


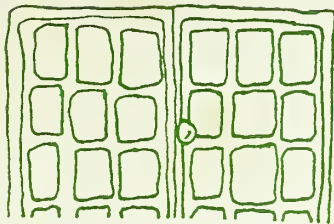


For Reference

Not to be taken from this room



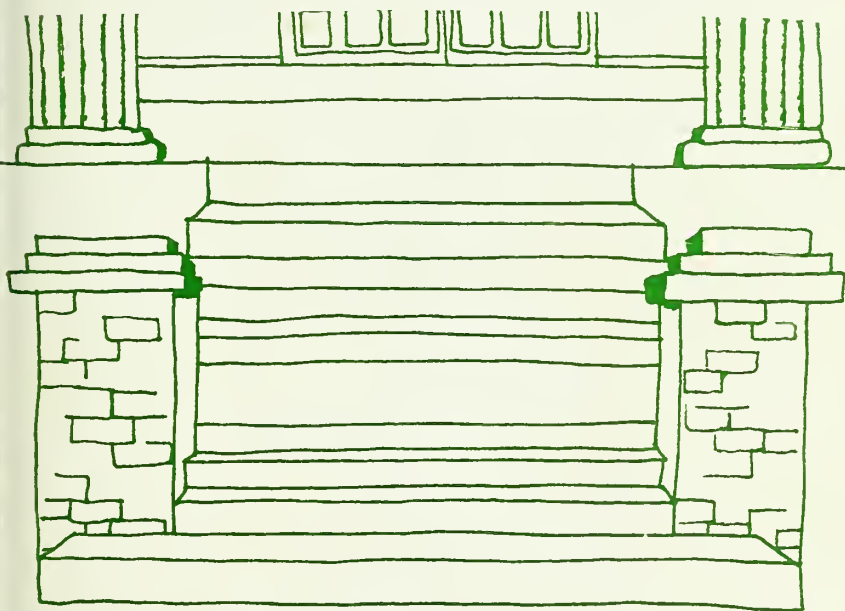
Digitized by the Internet Archive
in 2016 with funding from
North Carolina Digital Heritage Center



St. Mary's College

STUDENT HANDBOOK

1980-1981



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

(USPS 514-120)

Volume 69

Number 3

STUDENT HANDBOOK



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

Published four times a year in December, June, July, and September by St. Mary's College, Raleigh, N.C. 27611

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

Editor: Midge Leonard

Art Editor: Mary Hughes Boylan

St. Mary's College Library

Raleigh, N. C.

ST. MARY'S COLLEGE CALENDAR, 1980-1981 SESSION

1980

- August 19, Tuesday Faculty Orientation
- August 20, Wednesday Workshop for Senior Counselors
- August 21, Thursday Arrival of Freshmen,
All Sophomores, & Juniors
- August 22, Friday Orientation and Registration of Freshmen,
New Sophomores, & Juniors
- August 23, Saturday Classes begin for Freshmen and Sophomores
(Monday Schedule)
- August 24, Sunday Arrival of Seniors
- August 25, Monday Classes begin for Juniors and Seniors
- September 1, Monday Labor Day
- September 5, Friday Last day to add a class
- September 5, Friday Last day to remove grades of Incomplete
from previous semester
- September 19, Friday Last day to withdraw from a class
without penalty
- October 10, Friday Fall Holiday begins after classes
- October 10, Friday Mid-Semester Progress Reports due
- October 15, Wednesday Classes resume
- October 18, Saturday Classes for high school (Departmental)
- October 18, 19, Saturday, Sunday Thomas Wolfe Fest
- October 24, 25, Friday, Saturday Parents Weekend
- November 6-14, Thursday-Friday Pre-Registration Conferences
- November 20, Thursday Registration for Spring Semester
- November 22, Saturday Classes for high school (Departmental)
- November 25, Tuesday Thanksgiving Holiday begins after classes
- December 1, Monday Classes resume
- December 10, Wednesday Last day of classes
- December 11, 14, Thursday, Sunday Reading Days
- December 12-18, Friday-Thursday Examinations
- December 19-January 11 Christmas Holidays



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 6, Friday	Spring Holiday begins after classes
March 6, Friday	Mid-Semester Progress Reports due
March 16, Monday	Classes resume
March 21, Saturday	Classes for high school (Departmental)
April 2-9, Thursday-Thursday	Pre-Registration Conferences
April 14, Tuesday	Registration for Fall Semester, 1981
April 16, Thursday	Easter Holiday begins after classes
April 21, Tuesday	Classes resume
April 22, Wednesday	Academic Honors Convocation
April 24, Friday	Spring Festival
April 25, Saturday	Alumnae Day
May 6, Wednesday	Last day of classes
May 7, 10, Thursday, Sunday	Reading Days
May 8-14, Friday-Thursday	Examinations
May 15, Friday	Baccalaureate
May 16, Saturday	Commencement

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

SUMMER SESSION — 1981

June 1-July 3	Five-Week Session
June 15-July 3	Three-Week Session



Margaret McGlohon
President
Student Government Association



Kara Campbell
Vice President
Student Government Association



Boo Latimer
Vice President for Underclassmen
Student Government Association



Virginia Smith
Secretary
Student Government Association





Dede Perry
Chairman
Judicial Board



Gwyn Cooley
Vice Chairman
Judicial Board



Beth Turner
Chairman
Hall Council



Mary Grady Koonce
President
Day Students



Welcome!

I hope everyone is having a great summer and is as excited as I am about beginning a new school year. We are looking forward to seeing all the old girls again and meeting and getting to know all you new girls.

You new girls will come to realize, as did the old girls, just how special St. Mary's is from the first day you set foot on campus. There is a unique warmth and relaxed atmosphere filled with lasting friendships, making this place a "home away from home."

One thing that makes St. Mary's special is the Honor System. It is important that you realize your responsibility to trust others and to achieve your self-respect. Once you have accomplished this, in turn St. Mary's will be a better school, and our honor system will continue to be effective.

The other Student Government officers and I are looking forward to this year with great enthusiasm. Upon your arrival at St. Mary's, you are automatically a member of the Student Government Association; therefore, we hope you will become involved immediately. We want to hear your suggestions because this is your school and we are here to represent you. We cannot do it alone; we need your support.

We really are looking forward to seeing you soon! I hope the rest of your summer is great.

Sincerely,

Margaret McGlohon

Margaret McGlohon

President

Student Government Association

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. 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 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 the 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 non-petitionable campus from Tuesday to Sunday if the student misses required chapel.
6. To be excused from chapel, a student must apply to the chapel excuse committee, which is cleared by the senior warden. Forms are on each hall for this purpose.

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 the 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 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.

PLAGIARISM

Plagiarism is the using of other people's words, phrases, ideas, and opinions without giving proper credit. Plagiarism normally falls into the following categories:

1. Copying word for word another's writing without quotation marks and identification by footnote.
2. Paraphrasing from the source using the author's basic sentence structure with some words added, omitted, or changed.
3. Putting together a patchwork of phrases and words taken at random from one or more sources.
4. Using facts, ideas, or opinions, in your words or the author's, without giving the proper credit in standard form.

Standard form will be defined by the instructor for that discipline. If it is not defined, the student should use Turabian's *A Manual for Writers*, available in the bookstore, which covers all the widely accepted styles.

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

Offenses covered in #1 constitute a clear violation of the honor system. Such papers should receive a grade of no higher than F-60 for the academic violation and should automatically be referred to the Judicial Board for consideration of the honor violation.

Offenses of #2, #3, #4 are of a serious academic nature and the disposition of such cases, including referral to the Judicial Board, should lie within the discretion of the instructor involved. It is recommended that the plagiarized paper be given a grade of no higher than F-60 and the student be given the option of rewriting the paper. If the student elects to rewrite the paper, the final grade should represent the average of the two grades.

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

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 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 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.

1980-1981 Head Counselors:

East Smedes — Coles Hines

West Smedes — Bonny Harris

Cruikshank — Porter Page

Holt — Julie Greenbaum

Penick — Linda Branscome

West Rock & 1903 — Karen Apostolou

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: 1:15 a.m. Sunday-Thursday, 1:45 a.m. Friday and Saturday
Seniors: 1:15 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.
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.
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.
5. Seniors with a cumulative quality point average of at least 2.0 and parental permission may receive SDH for Thursday nights.

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	9 Overnights
Sophomores	12 Overnights	12 Overnights

- 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 second semester. Sophomores with a Quality Point Ratio of at least 2.5 may have 14 overnights second semester.
- c. On the night of the Freshmen-Sophomore Dance, boarders are given one free overnight with Day Students, but may not stay in or attend parties in a hotel or motel room. Sophomores have two other free overnights with Day Students.
- d. 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 Sunday. Resident students from Raleigh may not take parent's nights.

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

COLLEGE STUDENTS

Day Permission

Sunday-Thursday:

- Seniors — until 1:00 a.m.
 - Juniors — until 1:00 a.m.
- every weeknight allowed to date.

Friday-Saturday:

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

Night Permission

Sunday-Thursday:

- Seniors — until 1:00 a.m.
- Juniors — 3 nights per week until 1:00 a.m.

Friday-Saturday:

- Seniors — until 1:30 a.m.
- Juniors — until 1:30 a.m., unless self-determining hours have been granted by parents to begin after Fall Break

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** — Juniors, Seniors, Counselors, SGA Officers — unlimited overnights.
 - a. Seniors may take overnights Friday through Sunday night curfew (1:00 a.m.).



- b. Juniors may take overnights Friday through Sunday (1:00 a.m.).
- 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. A signed statement saying that the campus has been made up must be given to the Day Students' President at the end of the 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 must be registered in the Business Office. Day Students may park in the student parking area behind the library.
- F. Day Students may spend any night in a dormitory. They must register in the guest book of the dorm in which they are staying. Day Students must follow all rules which apply to their hostesses, including attending required Chapel services. If a Day Student breaks her hostess's rules, she is subject to the same penalty as her hostess. 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.
 5. The Day Student House and the parking area behind the house are considered back campus, hence NO DATES are allowed!
 6. The Day Student House is open from approximately 7:30 a.m. to 6:00 p.m. Monday-Friday. The house will only be opened in extreme emergencies other than these times.
- H. Parents may get in touch with their daughters at the Day Student House (828-2521, ext. 284 or 285) 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, 828-2528.
- 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 approve 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

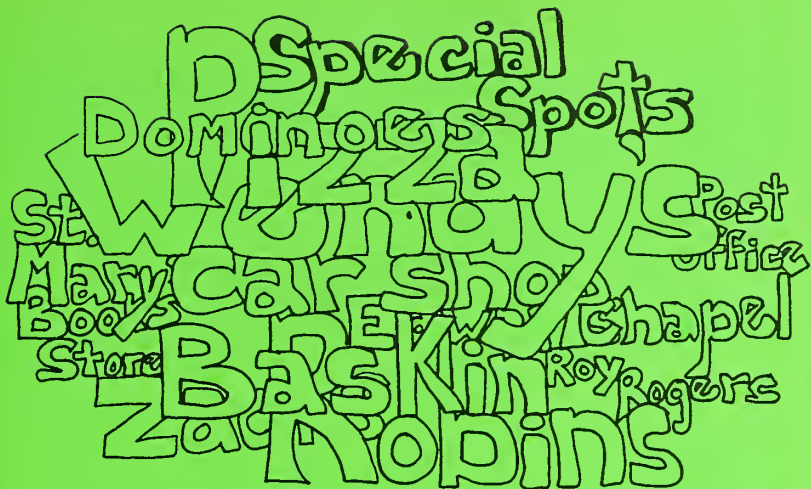
1. All students are to attend assembly at 10:00 a.m. on Mondays and any other announced assemblies.
2. When attending assembly or chapel, students should leave mail, papers, and books outside. Students must sit in assigned seats for assembly.
3. Three cuts each semester will be permitted after which 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.-3:30 p.m.
2. All books and college supplies may be purchased at the store.
3. The Check Cashing Window will be open from 8-3:30.
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, 8:00 a.m.-3:30 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 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.

G. Infirmary

1. The College Physician is at the Infirmary on Mondays, Wednesdays, and Fridays from 7:30 a.m. to 8:30 a.m.
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 in an emergency.
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.

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 weekends 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.



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 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.

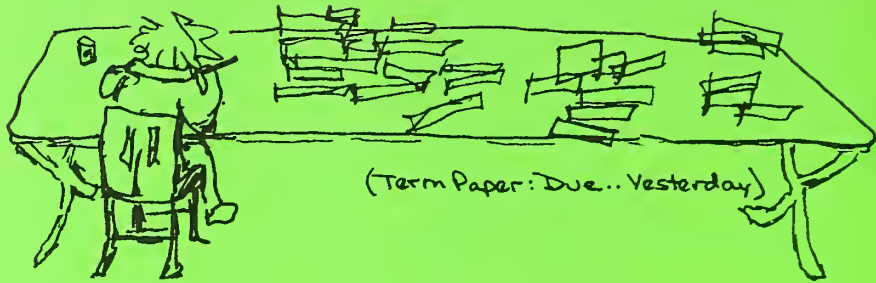
12. In order to keep the book collection, periodicals, and furniture in the best condition possible, **FOOD AND DRINKS ARE NOT TO BE BROUGHT INTO THE LIBRARY EXCEPT FOR SPECIAL EVENTS CLEARED WITH THE LIBRARIAN.** These rules apply to both levels of the library and include Room 25, Room C, and the Smoking 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 loan form must be obtained from a librarian **each** time you wish to borrow books from one of these libraries. Borrowing privileges are restricted to items not held by St. Mary's, and no more than five items may be checked out at any one time.
 - a. The lending library also reserves the right to refuse borrowing and building use to any individual who violates the regulations of that library.
 - b. The home library will deny the CRC library borrowing privileges to any prospective borrower with a delinquent record in his/her home library.
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; not 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 236.

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 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. There are also work-study programs available.

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.—1:00 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.—1:00 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 are available. The services are implemented by means of vertical files, audio visual materials, reference books, study abroad programs and summer programs. A good collection on 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 when demand is sufficient.

2. ACADEMIC ADVISING

High School students are advised by their assigned faculty adviser. 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. Student 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 the class even if they are absent.

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 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.

C. No student may receive more than the following number of unrestricted class absences per semester which represents 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-C), 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.

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 in this club, "a student shall be of good moral character, shall possess recognized qualities of citizenship, and shall have established academic excellence as judged by the faculty." 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.

ORGANIZATIONS

The Order of the Circle

President

Ruth E. Perry

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

Millice Rogers

The Beacon is the honorary organization within the high school department which seeks to promote 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.

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.

Athletics

Athletic competition is provided in a variety of sports both at the high school and college level. Teams include tennis, swimming and diving, golf, and basketball. Soccer is also offered for high school students.

Extramural teams are sponsored in volleyball and softball.

Marshals

Chief Marshal

Grace Brown

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

Sallie Harris

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

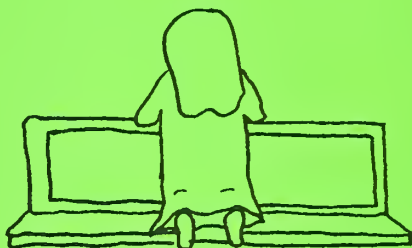
Byrd Britt

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, advised 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 involves competition between dormitories. Teams within a dorm play each other until there is a champion and then various dorm champs play each other until there is one campus champ. Tournaments are held 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.

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.

"Cold Cuts"

President

Seroba Aiken

The "Cold Cuts" are 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.

Gillie Callum

President

Marcia Currin

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

President

Anne Gregory

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.

Caperettes

President

Leslye 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 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.

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.

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 work to provide food and shelter for our resident animal population.

Student Publications

Editor of *Handbook* To Be Appointed By SGA Officers
Editor of the *Muse* Karen Apostolou
Editor of the *Belles* Anna Tate
Editor of *Stagecoach* Linda Branscomb

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

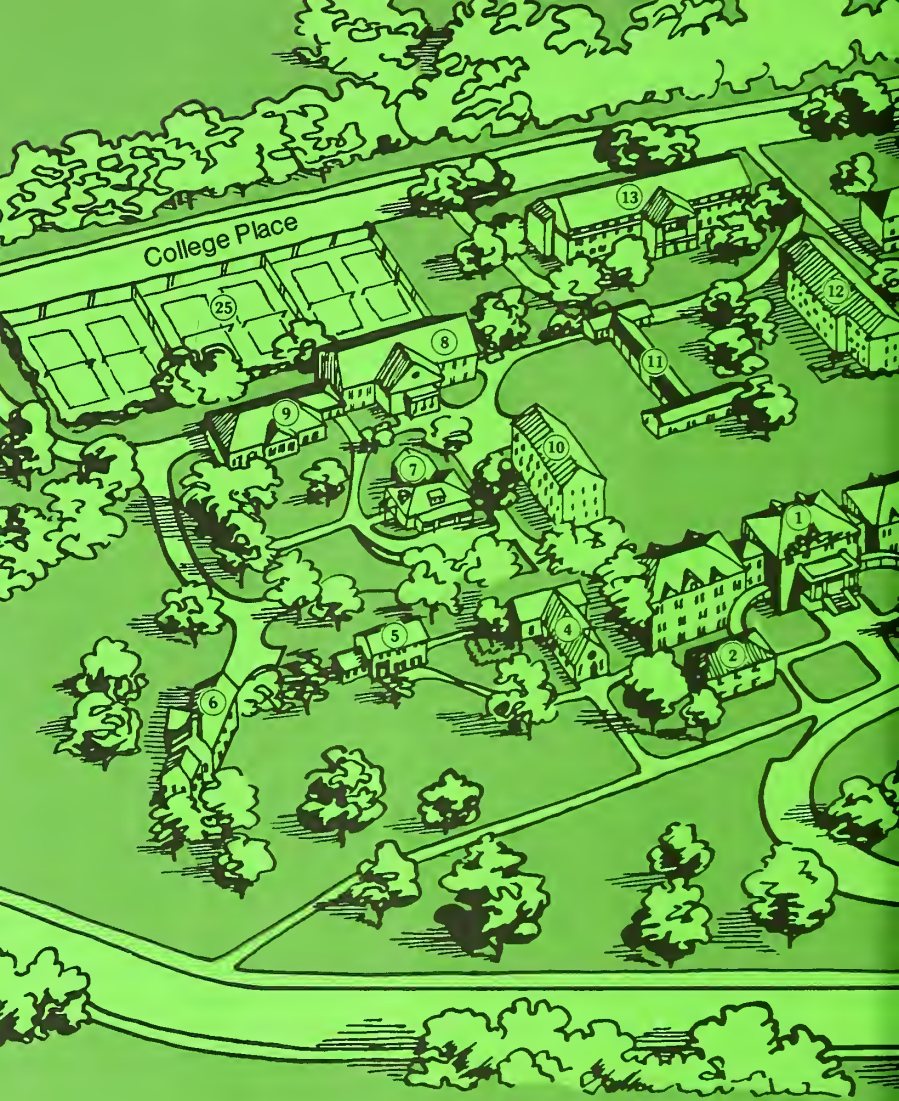
- Electric curlers without UL label
- Sun lamps
- Refrigerator—unless needed for medical reasons
- Electrical appliances except hair dryers and electric razor
- Expensive jewelry—Under no circumstances are students to bring expensive jewelry—only costume jewelry. The College cannot be responsible for the safety of valuable jewelry.

IMPORTANT:

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

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





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 | 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 | |

INDEX

Absences, Class	34
Academic Advising	33
Academic Regulations	33
Acolytes	40
Altar Guild	40
Anthem	49
Athletics	39
Beacon	38
Big Sisters	8
Bookstore	25
Bulletin Boards	23
Calendar	2
Campuses (confined to campus)	15
Caperettes	42
Cars	23
Chapel	9
Chorale	41
The Circle	38
Cold Cuts	41
Counselors	14
Dances, On-Campus	8
Dates, Town	18, 20
Day Permission	18, 20
Day Students	21
Dean's List	38
Delayed Return	19, 20
Dining Room	31
Dorm Council	14
Dormitory Regulations	16
Dramatics Club	40
Dress Regulations	24
Drinking and Drugs	23
Electric Appliances	17
Ensemble	41
Expulsion	15
General Campus Regulations	16
Gillie Callum Dancers	42
Granddaughter's Club	41
Guests—Overnight	16
Guidance and Counseling Service	33
Gym	29
Hall Council	14
Head Counselors	15
Honor Code	12
Honor Offenses	11
Honor Roll	38
Honor Societies	37

Honor System	10
Infirmary	26
Judicial Board	13
Kitchens	26
Laundry	31
Legislative Body	13
Letter Club	39
Letter from S.G.A. President	6
Library	28
Lost and Found	31
Marshals	39
Meals	31
Necessities and Miscellaneous	43
Nights Off Hall	16
Office Hours—Dean of Students	32
Officers, Student Government Association	4
Orchesis	42
Organizations	38
Overdue Books—Library	28
Overnight Permission Slips	19
Parental Permission	20
Post Office	25
Probation	15
Publications	42
Quiet Hours	16
Room Regulations	16
School Hymn	49
School Jobs	31
School Song	1
Sea Saints	42
Signing Out	19, 20
Smoking	23
Snack Bar	26
The Spiders	39
Student Government Councils	13
Student Union, Use of	26
Sun Bathing Regulations	26
Suspension	15
Swimming	30
Switchboard	24
Telephone Regulations	24
Tennis Courts	30
Traditions and Customs	7
Underclassmen—Off-Campus Regulations	18
Upperclassmen—Off-Campus Regulations	20
Vestry	39
Weekend Absences, Quota	19, 20
Wildlife Club	42
Young Democrats Club	40
Young Republicans Club	40

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

SCHOOL HYMN

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

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

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

We change, but Thou 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, 1980 (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 by
CATHERINE G. BARNHART

Arranged by
MICHAEL CARMEN BULLEY
January 17, 1972

St. Mary's College

Raleigh, N.C. 27611

2nd Class Postage
PAID
At Raleigh, N. C.

St. Mary's College

STUDENT HANDBOOK
1981-1982



1981-1982

DORMITORY DIRECTORY

Smedes	East:	1st	248
		2nd	249
		3rd	250
	Middle:	2nd	251
		3rd	252
	West:	1st	255
		2nd	256
		3rd	257
		Date Phone	253
		Hostess Phone	254
	Mrs. Selph (First)	247	
	Mrs. Deese (Second)	323	
	Mrs. Shinn (Third)	324	
West Rock	1st	282	
	2nd	283	
1903 Building		320	
Holt	1st	269	
	2nd	270	
	3rd	271	
	Mrs. Jackie Johnson	268	
Cruikshank	1st	277	
	2nd	280	
	3rd	281	
	Parlor	279	
	Resident Counselor	278	
Penick	1st	259	
	2nd	260	
	3rd	261	
	Mrs. Pearl Johnson	258	
Day Student House		284, 285	

ST. MARY'S COLLEGE

(USPS 514-120)

Volume 70

Number 2

STUDENT HANDBOOK



*Published four times a year in December, June, July, and September by
St. Mary's College, Raleigh, N.C. 27611*

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

Editor: Jennifer Collins

Art Editor: Pip Johnson

Committee: Ann Maynard, Ashley Richardson, Laura Pattishall, Patti
Drake, Carolyn Green, Tricia Moss, Gray Fagan, Jocelyn
Davis

ST. MARY'S COLLEGE CALENDAR, 1981-82 SESSION

1981

August 28, Friday Faculty Orientation
August 29, Saturday Workshop for Senior Counselors
August 30, Sunday Arrival of Freshmen, New Sophomores, & New Juniors
August 31, Monday Orientation and Registration of Freshmen, New Sophomores, & New Juniors
August 31, Monday Arrival of All Returning Students
September 1, Tuesday Classes Begin
September 12, Saturday	Classes for high school (Monday Schedule)
September 14, Monday Last day to add a class
September 14, Monday	... Last day to remove grades of Incomplete from previous semester
September 28, Monday Last day to withdraw from a class without penalty
October 15, Thursday Fall Break begins after classes
October 15, Thursday Mid-Semester Progress Reports Due
October 19, Monday Classes Resume
October 23, 24, 25, Friday, Saturday, Sunday	.. Thomas Wolfe Fest
October 24, Saturday Classes for high school (Departmental)
October 30, 31, Friday, Saturday Parents Weekend
November 5-13, Thursday-Friday Pre-Registration Conferences
November 14, Saturday Classes for high school (Departmental)
November 18, Wednesday Registration for Spring Semester
November 24, Tuesday	... Thanksgiving Holiday begins after classes
November 30, Monday Classes Resume
December 11, Friday Last day of classes
December 12, 13, Saturday, Sunday Reading Days
December 14-19, Monday-Saturday Examination
December 14-19, Monday-Saturday Examinations
December 20-January 10 Christmas Holidays

All dorms will close at 6:30 on the last day of exams.

1982

January 11, Monday	First Day of Classes, Second Semester
January 16, Saturday	Classes for high school (Departmental)
January 22, Friday	Last day to add a class
January 22, Friday	Last day to remove grades of Incomplete from previous semester
February 5, Friday	Last day to withdraw from a class without penalty
February 6, 7, Saturday, Sunday	Father-Daughter Weekend
February 20, Saturday	Classes for high school (Departmental)
March 5, Friday	Spring Holiday begins after classes
March 5, Friday	Mid-Semester Progress Reports Due
March 15, Monday	Classes Resume
March 20, Saturday	Classes for high school (Departmental)
March 24, Wednesday	Faculty/Student Field Day
March 25-April 2, Thursday-Friday	..	Pre-Registration Conferences
April 7, Wednesday	Registration for Fall Semester, 1982
April 8, Thursday	Easter Holiday begins after classes
April 13, Tuesday	Classes Resume
April 21, Wednesday	Academic Honors Convocation
April 23, Friday	Spring Festival
April 24, Saturday	Alumnae Day
May 5, Wednesday	Last day of classes
May 6, 9, Thursday, Sunday	Reading Days
May 7-13, Friday-Thursday	Examinations
May 14, Friday	Baccalaureate
May 15, Saturday	Commencement

All dorms will close on Saturday after Commencement

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

SUMMER SESSION — 1982

May 31-July 2	Five-Week Session
June 14-July 2	Three-Week Session



Nan Wilkinson
President
Student Government Association



Sarah Rice
Vice President
Student Government Association



Jocelyn Davis
Vice President for Underclassmen
Student Government Association



Tali Debnam
Secretary
Student Government Association





Jean Schaefer
Chairman
Judicial Board



Helen Howey
Vice Chairman
Judicial Board



Virginia Holland
Chairman
Hall Council



Britt Vice
President
Day Students



Welcome!

I hope everyone is enjoying her summer and looking forward to the coming school year as much as I am. We in the SGA are really excited about seeing the old girls again and getting to know the new ones.

You only have to be at St. Mary's a short time to realize how special it is. Like those who have gone before you, you will discover a warmth and openness, a pride and spirit that are irresistible. In no time you will feel right at home.

You will soon learn that the Honor System is a strong and effective force on campus. Each girl must note that her responsibility to that system is grave. In respecting the rules and regulations of our school you will learn personal discipline and self-esteem. Once you understand your responsibility to the system, you will appreciate the ultimate freedom it affords.

Student Government membership is automatic—when you enroll you become a member. I hope you will give full support to its officers because we cannot work alone. This is your school and we want to work with you to make it a good institution. Help us to achieve that, and to achieve 'the best year ever!'

Once again—welcome—and we look forward to seeing you in the fall.

Sincerely,

A handwritten signature in cursive script that reads "Nan Wilkinson".

Nan Wilkinson
President
Student Government Association

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. 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 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 the 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 Baptism, 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 non-petitionable campus from Tuesday to Sunday if the student misses required chapel.
6. To be excused from chapel, a student must apply to the chapel excuse committee, which is cleared by the senior warden. Forms are on each hall for this purpose.

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 of 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 the 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 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.

