's Ensemble is a group of select singers which performs both on and off campus and for the regular chapel services. Programs include both sacred and secular music. Registration is held during orientation. One credit per semester will be received. Membership is under the approval of the directors.

## Gillie Callum

The Gillie Callum dancers perform the traditional dances of Scotland. Accompanied by bagpipe music, they perform on and off campus throughout the year. Workshops and tryouts are held at the beginning of each semester. A one hour credit for P.E. will be received.

## 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, jazz and modern dance. The group not only studies choreography and dance techniques, but also presents several assembly programs, performs during Parents' Weekend and Spring Festival, and participates in several master classes throughout the year.

## Sea Saints

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.

## Student Publications

Editor of <i>Handbook</i> .....	To be Appointed By SGA Officers
Editor of the <i>Muse</i> .....	Agnes Stevens
Editor of the <i>Belles</i> .....	Patti Drake and Coles Hines
Editor of <i>Stagecoach</i> .....	Becky Holmes

## Wildlife Club

The Wildlife Club is an informal group for all students interested in our campus birds and squirrels. The club meets to encourage knowledge of our wildlife. The members undertake to provide food and shelter for our resident animal population.

## HONORS

### 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 Colleges. 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

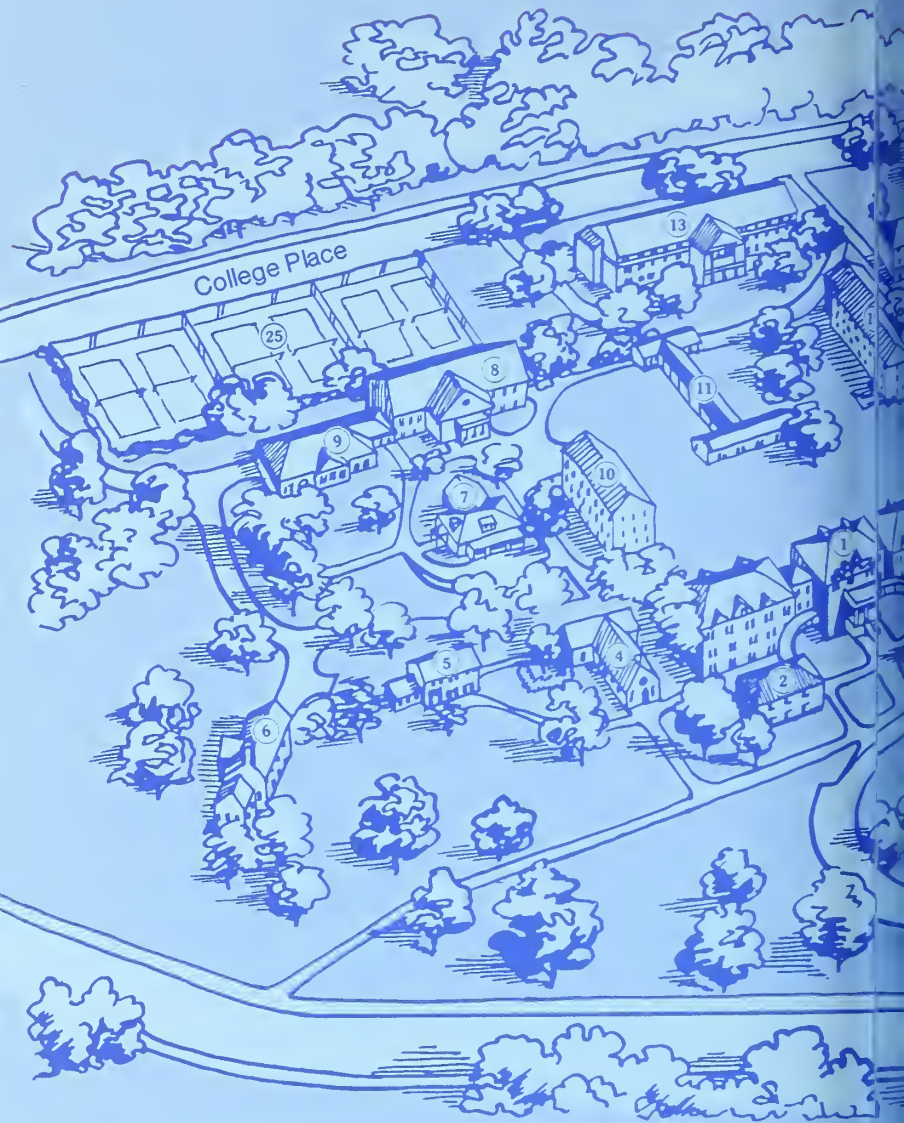
The High School Honor Society is chosen at the beginning of each year from the sophomore class. Chosen on the basis of her academic performance as a freshman, each girl must have maintained a 3.5 average during her freshman year. The purpose of the honor society is "to recognize and encourage scholarship, and to promote those qualities of character reflective of the best in St. Mary's history."

### 3. The Dean's List

A general award of merit open to college students is the Dean's List. This list is published at the end of each semester. A student must fulfill the following requirements to be on the Dean's List: (1) she must carry during the semester 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 Judicial Board of the Student Government Association.