PLAGIARISM

Plagiarism is the using of other people's words, phrases, ideas, and opinions without giving proper credit. Plagiarism normally falls into the following categories:

1. Copying word for word another's writing without quotation marks and identification by footnote.
2. Paraphrasing from the source using the author's basic sentence structure with some words added, omitted, or changed.
3. Putting together a patchwork of phrases and words taken at random from one or more sources.

4. Using facts, ideas, or opinions, in your words or the author's, without giving the proper credit in standard form.

Standard form will be defined by the instructor for that discipline. If it is not defined, the student should use Turabian's *A Manual for Writers*, available in the bookstore, which covers all the widely accepted styles.

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

Offenses covered in #1 constitute a clear violation of the honor system. Such papers should receive a grade of no higher than F-60 for the academic violation and should automatically be referred to the Judicial Board for consideration of the honor violation.

Offenses of #2, #3, #4 are of a serious academic nature and the disposition of such cases, including referral to the Judicial Board, should lie within the discretion of the instructor involved. It is recommended that the plagiarized paper be given a grade of no higher than F-60 and the student be given the option of rewriting the paper. If the student elects to rewrite the paper, the final grade should represent the average of the two grades.

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

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, 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 which reflects negatively upon the college or impedes the academic process.

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
 - i. illegal entry into a building
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 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 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 allows each girl a 5-minute grace period (which is not to exceed 20-minutes of an accumulated tardiness per semester).

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 mother 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.

1981-1982 Head Counselors:

East Smedes—Ginger Burnette

West Smedes—Jan Stoughton

Cruikshank—Laura Pattishell

Holt—Terry Gardner

Penik—Catherine Mayo

West Rock & 1903—Sally Brown



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. Girls are not allowed on campus unless with permission from the President or Dean of Students during suspension or when expelled.
6. Girls are not allowed on campus unless with permission from the President or Dean of Students during suspension or when expelled.

CAMPUS REGULATIONS

1. 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: 11:30 p.m. Sunday-Thursday, 12:15 a.m. Friday and Saturday
Sophomores: 12:30 a.m. Sunday-Thursday, 12:45 a.m. Friday and Saturday
Juniors: 1:15 a.m. Sunday-Thursday, 1:45 a.m. Friday and Saturday
Seniors: 1:15 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 Security Guard or a Resident Counselor. The student must show her student ID card before signing in at the Security Guard's office. Students with SDH must sign in at the office also.
5. Students may spend any night in another room on campus provided they sign out with the counselors concerned.
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.
8. The college reserves the right to check all dormitory rooms.
9. Students may have **one** refrigerator (not to exceed 4 cubic feet) per room.

C. Curfews

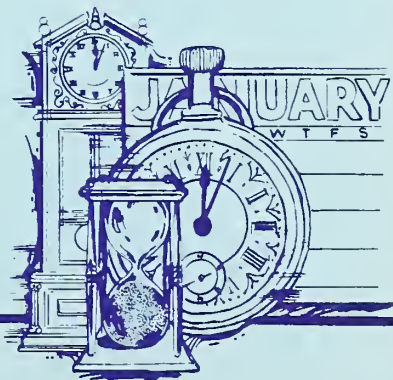
1. Anyone who is over 5 minutes late automatically goes to Dorm Council and has her case reviewed.
2. Anyone who is over 1 hour late must go before Judicial Board.
3. Students may sign out for dates until their curfew. If at any time a student realizes that she will be late in returning, she must call 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 security 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 security office.
5. Seniors with a cumulative quality point average of at least 2.0 and parental permission may receive SDH for Thursday nights.

E. General Overnight Regulations

1. Unused overnights may be carried over and used second semester.
2. Each student is personally responsible for keeping a record of her overnights 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

FRESHMEN AND SOPHOMORES



Freshmen

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

After Fall Break:

One night per week
7:30 p.m.-10:30 p.m.

Friday-Saturday:

Curfew: Midnight

Sophomores

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

One night per week:

7:30 p.m.-11:30 p.m.

Sophomores with a 3.0 or
better may have two nights
per week.

Friday-Saturday:

Curfew: 12:30 a.m.

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 (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	10 overnights	10 Overnights
Sophomores	12 Overnights	12 Overnights

- a. Overnights may be taken Friday after classes through Sunday until 10:30 p.m. for Freshmen and 11:30 p.m. for Sophomores.
- b. Freshmen with a Quality Point Ratio of at least 2.5 may have 11 overnights second semester. Sophomores with a Quality Point Ratio of at least 2.5 may have 14 overnights second semester.
- c. On the night of the Freshmen-Sophomore Dance, boarders are given one free overnight with Day Students, but may not stay in or attend parties in a hotel or motel room. Sophomores have two other free overnights with Day Students.
- d. 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 Sunday. Resident students from Raleigh may not take parent's nights.
- e. High School students must have special written parental permission for each occasion to:
 - i. Stay in any hotel or motel
 - ii. Attend beach parties

COLLEGE STUDENTS

Day Permission

Sunday-Thursday:

Seniors—until 1:00 a.m.

Juniors—until 1:00 a.m.

every weeknight allowed to date.

Friday-Saturday:

Seniors—until 1:30 a.m.

Juniors—until 1:30 a.m.

Night Permission

Sunday-Thursday:

Seniors—until 1:00 a.m.

Juniors—3 nights per week
until 1:00 a.m.

Friday-Saturday:

Seniors—until 1:30 a.m.

Juniors—until 1:30 a.m.

unless self-determining hours
have been granted by parents
to begin after Fall Break

- 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**—Juniors, Seniors, Counselors, SGA Officers—unlimited overnights.
 - a. Seniors may take overnights Friday through Sunday night curfew (1:00 a.m.).
 - b. Juniors may take overnights Friday through Sunday (1:00 a.m.).



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 8:00 a.m. to 4:00 p.m. Monday-Friday. A signed statement saying that the campus has been made up must be given to the Day Students' President at the end of the 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 must be registered in the Business Office. Day Students may park in the student parking area behind the library.

- F. Day Students may spend any night in a dormitory. They must register in the guest book of the dorm in which they are staying. Day Students must follow all rules which apply to their hostesses, including attending required Chapel services. If a Day Student breaks her hostess's rules, she is subject to the same penalty as her hostess. 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.
 5. The Day Student House and the parking area behind the house are considered back campus, hence **NO DATES** are allowed!
 6. The Day Student House is open from approximately 7:30 a.m. to 6:00 p.m. Monday-Friday. The house will only be opened in extreme emergencies other than these times.
- H. Parents may get in touch with their daughters at the Day Student House (828-2521, ext. 284 or 285) 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 a.m. service on Sunday mornings.

GENERAL REGULATIONS

- A. St. Mary's students are expected to **OBSERVE THE LAWS OF THE STATE OF NORTH CAROLINA.**
- 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 (828-2528).
- 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.
 2. Students may not smoke in the infirmary, gym, library or in any classroom or laboratory.

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, mail, papers, and food are not permitted inside. Students must sit in assigned seats for assembly.
3. Absolutely no cuts will be permitted. A campus of three days will be given after the student's 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.
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 approve off-campus parking of cars for resident students, and the College cannot in any way be responsible for or make any effort to control the situation.



SPECIAL SPOTS

A. Bookstore

1. Hours: Monday-Friday, 8:00 a.m.-3:30 p.m.
2. All books and college supplies may be purchased at the store.
3. The Check Cashing Window will be open from 8-3:30.
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, 8:00 a.m.-3:30 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.

NOTE: All books purchased in the bookstore may be returned before the last day of drop-add period.

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.

G. Infirmary

1. The College Physician is at the Infirmary on Mondays, Wednesday, and Fridays from 7:30 a.m. to 8:30 a.m.
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 in an emergency.
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.

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 weekends 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.



H. Library

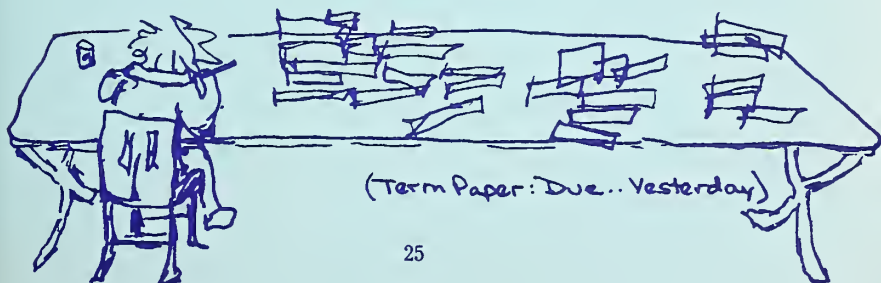
1. Hours

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 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 in the library by 10:30 a.m. Saturday. On Saturdays, reserve books may be checked out for overnight use after 4:30 p.m. and are due back in the library by 1:15 p.m. Sunday afternoon. Some items such as issues of periodicals and reference books that are placed on reserve must be used only in the library. These regulations are made to insure all students access to assigned reading made by instructors in the reserve materials. Fines on these items are 25c per hour or any part of an hour.
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. Regular library books—10c per day
Reserve books—25c per hour or any part thereof
If the fine on an overdue library book is paid at the **SAME TIME** the book is returned to the circulation desk, the fine will be **REDUCED BY 50%**.
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. The fine on overdue library material will be reduced by 50% if the fine is paid **AT THE SAME TIME THE MATERIAL IS RETURNED**. The fine must be paid to a library staff member or student assistant. Due to the cost of replacing a lost book, no reduction can be

made on lost book charges. 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. This applies to both first and second semesters. (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 upstairs Study.
13. In order to prevent fire hazards, and to ensure the safety of the library collection and of the people who use it, SMOKING IS NOT PERMITTED IN THE LIBRARY.
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 loan form must be obtained from a librarian **each** time you wish to borrow books from one of these libraries. Borrowing privileges are restricted to items not held by St. Mary's, and no more than five items may be checked out at any one time.
 - a. The lending library also reserves the right to refuse borrowing and building use to any individual who violates the regulations of that library.
 - b. The home library will deny the CRC library borrowing privileges to any prospective borrower with a delinquent record in his/her home library.
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; not 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 \$2.00.
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 236.

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 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. There are also work-study programs available.



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

8:00 a.m.—Noon
1:00 p.m.—4:30 p.m.

OFFICE HOURS OF THE HOUSING OFFICE

1:00 p.m.—4:30 p.m.

OFFICE HOURS OF THE HOSTESS ON DUTY

MONDAY THROUGH THURSDAY

4:30 p.m.—1:00 a.m.

FRIDAY

4:30 p.m.—1:30 a.m.

SATURDAY

10:30 a.m.—1:30 a.m.

SUNDAY

1:30 p.m.—1:00 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

THE GUIDANCE CENTER

The purpose of the counseling center is to assist the student in making the most of her opportunities for academic and vocational development while at St. Mary's. Counseling is available in the areas of testing, test registration, academic planning, vocational choices, transfer programs and internships. Assistance with study skills and reading programs are available. The services are implemented by means of vertical files, audio visual materials, reference books, study abroad programs and summer programs. A good collection on 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. The counseling center is open from 8:30 a.m.- 4:30 p.m. Monday through Friday.

ACADEMIC ADVISING

The advising system is administered through the guidance office. All students are assigned a faculty advisor. Returning students are given the opportunity to request a specific advisor as soon as the reservation fee has been paid; however, if no preference is given, a faculty advisor is assigned to assist in the student's academic planning. The advisor 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 advisors for assistance in any area of campus life. Advisors refer students to those qualified to help them in other matters, but the final responsibility for meeting all academic requirements for a selected program rests with the individual student. All programs of study are subject to the approval of the advisor 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 average, 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 the class even if they are absent.

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 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.

C. No student may receive more than the following number of unrestricted class absences per semester which represents 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.



ABSENCES REQUESTED BY PARENTS

Absences requested by parents for vacations, foreign travel, service as a legislative page, etc. must be reported to the Dean of Students prior to the absence. Parents should submit a detailed request which will be circulated by the student to her advisor and instructors. The request, as well as faculty comments and recommendation will be forwarded to the parents. Although such absences will not result in specific academic penalties, they are believed to be detrimental to the student's academic progress and are, therefore, discouraged. The burden of making up work missed during such absences is the sole responsibility of the student and her parents.

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 interviews, 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-C), 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 as 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.

QUALITY POINT AVERAGE

In courses carrying academic credit, quality points are awarded as follows in accordance with the value 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
- F - 0 quality points per semester hour
- WF - 0 quality points per semester hour
- NC - 0 quality points per semester hour

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

Grades of "F", "WF", and "NC" because of overcutting are included in computing the quality point average.

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, although exams are taken each semester. No student is excused from examinations; an examination that is missed because of illness may 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 Registrar. 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.

REGISTRATION PROCEDURES

Registration Period. Near the end of each semester, after consultation with their advisers, students register for the subsequent semester. New students must register during the stated registration period at the beginning of each semester.

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

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

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 permission of her adviser and the Registrar, withdraw from the course.

The record will show "withdrawal" with the appropriate grade in accordance with the student's performance to the date of withdrawal.

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 adviser and the Registrar. In this case, hours attempted are averaged into her quality point average and "Withdrawal Failing" is recorded on her permanent record.

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 Registrar upon the written recommendation of the student's physician. The record will show "Withdrawal" with the appropriate grade in accordance with the student's performance to the date of withdrawal.

TRANSCRIPTS

When a student applies to another College or University, she must request that a transcript of her St. Mary's record be sent to the college or university she is applying to. In order to do this, the student must fill out a Request Form. High school students fill out a green form in the Guidance Office and college students fill out a white form in the Registrar's Office. The first transcript that the student requests is sent free. There is a charge of \$2.00 for each additional transcript that is sent. When the student has decided on the college or university that she plans to attend, she must request that a final transcript be sent.

SPECIAL PROGRAMS

The following programs are offered to St. Mary's students. For more information contact the REGISTRAR.

Advanced Placement, Summer School, Internships, Cooperating College Programs, and Independent Study Programs.

HONORS

1. Phi Theta Kappa

Outstanding academic achievements 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 in this club, "a student shall be of good moral character, shall possess recognized qualities of citizenship, and shall have established academic excellence as judged by the faculty." 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 average 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

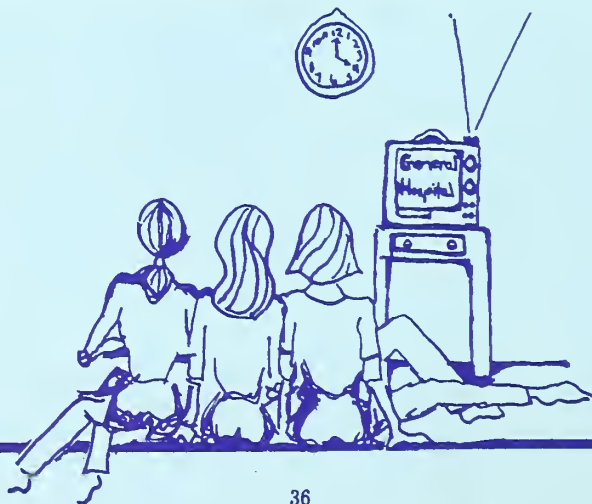
The Honor Roll is a general award of merit open to high school students. A student must fulfill the following requirements to be listed on the Honor Roll: (1) she must carry a minimum of four academic courses; (2) she must attain a quality point average of 3.00 (B) or better in courses taken for credit;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

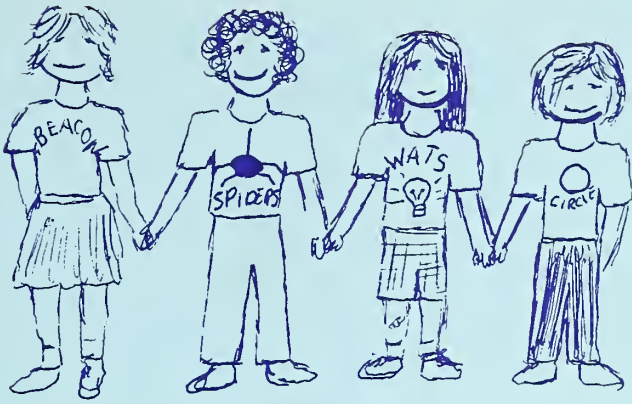
5. The Société Honoraire de Français

The Société Honoraire de Français is a national honor society for high school students of French. Founded in 1949, the society now has over 700 active chapters in the United States, Puerto Rico and Canada.

The aims of the organization are to promote higher standards of scholarship, to reward high scholastic attainment, and to encourage an understanding of French culture and civilization.

Candidates must have a 3.5 average in French and a 3.0 average in all other subjects for the preceding three semesters at St. Mary's.





ORGANIZATIONS

The Order of the Circle

President

President

Frances Marcus

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.



"WATS"

President

Donna Spurrier

"We Are The Spirit," the WATS are a group consisting of seniors promoting school spirit. From cheers before basketball games and tennis matches to the late night club walks, the WATS goal is to promote a stronger bond of spirit with the school.

The Beacon

President

Anne Cobb

The Beacon is the honorary organization within the high school department which seeks to promote 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.

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.

Athletics

Athletic competition is provided in a variety of sports both at the high school and college level. Teams include tennis, swimming and diving, golf, and basketball. Soccer is also offered for high school students.

Extramural teams are sponsored in volleyball and softball.

Marshals

Chief Marshal

Hamer Dillard

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.



President

Spiders

Perry Vann

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

Mary Doris Dial

Junior Warden

Beth Simpson

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.

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

Chairman

Suiter Whitehead

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

Gina Ellis

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 the politics from the viewpoint of the Democratic party. Anyone is eligible to join. The officers are to be elected in the fall.

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, advised 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 involves competition between dormitories. Teams within a dorm play each other until there is a champion and then various dorm champs play each other until there is one campus champ. Tournaments are held 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.

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.

"Cold Cuts"

President

Barrett Sloan

The "Cold Cuts" are 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.

Gillie Callum

President

Virginia Holland

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

President

Anne Gregory

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.

Caperettes

President

Karen Wheeler

Caperettes is the tap dance group for those who have advanced skills in this area. The members are chosen from the entire student body at the beginning of 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.

Sea Saints

President

Melanie Hardy

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.

Masquers Mime Company

The Masquers Mime is a small troupe which performs mime and teaches workshops both on campus and throughout the area.

Saint Genesis

St. Genesis is the honorary society of the drama department.

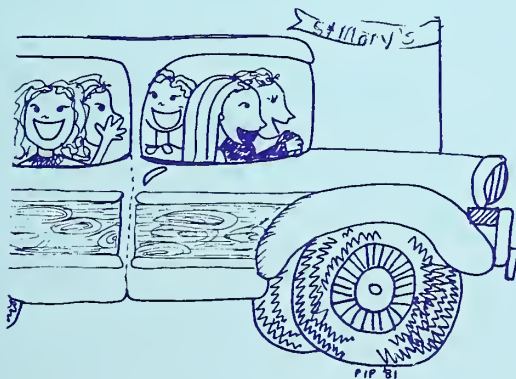
Foreign Language Club

The Foreign Language Club offers students an opportunity to meet people from other countries and to learn about different cultures.

Student Publications

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

To Be Appointed By SGA Officers
Ashlyn Martin
Marian Moorman
Janie Ayers and
Wynn Davenport



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

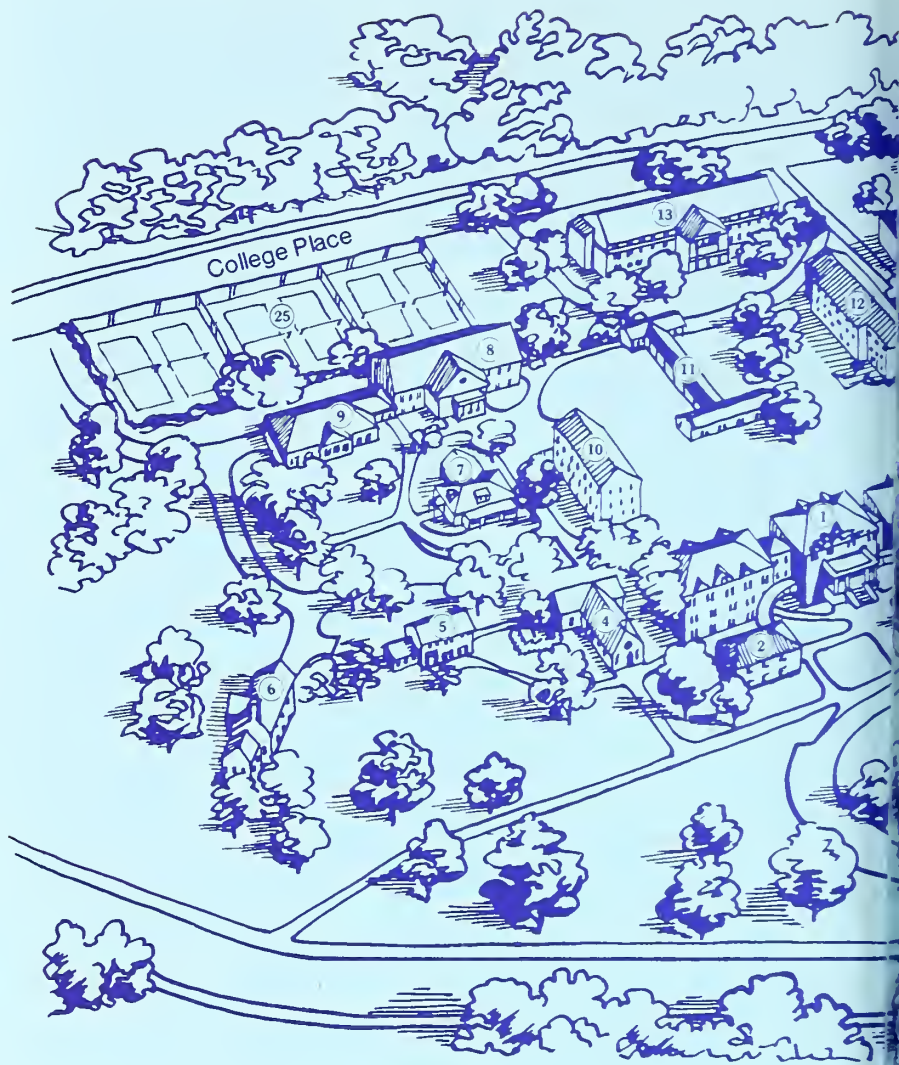
- Electric curlers without UL Label
- Sun lamps
- Electrical appliances except hair dryers and electric razor
- Expensive jewelry—Under no circumstances are students to bring expensive jewelry—only costume jewelry. The College cannot be responsible for the safety of valuable jewelry.

IMPORTANT

- DURING ORIENTATION WEEK STUDENTS WILL BE TESTED ON THE MATERIAL IN THIS HANDBOOK AND THE COLLEGE CATALOG. FAILING STUDENTS WILL BE CAMPUSED UNTIL THE TEST IS PASSED.
(Hint: Learn the School Hymn and the School Song)

STUDENT INFORMATION DIRECTORY

- Absence Excuses**—Absence Committee, Miss Birch, Ext. 288
- Academic Advisers**—Guidance Director, Mrs. Bunch, Ext. 233
- Academic Regulations**—Dean of the College, Dr. Miller, Ext. 218
- Admissions**—Admissions Director, Mr. Simpson, Ext. 230
- Alumnae Affairs**—Alumnae Director, Mrs. Remer, Ext. 240
- Auditing a Class**—Instructor
- Automobiles on Campus**—Dean of Students, Ext. 217
- Campus Jobs for Students**—Financial Aid Director, Mr. Simpson, Ext. 230
- Chapel Services**—Chaplain, Mr. Dillard, Ext. 231
- Class Changes (Drop/Add)**—Registrar, Mrs. Petway, Ext. 214
- Cooperating Raleigh Colleges**—Registrar, Mrs. Petway, Ext. 214
- Dormitory Regulations**—Dean of Students, Ext. 217
- Educational Testing (SAT, etc.)**—Guidance Director, Mrs. Bunch, Ext. 233
- Examination Reschedule and Re-examination**—
Registrar, Mrs. Petway, Ext. 214
- Exceptions to Graduation Requirements**—
Dean of the College, Dr. Miller, Ext. 218
- Expenses**—Business Manager, Mr. Conrad, Ext. 225
- Financial Aid**—Financial Aid Director, Mr. Simpson, Ext. 230
- Food Service**—Director of Food Services, Mr. Boatwright, 829-0693
- Grades**—Instructor
- Guests Overnight**—Dean of Students, Ext. 217
- Guidance, Career**—Guidance Director, Mrs. Bunch, Ext. 233
- Housing**—Housing Director, Mrs. Shelley, Ext. 216
- Incompletes**—Instructor or Registrar, Mrs. Petway, Ext. 214
- Library**—Librarian, Mrs. Brown, Ext. 313
- Lost and Found**—Buildings and Grounds, Mrs. Fuller, Ext. 236
- Mail**—Post Office, Mrs. Parker, Ext. 317
- Medical Excuses**—Infirmary, Ext. 245
- Parking Stickers**—Business Office, Miss Vann, Ext. 220
- Physical Education Facilities**—Chairman of Physical Education, Ext. 308
Miss Jones
- Publicity**—College Relations Director, Ext. 241
- Quality Point Ratio**—Registrar, Mrs. Petway, Ext. 214
- Readmission**—Dean of the College, Dr. Miller, Ext. 218
- Registration**—Registrar, Mrs. Petway, Ext. 214
- Repairs and Maintenance**—Buildings and Grounds, Mrs. Fuller, Ext. 236
- Room Changes**—Director of Housing, Mrs. Shelley, Ext. 216
- Scholarships**—Financial Aid Director, Mr. Simpson, Ext. 230
- Social Privileges and Regulations**—Dean of Students, Ext. 217
- Summer School at Another College**—
Dean of the College, Dr. Miller, Ext. 218
- Telephones**—Switchboard, Miss Daniel, Ext. 0
- Textbooks and Supplies**—Bookstore, Mrs. Parker, Ext. 322
- Transcripts**—Registrar's Office, Miss Shavlik, Ext. 212
- Tutors**—Chairman of department concerned
- Weddings in St. Mary's Chapel**—Chaplain, Mr. Dillard, Ext. 231



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 | 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 | |

INDEX

Absences, Class	30
Academic Advising	29
Academic Regulations	29
Acolytes	39
Altar Guild	39
Anthem	48
Athletics	38
Beacon	37
Big Sisters	7
Bookstore	21
Bulletin Boards	23
Calendar	2
Campuses (confined to campus)	13
Caperettes	41
Cars	20
Chapel	8
Chorale	40
The Circle	37
Cold Cuts	40
Counselors	13
Dances, On-Campus	7
Dates, Town	16, 17
Day Permission	16, 17
Day Students	18
Dean's List	36
Delayed Return	16, 18
Dining Hall	28
Dorm Council	12
Dormitory Regulations	14
Dramatics Club	39
Dress Regulations	20
Drinking and Drugs	19
Electric Appliances	42
Ensemble	40
Examinations	34
Expulsion	13
Foreign Language Club	41
General Campus Regulations	14
Gillie Callum Dancers	40
Granddaughter's Club	39
Guests—Overnight	14
Guidance and Counseling Service	29
Gym	26
Hall Council	12
Head Counselors	13
Honor Code	10
Honor Offenses	9
Honor Roll	36
Honor Societies	35
Honor System	9
Infirmary	22
Judicial Board	11

Kitchens	22
Laundry	27
Legislative Body	11
Letter Club	38
Letter from S.G.A. President	6
Library	24
Lost and Found	27
Marshals	38
Masquers Mime Company	41
Meals	28
Necessities and Miscellaneous	43
Nights Off Hall	15
Office Hours—Dean of Students	28
Officers, Student Government Association	4
Orchesis	40
Order of the Circle	37
Organizations	37
Overdue Books—Library	24
Overnight Permission Slips	16
Parental Permission	16
Post Office	21
Probation	13
Publications	41
Quality Point Average	34
Quiet Hours	14
Registration Procedure	34
Room Regulations	14
Saint Genesius	41
School Hymn	48
School Jobs	27
School Song	48
Sea Saints	41
Signing Out	16, 18
Smoking	19
Snack Bar	22
The Societe Honoraire de Francais	36
The Spiders	38
Student Government Councils	11
Student Union, Use of	22
Sun Bathing Regulations	22
Suspension	13
Swimming	26
Switchboard	20
Telephone Regulations	20
Tennis Courts	26
Traditions and Customs	7
Underclassmen—Off-Campus Regulations	16
Upperclassmen—Off-Campus Regulations	18
Vestry	38
Wats	37
Weekend Absences, Quota	17
Young Democrats Club	39
Young Republicans Club	39

SCHOOL HYMN

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

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

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

We change, but Thou 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, 1980 (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 by
CATHERINE G. BARNHART

Arranged by
MICHAEL CARMEN BULLEY
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.

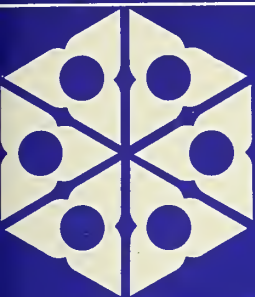
Far and wide, etc.

—Adapted from Margaret Mason Young, 1899

St. Mary's College

Raleigh, N.C. 27611

2nd Class Postage
PAID
At Raleigh, N. C.



St. Mary's College

Student Handbook
1982-1983

Published four times a year in December, June, July, September by St. Mary's College, Raleigh, N.C. 27603

Second Class Postage Paid at Raleigh, N.C. 27603-1689

Editor: Jean Schaefer

Committee: Marion Dudley, Ross Jones, Mary Duke
Sanders, Sarah Rice



St. Mary's College

Volume 71

STUDENT HANDBOOK

Number 2

(USPS 514-120)

ST. MARY'S COLLEGE CALENDAR, 1982-83 SESSION

1982

August 27, Friday	Faculty Orientation
August 28, Saturday	Workshop for Senior Counselors
August 29, Sunday	Arrival of Freshmen, New Sophomores, & New Juniors
August 30, Monday	Orientation and Registration of Freshmen, New Sophomores, & New Juniors
August 30, Monday	Arrival of all Returning Students
August 31, Tuesday	Classes Begin
September 13, Monday	Last day to add a class
September 13, Monday	Last day to remove grades of Incomplete from previous semester
September 18, Saturday	Classes for high school (Monday Schedule)
September 27, Monday	Last day to withdraw from a class without penalty
October 15, Friday	Fall Break begins after classes
October 15, Friday	Mid-Semester Progress Reports Due
October 19, Tuesday	Classes Resume
October 23, Saturday	Classes for high school (Departmental)
October 29, 30, Friday, Saturday	Parents Weekend
November 4-12, Thursday-Friday	Pre-Registration Conferences
November 13, Saturday	Classes for high school (Departmental)
November 16, Tuesday	Registration for Spring Semester
November 23, Tuesday	Thanksgiving Holiday begins after classes
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

All dorms will close at 6:30 on the last day of exams.

1983

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 5, 6, Saturday, Sunday	Father-Daughter Weekend
February 19, Saturday	Classes for high school (Departmental)
March 4, Friday	Spring Holiday begins after classes
March 4, Friday	Mid-Semester Progress Reports Due
March 14, Monday	Classes Resume
March 23, Wednesday	Faculty/Student Field Day
March 26, Saturday	Classes for high school (Departmental)
March 31, Thursday	Easter Holiday begins after classes
April 5, Tuesday	Classes Resume
April 7-15, Thursday-Friday	Pre-Registration Conferences
April 19, Tuesday	Registration for Fall Semester, 1983
April 22, Friday	Academic Honors Convocation
April 22, Friday	Spring Festival
April 23, Saturday	Alumnae Day
May 4, Wednesday	Last day of classes
May 5, 8, Thursday, Sunday	Reading Days
May 6-12, Friday-Thursday	Examinations
May 13, Friday	Baccalaureate
May 14, Saturday	Commencement

All dorms will close after Commencement

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

SUMMER SESSION — 1983

May 30-July 1	Five-Week Session
June 13-July 1	Three-Week Session

IMPORTANT

STUDENTS WILL BE TESTED ON THE MATERIAL IN THIS HANDBOOK AND THE COLLEGE CATALOG. FAILING STUDENTS WILL BE CAMPUSED UNTIL THE TEST IS PASSED. (Hint: Learn the School Hymn and the School Song)

STUDENT GOVERNMENT ASSOCIATION



1982-83 Student Government Officers—(First row, left to right) Boo Latimer, Vice Chairman of Judicial Board; Jane Scott, Secretary; Mary Duke Sanders, Chairman of Judicial Board; Melton Peters, Chairman of Hall Council; (Second row, left to right) Louise Johnson, Vice President; Susan Martin, Vice President of Underclassmen; Millice Rogers, President; and Karen Weatherspoon, President of the Day Students.



Welcome!

I hope everyone is having a wonderful summer and is excited about beginning a new school year at St. Mary's. We, the SGA officers, are really looking forward to a great year. We can't wait to see all the old girls as well as meet the new ones. It's always exciting to see new faces. We hope each of you will feel a warm welcome as we did our first day.

In only a short time you will realize just how special St. Mary's is. The many traditions make it a place which we will always cherish. Beginning with the first day you will begin to learn the St. Mary's way of life. Before long it will not only be a very special school but to many girls it becomes "a home away from home."

The Honor System is a vital part of the life at St. Mary's. It plays a very important role within each student. The Honor System offers a unique feeling of trust among students. With the cooperation of each girl, we can continue to make our system an effective one.

Together we all make up the Student Government Association. This is your school and because it is yours, we want to make it a school you will be proud of. You *are* a member of the SGA, and we hope you will feel free to become actively involved in all aspects of school life.

Enjoy the rest of your summer, and we look forward to seeing you in August.

Sincerely,

Millice Rogers

Millice Rogers
SGA President

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. Students who attend chapel are urged to participate in the Chapel services. Student participation includes making suggestions, assisting with the services by leading worship and prayer, being an acolyte, crucifer, cup bearer, lay reader, serving on the altar guild, or singing in the choir.

Bringing the community together to worship and pray and learn is very important in the life at St. Mary's. Being together in the chapel brings an understanding of the purpose of our school in an atmosphere that blends the academic, social, and spiritual aspects of life.

The Chaplain, the Reverend 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 must attend chapel services at 6:30 p.m. on Tuesdays and at 10:00 a.m. on Sundays. Boarders who do not spend the previous night on campus before Sunday chapel are excused. However, if they return to campus in time to attend chapel, they are required to be there. Guests are also expected to attend chapel services with their hostesses. Failure to attend chapel results in a non-petitionable (cannot be changed) 3 day campus: Wednesday, Thursday and Friday.
 2. Day students who are on campus, or who have spent the night on campus, are to attend the chapel services.
 3. Tuesday chapels are informal unless previously announced otherwise.
 4. Requests to be excused from a particular chapel must be given to the Senior Warden, Beth Simpson, 317 Middle Smedes, by 12:00 Noon Monday for Tuesday Chapel.
 5. There is an optional service on Wednesdays at 10:05 a.m. followed by an Inquirers class. All students are invited to attend.
 6. Other optional services held from time to time include Baptism, a Christmas Eve Service, Ash Wednesday, and Maundy Thursday.
-
-

HONOR SYSTEM

The Student Government Association at St. Mary's is based on the Honor Code. The emphasis 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 must appear before the Judicial Board.

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 the counselor. When questioned officially, a girl is expected and required to be rigidly truthful.

Attendance at Chapel comes under the honor system. Each student is on her honor to attend chapel. If she does not attend, she is expected to turn herself in. If there is a noticeably low attendance at chapel, each girl will be asked to pledge her presence or absence.

Lying, cheating, and stealing are the most serious violations of the Honor Code. Lying is telling a deliberate falsehood to any member of the community or deliberately allowing a falsehood to stand. Cheating is defined as dishonest use of material other than one's own in the preparation of papers, reports, or assignments, as well as dishonest work on tests or examinations. Stealing is taking and keeping without permission

of the owner, anything that belongs to somebody else including any college property.

PLAGIARISM

Plagiarism is the using of other people's words, phrases, ideas, and opinions without giving proper credit. Plagiarism normally falls into the following categories:

1. Copying word for word another's writing without quotation marks and identification by footnote.
2. Paraphrasing from the source using the author's basic sentence structure with some words added, omitted, or changed.
3. Putting together a patchwork of phrases and words taken at random from one or more sources.
4. Using facts, ideas, or opinions, in your words or the author's, without giving the proper credit in standard form. Standard form will be defined by the instructor for that discipline.

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

Offenses covered in #1 constitute a clear violation of the honor system. Such papers should receive a grade of no higher than F-60 for the academic violation and should automatically be referred to the Judicial Board for consideration of the honor violation.

Offenses of #2, #3, #4 are of a serious academic nature and the disposition of such cases, including referral to the Judicial Board, should lie within the discretion of the instructor involved. It is recommended that the plagiarized paper be given a grade of no higher than F-60 and the student be given the option of rewriting the paper. If the student elects to rewrite the paper, the final grade should represent the average of the two grades.

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

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 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 time, 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 which reflects negatively upon the college or impedes the academic process.

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 and the Dean of Students, ex officio.
2. Judicial Board deals with the following offenses:
 - a. lying (verbal or written)
 - b. cheating
 - c. stealing
 - d. plagiarism
 - e. the use and/or possession of alcohol or illegal drugs on campus
 - f. leaving or remaining off campus without signing out
 - g. excessive lateness (past two hours)
 - h. illegal overnights
 - i. any case referred by the Dorm Council
 - j. allowing unauthorized male visitors in dorms
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 (see page 13 for definition of terms)

The Judicial Board will handle each case individually taking into consideration the circumstances under which the infraction occurred, and whether the student turned herself in.

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 advisor.

2. The Dorm Council deals with the following offenses:
 - a. Girls who have returned to school up to two hours late.
 - b. Girls who have repeated broken hall regulations and are sent by their counselor or house mother
 - c. Excessive failures to sign in and/or 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 allows each girl a 5-minute grace period (which is not to exceed 20-minutes of an accumulated tardiness per semester.)

HALL COUNCIL

1. The Hall Council is composed of SGA officers, hall counselors, and the Chairman of Hall Council. Hall Council meets weekly with the Chairman of Dorm 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 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 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.

LEGISLATIVE BODY

1. The Legislative Body is chaired by the Vice President of the Student Government Association and composed of student and faculty members.
2. 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 Day Students and Secretary-Treasurer of Day Students; all class presidents; one senior representative, secretary; two junior representatives; one sophomore representative; and one freshman representative. 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.

3. The Legislative Body is composed of two functional branches:
 - a. Constitution Committee which studies the Constitution and presents recommended revisions to the full Legislative Body.
 - b. Petitions Committee which rejects or recommends to the full Legislative Body student petitions regarding social changes which may seem desirable. Petitions must be signed by three or more students. The Committee also evaluates all matters pertaining to Student Government not specifically designated as a function of the other branch of the Legislative Body and considers any academic matter presented from the Student Body. It then gives its report to the full Legislative Body.
-
-

DEFINITIONS

1. **campus**—a punishment recommended by the Dean of Students, 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 and/or the Dean of Students. Three petitions per semester are allowed.
2. **non-petitional campus**—a non-petitional punishment recommended by Judicial Board and Dorm Council which requires the student to remain on campus.
3. **probation**—a punishment recommended by the Judicial Board which gives a student a trial period to test whether she can 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.

Girls are not allowed on campus without permission from the President or Dean of Students during suspension or when expelled.

CAMPUS REGULATIONS

1982-1983 Head Counselors:

Middle and East Smedes—Michele Mclean

West Smedes—Emily Longley

Cruikshank—Lynn Snead

Holt—Cammie Baily

Penick—Laura Fox

1. Resident Students

A. Dormitory Regulations

1. On weekdays and Sundays, **quiet** is expected in dormitories all day with **quiet hours** from 8:00 p.m. to 10 p.m. and from 10 p.m. on. No TV, radio or record player should be heard in halls. (College dorms may vote on their own quiet hours)
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, the Dean of Students, a Resident Counselor, a hall counselor on official business, or an SGA officer. Violating this rule is a dorm council offense.
3. All dormitory rooms will be inspected weekly by the Resident Counselor to insure good housekeeping and compliance with fire and safety regulations. Any damage to rooms will be charged to the students in that room.
4. Fathers, brothers, or dates 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.
5. After signing in, students are expected to be in their dorm by their curfew. If they wish to go to another dorm after curfew, they must notify the Resident Counselor.
6. All resident students are welcome to visit the day student house during the day.
7. All dates must leave Smedes parlor by 11:30 p.m. Sunday until Thursday, and 12:30 Friday and Saturday. Freshmen dates must leave at the freshmen's curfew. Men are **not** allowed on back campus during the week nor may they park on back campus. Dates may go to the library to study.
8. Students returning to their dormitory after closing hours may be admitted only by a security guard or a Resident Counselor. The student must show her ID card before signing in at the Security Guard's office.
9. Students may spend any night in another room on campus provided they notify their own Resident Counselor and the Resident Counselor of the hall they are visiting.

10. 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.
11. The college reserves the right to check all dormitory rooms.
12. Students may have one refrigerator (not to exceed 4 cubic feet) per room.
13. No pets of any kind—animals or birds—are permitted in the dormitories.
14. Changes in room assignments are made at fall break, not before. It is a Judicial Board offense to move without permission from the Housing Director. Mrs. Price will work with roommates who are having problems, and students are encouraged to try and work out their differences. Learning to get along and get to know girls of different backgrounds is one of the opportunities of college life.

B. Curfews

1. Anyone who is over 5 minutes late automatically goes to the Dorm Council and has her case reviewed.
2. Anyone who is over 2 hours late must go before the Judicial Board.
3. Students may sign out for dates until their curfews. If at any time a student realizes that she will be late in returning, she must call her Resident Counselor or Hall Counselor **at once**.
4. All students must know their Resident Counselor's after hours telephone number.

Emergency Numbers:

828-2524	Mrs. Deese
828-2528	Mrs. Selph
828-2526	Mrs. Jackie Johnson
828-2462	Mrs. Pearl Johnson
828-2525	Mrs. Godwin
828-2527	Security

C. Self-Determining Hours (SDH)

1. Self-determining hours are granted to upperclassmen by the student's parents and may be used only on Friday and Saturday nights. A security 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. Students sign out on their yellow cards for SDH, indicating the use of the SDH privilege.
4. Everyone must present her school ID when signing in at the security office.
5. Seniors with a cumulative quality point average of at least 2.0 and parental permission may receive SDH for Thursday nights.

OFF-CAMPUS REGULATIONS

FRESHMEN

A. Signing In and Out

1. Freshmen may leave campus between the hours of 7:00 a.m. and 7:30 p.m. without signing out. After Fall Break, freshmen may go out one night per week, Sunday through Thursday, until 10:30. They must sign out and in on their white sign-out cards.
2. Friday and Saturday nights, freshmen have a curfew of 12:00 midnight. They must be sure to sign out and in on their cards.
3. Special permission for a later curfew resulting from an unusual circumstance may be obtained from the Dean of Students.

NOTE:

1. If a student realizes she is going to be out past 7:30 p.m. and has not signed out, she should call her Resident Counselor or hall counselor immediately.
2. If a student realizes she will be late getting in, she should also call her Resident Counselor or hall counselor. Emergency numbers may be used.

828-2524 Mrs. Deese

828-2528 Mrs. Selph

828-2527 Security

3. Students should always call the emergency numbers if they have any trouble off campus, no matter what the situation is.
4. Students should familiarize themselves with all Dorm Council and Judicial Board offenses and penalties that may result from a breach of off-campus regulations. (see page 9)

B. Weekend Overnights

1. Students must have parental permission and a hostess invitation to spend a weekend night away from campus. Students are not allowed to spend a week night off campus unless they have special permission from the Dean of Students.
2. Parents may give **blanket permission** for their daughters to spend the night in Raleigh, Durham, Chapel Hill area **only**. All overnights outside of this area require a hostess invitation and parental permission unless the student is going home.
3. Students must fill out an overnight slip before 4:30 p.m. on Friday in the Dean of Student's office if they plan to spend either Friday or Saturday night away. Students may not decide to take an overnight on Saturday unless they have blanket permission or they are going home. Special permission under certain circumstances is only given by the Dean of Students.
4. Students may have overnight guests on weekends. Guests must follow the same rules as their hostess. Special permission may be obtained for guests (including day students) during the week from the Dean of Students.

5. Freshmen may take 10 overnights per semester. Unused overnights may be carried over to second semester. Freshmen with a quality point ratio of 2.5 at the end of the 1st semester, may have **11** overnights second semester.
6. Free overnights may be taken on special weekends to stay with parents such as Parents' Weekend, Father-Daughter Weekend, and Alumnae Weekend.
7. After filing for an overnight in the Dean of Student's office, students must sign out and back in on their **yellow** overnight cards.
8. Before leaving for school holiday vacations, students must also file for an overnight slip and sign in and out on their overnight card.
9. When students return to campus from a weekend or holiday vacation, freshmen must sign in by 10:30 p.m. Sunday.



SOPHOMORES

A. Signing In and Out

1. Sophomores may leave campus between the hours of 7:00 a.m. and 7:30 p.m. without signing out. Sophomores are allowed one late curfew per week, Sunday through Thursday, until 11:30 p.m. unless they have a cumulative 3.0 or better from St. Mary's allowing them to take 2 nights per week with an 11:30 p.m. curfew. They must sign in and out on their white sign-out cards.
2. Friday and Saturday nights, Sophomores have a curfew of 12:30 a.m. They must be sure to sign out and in on their cards. After Easter vacation, sophomores have a curfew of 1 a.m. on Friday and Saturday.
3. Special permission for a later curfew due to unusual circumstances may be obtained from the Dean of Students.

NOTE:

1. If a student realizes she is going to be out past 7:30 p.m. and has not signed out, she should call her Resident Counselor or hall counselor immediately.
2. If a student realizes she will be late getting in, she should also call her Resident Counselor or hall counselors. Emergency numbers may be used:

828-2524	Mrs. Deese
828-2528	Mrs. Selph
828-2527	Security
3. Students should always call the emergency numbers if they have any trouble off campus, no matter what the situation is.
4. Student should familiarize themselves with all Dorm Council and Judicial Board offenses and penalties that may result from a breach of off-campus regulations. (See page 9).

B. Weekend Overnights

1. Students must have parental permission and a hostess invitation to spend a week night away from campus. Students are not allowed to spend a week night off campus unless they have special permission from the Dean of Students.
2. Parents may give **blanket permission** for their daughters to spend the night in the Raleigh, Durham, Chapel Hill area only. All overnights outside of this area require a hostess invitation and parental permission unless the student is going home.
3. Students must fill out an overnight slip before 4:30 p.m. on Friday in the Dean of Students office if they plan to spend either Friday or Saturday night away. Students may not decide to take an overnight on Saturday unless they have blanket permission or they are going home. Special permission under certain circumstances is only given by the Dean of Students.
4. Students may have overnight guests on weekends. Guests must follow the same rules as their hostess. Special permission may be obtained for guests (including day students) during the week from the Dean of Students.
5. Sophomores may take **12** overnights per semester. Unused overnights may be carried over to second semester. Sophomores with a Quality Point Ratio of 2.5 at the end of 1st semester may have **14** overnights second semester.
6. Free overnights may be taken on special weekends to stay with parents such as Parents Weekend, Father-Daughter Weekend, and Alumnae Weekend.
7. After filing for an overnight in the Dean of Students office, students must sign out and back in on their **yellow** over night cards.
8. Before leaving for school holiday vacations, students must also file for an overnight slip and sign in and out on their overnight card.
9. When students return to campus from a weekend or holiday vacation, sophomores must sign in by 11:30 p.m. Sunday.

COLLEGE STUDENTS

1. Each student must personally sign out and back in on their white cards when they are off campus after 7:30 p.m.
2. Juniors have a curfew of 1:00 a.m. Sunday through Thursday. On weekends Juniors have a 1:30 a.m. curfew. Juniors with self-determining hours are allowed to begin this privilege after Fall Break.
3. Seniors have a 1:00 a.m. curfew during the week, Sunday through Thursday. On weekends, those students without SDH have a curfew of 1:30 a.m. Seniors whose parents have granted permission for SDH for weekends are allowed to begin immediately once school begins.
Self-Determining Hours (SDH):
 1. Self-determining hours are granted to upperclassmen by the student's parents, and may be used only on Friday and Saturday nights. A security guard opens the doors to the dorm 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. Students sign out on their yellow cards for SDH, indicating the use of their SDH privilege.
 4. Everyone must present their school ID's when signing in at the security office.
 5. Seniors with a cumulative quality point average of at least 2.0 and parental permission may receive SDH for Thursday nights. (quality point averages are determined only at the **end** of each semester.)
4. When leaving for an overnight, students must sign out and back in on their yellow cards.
5. College students are allowed unlimited weekend overnights. Permission for week night overnights must be obtained from the Dean of students.
6. Seniors with a 2.0 or better after their junior year at St. Mary's may be granted by parental permission self-determining hours on Thursday nights **after** Fall break. Students with this privilege must be back at St. Mary's by 7:00 a.m. Friday morning. Students should sign in and out on their yellow cards, indicating the use of SDH.
7. College students may receive their dates on back campus Friday through Sunday. Dates, however, are not allowed to park for any length of time and will be asked to leave if they do so. **DO NOT ABUSE** this privilege. It is the student's responsibility to make sure her date leaves promptly.

DAY STUDENTS

1. 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.
2. Day Students who are campused must remain on campus from 8:00 a.m. to 4:00 p.m. Monday through Friday. A signed statement saying

- that the campus has been made up must be given to the Day Student's President at the end of the day.
3. On returning from an illness or an emergency absence, a Day Student must bring to the Dean of Student's office a written explanation from her physician, parents or guardian stating the exact period covered by the absence. Failure to bring this note within seven days of return is an unexcused absence.
 4. Day students must attend assembly on Monday, all Student Government Association meetings, all Day Student meetings, and other required assemblies. Failure to do so will result in a 3 day campus. Day Students are expected to attend required night functions unless they live in Cary, Wendell, Zebulon, etc.
 5. Cars and license numbers must be registered in the Business Office. Day Students may park in the student parking area behind the library.
 6. Day Students may spend the night in a dormitory with the Dean of Student's permission. They must register with the Resident Counselor of the dorm in which they are staying. Day Students must follow all rules which apply to their hostesses, including attending required Chapel services. If a Day Student breaks her hostess's rules, she is subject to the same penalty as her hostess. If not spending the night, Day Students must leave the dormitories by the curfew hour.
 7. Day Student House
 - a. 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.
 - b. 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.
 - c. Sunbathing is allowed in the area between the Day Student House and the Library if quiet is observed.
 - d. Boarders are cordially invited to visit the Day Student House during school hours.
 - e. The Day Student House and the parking area behind the house are considered back campus, hence NO DATES are allowed!
 - f. The Day Student House is open from approximately 7:30 a.m. to 6:00 p.m. Monday-Friday. The house will be opened in extreme emergencies other than these times.
 - g. Lockers are available. Valuables should always be locked in locker.
 8. Parents may get in touch with their daughters at the Day Students House (828-2521, ext. 284 or 285) or through the Dean of Students Office in case of an emergency.
 9. All Day Students present on campus are to attend the 6:30 p.m. chapel service on Tuesdays, and the 10:00 a.m. service on Sunday mornings.

GENERAL REGULATIONS

- A. St. Mary's students are expected to **OBSERVE THE LAWS OF THE STATE OF NORTH CAROLINA.**
- 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 her Resident Counselor at her emergency number or to her Hall Counselors.
- D. Smoking:
 - 1. Students may **not** smoke in the infirmary, gym, library or in any classroom or laboratory.
 - 2. Students are expected to help keep campus clean by using ash-trays, etc.
- E. 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, mail, papers, and food are not permitted inside. Students **must** sit in assigned seats for assembly.
 - 3. Absolutely **no** cuts will be permitted. A campus of three days (Tuesday, Wednesday, and Thursday) will be given after the student's absence occurs. A breach of this campus will be considered a Judicial Board offense.
- F. 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 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.
 - 6. Students who have private phones must fill out a form in the Dean of Students office that documents who is responsible for the bill and how the bill is to be divided up. Students sharing a phone must each sign.
- G. Dress Regulations:
 - 1. Appropriate dresses are required for formal Tuesday chapels and

Sunday chapel, concerts, lectures, and other special occasions.

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

H. 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 by the Dean of Students. Special temporary stickers will be distributed. Without a special permit, cars **will be** towed.

3. Resident students may not park in the spaces reserved for Day Students, Faculty and Staff 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 space is available and they have a sticker.

5. St. Mary's does not approve off-campus parking of cars for resident students, and the College cannot in any way be responsible for or make any effort to control the situation.

I. Fire Drills:

Students **must** obey fire drills. Failure to do so will result in personal action by the Dean of Students.

J. Alarms:

All dormitories are equipped with an alarm system that is activated after 1:00 a.m. until 6:00 a.m. when the door is opened.

IMPORTANT

1. **DO NOT** let academic problems slide. Study! See your advisor. If your advisor is not in, leave **your** number.

2. Remember the importance of keeping at least a **2.0** QPA—without it, you can't participate in clubs, elections, or have any position of any significance.

3. Do not forget to get class excuses to your professor within one week. The end of the semester is **too late**.

4. Do not lose your ride back to campus. Always arrange a time and a place to meet.

5. Do not lend your driver's license to anyone else. It is very difficult to replace.

6. If you have broken a rule, admit it; turn **yourself** in. **Don't lie**. An honor violation is far more serious than a social violation.

7. Remember—if you're in any trouble or know you will be late—**CALL!**

SPECIAL SPOTS

A. Bookstore

1. Hours: Monday-Friday, 8:00 a.m.-3:30 p.m.
2. All books and college supplies may be purchased at the store.
3. The Check Cashing Window will be open from 8-3:30.
4. Students must have ID 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, 8:00 a.m.-3:30 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.

NOTE: All books purchased in the bookstore may be returned before the last day of drop-add period.

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.-11:00 p.m.
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
Lawns—areas between West Rock and West Smedes, between Music Building 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 HOURS MUST BE OBSERVED.

F. Kitchen

1. Girls must leave the kitchens in order and leave all equipment in its proper place.

G. Infirmary

1. The College Physician is at the Infirmary on Mondays, Wednesdays, and Fridays from 12-1 p.m.
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 a Resident Counselor, who will call the Infirmary to report that a girl needs admitting in an emergency.
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 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.
8. Students going off campus for special appointments, x-rays at the hospital, etc., must sign out and in at the infirmary. Only Resident Counselors may drive students to the emergency room.
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.
11. Arrangements for medical or dental appointments at home **should be made during holidays or summer vacation periods. Extended weekends 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 24 hours. Magazines and newspapers may be permitted with the permission of the nurse or physician at any time.

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. The fine on overdue library material will be reduced by 50% if the fine is paid AT THE SAME TIME THE MATERIAL IS RETURNED. The fine must be paid to a library staff member or student assistant. Due to the cost of replacing a lost book, no reduction can be made on lost book charges. Although the library staff attempts to send reminders of overdue books and fine 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. This applies to both first and second semesters. (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 upstairs Study.

13. In order to prevent fire hazards, and to ensure the safety of the library collection and of the people who use it, **SMOKING IS NOT PERMITTED IN THE LIBRARY.**
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 loan form must be obtained from a librarian **each** time you wish to borrow books from one of these libraries. Borrowing privileges are restricted to items not held by St. Mary's, and no more than five items may be checked out at any one time.
 - a. The lending library also reserves the right to refuse borrowing and building use to any individual who violates the regulations of that library.
 - b. The home library will deny the CRC library borrowing privileges to any prospective borrower with a delinquent record in his/her home library.
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; not 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. Any student using the pool is subject to the general rules of behavior posted in the pool area.
3. **NO ONE IS ALLOWED TO SWIM ALONE.**

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 student 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 \$2.00.
3. There are laundromats in each dormitory. These coin-operated machines may be different from the machines you use at home. Be sure to follow the instructions on the machines for best results. Please report any difficulties to the maintenance department at extension 236.