### 4. The Honor Roll

The Honor Roll is a general award of merit open to high school students. A student must fulfill the following requirements to be listed on the Honor Roll: (1) she must carry a minimum of four academic courses; (2) she must attain a 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 Judicial Board of the Student Government Association.



ST. MARY'S  
COLLEGE



### KEY

1. Smedes Hall
2. West Rock Dormpry
3. East Rock
4. Chapel
5. Chaplain's Home
6. President's Home
7. 1903 Dormitory
8. Gymnasium
9. Pool



- |                           |                                |
|---------------------------|--------------------------------|
| 10. Holt Dormitory        | 19. Athletic Field             |
| 11. Music Building        | 20. Kenan Library              |
| 12. Penick Dormitory      | 21. Day Students' House        |
| 13. Cruikshank Dormitory  | 22. Ragland Classroom Building |
| 14. Cheshire Hall         | 23. Student Laundry            |
| 15. Language-Art Building | 24. Heating Plant              |
| 16. Pittman Auditorium    | 25. Tennis Courts              |
| 17. Student Center        |                                |
| 18. Infirmary             |                                |

## NEEDED ITEMS:

- Blankets and Pillows
- Bedspreads
- Washcloths
- Quilted mattress protector
- Tennis shoes
- Detergent
- Laundry basket or bag—or both
- Study lamp
- Alarm clock
- American Heritage Dictionary*

## SUGGESTED

- Backrest
- Radio
- Drinking cups or mugs
- Tennis racket & balls
- Wastepaper basket
- Record player
- Clothes hangers
- Heating pad
- Plastic bucket for toilet articles
- Lighted make-up mirror
- Sewing Kit
- Ash tray
- Soap dish
- Typewriter
- Extension cord (heavy duty)
- Fan
- Can Opener

## REQUIRED

- One flashlight to be used for fire drills

## THINGS NOT TO BRING

- Electric curlers without UL label
- Sun lamps
- Refrigerator—unless needed for medical reasons
- Electrical appliances except hair dryers and electric razor
- Expensive jewelry—Under no circumstances are 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.

(hint: Learn the School Hymn and the School Song)





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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.

## 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)*

## 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

## STUDENT INFORMATION DIRECTORY

- Absence Excuses**—Absence Committee, Mrs. Smith  
**Academic Advisers**—Guidance Director, Mrs. Bunch  
**Academic Regulations**—Dean of the College, Dr. Miller  
**Admissions**—Admissions Director  
**Alumnae Affairs**—Alumnae Director, Mrs. Rabon  
**Auditing a Class**—Instructor  
**Automobiles on Campus**—Dean of Students, Mrs. Jones  
**Campus Jobs for Students**—Financial Aid Director  
**Chapel Services**—Chaplain, Mr. Dillard  
**Class Changes (Drop/Add)**—Registrar, Mr. Johnson  
**Cooperating Raleigh Colleges**—Registrar, Mr. Johnson  
**Dormitory Regulations**—Dean of Students, Mrs. Jones  
**Educational Testing (SAT, etc.)**—Guidance Director, Mrs. Bunch  
**Examination Reschedule and Re-examination**—Registrar, Mr. Johnson  
**Exceptions to Graduation Requirements**—Dean of the College,  
Dr. Miller  
**Expenses**—Business Manager, Mr. Conrad  
**Financial Aid**—Financial Aid Director  
**Food Service**—Director of Food Services, Mr. Fitzpatrick  
**Grades**—Instructor  
**Guests Overnight**—Dean of Students, Mrs. Jones  
**Guidance, Career**—Guidance Director, Mrs. Bunch  
**Housing**—Housing Director, Miss Taylor  
**Incompletes**—Instructor or Registrar's Office, Mrs. Petway  
**Library**—Librarian, Mrs. Brown  
**Lost and Found**—Buildings and Grounds, Mrs. Whitaker  
**Mail**—Post Office, Mrs. Jordan  
**Medical Excuses**—Infirmary  
**Parking Stickers**—Business Office, Miss Vann  
**Physical Education Facilities**—Chairman of Physical Education,  
Miss Jones  
**Publicity**—College Relations Director, Mrs. Ross  
**Quality Point Ratio**—Registrar's Office, Mrs. Petway  
**Readmission**—Dean of the College, Dr. Miller  
**Registration**—Registrar, Mr. Johnson  
**Repairs and Maintenance**—Buildings and Grounds, Mrs. Whitaker  
**Room Changes**—Director of Housing, Miss Taylor  
**Scholarships**—Financial Aid Director  
**Social Privileges and Regulations**—Dean of Students, Mrs. Jones  
**Summer School at Another College**—Dean of the College, Dr. Miller  
**Telephones**—Switchboard, Mrs. Sorrell  
**Textbooks and Supplies**—Bookstore, Mrs. Jordan  
**Transcripts**—Registrar's Office  
**Tutors**—Chairman of department concerned  
**Weddings in St. Mary's Chapel**—Chaplain, Mr. Dillard

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