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. The College recommends that students do not 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. There are also work-study programs available.



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. Unlimited seconds are offered on all meals except on gourmet night.
 4. Students must not carry food, silverware, or china from the dining hall. This is a Judicial Board offense.

GUIDANCE AND COUNSELING SERVICE

THE GUIDANCE CENTER

The purpose of the counseling center is to assist the student in making the most of her opportunities for academic and vocational development while at St. Mary's. Counseling is available in the areas of testing, test registration, academic planning, vocational choices, transfer programs and internships. Assistance with study skills and reading programs are available. The services are implemented by means of vertical files, audio visual materials, reference books, study abroad programs and summer programs. A good collection on 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. The counseling center is open from 8:30 a.m.-4:30 p.m. Monday through Friday.

ACADEMIC ADVISING

The advising system is administered through the guidance office. All students are assigned a faculty advisor. Returning students are given the opportunity to request a specific advisor as soon as the reservation fee has been paid; however, if no preference is given, a faculty advisor is assigned to assist in the student's academic planning. The advisor 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 advisors for assistance in any area of campus life.** Advisors refer students to those qualified to help them in other matters, but the final responsibility for meeting all academic requirements for a selected program rests with the individual student. All programs of study are subject to the approval of the advisor in consultation with the Dean of the College. Foreign students are an important part of the college community. They have their own advisor, Mrs. Campbell, and meet together weekly.

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.

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 average, and requirements for graduation.

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

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

Tailored Curriculum. All students should, with the assistance of their advisors, check carefully the requirements of the institution in 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 of St. Mary's may request a curriculum tailored to her particular needs. She must present to the Dean of the College a letter from an appropriate official of the college of her choice outlining the special requirements of that institution.

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

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

Summer School. Any student at St. Mary's who plans to attend summer school 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. Underclassmen may earn credit in an approved summer school for a maximum of two units of repeated work and one unit of new work.

Grade Transfer. A maximum 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 average.** Thus, a student may not use grades earned at another institution to improve her quality point status at St. Mary's.

Academic Load. The normal load for a college student planning to graduate with a degree in two years is 16 hours per semester. The minimum academic load is 13 semester hours and the maximum load is 18 semester hours. Written permission of the Dean of the College is required for any

variance from these limits, such as an underload (less than 13 hours) or an overload (more than 18 hours).

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

In summer school, a student may carry a maximum of four semester hours in the three-week session and a maximum of six semester hours in the five-week session.

Registration Procedures. *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.

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

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

Withdrawal Passing. After four weeks, but prior to the end of the mid-semester report period, a student who is passing a course may, with the permission of her advisor and the Registrar, withdraw from the course. The record will show "withdrawal" with the appropriate grade in accordance with the student's performance to the date of withdrawal.

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 average and "Withdrawal Failing" is recorded on her permanent record.

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 Registrar upon the written recommendation of the student's physician. The record will show "Withdrawal" with the appropriate grade in accordance with the student's performance to the date of withdrawal.

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

Repetition of courses. Should a student repeat a course in which a grade of "D" or "F" was earned, both grades 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 average.

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 for

all regularly scheduled class meetings. Students are responsible for all work done in class even if they are absent.

Class attendance is governed by the following policies:

1. All students, regardless of their quality point average, must attend at least 75% of all class meetings to receive credit for the course. The excused absences of students who are involved in field trips, athletic teams, or performing groups will not be included in the 25% total absences allowed. Days missed because a student is suspended will also not be included. Any special exception to this policy may be made only by the Dean of the College.
2. Freshmen and sophomores are allowed **no unexcused** absences. Juniors and seniors are permitted a limited number of unexcused absences.
3. High school students enrolled in a college-level course for college credit may enjoy the cut privileges of college students in that course.
4. College students enrolled in a high school level class must follow the no-cut policy of underclassmen in that course.
5. No unexcused absences are permitted during the summer school sessions.
6. St. Mary's College NEVER closes 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.
7. Unrestricted class absences are permitted as follows:
 - A. Freshmen and Sophomores—no restricted absences. However, if absolutely necessary, underclassmen may have their parents request a class absence. A form must be filled out **before** the student leaves. Students are responsible for all work missed.
 - 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 restricted 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.
 - C. No student may have more than the following number of **total** class absences per semester which represents 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

8. The policy on absences from laboratory will be determined by the individual instructor.
9. Under no circumstances is a class to be dismissed on the basis of limited attendance.
10. Students have the right to sign a roll and leave if the faculty member is more than 15 minutes late.

ABSENCES REQUESTED BY PARENTS

Absences requested by parents for vacations, foreign travel, service as a legislative page, etc., must be requested to the Dean of Students **prior** to the absence. A request form may be picked up in the Dean of Students' office. The student fills out the top part; the professors must sign it next and comment on class performance; then parents fill in why the student wishes to be absent. Only then is the absence approved. Although such absences will not result in specific academic penalties, they are believed to be detrimental to the student's academic progress and are, therefore, discouraged. It is the responsibility of the student to make up all work missed.

EXCUSED ABSENCES

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

1. 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

2. 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.

3. 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 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 may assign the student to study hall or issue a campus. The faculty member will immediately notify the Dean of Students who will enforce the campus or study hall. The Dean of Students will also notify the student's parents and advisor.
- C. The advisor should discuss the importance of regular class attendance with the student.
- D. At the second overcut, the procedure outlined above will be followed a second time.
- E. At the third overcut, the faculty member will notify the Dean of Students who will notify the student to appear before the Absence Committee. If the facts indicate irresponsible behavior by the student, the Absence Committee will place the student on probation.
- F. An additional overcut will result in immediate suspension of student on probation. Extenuating circumstances will be reviewed by the Dean of Students and appeal may be made to the Dean of the College.
- G. When a student's total absences (excused and unexcused) have exceeded 25% of the class meetings (see 6-C), 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

Although the use of penalties such as camping, probation, and suspension precludes the use of grade-point penalties, students should be acutely aware that class absence, for any reason, has a severely adverse effect on grades.

Within the definition of academic freedom, each instructor will include in the calculation of the student's final grade as 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.

QUALITY POINT AVERAGE

In courses carrying academic credit, quality points are awarded as follows in accordance with the value 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

F — 0 quality points per semester hour

WF — 0 quality points per semester hour

NC — 0 quality points per semester hour

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

Grades of “F”, “WF”, and “NC” because of overcutting are included in computing the quality point average.

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

Students whose cumulative QPA is less than 1.50 are placed on academic probation for the subsequent semester. If they are unable to attain this minimum QPA by the end of the probation period, they are required to attend summer school at St. Mary's. If a student cannot bring her average up to 1.50 during the academic probation period or the summer school session, she is subject to academic suspension.

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, although exams are taken each semester. No student is excused from examinations; an examination that is missed because of illness may 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 Registrar. 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.

TRANSCRIPTS

When a student applies to another College or University, she must request that a transcript of her St. Mary's record be sent to the college or university she is applying to. In order to do this, the student must fill out a Request Form. High school students fill out a green form in the Guidance Office and college students fill out a white form in the Registrar's Office. The first transcript that the student requests is sent free. There is a charge of \$2.00 for each additional transcript that is sent. When the student has decided on the college or university that she plans to attend, she must request that a final transcript be sent.

HONORS

1. Phi Theta Kappa

Outstanding academic achievements 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 in this club, "a student shall be of good moral character, shall possess recognized qualities of citizenship, and shall have established academic excellence as judged by the faculty." 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 chooses freshmen members at the beginning of the second semester who have a 3.75 or better on one semester's work and sophomores who have a 3.5 on two semesters of work. Members are elected in late spring and again at the beginning of the fall semester.

The purpose of the honor society is "to recognize and encourage scholarship, and to promote those qualities of character reflective of the best in 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; (2) she must attain a quality point average 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 average 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.

5. The Société Honoraire de Français

The Société Honoraire de Français is a national honor society for high school students of French. Founded in 1949, the society now has over 700 active chapters in the United States, Puerto Rico and Canada.

The aims of the organization are to promote higher standards of scholarship, to reward high scholastic attainment, and to encourage an understanding of French culture and civilization.

Candidates must have a 3.5 average in French and a 3.0 average in all other subjects for the preceding three semesters at St. Mary's.

6. Graduating with Honors

A student graduating from the high school will be recognized as graduating "with honors" if her cumulative QPA is in the range of 3.00 to 3.49. A student with a cumulative QPA of 3.5 or better will graduate "with high honors."

SPECIAL PROGRAMS

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

High School Acceleration Program. The High School Acceleration Program is designed for the 11th grade student who has completed 14 or 15 of the required 16 academic units needed for graduation. She may apply to the admissions committee for eligibility to skip her 12th grade year and enter St. Mary's for the junior year (first year of college). During the course of that year she can complete her high school course or courses and be eligible to take college-level courses for college credit.

The student will not be awarded a high school diploma from St. Mary's unless she attended the 11th grade here, but can continue her course of study and be awarded the A.A. degree after completing the necessary requirements.

Advanced Placement. Entering juniors (first year of college) may submit scores for the Advanced Placement Tests of the College Entrance Exami-

nation Board. Advanced placement and/or academic credit may be awarded, subject to the approval of the academic department involved.

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

Freshman and sophomore students who achieve a grade of B or better in St. Mary's high school courses are encouraged to take the CEEB Advanced Placement Examinations. Interested students should contact the Guidance Director.

Special Students. Admission as a special student may be granted to a non-degree candidate who has a special reason for taking college courses and is qualified for the courses she wishes to take. Special students may not take more than four courses per term. Contact the Admission Office for further information.

Summer School. St. Mary's conducts an annual summer session with a limited number of courses offered on both the high school and college levels. The summer program is an excellent opportunity for students to earn extra credit or erase deficiencies, or for recent high school graduates to become acclimated to both a college environment and a college curriculum.

Summer Abroad. A five-week course, "Shakespeare in England," is offered to both high school and college students during the summer at additional cost. Taught in London and Stratford-on-Avon, the course provides three hours of college English credit.



Freshman Acceleration Program. This acceleration program is designed for the student who has completed the ninth grade with six academic units, including one unit of foreign language, one unit of algebra, and one unit of ninth grade English.

In addition, the student must have an overall B average, recommendations from teachers of English, mathematics, and foreign language, test scores from the SSAT (Secondary School Admission Test), and a complete junior high school transcript. This program is open only to day students.

Because a new unit in high school English may not be earned during a summer session, it is not possible for students entering the program to earn the high school diploma in the normal two-year period. However, with proper scheduling and course selection, it is possible to complete five years work (three years of high school and the first two years of college) in four years at St. Mary's.

Internship Program. St. Mary's internship program is designed to provide opportunities for a student to explore careers and other interests. The student will volunteer her services and work with a community sponsor in an organization which interests her. The student will submit her community service proposal to a campus program advisor for approval. Arrangements for this community service time will be made between the student and her community sponsor (or designate). The student will keep a record of her experience which will be examined by her community sponsor (or designate) for evaluation and comment before being submitted for final evaluation to a review committee consisting of the campus coordinator, the program advisor, and the student. This internship experience will be listed on the student's permanent record upon the satisfactory completion of a minimum of 40 hours service experience.

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

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

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

The students' faculty advisor must approve the course.

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

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

Out-of-state students must pay all fees in excess of \$94.00.

ORGANIZATIONS

Clubs, organizations and teams are an integral part of St. Mary's. Periodically the clubs "walk" and choose new members. Each walk has its own personality. Both the clubs and organizations try to contribute of themselves to the St. Mary's community and to the larger community of Raleigh. Many do volunteer work at area hospitals, with the Governor Morehead school or with other volunteer agencies. The teams compete throughout the state and depend on the support of the students behind them. A student must have a 2.0 to participate in any extracurricular activity.

The Order of the Circle

President

LuAnne O'Bannon

In the forty-one 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 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 campus.

Serenitas Veritas

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



Fellowship of Christian Athletes

President

Bryant Tanner

The chapter of the Fellowship of Christian Athletes seeks to promote Christian fellowship among students.

Marshals

Chief Marshal

Suiter Whitehead

The marshals are elected by the student body from the rising senior class. No grade qualifications exist except the Chief Marshal who 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, usher at Chapel services, usher at entertainments in the auditorium, serve for various school functions, and maintain order at all student body gatherings.

Vestry

Senior Warden

Beth Simpson

Junior Warden

Angel Archer

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.

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

Co-Chairmen

Holly Fulford
Wynn Davenport

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 for the coming college year.

Altar Guild

Co-Chairmen

Caro Ealy
Lynn Snead

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.



WATS

President

Sallie Harris

“We Are The Spirit”, the WATS, are a group consisting of seniors who promote school spirit. From cheers before basketball games and tennis matches to the late night club walks, the WATS’ goal is to promote a stronger bond of spirit in the school.

SCOOP

President

Cacky Williamson

The Scoop group consists of girls from high school and college. The purpose of the club is to “scoop” out who the next members of the clubs will be.

The Beacon

President

Molly Brooks

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

Spiders

President

Ann Whitaker

The "Spiders" are a secret club at St. Mary's. The club consists of Sophomores and one Senior who is 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 to get new members.

Athletics

Athletic competition is provided in a variety of sports both at the high school and college level. Teams include tennis, swimming and diving, golf, basketball, and soccer. Extramural teams are sponsored in volleyball and softball.

Intramural Program

The Intramural Program at St. Mary's involves competition between dormitories. Teams within a dorm play each other until there is a champion and then various dorm champs play each other until there is one campus champ. Tournaments are held throughout the year.

Sea Saints

President

Susan Hawfield

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 spring and members learn choreography while working on water ballet.

Letter Club

Co-Presidents

Ann Campbell
Judy Douglas

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 at the Letter Club banquet in the spring.

Caperettes

President

Jo Carol Walters

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 their work is presented in assemblies, at Parents' Weekend and Spring Festival, and other performances.

Gillie Callum

President

Angel Archer

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 of P.E. will be received.

Orchesis

President

Anne Gregory

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.



Applause, Incorporated

President

Becky Rogers

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

Masquers Mime Company

President

Frances Fuller

The Masquers is a small troupe which performs mime and teaches workshops both on campus and throughout the area.

St. Genesisius

President

Mary Blincow

St. Genesisius is the honorary society of the drama department.

"Cold Cuts"

President

Bryant Tanner

The "Cold Cuts" are a senior 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 area colleges and universities, civic organizations, and school functions.

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 director.

St. Mary's Ensemble

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

Granddaughters Club

The Granddaughters Club, advised by the Alumnae Director, is composed of students whose mothers or grandmothers attended St. Mary's. Officers are elected in the fall.

Foreign Language Club

The Foreign Language Club offers students an opportunity to meet people from other countries and to learn about different cultures.

Student Publications

Editor of Handbook

Jean Schaefer and Mary Duke Sanders

Editor of the Muse, campus literary magazine

Angel Archer

Editor of the Belles, campus newspaper

Mary Glenn Barwick

Editors of the Stagecoach, yearbook

Janie Ayers and Sydney Brown

STUDENT INFORMATION DIRECTORY

Absence Forms—Dean of Students, Dr. Jones, Ext. 215

Academic Advisors—Guidance Director, Mrs. Bunch, Ext. 233

Academic Regulations—Dean of the College, Dr. Miller, Ext. 218

Admissions—Admissions Director, Mr. Simpson, Ext. 230

Alumnae Affairs—Alumnae Director, Ext. 240

Auditing a Class—Instructor, Registrar

Automobiles on Campus—Dean of Students, Dr. Jones, Ext. 215

Campus Jobs for Students—Financial Aid Director, Mr. Simpson, Ext. 230

Chapel Services—Chaplain, Mr. Dillard, Ext. 231

Class Changes (Drop/Add)—Registrar, Mrs. Petway, Ext. 214

Cooperating Raleigh Colleges—Registrar, Mrs. Petway, Ext. 214

Dormitory Regulations—Dean of Students, Ext. 215, Director of Housing, Ext. 216

Educational Testing (SAT, etc.)—Guidance Director, Mrs. Bunch, Ext. 233

Examination Reschedule and Re-examination—Registrar, Mrs. Petway, Ext. 214

Exceptions to Graduation Requirements—Dean of the College, Dr. Miller, Ext. 218

Expenses—Business Manager, Mr. Conrad, Ext. 225

Financial Aid—Financial Aid Director, Mr. Simpson, Ext. 230

Food Service—Director of Food Services, Mr. Boatwright 829-0693

Grades—Instructor

Guests Overnight—Dean of Students, Dr. Jones, Ext. 215

Guidance Career—Guidance Director, Mrs. Bunch, Ext. 233

Housing—Housing Director, Mrs. Price, Ext. 216

Incompletes—Instructor or Registrar, Mrs. Petway, Ext. 214

Library—Librarian, Mrs. Brown, Ext. 313

Lost and Found—Buildings and Grounds, Mrs. Fuller, Ext. 236

Mail—Post Office, Mrs. Parker, Ext. 317

Medical Excuses—Infirmary, Ext. 245

Parking Stickers—Business Office, Miss Vann, Ext. 220

Physical Education Facilities—Chairman of Physical Education, Miss Jones, Ext. 308

Publicity—College Relations Director, Ext. 241

Quality Point Ratio—Registrar, Mrs. Petway, Ext. 214

Readmission—Dean of the College, Dr. Miller, Ext. 218

Registration—Registrar, Mrs. Petway, Ext. 214

Repairs and Maintenance—Buildings and Grounds, Mrs. Fuller, Ext. 236

Room Changes—Director of Housing, Mrs. Price, Ext. 216

Scholarships—Financial Aid Director, Mr. Simpson, Ext. 230

Social Privileges and Regulations—Dean of Students, Dr. Jones, Ext. 215

Summer School at Another College—Dean of the College, Dr. Miller, Ext. 218

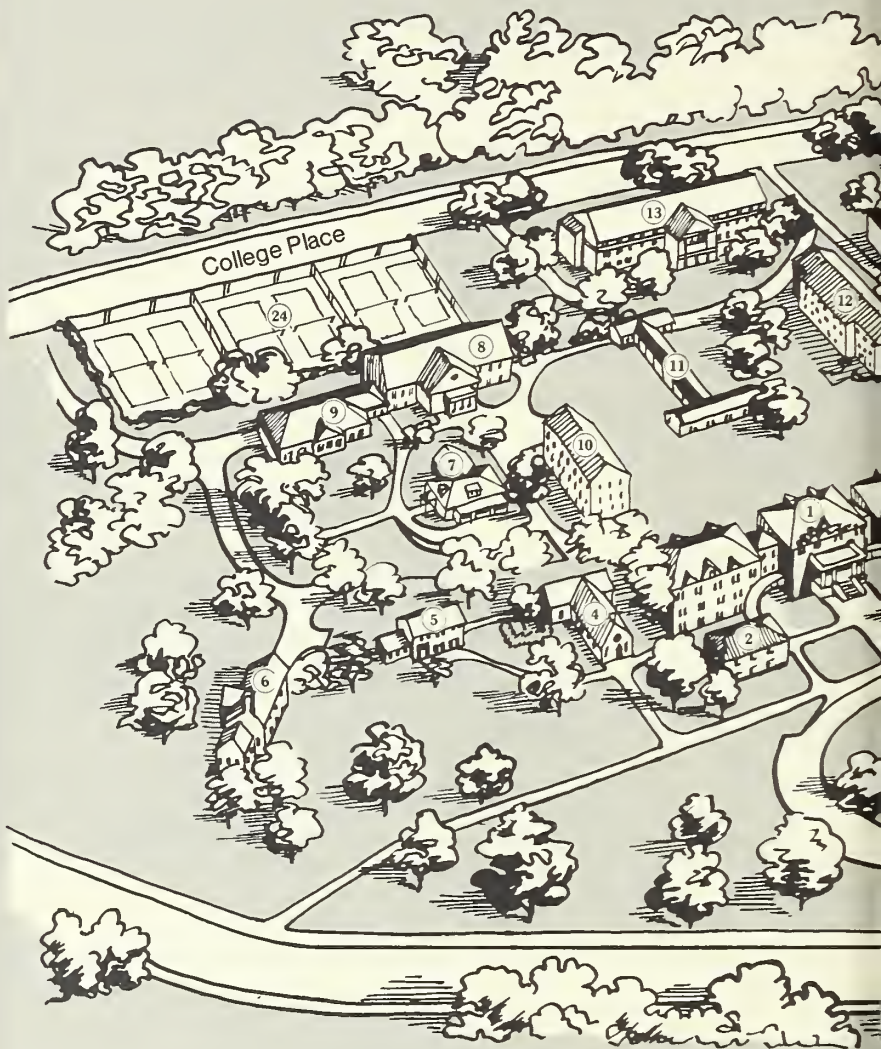
Telephone numbers—Switchboard, Mrs. Johnson, Ext. 0

Textbooks and Supplies—Bookstore, Mrs. Parker, Ext. 322

Transcripts—Registrar's Office, Mrs. Gamble and Mrs. Nelson, Ext. 212

Tutors—Chairman of the Department concerned

Weddings in St. Mary's Chapel—Chaplain, Mr. Dillard, Ext. 231



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



ST. MARY'S
COLLEGE



- | | |
|---------------------------|--------------------------------|
| 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. Heating Plant |
| 15. Language-Art Building | 24. Tennis Courts |
| 16. Pittman Auditorium | |
| 17. Student Center | |
| 18. Infirmary | |

NEEDED ITEMS

STANDARD PADLOCKS FOR CLOSET DOORS

Blankets and pillows
Bed spreads
Wash cloths
Quilted mattress protector
Tennis shoes
Detergent
Laundry basket or bag—or both
Study lamp
Alarm clock

SUGGESTED ITEMS

Backrest
Radio
Drinking cups or mugs
Tennis racket and balls
Wastepaper basket
Record player or stereo
Clothes hangers
Heating pad
Plastic bucket for toilet articles
Sewing kit
Ash tray
Typewriter
Extension cord (heavy duty)
Fan
Can opener

THINGS NOT TO BRING

Electric curlers without UL label
Expensive jewelry—students should not bring expensive jewelry—only costume jewelry. The college cannot be responsible for the safety of valuable jewelry.
Sun lamps

INDEX

Absences, Class	32
Academic Advising	28
Academic Regulations	28
Acolytes	40
Altar Guild	40
Applause, Incorporated	43
Assemblies	19
Athletics	42
Beacon	41
Bookstore	21
Calendar	2
Campuses (confined to campus)	11
Campus Regulations	12
Caperettes	42
Cars	20
Chaplain and Chapel Program	6
Chorale	44
The Circle	39
Class Attendance	30
Cold Cuts	30
Curfews	13
Day Students	17
Dean's List	35
Dining Room	27
Directory, Student Information	45
Dorm Council	9
Dormitory Regulations	12
Dress Regulations	19
Drinking and Drugs	19
Electric Appliances	48
Ensemble	44
Examinations	34
Expulsion	11
Fellowship of Christian Athletes	40
Foreign Language Club	44
General Campus Regulations	19
Gillie Callum Dancers	42
Granddaughter's Club	44
Guests—Overnight	13
Guidance and Counseling Service	28
Gym	25
Hall Council	10
Head Counselors	12
Honor Code	7
Honor Offenses	7
Honor Roll	35

Honor Societies	35
Honor System	42
Infirmary	22
Intramural Program	42
Judicial Board	9
Kitchens	22
Laundry	26
Legislative Body	10
Letter Club	42
Letter from S.G.A. President	5
Library	23
Lost and Found	26
Map	48
Marshals	40
Masquers Mime Company	43
Meals	27
Necessities and Miscellaneous	48
Off-Campus Regulations	14
Officers, Student Government Association	4
Orchesis	43
Organizations	39
Overdue Books—Library	23
Overnight Permission Slips	14, 16
Parental Permission	14, 16, 17
Plagiarism	8
Post Office	21
Probation	11
Publications	44
Quality Point Average	34
Quiet Hours	12
Registration Procedures	30
Room Regulations	12
School Hymn	51
School Jobs	27
School Song	52
SCOOP	41
Sea Saints	42
Self-Determining Hours	13
Serenitas Veritas	39
Signing Out	14, 15, 17
Smoking	19
Snack Bar	21
Special Programs	36
The Spiders	42
St. Genesis	44
Student Government Councils	9
Student Union, Use of	21
Sun Bathing Regulations	21
Suspension	11

Swimming	26
Switchboard	19
Telephone Regulations	19
Tennis Courts	25
Transcripts	35
Transfer of Credit	29
Underclassmen—Off-Campus Regulations	14, 15, 16
Upperclassmen—Off-Campus Regulations	17
Vestry	40
WATS.....	41
Weekend Absences, Quota.....	14, 16

SCHOOL HYMN

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

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

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

We change, but Thou 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, 1980 (words)*
Russell Broughton (music)

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

1982-1983

DORMITORY DIRECTORY

Smedes	East	1st	248
		2nd	249
		3rd	250
	Middle	2nd	251
		3rd	252
	West	1st	255
		2nd	256
		3rd	257
		Date Phone	253
		Hostess Phone	254
	Resident Counselor (1st)	247	
	Resident Counselor (2nd)	323	
	Resident Counselor (3rd)	324	
West Rock	1st	282	
	2nd	283	
1903 Building		320	
Holt	1st	269	
	2nd	270	
	3rd	271	
	Resident Counselor	268	
Cruikshank	1st	277	
	2nd	280	
	3rd	281	
	Parlor	279	
	Resident Counselor	278	
Penick	1st	259	
	2nd	260	
	3rd	261	
	Resident Counselor	258	
Day Student House		284, 285	



St. Mary's
College

Raleigh, N.C. 27603-1689

Second class postage paid at
Raleigh, North Carolina 27603-1689

The St. Mary's Experiences!

Student Handbook
1983-1984

St. Mary's College, Raleigh, N.C. 27603

Editor: Elizabeth Jane Archer

Committee: Mary Slade Barton, Mary Duke Sanders, Dr. Marcia B. Jones

The Mary's St. Mary's Experiences!

Student Handbook
1983-1984

**ST. MARY'S COLLEGE
CALENDAR, 1983-84 SESSION**

1983

August 25, Thursday	Faculty Orientation
August 26, Friday	Workshop for Senior Counselors
August 27, Saturday	Arrival of Freshmen, New Sophomores & New Juniors
August 28, Sunday	Orientation and Testing of New Students
August 28, Sunday	Arrival of Returning Students
August 29, Monday	Registration of New Students
August 30, Tuesday	Classes begin
September 12, Monday	Last day to add a class
September 24, Saturday	Classes for High School (Science Department)
September 26, Monday	Last day to withdraw from a class without penalty
September 30, October 1, Friday, Saturday	Parents Weekend
October 8, Saturday	Classes for High School (English Department)
October 14, Friday	Fall Break begins after classes
October 14, Friday	Mid-Semester Progress Reports due
October 18, Tuesday	Classes resume
November 3-11, Thursday-Friday	Pre-Registration Conferences
November 22, Tuesday	Thanksgiving Holiday begins after classes
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

All dorms will close at 6:00 on the last day of exams.

1984

January 9, Monday	First Day of Classes, Second Semester
January 14, Saturday	Classes for High School (Math Department)
January 20, Friday	Last day to add a class
January 20, Friday	Last day to remove grades of Incomplete from previous semester

January 30-February 3, Monday-Friday	Academic Awareness Week
February 3, Friday	Last day to withdraw from a class without penalty
February 4, 5, Saturday, Sunday	Father-Daughter Weekend
February 18, Saturday	Classes for High School (Social Studies Department)
March 2, Friday	Spring Holiday begins after classes
March 2, Friday	Mid-Semester Progress Reports Due
March 12, Monday	Classes resume
March 12-16, Monday-Friday	Foreign Language Week
April 4-12, Wednesday-Thursday	Pre-Registration Conferences
April 13, Friday	Academic Honors Convocation
April 13, Friday	Spring Festival
April 14, Saturday	Alumnae Day
April 19, Thursday	Easter Holiday begins after classes
April 24, Tuesday	Classes resume
April 28, Saturday	Classes for High School (Foreign Language Department)
May 2, Wednesday	Last day of classes
May 3, 6, Thursday, Sunday	Reading Days
May 4-10, Friday-Thursday	Examinations
May 11, Friday	Baccalaureate
May 12, Saturday	Commencement

All dorms will close after Commencement

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

SUMMER SESSION — 1984

May 28 - June 29	College Session
June 18 - July 27	High School Session

IMPORTANT

STUDENTS WILL BE TESTED ON THE MATERIAL IN THIS HANDBOOK AND THE COLLEGE CATALOG. FAILING STUDENTS WILL BE CAMPUSED UNTIL THE TEST IS PASSED. (Hint: Learn the School Hymn and the School Song)

STUDENT GOVERNMENT ASSOCIATION



1983-84 Student Government officers: (First row left to right) Angel Archer, Vice President; Judy Douglas, Chairman Hall Council; Angela White, Vice President of Underclassmen; Frances Fuller, Secretary; Jean Louise Beard, President of Day Students; (Second row) Mary Slade Barton, Chairman of Judicial Board; Jeannie Trueblood, President (Hannah Holt, Vice Chairman of Judicial Board not pictured).



Hi!

Summer is a special time to relax and have fun, but summer's end is special too, because you will be entering what I sincerely expect will be one of the best years of your life. Welcome to the St. Mary's family!

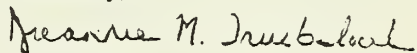
As a St. Mary's girl, you will become part of a tradition steeped in warm friendships, academic excellence, and Christian values. St. Mary's has stood "the test of time" because she continually meets changing student needs. The Student Government Association, of which you are a vital part, welcomes your input and support for the coming year.

The honor system plays a vital role in student's academic and social relations with the faculty, staff, and each other. It is built on love, trust, and respect for values and standards.

The St. Mary's family is a very special one because of the girls' genuine love for the school and each other; the students truly are the life of St. Mary's. It is so common to hear girls referring to St. Mary's as home, and for nearly eight months she will be.

The SGA officers are excited about the coming year, and we are looking forward to seeing you in August. Continue with your summer fun, and we'll see you soon!

Sincerely,



Student Government Association
President

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. Students who attend chapel are urged to participate in the Chapel services. Student participation includes making suggestions, assisting with the services by leading worship and prayer, being an acolyte, crucifer, cup bearer, lay reader, serving on the altar guild, or singing in the choir.

Bringing the community together to worship and pray and learn is very important in the life at St. Mary's. Being together in the chapel brings an understanding of the purpose of our school in an atmosphere that blends the academic, social, and spiritual aspects of life.

The Chaplain, the Reverend 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 must attend chapel services at 6:30 p.m. on Tuesdays and at 11:00 a.m. on Sundays. Boarders who do not spend the previous night on campus before Sunday chapel are excused if they return after 11:00 a.m. However, if they return to campus in time to attend chapel, they are required to be there. Guests are expected to attend chapel services with their hostesses. Day students are required to attend all special chapels such as honor chapel, honor society inductions, etc.
2. Each student will sign her name every week on the way into chapel.
3. Boarding students are allowed three cuts a semester from Sunday chapel only. A college student who overcuts, or who cuts Tuesday chapel will lose SDH privileges that weekend and have a 12 midnight curfew Friday and Saturday nights. A high school student who overcuts or who cuts Tuesday night chapel will not have a date night or overnight for the following Friday or Saturday nights.
4. If a college student does not use her cuts, she will receive **two** extra SDH nights of her choice in the last three weeks of that semester. If a high school student does not use her cuts, she will receive **two** extra date nights, late curfew (1 hr. later) or extra overnight, (her choice) in the last three weeks of the semester.
5. Tuesday night chapels are informal unless previously announced otherwise.
6. Requests to be excused from a particular chapel must be given to the Senior Warden, Catherine Davidson, 305 West Cruikshank (828-3971) by 12 noon Monday for Tuesday chapel.
7. There is an optional service on Wednesday at 10:05 a.m. followed by an Inquirers Class. All students are invited to attend.
8. Other optional services held from time to time include Baptism, Ash Wednesday, and Maundy Thursday.
9. Students who wish to attend church services off campus may arrange to do so through the Chaplain.

HONOR SYSTEM

The Student Government Association at St. Mary's is based on the Honor Code. The emphasis 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 must appear before the Judicial Board.

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 speak to the girl, explaining why she should report herself, and, if necessary, to report her. Other offenses should be reported to the hall counselor. When questioned, a girl is expected and required to be rigidly truthful to any member of the community.

Attendance at chapel and in many classes is taken by signing a roll. Each student is honor bound to sign only for herself.

Lying, cheating, and stealing are the most serious violations of the Honor Code. Lying is telling a deliberate falsehood to any member of the community or deliberately allowing a falsehood to stand. Cheating is defined as dishonest use of material other than one's own in the preparation of papers, reports, or assignments, as well as dishonest work on tests or examinations. Stealing is taking and keeping without permission of the owner, anything that belongs to somebody else including any college property.

PLAGIARISM

Plagiarism is the using of other people's words, phrases, ideas, and opinions without giving proper credit. Plagiarism normally falls into the following categories:

1. Copying word for word another's writing without quotation marks and identification by footnote.
2. Paraphrasing from the source using the author's basic sentence structure with some words added, omitted, or changed.
3. Putting together a patchwork of phrases and words taken at random from one or more sources.
4. Using facts, ideas, or opinions, in your words or the author's, without giving the proper credit in standard form. Standard form will be defined by the instructor for that discipline.

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

Offenses covered in #1 constitute a clear violation of the honor system. Such papers should receive a grade of no higher than F-60 for the academic violation and should automatically be referred to the Judicial Board for consideration of the honor violation.

Offenses of #2, #3, #4 are of a serious academic nature and the disposition of such cases, including referral to the Judicial Board, should lie within the discretion of the instructor involved. It is recommended that the plagiarized paper be given a grade of no higher than F-60 and the student be given the option of rewriting the paper. If the student elects to rewrite the paper, the final grade should represent the average of the two grades.

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

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

THE PLEDGE:

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

THE OATH

With a clear understanding of all that the Honor Code implies, I pledge that I will uphold the highest standard of personal integrity in every phase of life at 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.

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 and the Dean of Students, ex officio.
2. Judicial Board deals with the following offenses:
 - a. lying (verbal or written)
 - b. cheating
 - c. stealing
 - d. plagiarism
 - e. the use and/or possession of alcohol or illegal drugs on campus
 - f. leaving or remaining off campus without signing out
 - g. excessive lateness (past two hours)
 - h. illegal overnights
 - i. any case referred by the Dorm Council
 - j. allowing unauthorized male visitors in dorms
3. The Judicial Board may recommend to:
 - a. dismiss the case
 - b. severely warn
 - c. campus for the evening or campus all day
 - d. suspend
 - e. probate
 - f. expel
 - g. refer the case to the Dorm Council
 - h. recommend a special penalty (see page 11 for definition of terms.)

The Judicial Board will handle each case individually taking into consideration the circumstances under which the infraction occurred, and whether the student turned herself in.

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 advisor.
2. The Dorm Council deals with the following offenses:
 - a. Girls who have returned to school up to two hours 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/or 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. Cut curfew
 - c. Take away date nights or SDH
 - d. Refer the case to Judicial Board
4. Dorm Council allows each girl a 5-minute grace period (which is not to exceed 20-minutes of an accumulated tardiness per semester.)

HALL COUNCIL

1. The Hall Council is composed of SGA officers, hall counselors, and the Chairman of Hall Council. Hall Council meets weekly with the Chairman of Dorm 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 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 monthly with the SGA, Dean of Students, and President of the College. It is the Head Counselor's duty to serve on Dorm Council and to plan extracurricular activities in the dormitories.

LEGISLATIVE BODY

1. The Legislative Body is chaired by the Vice President of the Student Government Association and composed of student and faculty members.
2. 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 Day Students and Secretary-Treasurer of Day Students; all class vice-presidents; one senior representative, secretary; two junior representatives; one sophomore representative; and one freshman representative. 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.

3. The Legislative Body is composed of two functional branches:
 - a. Constitution Committee which studies the Constitution and presents recommended revisions to the full Legislative Body.
 - b. Petitions Committee which rejects or recommends to the full Legislative Body student petitions regarding social changes which may seem desirable. Petitions must be signed by three or more students. The Committee also evaluates all matters pertaining to Student Government not specifically designated as a function of the other branch of the Legislative Body and considers any academic matter presented from the Student Body. It then gives its report to the full Legislative Body.
-
-

DEFINITIONS

1. **evening campus**—a punishment recommended by the Dean of Students or Judicial Board that requires the student to remain on campus from 7:30 p.m. until morning. If it is necessary for a student to leave campus while she is campused, she may submit a written “petition” to the Dean of Students.
2. **non-petitional campus**—a non-petitional punishment recommended by Judicial Board which requires the student to remain on campus either after 7:30 p.m. or all day.
3. **probation**—a punishment recommended by the Judicial Board which gives a student a trial period to test whether she can obey the rules. Probation gives the student 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.

Girls are not allowed on campus without permission from the President or Dean of Students during suspension or when expelled. All serious penalties are reviewed by the President of the College and the President of the SGA.



GENERAL CAMPUS REGULATIONS

1983-84 Head Counselors:

West Rock - Elizabeth Ward
Middle and East Smedes - Ruth Taft
West Smedes - Tay Yeargin
Cruikshank - Leigh LaTorre
Holt - Betty Simpson
Penick - Lucy Blackwelder
1903 - Theresa Lowe

DORMITORY REGULATIONS

1. On weekdays and Sundays, QUIET is expected in dormitories all day with Quiet Hours from 8:00 p.m. to 10 p.m. and from 10:00 on in Smedes. No T.V., radio, or record player should be heard in halls. (College dorms vote on their quiet hours.)
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 faculty member, the Dean of Students, a Resident Counselor, a hall counselor on official business, or an SGA officer. Violating this rule is a dorm council offense.
3. All dormitory rooms will be inspected weekly by the Resident Counselor to insure good housekeeping and compliance with fire and safety regulations. Any damage to rooms will be charged to the students in that room.
4. Halls are expected to be clear of personal belongings. Each member of the hall is held responsible for any damage. If the responsible party is not found, then all on the hall will be held accountable for cleaning up and/or for repairs.
5. Fathers, brothers, or dates 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.
6. After signing in, students are expected to be in their dorm by curfew. High school students **must** be on their halls by curfew. No one is allowed on Cruik balcony after curfew. Doors to balcony are to be locked at curfew.
7. FRESHMEN are expected to be in their rooms by 11 p.m. Sunday - Thursday nights. T.V. are to be turned off by 11:30. Music must not be audible in the halls anytime during quiet hours. Violations of this regulation will result in confiscation of T.V., stereo, or radio. Any student found out of her room after 11 p.m. will be assigned to study hall for the next week.
8. All resident students are welcome to visit the day student house during the day.
9. No one may sunbathe on the balconies in Smedes because of the danger. Students who do so will lose curfew privileges.
10. Dates are permitted in Smedes parlor until 11:30 p.m. Sunday through Thursday, and 12:30 Friday and Saturday. Freshmen dates must leave at

freshmen's curfew. Dates may also go to the library and Tyler lounge. Men are not allowed on back campus during the week nor may they park on back campus. **SAVE EMBARRASSMENT:** Explain rules to your date.

11. Students returning to their dormitory after closing hours may be admitted only by a security guard or a Resident Counselor.
12. College students may spend the night in another dorm if they notify their own Resident Counselor and the Resident Counselor of the hall they are visiting. A High school student may spend a **WEEKEND** night in another dorm if she notifies the Resident Counselors. This overnight will not count as one of her semester overnights; however she must abide by the curfews of her **own** class.
13. Day students may spend a night on campus if space permits. They must notify Resident Counselor and they must abide by the curfew of their **own** class.
14. Students may have outside visitors on Friday and Saturday nights only. All guests are to 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. During the week, students must request permission for guests at Dean of Students' office.
15. The college reserves the right to check any dormitory room.
16. Students may have one refrigerator (not to exceed 4 cubic feet) per room. No hot plates, toaster ovens, or sun lamps are allowed.
17. **No** pets of any kind are permitted in the dormitories.
18. Changes in room assignments are made at fall break, not before. To move without permission of the Housing Director is a serious dormitory violation. Mrs. Price will work with roommates who are having problems, and students are encouraged to try to work out their differences. One of the opportunities of college life is getting to know and get along with students of different backgrounds.

CURFEWS

1. Anyone who is 5 minutes late automatically goes to Dorm Council and has her case reviewed.
2. Anyone over 2 hours late must go before Judicial Board.
3. Students may sign out for dates until their curfews. If at any time a student realizes that she will be late in returning, she **must** call her Resident Counselor or Hall Counselor.
4. All students must know their Resident Counselor's after hours telephone number.

Emergency numbers:

Smedes:	828-2524
	828-2528
Holt:	828-2526
Cruikshank:	828-2525
Penick:	828-2462
Security:	828-2527

ASSEMBLIES

1. All students must attend assembly at 10:00 a.m. Mondays (3 cuts allowed). Special evening assemblies have no cuts. Overcutting will result in rescinded privileges.
2. All books, papers, mail, food or drink cans are not permitted inside. Students must sit in assigned seats.

OFF-CAMPUS REGULATIONS

FRESHMEN

A. Signing In and Out

Freshmen may leave campus without signing out until 7:30 p.m.

All freshmen must sign in and out on white cards if planning to be out after 7:30 p.m.

Sunday - Thursday Privilege
One night per week *after fall*
break until 10:30 p.m.

Friday - Saturday Privilege
12 midnight

Special permission for a later curfew resulting from unusual circumstances may be obtained from Dean of Students.

Note:

1. If a student realizes she is going to be out past 7:30 p.m. and has not signed out, she should call her Resident Counselor or hall counselor immediately.
2. If a student realizes she will be late getting in, she should call her Resident Counselor or her hall counselor. Emergency numbers may be used: (828-2524, 828-2528, 828-2527).
3. Students should always call the emergency number if they have any trouble off campus, no matter what the situation is.
4. Students should familiarize themselves with all Dorm Council and Judicial Board offenses and penalties that may result from a breach of regulations. (see pages 9-10)

B. Weekend Overnights

1. Freshmen must have **parental permission** and a **hostess invitation** to spend a weekend night away from campus. (Students are not allowed to spend a week night off campus unless they have special permission from the Dean of Students).
2. Parents may give **blanket permission** for their daughter to spend the night in Raleigh, Durham, Chapel Hill **only**.
3. Students must fill out an overnight slip before 4:30 p.m. on Friday in the Dean of Students' office if they plan to spend either Friday or Saturday

night away. Students may not decide to take an overnight on Saturday unless they have blanket permission or they are going home.

4. Students may have overnight guests on weekends. Guests must have a specific hostess and must follow the same rules as their hostess. Special permission for guests on week nights must be obtained from Dean of Students.
5. Freshmen may take 10 OVERNIGHTS per semester. Unused overnights may be carried over to second semester. Freshmen with a quality point ratio of 2.5 at the end of the first semester may have 11 OVERNIGHTS second semester.
6. A free overnight may be taken on special weekends to stay with **their parents** in Raleigh on Parents' Weekend, Father-Daughter Weekend, and Alumnae Weekend.
7. After filing for an overnight in the Dean of Students' Office, students must sign out and back in on their **yellow** overnight cards.
8. Any student who changes her overnight address after she has left for the weekend, whether or not she has blanket permission, must notify the school of change of address.
9. Before leaving for school holidays, students must also file for an overnight slip and sign in and out on their overnight card.
10. When students return to campus from a weekend or holiday vacation, freshmen must sign in by 10:30 p.m. Sunday. (A freshman may come in and then sign out on her white card for a date night which will be counted as her date night that week.)
11. Freshmen students must have belongings packed and leave campus after their final exam. Only graduating students may stay in dorms after the exam period.

SOPHOMORES

Signing In and Out:

Sophomores may leave campus before 7:30 p.m. without signing out.

After 7:30 they must sign in and out on white cards.

Sunday - Thursday Privilege
One late curfew a week until
11:30 p.m. (Sophomores who
have earned a 3.0 or better
at St. Mary's may have 2 late
curfews.)

Friday - Saturday Privilege
12:30 a.m. curfew
After Spring Vacation, 1:00 a.m.
curfew.

Special permission for a later curfew due to unusual circumstances may be obtained from the Dean of Students.

Note:

1. If a student realizes she is going to be out past 7:30 p.m. and has not signed out, she should call her Resident Counselor or hall counselor immediately.

2. If a student realizes she will be late getting in, she should also call her Resident Counselor or hall counselors. Emergency numbers may be used:

828-2524

828-2528

828-2527

3. Students should always call the emergency numbers if they have any trouble off campus, no matter what the situation is.
4. Students should familiarize themselves with all Dorm Council and Judicial Board offenses and penalties that may result from a breach of regulations. (See pages 9-10).

B. Weekend Overnights

1. Students must have parental permission and a hostess invitation to spend a weekend night away from campus. Students are not allowed to spend a week night off campus unless they have special permission from the Dean of Students.
2. Parents may give **blanket permission** for their daughters to spend the night in the Raleigh, Durham, Chapel Hill area **only**. All overnights outside of this area require a hostess invitation and parental permission unless the student is going home.
3. Students must fill out an overnight slip before 4:30 p.m. on Friday in the Dean of Students office if they plan to spend either Friday or Saturday night away. Students may not decide to take an overnight on Saturday unless they have blanket permission or they are going home. Special permission under certain circumstances is only given by the Dean of Students.
4. Students may have overnight guests on weekends. Guests must follow the same rules as their hostess. Special permission may be obtained for guests (including day students) during the week from the Dean of Students.
5. Sophomores may take **12** overnights per semester. Unused overnights may be carried over to second semester. Sophomores with a Quality Point Ratio of 2.5 at the end of 1st semester may have **14** overnights second semester.
6. Free overnights may be taken on special weekends to stay with parents such as Parents Weekend, Father-Daughter Weekend, and Alumnae Weekend.
7. After filing for an overnight in the Dean of Students office, students must sign out and back in on their **yellow** overnight cards.
8. A student who changes her overnight address after leaving school must notify school of change even if she has blanket permission.
9. Before leaving for school holiday vacations, students must also file for an overnight slip and sign in and out in their **yellow** cards.
10. When students return to campus from a weekend or holiday vacation, sophomores must sign in by 11:30 p.m. Sunday. A student returning Sunday night may come in and go out again signing out on her white card for a date night.





COLLEGE STUDENTS

1. Each student must personally sign out and back in on their white cards when they are off campus after 7:30 p.m.
2. Juniors have a curfew of 1:00 a.m. Sunday through Thursday. On weekends Juniors have a 1:30 a.m. curfew. Juniors with self-determining hours are allowed to begin this privilege after Fall Break.
3. Seniors have a 1:00 a.m. curfew during the week, Sunday through Thursday. On weekends, those students without SDH have a curfew of 1:30 a.m. Seniors whose parents have granted permission for SDH for weekends are allowed to begin immediately once school begins. Self-Determining Hours (SDH):
 - a. Self-determining hours are granted to upperclassmen by the student's parents, and may be used only on Friday and Saturday nights. A security guard opens the doors to the dorm at every half-hour between 1:30 a.m. and 7:00 a.m. on weekends.
 - b. Juniors, with parental permission, receive this privilege after Fall Break.
 - c. Students sign out on their yellow cards for SDH, indicating the use of the SDH privilege.
 - d. Seniors with a cumulative quality point average of at least 2.0 and parental permission may receive SDH for Thursday nights. (Quality
 - e. Everyone must present her school ID when signing in at security office.
4. College students may receive their dates on back campus Friday through Sunday. During the week, however, security requires that dates not park on back campus or come to dorms (except Smedes). Students may be dropped off at dorms if date **does not park**. Avoid embarrassment and explain rule to male visitors. It is students' responsibility to make sure her date leaves promptly.
5. During exam periods, students must have belongings packed and be ready to leave for home after their last exam. In the spring only graduating seniors may stay in dorms after their last exam.
6. College students may receive their dates on back campus Friday through Sunday. During the week, however, security requires that dates not park on back campus or come to dorms (except Smedes). Students may be dropped off at dorms if date **does not park**. Avoid embarrassment and explain rule to male visitors. It is students' responsibility to make sure her date leaves promptly.
7. During exam periods, students must have belongings packed and be ready to leave for home after her last exam. In the spring only graduating seniors may stay in dorms after their last exam.

DAY STUDENTS

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 are required to attend special chapels for honor society inductions, Circle and Beacon chapels, etc.
2. Day students must attend assembly on Monday (they are allowed 3 cuts). They are also to attend Student Government Association meetings, all Day

- Student meetings and other required assemblies. Failure to do so may result in a three day campus.
3. Day students who are campused must sign in at 8:00 a.m. and out at 4:00 p.m. and may not leave campus during the day. Parents will be notified if any day student is campused for non-attendance at required meetings.
 4. Day students are expected to attend required evening lectures etc. unless they live in Apex, Wendell, Zebulon, etc.
 5. Cars and license numbers must be registered in the Business office. Day students may park in the student parking area behind the library.
 6. On returning from an illness or emergency absence, a Day student must bring to the Dean of Students' office a written explanation from her physician, 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.
 7. Day students may spend **any week night** in a dormitory with the Dean of Students' permission and if room is available. They must register with the Resident Counselor of the dorm in which they are staying. Day students may spend a **weekend** night in any dorm by just registering with the Resident Counselor. They must follow all rules which apply to their class, including attending chapel. If a day student breaks any rule, she is subject to the same penalty as the hostess. If not spending the night, Day students must leave the dorm by curfew.
 8. Day Student House
 - a. 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.
 - b. 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.
 - c. Sunbathing is allowed in the area between the Day Student House and the Library if quiet is observed.
 - d. Boarders are cordially invited to visit the Day Student House during school hours.
 - e. The Day Student House and the parking area behind the house are considered back campus, hence NO DATES are allowed!
 - f. The Day Student House is open from approximately 7:30 a.m. to 6:00 p.m. Monday-Friday. The house will be opened in extreme emergencies other than these times.
 - g. Lockers are available. Valuables should always be locked in locker.
 9. Parents may get in touch with their daughters at the Day Students House (828-2521, ext. 284 or 285) or through the Dean of Students' office in case of an emergency.
 10. All Day Students present on campus are to attend the 6:30 p.m. chapel service on Tuesdays, and the 11:00 a.m. service on Sunday mornings.

GENERAL REGULATIONS

All St. Mary's students are expected to observe the laws of North Carolina.

- A. Possession and use of alcoholic beverages and illegal drugs is strictly prohibited on campus. Violators of this rule are sent to Judicial Board and may face suspension or expulsion.

Because alcohol abuse can result in other serious problems including drinking and driving, **any** student who returns to campus obviously intoxicated will be required to attend an alcohol abuse seminar. After a second offense a letter will be sent home, attendance will be required again at the seminar, and privileges will be rescinded.

- B. Any student involved in any kind of accident off campus should report it as soon as possible to her Resident Counselor at her emergency number or to her Hall Counselors.

C. Smoking

1. No smoking is allowed in the infirmary, gym, library or in any classroom or laboratory. Smokers must always remember to be considerate of those that don't.
2. Students are expected to help keep the campus clean by using ashtrays.

- D. HAZING of any kind is prohibited by state law. No student or group is to haze any other student or group; infractions should be reported to the Dean of Students' office.

E. Cars

1. **All cars must be registered.** Seniors and day students have special campus parking stickers; others have St. Mary's stickers which will allow school officials to warn a student if her car is in danger of being towed by city or campus police.
2. Any registered cars parked illegally on campus or off will be warned once. The second offense will result in a \$5.00 parking fee (which will go into SGA fund). The third offense will result in a towing charge (\$35).
3. Cars without stickers will be towed immediately without a warning.
4. St. Mary's does not encourage underclassmen bringing cars to campus (excepting day students). Parking around the campus is severely limited.
5. Resident students may **not** park in the spaces reserved for Day students, Faculty, and Staff on weekdays between the hours of 7:30 a.m. and 6:00 p.m.
6. Day students may have a car on campus provided space is available and they have a parking sticker.

F. Fire Drills

Students **must** obey fire drills. Failure to do so will result in personal action by the Dean of Students.

G. Alarms

All dormitories are equipped with an alarm system that is activated at the dorm curfew until 6:00 a.m. when the door is open.

H. Telephones

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/or the Dean of Students will be referred to the appropriate person.

3. Students are expected to inform parents and friends that dormitories can be called on pay phones when switchboard is closed.

4. 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 received or made at any time.

5. Students who have private phones must fill out a form in the Dean of Students' office that documents who is responsible for the bill and how the bill is divided. Students sharing a phone must each sign. It is a felony to charge a telephone call to a false number or to another number without owner's knowledge or consent.

I. Dress

1. Students are required to dress for formal Tuesday chapel, Sunday chapels, evening concerts or lectures and other announced occasions.

2. Students are asked not to appear in the dining hall or Smedes parlor in night gowns or with curlers in their hair in order not to startle guests.

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

IMPORTANT

1. Remember the importance of keeping at least a 2.0 QPA. Without it, you cannot participate in clubs, elections, or hold any position.

2. If you have broken a rule, admit it. TURN YOURSELF IN. DON'T LIE. An honor violation is far more serious than a social violation.

3. Remember, if you are in any trouble or know you will be late . . . CALL.

4. Do not lose your ride back to campus. Always arrange a time and place to meet.

5. Do not lend your driver's license to anyone else. It is illegal, and a license is difficult to replace.

6. Do not forget to get a class excuse to the professor within one week. The end of the semester is **too** late.

7. Get to know your advisor. He/she is there to help.

SPECIAL SPOTS

A. Bookstore

1. Hours: Monday-Friday, 8:00 a.m.-3:30 p.m.
2. All books and college supplies may be purchased at the store.
3. The Check Cashing Window will be open from 8-3:30.
4. Students must have ID 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, 8:00 a.m.-3:30 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.

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

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.-11:00 p.m.
3. Drink bottles and trash must 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
Lawns—areas between West Rock and West Smedes, between Music Building 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 HOURS MUST BE OBSERVED.**

F. Kitchen

1. Girls must leave the kitchens in order and leave all equipment in its proper place.

G. Infirmary

1. The College Physician is at the Infirmary on Mondays, Wednesdays, and Fridays from 12-1 p.m.
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 a Resident Counselor, who will call the Infirmary to report that a girl needs admitting in an emergency.
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 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.
8. Students going off campus for special appointments, x-rays at the hospital, etc., must sign out and in at the infirmary. Only Resident Counselors may drive students to the emergency room.
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.
11. Arrangements for medical or dental appointments at home **should be made during holidays or summer vacation periods. Extended weekends 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 24 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 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. All prescriptions filled through the infirmary will be billed to the student's account.
18. Any student who has a medical excuse must regularly attend her physical education classes even though excused from active participation.

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 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 in the library by 1:15 p.m. Sunday afternoon. Some items such as issues of periodicals and reference books that are placed on reserve must be used only in the library. 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¢ per hour or any part of an hour.
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 those special regulations.
6. **MAGAZINES AND REFERENCE BOOKS DO NOT CIRCULATE. THEY ARE NOT TO BE REMOVED FROM THE LIBRARY.**
7. Fines on overdue materials:
 Regular library books—10¢ per day
 Reserve books—25¢ per hour or any part thereof
 If the fine on an overdue library book is paid at the SAME TIME the book is returned to the circulation desk, the fine will be REDUCED BY 50%.
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. The fine on overdue library material will be reduced by 50% if the fine is paid **AT THE SAME TIME THE MATERIAL IS RETURNED**. The fine must be paid to a library staff member or student assistant. Due to the cost of replacing a lost book, no reduction can be made on lost book charges. Although the library staff attempts to send reminders of overdue books and fine 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. This applies to both first and second semesters. (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 upstairs Study.
13. In order to prevent fire hazards, and to ensure the safety of the library collection and of the people who use it, **SMOKING IS NOT PERMITTED IN THE LIBRARY**.
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 loan form must be obtained from a librarian **each time** you wish to borrow books from one of these libraries. Borrowing privileges are restricted to items not held by St. Mary's, and no more than five items may be checked out at any one time.
 - a. The lending library also reserves the right to refuse borrowing and building use to any individual who violates the regulations of that library.
 - b. The home library will deny the CRC library borrowing privileges to any prospective borrower with a delinquent record in his/her home library.
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 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 soles shoes; not street shoes (courts are grasstex).
 - 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.

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. Any student using the pool is subject to the general rules of behavior posted in the pool area.
3. NO ONE IS ALLOWED TO SWIM ALONE.

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 student 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 \$2.00.
3. There are laundromats in each dormitory. These coin-operated machines may be different from the machines you use at home. Be sure to follow the instruction on the machines for best results. Please report any difficulties to the maintenance department at extension 236.

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. The College recommends that students do not 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. There are also work-study programs available.

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 | 11:30-1:00 (Brunch) | | 5:00-5:30 |
2. Students are welcome to bring guests to all meals. They must pay a charge at the door.
 3. Unlimited seconds are offered on all meals except on gourmet night.
 3. Students must not carry food, silverware, or china from the dining hall.

GUIDANCE AND COUNSELING SERVICE

THE GUIDANCE CENTER

The purpose of the counseling center is to assist the student in making the most of her opportunities for academic and vocational development while at St. Mary's. Counseling is available in the areas of testing, test registration, academic planning, vocational choices, transfer programs and internships. Assistance with study skills and reading programs are available. The services are implemented by means of vertical files, audio visual materials, reference books, study abroad programs and summer programs. A good collection on career opportunities, career planning materials and job market potential is available for students to use during their free time. In addition, announcements of informational services are made available to the students by means of the campus newsletter and calendar and the bulletin board areas. The counseling center is open from 8:30 a.m.-4:30 p.m. Monday through Friday.

ACADEMIC ADVISING

The advising system is administered through the guidance office. All students are assigned a faculty advisor. Returning students are given the opportunity to request a specific advisor as soon as the reservation fee has been paid; however, if no preference is given, a faculty advisor is assigned to assist in the student's academic planning. The advisor 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 advisors for assistance in any area of campus life.** Advisors refer students to those qualified to help them in other matters, but the final responsibility for meeting all academic requirements for a selected program rests with the individual student. All programs of study are subject to the approval of the advisor in consultation with the Dean of the College. Foreign students are an important part of the college community. They have their own advisor, Mrs. Campbell, and meet together weekly.

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.

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 average, and requirements for graduation.

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

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

Tailored Curriculum. All students should, with the assistance of their advisors, check carefully the requirements of the institution in 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 of St. Mary's may request a curriculum tailored to her particular needs. She must present to the Dean of the College a letter from an appropriate official of the college of her choice outlining the special requirements of that institution.

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

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

Summer School. Any student at St. Mary's who plans to attend summer school 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. Underclassmen may earn credit in an approved summer school for a maximum of two units of repeated work and one unit of new work.

Grade Transfer. A maximum 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 average.** Thus, a student may not use grades earned at another institution to improve her quality point status at St. Mary's.

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

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

In summer school, a student may carry a maximum of four semester hours in the three-week session and a maximum of six semester hours in the five-week session.

Registration Procedures. *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.

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

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

Withdrawal Passing. After four weeks, but prior to the end of the mid-semester report period, a student who is passing a course may, with the permission of her advisor and the Registrar, withdraw from the course. The record will show “withdrawal” with the appropriate grade in accordance with the student’s performance to the date of withdrawal.

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 average and “Withdrawal Failing” is recorded on her permanent record.

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 Registrar upon the written recommendation of the student’s physician. The record will show “Withdrawal” with the appropriate grade in accordance with the student’s performance to the date of withdrawal.

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

Repetition of courses. Should a student repeat a course in which a grade of “D” or “F” was earned, both grades 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 average.

CLASS ATTENDANCE

1. St. Mary’s considers regular class attendance to be vital to academic success. Students are expected to be present at all regularly scheduled class meetings. Students are responsible for all class discussions and assignments even if they are absent.
2. All students must attend at least 75% of all class meetings to receive credit for the course. Absences of students who are involved in field trips, athletic teams, or other required absences will not be included in the 25% total absences allowed. Days missed because a student is suspended will also not be included. Any special exception to this policy may be made only by the Dean of the College.
3. Each student is responsible for knowing and following the class attendance

- policies set by the instructor of each course.
4. Freshmen and sophomores are allowed **NO UNEXCUSED** absences. Absences for juniors and seniors are at the discretion of the professor.
 5. High school students enrolled in a college-level course for college credit may follow the absence policy set for college students in that course. College students enrolled in a high school level class must follow the no-cut policy of underclassmen in that course.
 6. St. Mary's College **NEVER** closes 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.
 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.
 9. Students have the right to sign a roll and leave if the faculty member is more than 15 minutes late.
 10. No unexcused absences are permitted during the summer school sessions.

ABSENCES REQUESTED BY PARENTS

Absences requested by parents for vacations, foreign travel, service as a legislative page, etc., must be requested to the Dean of Students **prior** to the absence. A request form may be picked up in the Dean of Students' office. The student fills out the top part; the professors must sign it next and comment on class performance; then parents fill in why the student wishes to be absent. Only then is the absence approved. Although such absences will not result in specific academic penalties, they are believed to be detrimental to the student's academic progress and are, therefore, discouraged. It is the responsibility of the student to make up all work missed.

EXCUSED ABSENCES

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

1. The Infirmary

The infirmary will issue excuses for absences incurred by boarding students who were:

- A. Consulting the physician or nurses
- B. Confined because of illness
- C. Sent home because of illness

2. The Dean of Students

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.

3. The Dean of the College

The Dean of the College will consider all absences caused by any extraor-

dinary 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 Dean of Students, Dean of the College, and the Infirmary, each faculty member because of his/her professional relationship with the student assumes as part of his/her responsibility the decision on absences resulting from periodic emergencies such as oversleeping, tardiness, etc.

UNEXECUSED ABSENCES (OVERCUTS)

Procedures

1. Unexcused absences for high school students will be reported immediately to Dean of Students who may:
 - a. notify advisor
 - b. notify parents
 - c. rescind privileges of student
 - d. assign high school student to study hall
 - e. refer student to guidance office for special help sessions.
2. Unexcused absences for college students will be reported to advisor.

Class attendance may be considered in the instructor's evaluation of student performance in the course.

Each instructor will inform each class of his/her 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.

QUALITY POINT AVERAGE

In courses carrying academic credit, quality points are awarded as follows in accordance with the value 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
- F — 0 quality points per semester hour
- WF — 0 quality points per semester hour

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

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

Students whose cumulative QPA is less than 1.50 are placed on academic probation for the subsequent semester. If they are unable to attain this minimum QPA by the end of the probation period, they are required to attend summer school at St. Mary's. If a student cannot bring her average up to 1.50 during the academic probation period or the summer school session, she is subject to academic suspension.

Grades of "F" and "WF" are included in computing the quality point average.

EXAMINATIONS

For college courses, final examinations are taken at the end of a semester; for high school courses final examinations are taken at the end of the session, unless a terminal semester course is involved, although exams are taken each semester. No student is excused from examinations; an examination that is missed because of illness will 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 Registrar. 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.

TRANSCRIPTS

When a student applies to another College or University, she must request that a transcript of her St. Mary's record be sent to the college or university she is applying to. In order to do this, the student must fill out a Request Form. High school students fill out a green form in the Guidance Office and college students fill out a white form in the Registrar's Office. The first transcript that the student requests is sent free. There is a charge of \$2.00 for each additional transcript that is sent. When the student has decided on the college or university that she plans to attend, she must request that a final transcript be sent.

HONORS

1. Phi Theta Kappa

Outstanding academic achievements 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 in this club, "a student shall be of good moral character, shall possess recognized qualities of citizenship, and shall have established academic excellence as judged





by the faculty.” 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 chooses freshmen members at the beginning of the second semester who have a 3.75 or better on one semester’s work and sophomores who have a 3.5 on two semesters of work. Members are elected in late spring and again at the beginning of the fall semester.

The purpose of the honor society is “to recognize and encourage scholarship, and to promote those qualities of character reflective of the best in 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; (2) she must attain a quality point average 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 average 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.

5. The Société Honoraire de Français

The Société Honoraire de Français is a national honor society for high school students of French. Founded in 1949, the society now has over 700 active chapters in the United States, Puerto Rico and Canada.

The aims of the organization are to promote higher standards of scholarship, to reward high scholastic attainment, and to encourage an understanding of French culture and civilization.

Candidates must have a 3.5 average in French and a 3.0 average in all other subjects for the preceding three semesters at St. Mary’s.

6. Graduating with Honors

A student graduating from the high school will be recognized as graduating “with honors” if her cumulative QPA is in the range of 3.00 to 3.49. A student with a cumulative QPA of 3.5 or better will graduate “with high honors.”

SPECIAL PROGRAMS

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

Accelerated Junior Program. This acceleration program is designed for the 11th grade student who has completed 14 or 15 of the required 16 academic units needed for graduation. She may apply to the admissions committee for

eligibility to skip her 12th grade year and enter St. Mary's for the junior year (first year of college). During the course of that year she can complete her high school course or courses and be eligible to take college-level courses for college credit.

The student in this program will not be awarded a high school diploma from St. Mary's unless she attended the 11th grade here, but can continue her course of study and be awarded the A.A. degree after completing the necessary requirements.

Advanced Placement. Entering juniors (first year of college) may submit scores for the Advanced Placement Tests of the College Entrance Examination Board. Advanced placement and/or academic credit may be awarded, subject to the approval of the academic department involved.

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

Freshman and sophomore students who achieve a grade of B or better in St. Mary's high school courses are encouraged to take the CEEB Advanced Placement Examinations. Interested students should contact the Guidance Director.

Special Students. Admission as a special student may be granted to a non-degree candidate who has a special reason for taking college courses and is qualified for the courses she wishes to take. Special students may not take more than four courses per term. Contact the Admission Office for further information.

Summer School. St. Mary's conducts an annual summer session with a limited number of courses offered on both the high school and college levels. The summer program is an excellent opportunity for students to earn extra credit or erase deficiencies, or for recent high school graduates to become acclimated to a college curriculum.

Summer Abroad. A five-week course, "Shakespeare in England," is offered to both high school and college students during the summer at additional cost. Taught in London and Stratford-on-Avon, the course provides three hours of college English credit.

Freshman Accelerated Program. This accelerated program is designed for the student who has completed the ninth grade with six academic units, including one unit of foreign language, one unit of algebra, and one unit of ninth grade English.

In addition, the student must have an overall B average, recommendations from teachers of English, mathematics, and foreign language, test scores from SSAT (Secondary School Admission Test), and a complete junior high school transcript. This program is open only to day students.

Because a new unit in high school English may not be earned during a summer session, it is not possible for students entering the program to earn the high school diploma in the normal two-year period. However, with proper scheduling and course selection, it is possible to complete five years work (three years of high school and the first two years of college) in four years at St. Mary's.

Internship Program. St. Mary's internship program is designed to provide opportunities for a student to explore careers and other interests. The student

will offer her services and work with a community sponsor in an organization which interests her. The student will submit her application to the guidance office. The student will keep a record of her experience which will be evaluated. A final evaluation by a review committee consisting of the campus coordinator, the program advisor, and the student will be made. This internship experience will be listed on the student's permanent record upon the satisfactory completion of a minimum of 40 hours service experience.

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

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

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

The students' faculty advisor must approve the course.

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

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

Out-of-state students must pay all fees in excess of \$94.00.

ORGANIZATIONS

Clubs, organizations, and teams are an important part of life at St. Mary's. All the clubs and organizations try to contribute to the St. Mary's community and to the larger community of Raleigh. Many do volunteer work at area hospitals, day care centers, or with other nonprofit agencies. Performing groups volunteer for local schools and organizations; some travel across the state. The teams compete throughout the state. On both the high school and college level any student who wishes to participate in any extracurricular activity must maintain a 2.0 average.

The Order of the Circle

President

Jane Walker

For forty-two years the Circle members have cultivated friendship among students to promote a better school spirit, created fellowship between faculty and students, and encouraged participation in college activities. Its members are outstanding in their genuine love for the girls who make St. Mary's what it is.

Serenitas Veritas

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

WATS

"We Are The Spirit", the WATS, are a group consisting of seniors who promote school spirit. From cheers before basketball games and tennis matches to the late night club walks, the WATS' goal is to promote spirit in the school. spirit in the school.

"Cold Cuts"

President

Virginia White

The "Cold Cuts" is a senior 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 dress in overalls and bright colored shirts, and play at area colleges and universities, civic organizations, and school functions.

Marshals

Chief Marshal Mandy Bass

The marshals are elected by the student body from the rising senior class. 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, usher at Chapel services, usher at entertainments in the auditorium, serve for various school functions, and maintain order at all student body gatherings.

Scoop

President

Anne Hotchkiss

The Scoop group is the only group consisting of both high school and college students. Concerned with upcoming walks, new members, and activities in the community, the Scoop Group is never at a loss for words.

The Beacon

President

Pam Aikens

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

Spiders

President

Michele Marcin

The "Spiders" are a secret club at St. Mary's. The club consists of sophomores and one Senior who is 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 to get new members.

Undatettes

President

Rebecca Thompson

The Undatettes is a secret high school club for sophomores: "with every regret we can't tell you yet."

Symposia

Symposia promotes student/faculty relations through the exchange of ideas by meeting informally in a small group.

Masquers Mime Company

President

Manda Belli

The Masquers is a small troupe which performs mime and teaches workshops both on campus and throughout the area.

Four Year Girls

The Four Year Girls Club is made up of girls who have been at St. Mary's since their junior year in high school. These girls call the newly accepted girls to welcome them and inform them about the unique environment at St. Mary's and also to answer any questions they have about St. Mary's.

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 director.

St. Mary's Ensemble

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

Granddaughters Club

The Granddaughters Club, advised by the Alumnae Director, is composed of students whose mothers or grandmothers attended St. Mary's. Officers are elected in the fall.

Foreign Language Club

The Foreign Language Club offers students an opportunity to meet people from other countries and to learn about different cultures.

Fellowship of Christian Athletes

President

Catherine Davidson

The chapter of the Fellowship of Christian Athletes seeks to promote Christian fellowship among students. St. Mary's group participates with the chapters of NCSU and UNC Chapel throughout the year, and entertains speakers from all over the state. The organization serves the Raleigh community through the Special Olympics, FCA days around North Carolina and by sponsoring families at Christmas. Officers are elected at the end of the year for a term the following year.

Vestry

Senior Warden

Catherine Davidson

Junior Warden

Annie Gray Sprunt

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.

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

Chairman

Karen Grimes

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 for the coming college year.

Altar Guild

Chairman

Jane Walker

Membership in the Altar Guild is open to high school and college students. This organization has charge of preparing for Chapel services and provides ways 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.

Athletics

Athletic competition is provided in a variety of sports both at the high school and college level. Terms include tennis, swimming and diving, golf, basketball, and soccer. Extramural teams are sponsored in volleyball and softball.

Intramural Program

The Intramural Program at St. Mary's involves competition between dormitories. Teams within a dorm play each other until there is a champion and then various dorm champs play each other until there is one campus champ. Tournaments are held throughout the year.

Sea Saints

President

Sally James

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 spring and members learn choreography while working on water ballet.

Letter Club

Co-Presidents

Gray Fagan, Maggi Jones

The Letter Club is the honorary athletic society. A girl becomes eligible for membership only if she is on the varsity team. New members are announced at the Letter Club banquet in the spring.

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 their work is presented in assemblies, at Parents' Weekend and Spring Festival, and other performances.

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.

St. Genesius

St. Genesius is the honorary society of the drama department.

Applause, Incorporated

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

Student Publications

Editor of Handbook

Elizabeth Archer and Mary Slade Barton

Editor of the Muse, campus literary magazine

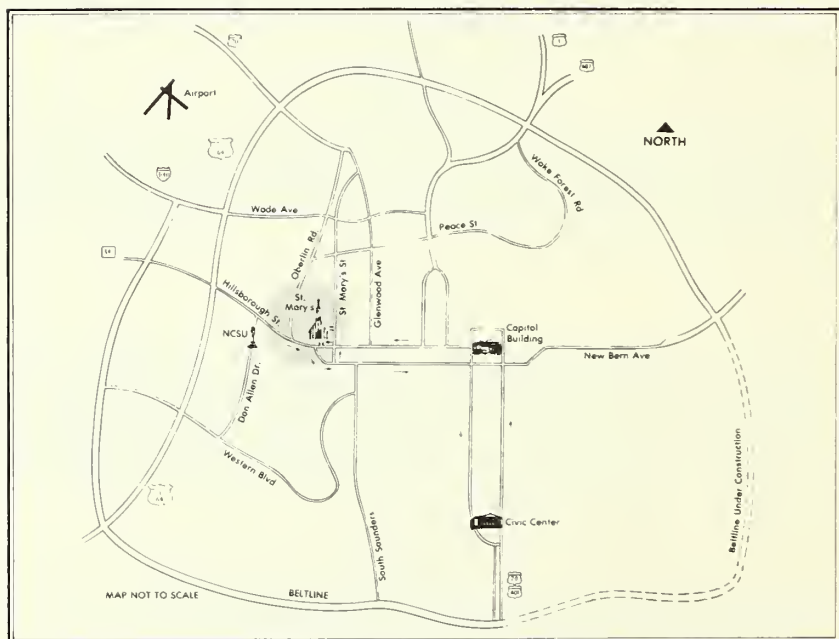
Brady Whitley

Editor of the Belles, campus newspaper

Becky Rogers

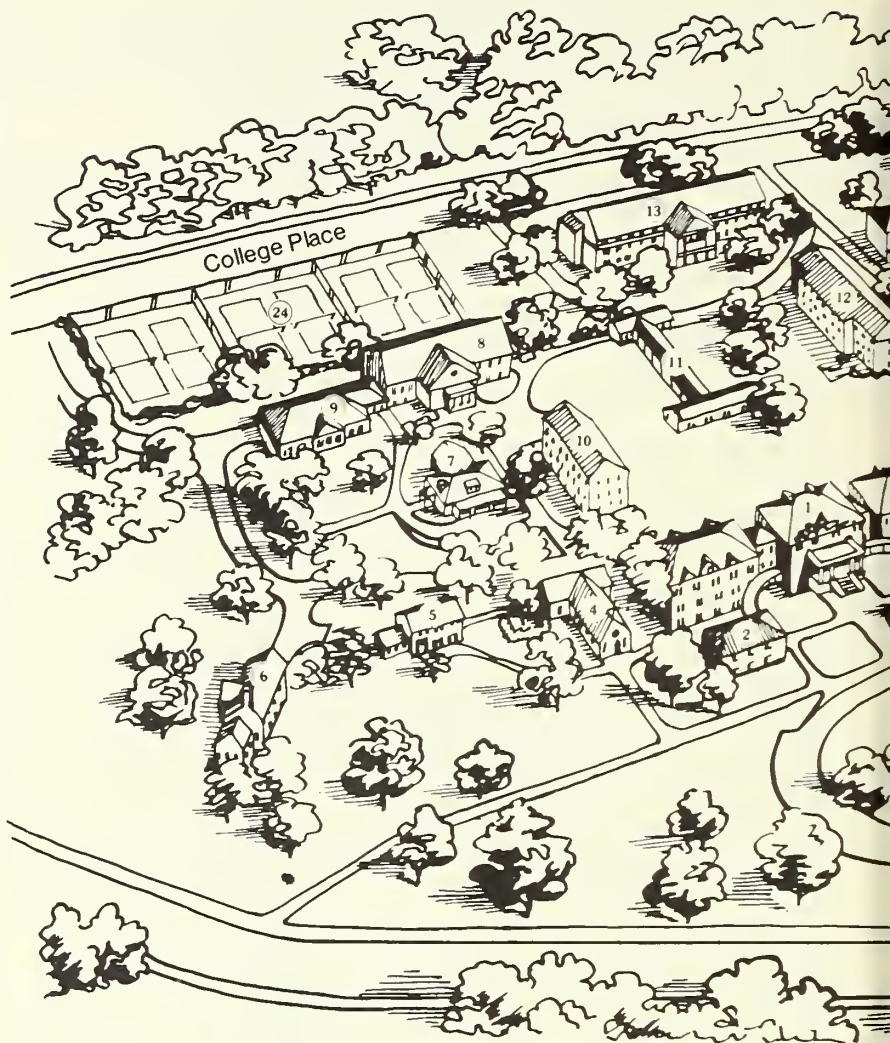
Editors of the Stagecoach, yearbook

Allison Abbott



STUDENT INFORMATION DIRECTORY

- Absence Forms**—Dean of Students, Dr. Jones, Ext. 215
- Academic Advisors**—Guidance Director, Mrs. Bunch, Ext. 233
- Academic Regulations**—Dean of the College, Dr. Miller, Ext. 218
- Admissions**—Admissions Director, Mr. Simpson, Ext. 230
- Alumnae Affairs**—Alumnae Director, Ms. Burgwyn, Ext. 240
- Auditing a Class**—Instructor, Registrar, Mrs. Petway, Ext. 214
- Automobiles on Campus**—Dean of Students, Dr. Jones, Ext. 215
- Campus Jobs for Students**—Financial Aid Director, Mr. Simpson, Ext. 230
- Chapel Services**—Chaplain, Mr. Dillard, Ext. 231
- Class Changes (Drop/Add)**—Registrar, Mrs. Petway, Ext. 214
- Cooperating Raleigh Colleges**—Registrar, Mrs. Petway, Ext. 214
- Dormitory Regulations**—Director of Housing, Ms. Price, Ext. 216
- Educational Testing (SAT, etc.)**—Guidance Director, Mrs. Bunch, Ext. 233
- Examination Reschedule and Re-examination**—Registrar, Mrs. Petway, Ext. 214
- Exceptions to Graduation Requirements**—Dean of the College, Dr. Miller, Ext. 218
- Expenses**—Business Manager, Mr. Conrad, Ext. 225
- Financial Aid**—Financial Aid Director, Mr. Simpson, Ext. 230
- Food Service**—Director of Food Services, 829-0693
- Grades**—Instructor
- Guests Overnight**—Dean of Students, Dr. Jones, Ext. 215
- Guidance Career**—Guidance Director, Mrs. Bunch, Ext. 233
- Housing**—Housing Director, Mrs. Price, Ext. 216
- Incompletes**—Instructor or Registrar, Mrs. Petway, Ext. 214
- Library**—Librarian, Mrs. Brown, Ext. 313
- Lost and Found**—Buildings and Grounds, Mrs. Fuller, Ext. 236
- Mail**—Post Office, Mrs. Parker, Ext. 317
- Medical Excuses**—Infirmary, Ext. 245
- Parking Stickers**—Business Office, Miss Vann, Ext. 220
- Physical Education Facilities**—Chairman of Physical Education, Miss Jones, Ext. 308
- Publicity**—College Relations Director, Mrs. Briscar, Ext. 241
- Quality Point Ratio**—Registrar, Mrs. Petway, Ext. 214
- Readmission**—Dean of the College, Dr. Miller, Ext. 218
- Registration**—Registrar, Mrs. Petway, Ext. 214
- Repairs and Maintenance**—Buildings and Grounds, Mrs. Fuller, Ext. 236
- Room Changes**—Director of Housing, Ms. Price, Ext. 216
- Scholarships**—Financial Aid Director, Mr. Simpson, Ext. 230
- Social Privileges and Regulations**—Dean of Students, Dr. Jones, Ext. 215
- Summer School at Another College**—Dean of the College, Dr. Miller, Ext. 218
- Telephone numbers**—Switchboard, Mrs. Johnson, Ext. 0
- Textbooks and Supplies**—Bookstore, Mrs. Parker, Ext. 322
- Transcripts**—Registrar's Office, Mrs. Soles and Mrs. Nelson, Ext. 212
- Tutors**—Chairman of the Department concerned
- Weddings in St. Mary's Chapel**—Chaplain, Mr. Dillard, Ext. 231



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 | 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. Heating Plant |
| 15. Language-Art Building | 24. Tennis Courts |
| 16. Pittman Auditorium | |
| 17. Student Center | |
| 18. Infirmary | |

NEEDED ITEMS

STANDARD PADLOCKS FOR CLOSET DOORS

- Blankets and pillows
- Bed spreads
- Wash cloths
- Quilted mattress protector
- Tennis shoes
- Detergent
- Laundry basket or bag—or both
- Study lamp
- Alarm clock

SUGGESTED ITEMS

- Backrest
- Radio
- Drinking cups or mugs
- Tennis racket and balls
- Wastepaper basket
- Record player or stereo
- Clothes hangers
- Heating pad
- Plastic bucket for toilet articles
- Sewing kit
- Ash tray
- Typewriter
- Extension cord (heavy duty)
- Fan
- Can opener

THINGS NOT TO BRING

- Electric curlers without UL label
- Expensive jewelry—students should not bring expensive jewelry—only costume jewelry. The college cannot be responsible for the safety of valuable jewelry.
- Sun lamps



INDEX

Absences, Class	31
Academic Advising	29
Academic Regulations	29
Acolytes	42
Altar Guild	42
Applause, Incorporated	44
Assemblies	14
Athletics	42
Beacon	40
Bookstore	23
Calendar	2
Campuses (confined to campus)	11
Campus Regulations	12
Caperettes	43
Cars	21
Chaplain and Chapel Program	6
Chorale	41
The Circle	39
Class Attendance	31
Cold Cuts	40
Curfews	13
Day Students	19
Dean's List	37
Dining Room	28
Directory, Student Information	45
Dorm Council	10
Dormitory Regulations	12
Dress Regulations	22
Drinking and Drugs	21
Electric Appliances	48
Ensemble	41
Examinations	34
Expulsion	11
Fellowship of Christian Athletes	42
Foreign Language Club	42
Four Year Girls	41
General Campus Regulations	21
Gillie Callum Dancers	43
Granddaughter's Club	41
Guests—Overnight	13
Guidance and Counseling Service	29
Gym	27
Hall Council	10
Head Counselors	12
Honor Code	8
Honor Offenses	8
Honor Roll	37

Honor Societies	37
Honor System	7
Infirmary	24
Intramural Program	42
Judicial Board	9
Kitchens	24
Laundry	27
Legislative Body	10
Letter Club	43
Letter from S.G.A. President	5
Library	25
Lost and Found	28
Map	46
Marshals	40
Masquers Mime Company	41
Meals	28
Necessities and Miscellaneous	48
Off-Campus Regulations	14
Officers, Student Government Association	4
Orchesis	43
Organizations	39
Overdue Books—Library	25
Overnight Permission Slips	14,16
Parental Permission	14,16,19
Plagiarism	8
Post Office	23
Probation	11
Publications	44
Quality Point Average	33
Quiet Hours	12
Registration Procedures	31
Room Regulations	12
School Hymn	51
School Jobs	28
School Song	52
SCOOP	40
Sea Saints	43
Self-Determining Hours	19
Serenitas Veritas	40
Signing Out	13,14,15
Smoking	21
Snack Bar	23
Special Programs	37
The Spiders	41
St. Genesis	43
Student Government Councils	9
Student Publications	44
Student Union, Use of	23
Sun Bathing Regulations	23

Suspension	11
Swimming	27
Switchboard	22
Symposia	41
Telephone Regulations	22
Tennis Courts	27
Transcripts	34
Transfer of Credit	30
The Undatettes	41
Underclassmen—Off-Campus Regulations	14,15,16
Upperclassmen—Off-Campus Regulations	19
Vestry	42
WATS	40
Weekend Absences, Quota	14,16

SCHOOL HYMN

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

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

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

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

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

School Song
HAIL, 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

1983-1984

DORMITORY DIRECTORY

Smedes	East:	1st Floor	836-9577
		2nd Floor	836-9575
		3rd Floor	836-9573
	Middle:	2nd Floor	836-9567
		3rd Floor	836-9574
		West:	1st Floor
	2nd Floor		836-9573
	3rd Floor		836-9569
	West Rock	1st Floor	836-9571
2nd Floor		836-9572	
1903	836-9570	
Holt	1st Floor	836-9578	
	2nd Floor	836-9580	
	3rd Floor	836-9579	
Cruikshank	1st Floor	836-9586	
	2nd Floor	836-9584	
	3rd Floor	836-9585	
Penick	1st Floor	836-9582	
	2nd Floor	836-9581	
	3rd Floor	836-9583	
Day Student House		284 & 285	

EMERGENCY NIGHT NUMBERS

1st Smedes	828-2528
2nd Smedes	828-2524
3rd Smedes	828-2524
West Rock	828-2528
1903 Building	828-2526
Holt	828-2526
Cruikshank	828-2525
Penick	828-2462
Emergency, All Hours	828-2527



St. Mary's
College

Raleigh, North Carolina 27603 1689



St. Mary's College, Raleigh, N.C. 27603-1689

Editor: Julie Gray

Committee: Harriet Little, Clayton Henkel, Lindy Turner,
Landon McKinney, Dr. Marcia Jones



ST. MARY'S COLLEGE CALENDAR, 1984-85 SESSION

1984

August 23, Thursday	Faculty Orientation
August 24, Friday	Workshop for Senior Counselors
August 25, Saturday	Arrival of Freshmen, New Sophomores, & New Juniors
August 26, Sunday	Orientation and Testing of New Students
August 26, Sunday	Arrival of Returning Students
August 27, Monday	Registration of New Students
August 28, Tuesday	Classes Begin
September 10, Monday	Last day to add a class
September 22, Saturday	Classes for High School (Science Department)
September 24, Monday	Last day to withdraw from a class without penalty
October 5-6, Friday, Saturday	Parents Weekend
October 12, Friday	Fall Break begins after classes
October 12, Friday	Mid-Semester Progress Reports due
October 17, Wednesday	Classes Resume
October 20, Saturday	Classes for High School (English Department)
November 1-9, Thursday-Friday	Pre-Registration Conferences
November 21, Wednesday	Thanksgiving Holiday begins after classes
November 26, Monday	Classes resume
December 7, Friday	Last day of classes
December 8-9, Saturday, Sunday	Reading Days
December 10-15, Monday-Saturday	Examinations
December 16-January 6	Christmas Holidays

All dorms will close at 6:00 on the last day of exams.

1985

January 7, Monday	First Day of Classes, Second Semester
January 12, Saturday	Classes for High School (Math Department)
January 18, Friday	Last day to add a class
January 18, Friday	Last day to remove grades of incomplete from previous semester
January 28-February 1, Monday-Friday	Academic Awareness Week
February 1, Friday	Last day to withdraw from a class without a penalty

February 23, Saturday	Classes for High School (Social Studies Department)
March 1, Friday	Spring Holiday begins after classes
March 1, Friday	Mid-Semester Progress Reports due
March 11, Monday	Classes resume
March 11-15, Monday-Friday	Foreign Language Week
March 27-April 4, Wednesday-Thursday	Pre-Registration Conferences
April 4, Thursday	Easter Holiday begins after classes
April 9, Monday	Classes resume
April 19, Friday	Academic Honors Convocation
April 19, Friday	Spring Festival
April 20, Saturday	Alumnae Day
April 27, Saturday	Classes for High School (Foreign Language Department)
May 1, Wednesday	Last day of classes
May 2, 5, Thursday, Sunday	Reading Days
May 3-9, Friday-Thursday	Examinations
May 10, Friday	Baccalaureate
May 11, Saturday	Commencement

All dorms will close after Commencement.

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

SUMMER SESSION — 1985

May 27 - June 28	College Session
June 17 - July 26	High School Session

IMPORTANT

STUDENTS WILL BE TESTED ON THE MATERIAL IN THIS HANDBOOK AND THE COLLEGE CATALOG. FAILING STUDENTS WILL BE CAMPUSED UNTIL THE TEST IS PASSED. (Hint: Learn the School Hymn and the School Song)

STUDENT GOVERNMENT ASSOCIATION



1984-85 Student Government officers: Harriet Little, President; Julie Gray, Vice President; Annis Gill, Chairman of Judicial Board; Mimi Fisher, Vice Chairman of Judicial Board; Elizabeth Zervos, Secretary; Clayton Henkel, Chairman of Hall Council; Lindy Turner, Vice President of Underclassmen; Ann Marie Fitzmaurice, President of Day Students; and Carolyn Thornton, Social Chairman.



Welcome!

I hope everyone is having a great summer and is as excited as I am about the upcoming year at St. Mary's. I am sure that the old girls are anxious to get back and see all of their friends and give the new girls a warm welcome.

Some of you are leaving home for the first time, and St. Mary's is certainly a step in the right direction. You will soon experience the closeness of the SMC students as well as their personal relationships with the faculty. These close-knit relationships form the bond of the St. Mary's family, which in turn creates the special feeling of SMC you will "experience" this year.

Another part of St. Mary's is her honor system. There are very few schools left today with the same respect and devotion for this system as SMC possesses. This system is based on trust and exists when each girl accepts the responsibility to honor the school as well as herself.

As a student at St. Mary's, you are also a vital member of the Student Government Association. Please feel free to express your opinion of the college. The system cannot work without the students' input!

Once again, I would like to say welcome to all of you and I am looking forward to getting to know each of you this fall.

Sincerely,

Harriet Little
Student Government Association
President

THE CHAPEL



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

Student Handbook
St. Mary's School
1946-1947

CHAPLAIN AND CHAPEL PROGRAM

St. Mary's is built on a long tradition of religious values. Student participation includes making suggestions, assisting with the services by leading worship and prayer, being an acolyte, crucifer, cup bearer, lay reader, serving on the altar guild, or singing in the choir.

Bringing the community together to worship and pray and learn is very important in the life of St. Mary's. Being together in the chapel brings an understanding of the purpose of our school in an atmosphere that blends the academic, social, and spiritual aspects of life.

The Chaplain's office is located in lower Smedes-west, by the chapel.

CHAPEL SERVICES

1. All boarders must attend chapel services at 6:30 p.m. on Tuesdays and at 11:00 a.m. on Sundays. Boarders who have signed out for weekends are excused if they return after 11:00 a.m. However, if they return to campus in time to attend chapel, they are required to be there. Guests are expected to attend chapel services with their hostesses. Day students are required to attend special chapels as announced.
2. Tuesday night chapels are informal unless previously announced otherwise.
3. Requests to be excused from a particular chapel must be given to the Senior Warden, Susan Thomas, ES-242 (828-9702), by 12 noon Monday for Tuesday chapel.
4. There is an optional service on Wednesday at 10:05 a.m. All students are invited to attend. Other optional services are held from time to time.
5. Students who wish to attend church services off campus may arrange to do so through the Chaplain.
6. Chapel pledges are taken every week at hall meetings. Failure to sign the pledge is taken to be an unexcused absence. All unexcused absences from chapel result in a weekend curfew of 7:30 p.m. Chapel pledges are an integral part of the honor system. **There are no chapel cuts.**

HONOR SYSTEM

The Student Government Association at St. Mary's is based on the Honor Code. The emphasis 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 must appear before the Judicial Board.

The success of our Honor System depends upon each student's acceptance of the responsibility for her own honor and for the honor of the school. If a student breaks the Honor Code, she is expected to report herself *in writing* to the Chairman of the Judicial Board. If she knows of another student's doing so, it is her duty as a member of the Student Government Association to speak to the student, explaining why she should report herself, and, if necessary, to report her. Other offenses should be reported to the hall counselor. When questioned, a student is expected to be **rigidly truthful to any member of the community.**

Attendance at chapel and in many classes is taken by signing a roll. Each student is honor bound to sign only for herself. (Signing for another student is considered an honor violation and a Judicial Board offense.)

Lying, cheating, and stealing are the most serious violations of the Honor Code. Lying is telling a deliberate falsehood to any member of the community or deliberately allowing a falsehood to stand. Cheating is defined as dishonest use of

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

PLAGIARISM

Plagiarism is the using of other people's words, phrases, ideas, and opinions without giving proper credit. Plagiarism normally falls into the following categories:

1. Copying word for word another's writing without quotation marks and identification by footnote.
2. Paraphrasing from the source using the author's basic sentence structure with some words added, omitted, or changed.
3. Putting together a patchwork of phrases and words taken at random from one or more sources.
4. Using facts, ideas, or opinions, in your words or the author's, without giving proper credit in standard form. Standard form will be defined by the instructor for that discipline.

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

Offenses covered in #1 constitute a clear violation of the honor system. Such papers should receive a grade of no higher than F-60 for the academic violation and should automatically be referred to the Judicial Board for consideration of the honor violation.

Offenses of #2, #3, #4 are of a serious academic nature and the disposition of such cases, including referral to the Judicial Board, should lie within the discretion of the instructor involved. It is recommended that the plagiarized paper be given a grade of no higher than F-60 and the student be given the option of rewriting the paper. If the student elects to rewrite the paper, the final grade should represent the average of the two grades.

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

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

THE PLEDGE:

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

THE OATH:

With a clear understanding of all that the Honor Code implies, I pledge that I will uphold the highest standard of personal integrity in every phase of life at 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.

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 representatives, one freshman class representative, three faculty members appointed by the President of the College, and the Dean of Students, ex officio.
2. Judicial Board deals with the following offenses:
 - a. lying (verbal or written)
 - b. cheating
 - c. stealing
 - d. plagiarism
 - e. the use and/or possession of alcohol or illegal drugs on campus
 - f. leaving or remaining off campus without signing out
 - g. excessive lateness (past two hours)
 - h. illegal overnights
 - i. any case referred by the Dorm Council
 - j. allowing unauthorized male visitors in dorms
3. The Judicial Board may recommend to:
 - a. dismiss the case
 - b. severely warn
 - c. campus for the whole day
 - d. suspend
 - e. probate
 - f. expel
 - g. refer the case to the Dorm Council
 - h. recommend a special penalty (see page 11 for definition of terms.)

The Judicial Board will handle each case individually taking into consideration the circumstances under which the infraction occurred, and whether the student turned herself in.

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 advisor.
2. The Dorm Council deals with the following offenses:
 - a. Students who have returned to school up to two hours late
 - b. Students who have repeatedly broken hall regulations and are sent by their counselor or housemother
 - c. Excessive failures to sign in and/or out
 - d. Any case referred to it by Judicial Board
3. Dorm Council may vote to:
 - a. severely warn
 - b. cut curfew
 - c. take away date nights or SDH
 - d. refer the case to Judicial Board
4. Dorm Council allows each girl a 5-minute grace period (which is not to exceed 20 minutes of an accumulated tardiness per semester.)

HALL COUNCIL

1. The Hall Council is composed of SGA officers, hall counselors, and the Chairman of Hall Council. Hall Council meets weekly with the Chairman of Dorm Council serving as chairman and the Upperclassman 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 information to the students 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 the hall counselors are housed. The Head Counselors meet monthly with the SGA officers, Dean of Students, and President of the College. It is the head counselors' duty to serve on Dorm Council and to plan extracurricular activities in the dormitories.

LEGISLATIVE BODY

1. The Legislative Body is chaired by the Vice President of the Student Government Association and composed of student and faculty members.
2. 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 Day Students, and Secretary-Treasurer of Day Students; all class vice-presidents; one senior representative-Secretary; two junior representatives; one sophomore representative; and one freshmen representative. 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.

3. The Legislative Body is composed of two functional branches:
 - a. Constitution Committee which studies the Constitution and presents recommended revisions to the full Legislative Body.
 - b. Petitions Committee which rejects or recommends to the full Legislative Body student petitions regarding social changes which may seem desirable. Petitions must be signed by three or more students. The Committee also evaluates all matters pertaining to Student Government not specifically designated as a function of the other branch of the Legislative Body and considers any academic matter presented from the student body. It then gives its report to the full Legislative Body.

DEFINITIONS

1. **campus**—a penalty recommended by the Dean of Students or by Dorm Council that requires the student to remain on campus. If it is necessary for the student to leave campus while she is campused, she must have permission from the Dean of Students.
2. **petitional campus**—a penalty recommended by Judicial Board which allows the student the option of “petitioning” the Dean of Students for permission to leave campus if necessary.
3. **non-petitional campus**—a non-petitional penalty recommended by Judicial Board which requires the student to remain on campus all day.
4. **suspension**—a penalty 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, but a student who is suspended is responsible for making up all work missed.
5. **expulsion**—a penalty recommended by the Judicial Board which requires a student to leave school permanently unless otherwise stated.

Students are not allowed on campus without permission from the President or Dean of Students during suspension or when expelled. All serious penalties are reviewed by the President of the College and the President of the SGA.

REQUIRED WITHDRAWAL

- St. Mary's College may require the immediate withdrawal of any student who:
1. violates probation imposed by the Judicial Board of the College for an honor offense;

2. violates probation imposed by the Judicial Board for repeated violations of the social regulations of the College;
3. demonstrates an inability to live within the laws of the community, the State of North Carolina, or the United States of America;
4. violates probation imposed by the College for failure to follow the College's class attendance policy;
5. poses a danger to the health or safety of the college community, and/or herself;
6. fails to fulfill the required financial obligations to the College.

GENERAL CAMPUS REGULATIONS

1984-85 Head Counselors:

Smedes—Elizabeth Noble and Robin Bryant

Cruikshank—Virginia Yarborough

Holt—Susan Carter

Penick—Patti Shreve

1903—Stephanie Shannon

DORMITORY REGULATIONS

1. On weekdays and Sundays, QUIET is expected in dormitories all day with strict Quiet Hours in Smedes from 8:00 p.m. to 10 p.m. and from 11:00 p.m. on. No T.V., radio, or record player should be heard in the halls. (College dorms vote on their own quiet hours).
2. All dormitory rooms are inspected by the Resident Counselor to insure good housekeeping and compliance with fire and safety regulations. Any damage to rooms will be charged to the students in that room.
3. Halls are expected to be clear of personal belongings. Each member of the hall is held responsible for any damage. If the responsible party is not found, then all on the hall will be held accountable for cleaning up and/or for repairs.
4. Fathers, brothers, or dates 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.
5. After signing in, students are expected to be in their dorm by curfew. High school students **must** be on their halls by curfew.
6. All resident students are welcome to visit the day student house during the day.
7. No one may sunbathe on the balconies in Smedes. Students who do so will lose curfew privileges. Sunbathing is allowed behind West Rock, behind Holt, beside Penick, and beside the day student house. **NO RADIOS ARE**

TO BE PLAYED OUTSIDE OF PENICK OR CRUIKSHANK DURING THE WEEK.

8. Dates are permitted in Smedes parlor until 11:30 p.m. Sunday through Thursday, and until 12:30 p.m. Friday and Saturday. Freshmen dates must leave at freshmen's curfew. Dates may also go to the library and Tyler lounge. Men are not allowed on back campus during the week nor may they park on back campus. **SAVE EMBARRASSMENT:** explain rules to your dates.
9. Students returning to their dormitory after closing hours may be admitted only by a security guard or a Resident Counselor.
10. College students may spend the night in another dorm if they notify their own Resident Counselor and the Resident Counselor of the hall they are visiting. A high school student may spend a **WEEKEND** night in another dorm if she notifies the Resident Counselors. This overnight will not count as one of her semester overnights; **however, she must abide by the curfews of her own class.**
11. Day students may spend a night on campus if space permits. They must notify the Resident Counselor, and **they must abide by the curfew of their own class.**
12. Students may have outside visitors on Friday and Saturday nights **only**. All guests are to 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. During the week, students must request special permission for guests at the Dean of Student's office and pay a \$5 guest fee.
13. The college reserves the right to check any dormitory room.
14. Students may have one refrigerator (not to exceed 4 cubic feet) per room. No hot plates, toaster ovens, or sun lamps are allowed.
15. **No pets of any kind are permitted in the dormitories.**
16. Changes in room assignments are made at fall break, not before. To move without permission of the Housing Director is a serious dormitory violation. Mrs. Price will work with roommates who are having problems, and students are encouraged to try to work out their differences. One of the opportunities of college life is getting to know and getting along with students of different backgrounds.

CURFEWS

1. Anyone who is 5 minutes late automatically goes to Dorm Council and has her case reviewed.
2. Anyone over 2 hours late must go before Judicial Board.
3. Students may sign out for the evening until their curfew. If at any time a student realizes that she will be late in returning, **SHE MUST CALL HER RESIDENT COUNSELOR OR HALL COUNSELOR.**
4. All students must know their Resident Counselor's after hours telephone number.

Emergency numbers:

Smedes:	828-2524
	828-2528
Holt:	828-2526
Cruikshank:	828-2525
Penick:	828-2462
Security:	828-2527

IN CASE OF ANY EMERGENCY ON CAMPUS (A PROWLER, FIRE ETC.) NOTIFY THE RESIDENT COUNSELOR AT ONCE AND CALL THE CITY EMERGENCY NUMBER 911.

ASSEMBLIES

All students must attend required assemblies at 10:00 a.m. Mondays or as announced. All books, papers, mail, food and drink are not permitted inside. All students must sit in assigned seats.

OFF-CAMPUS REGULATIONS

FRESHMEN

A. Signing in and Out

Freshmen may leave campus without signing out until 7:30 p.m.

All freshmen must sign in and out on white cards if planning to be out after 7:30 p.m.

Sunday—Thursday Privilege

One night per week after fall break until 10:30 p.m.

Friday—Saturday Privilege

12 midnight

Special permission for a later curfew: Dean of Students only.

Note:

1. If a student realizes she is going to be out past 7:30 p.m. and has not signed out, she should call her Resident Counselor or hall counselor immediately.
2. If a student realizes she will be late getting in, she should call her Resident Counselor or her hall counselor. Emergency numbers may be used: (828-2524, 828-2528, 828-2527).
3. Students should always call the emergency number if they have any trouble off campus, no matter what the problem is. Help is always available.
4. Students should familiarize themselves with all Dorm Council and Judicial Board offenses and penalties that may result from a breach of regulations.

5. Freshmen are expected to be in their rooms by 11 p.m. Sunday through Thursday nights. T.V.s are to be turned off by 11:30 p.m. Music must not be audible in the halls anytime during quiet hours. Violation of this regulation will result in confiscation of T.V., radio, or stereo. Any student found out of her room socializing after 11 p.m. will lose curfew privileges.

B. Weekend Overnights

1. Freshmen must have **parental permission** and a **hostess invitation** to spend a weekend night away from campus. (Students are not allowed to spend a weeknight off campus unless they have special permission from the Dean of Students).
2. Parents may give **blanket permission** for their daughter to spend the night in the Raleigh, Durham, Chapel Hill area **only**.
3. Students must fill out an overnight slip before 4:00 p.m. on Friday in the Dean of Students office if they plan to spend either Friday or Saturday night away. Students may not decide to take an overnight on Saturday unless they have blanket permission or they are going home.
4. Students may have overnight guests on weekends. Guests must have a specific hostess and must follow the same rules as their hostess. Special permission for guests on week nights must be obtained from the Dean of Students and a \$5.00 visitors' fee must be paid.
5. Freshmen may take **10 OVERNIGHTS** per semester. Unused overnights may be carried over to second semester. Freshmen with a quality point ratio of 2.5 at the end of the first semester may have **11 OVERNIGHTS** second semester.
6. A free overnight may be taken on special weekends to stay with **their parents** in Raleigh on Parents' Weekend, Father-Daughter Weekend, and Alumnae Weekend.
7. After filing for an overnight in Dean of Students' office, students must sign out and back in on their **yellow** overnight cards.
8. Any student who changes her overnight address after she has left for the weekend, whether or not she has blanket permission, must notify the school of change of address. Failure to do so is a Judicial Board offense.
9. Before leaving for school holidays, students must also fill out an overnight slip and sign in and out on their overnight card.
10. When students return to campus from a weekend or holiday vacation, freshmen must sign in by 10:30 p.m. on Sunday. (A freshman may come in and then sign out on her white card for a date night which will be counted as her date night that week.)
11. Freshmen students must have belongings packed and leave campus after their final exam. Only graduating students may stay in dorms after the exam period.

SOPHOMORES

A. Signing In and Out:

Sophomores may leave campus before 7:30 p.m. without signing out.

After 7:30 they must sign in and out on their white card.

Sunday—Thursday Privilege

One late curfew a week until 11:30 p.m. (Sophomores who have earned a 3.0 or better at St. Mary's may have 2 late curfews.)

Friday—Saturday Privilege

12:30 a.m. curfew. After Spring Vacation, 1:00 a.m. curfew.

Special permission for a later curfew due to unusual circumstances may be obtained from the Dean of Students.

Note:

1. If a student realizes she is going to be out past 7:30 p.m. and has not signed out, she should call her Resident Counselor or hall counselor immediately.
2. If a student realizes she will be late getting in, she should call her Resident Counselor or hall counselors. Emergency numbers may be used:
828-2524
828-2528
828-2527
3. Students should always call the emergency numbers if they have any trouble off campus, no matter what the situation is.
4. Students should familiarize themselves with all Dorm Council and Judicial Board offenses and penalties that may result from a breach of regulations.

B. Weekend Overnights

1. Students must have parental permission and a hostess invitation to spend a weekend night away from campus. Students are not allowed to spend a week night off campus unless they have special permission from the Dean of Students.
2. Parents may give **blanket permission** for their daughters to spend the night in the Raleigh, Durham, Chapel Hill area **only**. All overnights outside of this area require a hostess invitation and parental permission unless the student is going home.
3. Students must fill out an overnight slip before 4:00 p.m. on Friday in the Dean of Students office if they plan to spend either Friday or Saturday night away. Students may not decide to take an overnight on Saturday unless they have blanket permission or they are going home. Special permission under certain circumstances is only given by the Dean of Students.
4. Students may have overnight guests on weekends. Guests must follow the same rules as their hostess. Special permission may be obtained for guests (including day students) during the week from the Dean of Students and a \$5.00 visitors' fee must be paid.
5. Sophomores may take **12 OVERNIGHTS** per semester. Unused overnights may be carried over to second semester. Sophomores with a quality point ratio of 2.5 at the end of the first semester may have **14 OVERNIGHTS SECOND SEMESTER**.
6. Free overnights may be taken on special weekends to stay with **parents** on Parents Weekend, Father-Daughter Weekend, and Alumnae Weekend.
7. After filing for an overnight in the dean of Students office, students must sign

out and back in on their **yellow** overnight cards.

8. A student who changes her overnight address after leaving school must notify school of change even if she has blanket permission. Failure to do so is a Judicial Board offense.
9. Before leaving for school holiday vacations, students must also fill out an overnight slip and sign in and out on their **yellow** card.
10. When students return to campus from a weekend or holiday vacation, sophomores must sign in by 11:30 p.m. Sunday. A student returning Sunday night may come in and go out again signing out on her white card for a date night.

STUDY HALL

High school students are assigned to study hall either by their instructors or because of poor performance on progress reports. Study hall is in the library Sunday through Thursday nights (Sunday and Tuesday, 8-10 p.m.; Monday, Wed., Thurs. 7-9 p.m.). Each student must sign in and out with monitor. Failure to attend study hall results in loss of datenights and/or overnights on the weekend.



COLLEGE STUDENTS

1. Each student must personally sign out and back in on their white cards when they are off campus after 7:30 p.m.
2. Juniors have a curfew of 1:00 a.m. Sunday through Thursday. On weekends Juniors have a 1:30 a.m. curfew. Juniors with Self-Determining Hours (SDH) are allowed to begin this privilege after Fall Break.
3. Seniors have a 1:00 a.m. curfew during the week, Sunday through Thursday. On weekends, those students without SDH have a curfew of 1:30 a.m. Seniors whose parents have granted permission for SDH for weekends are allowed to begin immediately once school begins.
 - a. Self-determining hours are granted to upperclassmen by the student's parents, and may be used only on Friday and Saturday nights. A security guard opens the doors to the dorm at every half-hour between 1:30 a.m. and 7:00 a.m. on weekends.
 - b. Juniors, with parental permission, receive this privilege after Fall Break.
 - c. Students sign out on the white SDH side of their blue card, indicating the use of SDH privilege.
 - d. Seniors with a cumulative quality point average of at least 2.0 and parental permission may receive SDH for Thursday nights. (QPR's are determined at the end of semester only.)
 - e. Juniors who have a 2.5 after 1st semester may have Thursday night SDH.
 - f. Everyone must present her school ID when signing in at security office.
4. College students may receive their dates on back campus Friday through Sunday. During the week, however, security requires that dates not park on back campus or come to dorms (except Smedes). Students may be dropped off at dorms if date **does not park**. Avoid embarrassment and explain this rule to male visitors. It is students' responsibility to make sure her date leaves promptly.
5. During exam periods, students must have belongings packed and be ready to leave for home after their last exam. In the spring only graduating students may stay in dorms after their last exam.
6. All college groups or organizations that plan off-campus activities, must register activities in Dean of Students' office and follow all college guidelines for off-campus events.

DAY STUDENTS

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 must attend special chapels for honor society inductions, Circle and Beacon chapels, etc.
2. Day students must attend announced assemblies on Monday morning or as announced. They are also to attend Student Government Association meetings, all Day Student meetings and other required assemblies. Failure to do so may result in a three-day campus.
3. Day students who are campused must sign in at 8:00 a.m. and out at 4:00 p.m. and may not leave campus during the day.

4. Day students are expected to attend required evening lectures etc. unless they live in Apex, Wendell, Zebulon, etc.
5. Cars and license numbers must be registered in the Dean of Students' office. On-campus parking decals may be purchased for \$25.00 and allow day students to park in the student parking area behind the library.
6. On returning from an illness or emergency absence, a day student must bring to the Dean of Students' office a written explanation from her physician, 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.
7. Day students may spend **any week night** in a dormitory with the Dean of Students' permission and if room is available. They must register with the Resident Counselor of the dorm in which they are staying. Day students may spend a **weekend** night in any dorm by just registering with the Resident Counselor. They must follow all rules which apply to **their class**, including attending chapel. If a day student breaks any rule, she is subject to the same penalty as the hostess. If not spending the night, day students must leave the dorm by curfew.
8. Day Student House
 - a. 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.
 - b. Reasonable quiet must be observed in the Day Student House, with absolute quiet in the study room. Smoking is allowed in the Day Student House.
 - c. Sunbathing is allowed in the area between the Day Student House and the Library if quiet is observed.
 - d. Boarders are cordially invited to visit the Day Student House during school hours.
 - e. The Day Student House and the parking area behind the house are considered back campus; hence **NO DATES** are allowed.
 - f. The Day Student House is open from approximately 7:30 a.m. to 6:00 p.m. Monday-Friday. The house will be open in extreme emergencies other than these times.
 - g. Lockers are available. Valuables should not be left in house.
9. Parents may get in touch with their daughters at the Day Student House (828-2521, ext. 284 or 285) or, in case of an emergency, through the Dean of Students' office.
10. All day students present on campus are to attend the 6:30 p.m. chapel service on Tuesdays, and the 11:00 a.m. service on Sunday mornings.



GENERAL REGULATIONS

All St. Mary's students are expected to observe the laws of North Carolina.

A. Possession and/or use of alcoholic beverages and illegal drugs is strictly prohibited on campus. Violators of this rule are sent to Judicial Board and may face suspension or expulsion.

Because substance abuse can result in other serious problems including DWI, **any** student who returns to campus obviously intoxicated will be counseled by the resident staff. After a second offense, a letter will be sent home, and privileges will be rescinded.

B. Any student involved in any kind of accident off campus should report it as soon as possible to her Resident Counselor at her emergency number or to her Hall Counselors.

C. Smoking

1. No smoking is allowed in the infirmary, gym, library or in *any* classroom building or laboratory. Smokers must always remember to be considerate of those that don't smoke.

2. Students are expected to help keep the campus clean by using ashtrays.

D. **HAZING** of any kind is prohibited by state law and will not be tolerated at St. Mary's.

E. Cars

1. **All cars must be registered.** Day students and college students may purchase an on-campus parking sticker for \$25.00. They then may park in designated areas on a first-come first-serve basis. Underclassmen are not encouraged to bring cars to campus because of the limitations of on-street parking in the neighborhood. Those who do not wish to purchase a decal must register their cars with an off-campus parking sticker. (These stickers allow the college to call students whose cars are parked illegally on city streets, identify cars and/or students in case of an accident, or in case of vandalism, and allow students to park on campus on weekends.)

2. Any student car with an off-campus decal may park on campus after 5:00 p.m. Friday until Sunday at curfew (**except in visitors spaces or in fire lanes.**) Any off-campus decal car will be towed after curfew.

3. On-campus decals allow a student to park on campus except in visitors, faculty and staff or fire lanes. **Illegally parked cars will be towed.**

4. Visitors should always pick up a **temporary** sticker from the Resident Counselor or Housekeeping and register their car. Unmarked cars are always in danger of being towed.

F. Fire Drills

Fire drills are held once a month. All students must respond. Failure to do

so will result in a weekend campus. At the sound of the alarm, students should put on shoes and a coat, close the windows, and proceed to designated area outside dorm for roll call.

G. Alarms

All dormitories are equipped with an alarm system that is activated at the dorm curfew until 6:00 a.m. when the door is opened.

H. Telephones

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/or the Dean of Students will be referred to the appropriate person.

3. Students are expected to inform parents and friends that dormitories can be called on pay phones when switchboard is closed.

4. 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 received or made at any time.

5. Students who have private phones must fill out a form in the Dean of Students' office that documents who is responsible for the bill and how the bill is divided. Students sharing a phone must each sign. It is a felony to charge a telephone call to a false number or to another number without owner's knowledge or consent.

I. Dress

1. Students are required to dress for formal Tuesday chapel, Sunday chapels, evening concerts or lectures and other announced occasions.

2. Students are asked not to appear in the dining hall or Smedes parlor in night gowns or with curlers in their hair in order not to startle guests.

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

IMPORTANT

1. Remember the importance of keeping at least a 2.0 QPA. Without it, you cannot participate in many clubs or run in elections. Student Government Officers must have a 2.5 at St. Mary's requires a 2.0 to graduate.

2. If you have broken a rule, admit it. **TURN YOURSELF IN. DON'T LIE.** An honor violation is far more serious than a social violation.

3. Remember, if you are in any trouble or know you will be late . . . **CALL.**

4. Do not lose your ride back to campus. Always arrange a time and place to meet.

5. Do not lend your driver's license to anyone else. It is illegal, and a license is difficult to replace.

6. Do not forget to get a class excuse to the professor within one week. The end of the semester is **too** late.

7. Get to know your advisor. He/she is there to help.

SPECIAL SPOTS

A. Bookstore

1. Hours: Monday-Friday, 8:00 a.m.-3:30 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.-3:30 p.m.
4. Students must have ID 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, 8:00 a.m.-3:30 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.

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

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.-11:00 p.m.
3. Drink bottles and trash must be removed before leaving the lounge.
4. Video tape machine is available on weekends.

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—Cruikshank
Lawns—areas between West Rock and West Smedes, between Music Building and in front of Holt.
2. Sunburn does not excuse a student from class preparation, attendance or participation.

F. Kitchen

1. Girls must leave the kitchens in order and leave all equipment in its proper place.

G. Infirmary

1. The College Physician is at the infirmary on Mondays, Wednesdays, and Fridays from 1-2 p.m.
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 a Resident Counselor, who will call the infirmary to report that a girl needs admitting in an emergency.
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 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.
8. Students going off campus for special appointments, x-rays at the hospital, etc., must sign out and in at the infirmary. Only Resident Counselors may drive students to the emergency room.
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.
11. **Arrangements for medical or dental appointments at home should be made during holidays or summer vacation periods. Extended weekends 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 24 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 contagious, no visitors will be allowed.
16. In case of emergency, day students may report to the infirmary. Other-

wise, they should see their own physician.

17. All prescriptions filled through the infirmary will be billed to the student's account.
18. Any student who has a medical excuse must regularly attend her physical education classes even though excused from active participation.

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. Honor System: The library operates within the Honor System of the College. Students have open access to books, current periodicals, and other materials. Therefore, the success of the library's operation depends on each student's strict observance of the regulations regarding the use of the library. Materials stolen from the library or lost after being checked out are often irreplaceable; future students will find library resources diminished.
3. Library books may be checked out for a period of approximately three weeks. The due date falls on Wednesday of the third week after the book was borrowed. Each student checks out her own books at the circulation desk. She 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. **Reference books, magazines, and newspapers should not be removed from the library.** These materials do not circulate and must be used in the library building. As with other library materials, defacing or mutilating reference books, magazines, and newspapers is a violation of the honor system.
5. **Reserve books must be used in the library during the day.** They are due back in the library by 10:30 a.m. the following day. On Fridays, reserve books may be checked out at 4:30 p.m., and are due back by 10:30 a.m. Saturday. On Saturday afternoons reserve books may be checked out at 4:30 p.m. and are due back in the library by 1:15 p.m. Sunday. Some items such as issues of magazines, reference books, and professors' personal books that are placed on reserve may not be checked out for overnight use. These regulations are made to ensure all students have access to assigned reading made by professors in the reserve materials. Fines on these items are .25 per hour or any part of an hour.
6. 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 those special regulations.
7. Fines on overdue materials:

Regular library books — .10 per day

Reserve books — .25 per hour or any part thereof

If the fine on an overdue library book is paid at the **same time** the book is returned to the circulation desk, the fine will be **reduced** by 50%. Due to the cost of replacing a lost book, no reduction can be made on lost book

charges. 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. This applies to both first and second semesters. (See financial information in the College Catalog).

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. Students who remove library materials without properly checking them out or who mutilate or deface library materials and property will be dealt with at the discretion of the Judicial Board.
10. Except in an emergency, a student is not allowed to receive telephone calls in the library. This is strictly enforced.
11. 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**. Any exceptions must be cleared with the Head Librarian in advance. These rules apply to both levels of the library, and includes Room 25, Room C, and the center study room.
12. In order to prevent fire hazards, and to ensure the safety of the library collection and of the people who use it, **smoking is permitted in the downstairs lobby only**.
13. St. Mary's is a member of the Consortium of six Raleigh Colleges. All of our students may use the libraries of Peace, Meredith, Shaw, and St. Augustine's. N.C. State, however, restricts use to our **college students only**. A special loan form must be obtained from a librarian **each** time you wish to borrow books from one of these libraries. Borrowing privileges are restricted to items not held by St. Mary's, and no more than five items may be checked out at any one time.
 - A. The lending library also reserves the right to refuse borrowing and building use to any individual who violates the regulations of that library.
 - B. The home library will deny the CRC library borrowing privileges to any prospective borrower with a delinquent record in his/her home library.
14. 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.
15. 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 daily 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 or pool area.
4. **ONLY** bowling shoes or shoes with a sock are to be worn in the bowling lanes. This is a safety precaution.
5. **NO ONE IS ALLOWED TO USE THE SAUNA 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 2:00-4:00 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 track or street shoes; tennis shoes only (courts are grasstex).
 - 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 chapel on Sunday.
6. Lights must be off by 10:00 p.m. The courts will be locked at this time.

K. Swimming Pool

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

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 student 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 \$2.00.

3. There are laundromats in each dormitory. These coin-operated machines may be different from the machines you use at home. Be sure to follow the instructions on the machines for best results. Please report any difficulties to the maintenance department at extension 236.

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. The College recommends that students do not 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. There are also work-study programs available.

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 | 9:30-10:30 | 12:15-1:15 | 5:00-5:30 |
2. Students are welcome to bring guests to all meals. They must pay a charge at the door.
 3. Unlimited seconds are offered on all meals except on gourmet night.
 4. Students must not carry food, silverware, or china from the dining hall.

GUIDANCE AND COUNSELING SERVICE

THE GUIDANCE CENTER

The purpose of the counseling center is to assist the student in making the most of her opportunities for academic and vocational development while at St. Mary's. Counseling is available in the areas of testing, test registration, academic planning, vocational choices, transfer programs and internships. Assistance with study skills and reading programs are available. The services are implemented by means of vertical files, audio visual materials, reference books, study abroad programs and summer programs. A good collection on career opportunities, career planning materials and job market potential is available for students to use during their free time. In addition, announcements of informational services are made available to the students by means of the campus newsletter and calendar and the bulletin board areas. The counseling center is open from 8:30 a.m. -4:30 p.m. Monday through Friday.

ACADEMIC ADVISING

The advising system is administered through the guidance office. All students are assigned a faculty advisor. Returning students are given the opportunity to request a specific advisor as soon as the reservation fee has been paid; however, if no preference is given, a faculty advisor is assigned to assist in the student's academic planning. The advisor 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 advisors for assistance in any area of campus life.** Advisors refer students to those qualified to help them in other matters, but the final responsibility for meeting all academic requirements for a selected program rests with the individual student. All programs of study are subject to the approval of the advisor in consultation with the Dean of the College. Foreign students are an important part of the college community. They have their own advisor, Mrs. Campbell, and meet together weekly.

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.

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 average, and requirements for graduation.

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

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

Tailored Curriculum. All students should, with the assistance of their advisors, check carefully the requirements of the institution in 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 of St. Mary's may request a curriculum tailored to her particular needs. She must present to the Dean of the College a letter from an appropriate official of the college of her choice outlining the special requirements of that institution.

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

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

Summer School. Any student at St. Mary's who plans to attend summer school 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. Underclassmen may earn credit in an approved summer school for a maximum of two units of repeated work and one unit of new work.

Grade Transfer. A maximum 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 average.** Thus, a student may not use grades earned at another institution to improve her quality point status at St. Mary's.

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

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

In summer school, a student may carry a maximum of four semester hours in the three-week session and a maximum of six semester hours in the five-week session.

Registration Procedures. *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.

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

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

Withdrawal Passing. After four weeks, but prior to the end of the midsemester report period, a student who is passing a course may, with the permission of her advisor and the Registrar, withdraw from the course. The record will show “withdrawal” with the appropriate grade in accordance with the student’s performance to the date of withdrawal.

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 average and “Withdrawal Failing” is recorded on her permanent record.

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 Registrar upon the written recommendation of the student’s physician. The record will show “Withdrawal” with the appropriate grade in accordance with the student’s performance to the date of withdrawal.

Auditing Courses. Any student wishing to audit a course may do so with 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 academic load.

Repetition of Courses. Should a student repeat a course 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 average.

CLASS ATTENDANCE

1. St. Mary’s considers regular class attendance to be vital to academic success. Students are expected to be present at all regularly scheduled class meetings. Students are responsible for all class discussions and assignments even if they are absent.
2. All students must attend at least 75% of all class meetings to receive credit for the course. Absences of students who are involved in field trips, athletic teams or other required absences will not be included in the 25% total absences allowed. Days missed because a student is suspended will also not be included. Any special exception to this policy may be made only by the Dean of the College.
3. Each student is responsible for knowing and following the class attendance policies set by the instructor of each course.

4. Freshmen and sophomores are allowed **NO UNEXCUSED** absences. Absences for juniors and seniors are at the discretion of the professor.
5. High school students enrolled in a college-level course for college credit may follow the absence policy set for college students in that course. College students enrolled in a high school level class must follow the no-cut policy of underclassmen in that course.
6. St. Mary's College **NEVER** closes 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.
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.
9. Students have the right to sign a roll and leave if the faculty member is more than 15 minutes late.
10. No unexcused absences are permitted during the summer school sessions.

ABSENCES REQUESTED BY PARENTS

Absences requested by parents for vacations, foreign travel, service as a legislative page, etc., must be requested to the Dean of Students **prior** to the absence. A request form may be picked up in the Dean of Students' office. The student fills out the top part; the professors must sign it next and comment on class performance; then parents fill in why the student wishes to be absent. Only then is the absence approved. Although such absences will not result in specific academic penalties, they are believed to be detrimental to the student's academic progress and are, therefore, discouraged. It is the responsibility of the student to make up all work missed.

EXCUSED ABSENCES

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

1. The Infirmary

The infirmary will issue excuses for absences incurred by students who were:

- A. Consulting the physician or nurses
- B. Confined because of illness
- C. Sent home because of illness

2. The Dean of Students

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.



3. 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 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 Dean of Students, Dean of the College, and the Infirmary, each faculty member because of his/her professional relationship with the student assumes as part of his/her responsibility the decision on absences resulting from periodic emergencies such as oversleeping, tardiness, etc.

UNEXCUSED ABSENCES (OVERCUTS)

Procedures

1. Unexcused absences for **high school** students will be reported immediately to the Dean of Students' Office. The student will then receive a 7:30 p.m. curfew Friday and Saturday nights with no overnight permission. Day student parents will be notified.

Continued offenses will result in advisor and parental notification and the student will be placed on absence probation. Breaking the probation may result in expulsion.

2. Unexcused absences for **college** students will be reported to advisor. Class attendance may be considered in the instructor's evaluation of student performance in the course. Each instructor will inform each class of his/her 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.

QUALITY POINT AVERAGE

In courses carrying academic credit, quality points are awarded as follows in accordance with the value 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
- F — 0 quality points per semester hour
- WF — 0 quality points per semester hour

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

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

For example: Your hours	Biology	4 hrs.
	English	3 hrs.
	Philosophy	3 hrs.
	Spanish	3 hrs.
	Art	2 hrs.
	PE	1 hr.
		16 hrs.

You made	C in Biology	= 8 QP
	C in English	= 6 QP
	C in Philosophy	= 6 QP
	B in Spanish	= 9 QP
	A in Art	= 8 QP
	A in PE	= 4 QP
		41 QP

41 divided by 16 = 2.56 QPA

High school students follow same procedure. (Academic courses carry 3 hrs. except Religion which is 2.)

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

Students whose cumulative QPA is less than 1.50 are placed on academic probation for the subsequent semester. If they are unable to attain this minimum QPA by the end of the probation period, they are required to attend summer school at St. Mary's. If a student cannot bring her average up to 1.50 during the academic probation period or the summer school session, she is subject to academic suspension.

Grades of "F" and "WF" are included in computing the quality point average.

EXAMINATIONS

For college courses, final examinations are taken at the end of a semester; for high school courses final examinations are taken at the end of the session, unless

a terminal semester course is involved, although exams are taken each semester. No student is excused from examinations; an examination that is missed because of illness will be made up.

Students are permitted re-examinations **at the discretion of the instructor** 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 Registrar. 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.

TRANSCRIPTS

When a student applies to another college or university, she must request a transcript of her St. Mary's record be sent to the college or university she is applying to. In order to do this, the student must fill out a request form. High school students fill out a green form in the Guidance Office and college students fill out a white form in the Registrar's Office. The first transcript that the student requests is sent free. There is a charge of \$2.00 for each additional transcript that is sent. When the student has decided on the college or university that she plans to attend, she must request that a final transcript be sent.

HONORS

1. Phi Theta Kappa

Outstanding academic achievement in the college department 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 in this club, "a student shall be of good moral character, shall possess recognized qualities of citizenship, and shall have established academic excellence as judged by the faculty." 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 chooses freshmen members at the beginning of the second semester who have a 3.75 or better on one semester's work and sophomores who have a 3.5 on two semesters of work. Members are elected in late spring and again at the beginning of the fall semester.

The purpose of the honor society is "to recognize and encourage scholarship, and to promote those qualities of character reflective of the best in 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; (2) she must attain a quality point average 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 average 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.

5. The Societe Honoraire de Francais

The Societe Honoraire de Francais is a national honor society for high school students of French. Founded in 1949, the society now has over 700 active chapters in the United States, Puerto Rico and Canada.

The aims of the organization are to promote higher standards of scholarship, to reward high scholastic attainment, and to encourage an understanding of French culture and civilization.

Candidates must have a 3.5 average in French and a 3.0 average in all other subjects for the preceding three semesters at St. Mary's.

6. Graduating with Honors

A student graduating from the high school will be recognized as graduating "with honors" if her cumulative QPA is in the range of 3.00 to 3.49. A student with a cumulative QPA of 3.5 or better will graduate "with high honors."

SPECIAL PROGRAMS

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

Accelerated Junior Program. This accelerated program is designed for the 11th grade student who has completed 14 to 15 of the required 16 academic units needed for graduation. She may apply to the admissions committee for eligibility to skip her 12th grade year and enter St. Mary's for the junior year (first year of college). During the course of that year she can complete her high school course or courses and be eligible to take college-level courses for college credit.

The student can be awarded a high school diploma if she completes all the requirements for the high school diploma (including Religion, Physical Education and a passing score on the North Carolina Competency Test). However, a student may choose not to complete requirements for the high school diploma but may continue her course of study and be awarded the Associate in Arts degree after completing the requirements for such.

Advanced Placement. Entering juniors (first year of college) may submit scores for the Advanced Placement Tests of the College Entrance Examination Board. Advanced placement and/or academic credit may be awarded, subject to the approval of the academic department involved.

Advanced placement examinations are administered in May in many secondary schools, including St. Mary's. Information may be obtained by writing College Board Advanced Placement Examinations, Box 977, Princeton, New

Jersey 08540. In addition, several departments at St. Mary's give their own examinations for advanced credit.

Freshman and sophomore students who achieve a grade of B or better in St. Mary's high school courses are encouraged to take the CEEB Advanced Placement Examinations. Interested students should contact the Guidance Director.

Special Students. Admission as a special student may be granted to a non-degree candidate who has a special reason for taking college courses and is qualified for the courses she wishes to take. Special students may not take more than four courses per term. Contact the Admissions Office for further information.

Summer School. St. Mary's conducts an annual summer session with a limited number of courses offered on both the high school and college levels. The summer program is an excellent opportunity for students to earn extra credit or erase deficiencies or for recent high school graduates to become acclimated to a college curriculum.

Summer Abroad. A five-week course, "Shakespeare in England," is offered to both high school and college students during the summer at additional cost. Taught in London and Stratford-on-Avon, the course provides three hours of college English credit.

Freshman Accelerated Program. This accelerated program is designed for the student who has completed the ninth grade with six academic units, including one unit of foreign language, one unit of algebra, and one unit of ninth grade English.

In addition, the student must have an overall B average, recommendations from teachers of English, mathematics, and foreign language, test scores from SSAT (Secondary School Admission Test), and a complete junior high school transcript. This program is open only to day students.

Because a new unit in high school English may not be earned during the summer session, it is not possible for students entering the program to earn the high school diploma in the normal two-year period. However, with proper scheduling and course selection, it is possible to complete five years work (three years of high school and the first two years of college) in four years at St. Mary's.

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

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

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

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

The student's faculty advisor must approve the course.

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

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

Out-of-state students must pay all fees in excess of \$94.00.

ORGANIZATIONS

Clubs, organizations, and teams are an important part of life at St. Mary's. All the clubs and organizations try to contribute to the St. Mary's community and to the larger community of Raleigh. Many do volunteer work at area hospitals, day care centers, or with other nonprofit agencies. Performing groups volunteer for local schools and organizations; some travel across the state. The teams compete throughout the state. On both the high school and college level any student who wishes to participate in any extracurricular activity must maintain a 2.0 average.

The Order of the Circle

President

Julie Brady

For forty-two years the Circle members have cultivated friendship among students to promote a better school spirit, created fellowship between faculty and students, and encouraged participation in college activities. Its members are outstanding in their genuine love for the girls who make St. Mary's what it is.

Serenitas Veritas

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

WATS

President

Katherine Walton

"We Are The Spirit", the WATS, are a group consisting of seniors who promote school spirit. From cheers before basketball games and tennis matches to the late night club walks, the WATS' goal is to promote spirit in the school.

“Cold Cuts”

President

Missy Ritchie

The “Cold Cuts” is a senior 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 students dress in overalls and bright colored shirts, and play at area colleges and universities, civic organizations, and school functions.

Marshals

Chief Marshal

Anne Duncan Bailey

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

Scoop

The Scoop group is the only group consisting of both high school and college students. Concerned with upcoming walks, new members, and activities in the community, the Scoop Group is never at a loss for words.

The Beacon

President

Kristin Marcin

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

Spiders

President

Lynn Cowell

The “Spiders” are a secret club at St. Mary’s. The club consists of sophomores and one senior who is 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 to get new members.

Undatettes

President

Andrea Armstrong

The Undatettes is a secret high school club for sophomores: “with every regret we can’t tell you yet.”

Symposia

President

Ellen McCallum

Symposia promotes student/faculty relations through the exchange of ideas by meeting informally in a small group.

Masquers Mime Company

The Masquers is a small troupe which performs mime and teaches workshops both on campus and throughout the area.

Four Year Girls

The Four Year Girls Club is made up of students who have been at St. Mary's since their junior year in high school. These students call the newly-accepted students to welcome them and inform them about the unique environment at St. Mary's and also to answer any questions they have about St. Mary's.

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 director.

St. Mary's Ensemble

The St. Mary's Ensemble is a group of select singers who perform both on and off the campus and for regular chapel services. Registration is held during orientation and one credit per semester will be received. Membership is under the approval of the director.

Granddaughters Club

The Granddaughters Club, advised by the Alumnae Director, is composed of students whose mothers or grandmothers attended St. Mary's. Officers are elected in the fall.

Foreign Language Club

The Foreign Language Club offers students an opportunity to meet people from other countries and to learn about different cultures.

Fellowship of Christian Athletes

President

Susan Thomas

The chapter of the Fellowship of Christian Athletes seeks to promote Christian fellowship among students. St. Mary's group participates with the chapters of NCSU and UNC-CH throughout the year, and entertains speakers from all over the state. The organization serves the Raleigh community through the Special Olympics, FCA days around North Carolina and by sponsoring families at

Christmas. Officers are elected at the end of the year for a term the following year.

Vestry

Senior Warden
Junior Warden

Susan Thomas
Mary Eccles Cheatham

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.

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

Co-Chairmen

Susan Carter
Susan Langston

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

Altar Guild

Co-Chairmen

Caro Ealy
Pam Akins
Crisman Wolverton

Membership in the Altar Guild is open to high school and college students. This organization has charge of preparing for Chapel services and provides ways for the various committees to learn church service procedures. It is open to students of all denominations. The chairman is appointed at the end of the school year to serve for the coming year.

Athletics

Athletic competition is provided in a variety of sports both at the high school and college level. Teams include tennis, swimming and diving, basketball, and soccer. Extramural teams are sponsored in volleyball and softball.

Intramural Program

The Intramural Program at St. Mary's involves competition between dormitories. Teams within a dorm play each other until there is a champion and then various dorm champs play each other until there is one campus champ. Tournaments are held throughout the year.

Sea Saints

President

Anne Rice

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 spring and members learn choreography while working on water ballet.

Letter Club

Co-Chairmen

Susan Somers
Suzanne West

The Letter Club is the honorary athletic society. A student becomes eligible for membership only if she is on the varsity team. New members are announced at the Letter Club banquet in the spring.

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 their work is presented in assemblies, at Parents' Weekend and Spring Festival, and other performances.

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 PE will be received.

Orchesis

Orchesis, an advanced dance group, consists of students who 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.

St. Genesis

St. Genesis is the honorary society of the drama department.

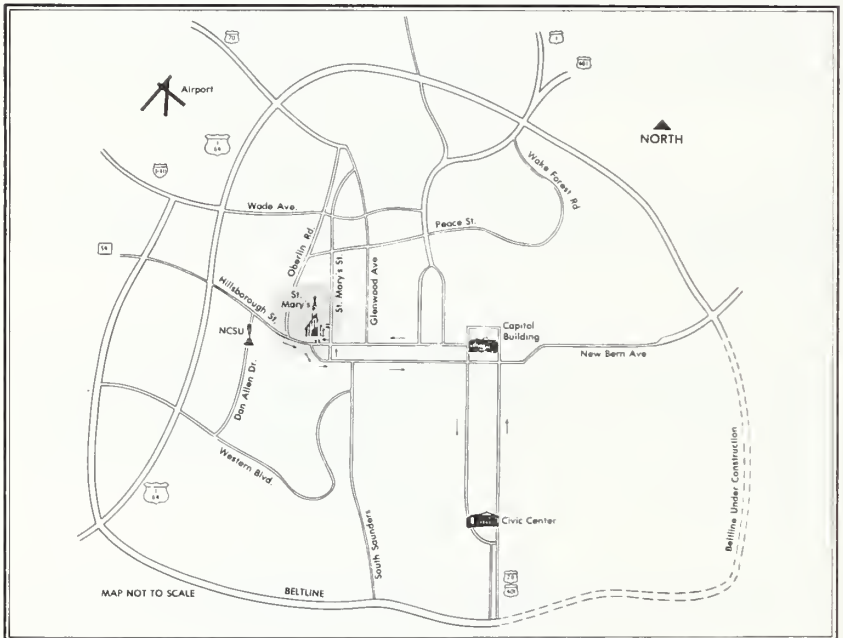
Applause, Incorporated

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

Student Publications

Editor of Handbook
Editor of the Muse, campus literary magazine
Editor of the Belles, campus newspaper
Editor of the Stagecoach, yearbook

Julie Gray
Anne Raymer
Susan Somers



STUDENT INFORMATION DIRECTORY

- Absence Forms**—Dean of Students, Dr. Jones, Ext. 215
- Academic Advisors**—Guidance Director, Mrs. Bunch, Ext. 233
- Academic Regulations**—Dean of the College, Dr. Miller, Ext. 218
- Admissions**—Admissions Director, Mr. Simpson, Ext. 230
- Alumnae Affairs**—Alumnae Director, Mrs. Wyman, Ext. 240
- Auditing a Class**—Instructor, Registrar, Mrs. Petway, Ext. 214
- Campus Jobs, Students**—Financial Aid Director, Mr. Simpson, Ext. 230
- Chapel Services**—Chaplain, Ext. 231
- Class Changes (Drop/Add)**—Registrar, Mrs. Petway, Ext. 214
- Cooperating Raleigh Colleges**—Registrar, Mrs. Petway, Ext. 214
- Dormitory Regulations**—Director of Housing, Ms. Price, Ext. 216
- Educational Testing (SAT, etc.)**—Guidance Director, Mrs. Bunch, Ext. 233
- Examination Reschedule and Re-examination**—Registrar, Mrs. Petway, Ext. 214
- Exceptions to Graduation Requirements**—Dean of the College, Dr. Miller, Ext. 218
- Expenses**—Business Manager, Mr. Conrad, Ext. 225
- Financial Aid**—Financial Aid Director, Mr. Simpson, Ext. 230
- Food Service**—Director of Food Services, Mr. Murphy, 829-0693
- Grades**—Instructor
- Guests Overnight**—Dean of Students, Dr. Jones, Ext. 215
- Guidance Career**—Guidance Director, Mrs. Bunch, Ext. 233
- Housing**—Housing Director, Ms. Price, Ext. 216
- Incompletes**—Instructor or Registrar, Mrs. Petway, Ext. 214
- Library**—Librarian, Ext. 313
- Lost and Found**—Building and Grounds, Ext. 236
- Mail**—Post Office, Mrs. Parker, Ext. 317
- Medical Excuses**—Infirmary, Ext. 245
- Parking Stickers**—Dean of Students office, Mrs. Crute, Ext. 215
- Physical Education Facilities**—Chairman of Physical Education, Miss Jones, Ext. 308
- Publicity**—College Relations Director, Miss Schaefer, Ext. 241
- Quality Point Ratio**—Registrar, Mrs. Petway, Ext. 214
- Readmission**—Dean of the College, Dr. Miller, Ext. 218
- Registration**—Registrar, Mrs. Petway, Ext. 214
- Repairs and Maintenance**—Building and Grounds, Ext. 236
- Room Changes**—Director of Housing, Ms. Price, Ext. 216
- Scholarships**—Financial Aid Director, Mr. Simpson, Ext. 230
- Social Privileges and Regulations**—Dean of Students, Dr. Jones, Ext. 215
- Summer School at Another College**—Dean of the College, Dr. Miller, Ext. 218
- Telephone numbers**—Switchboard, Mrs. Johnson, Ext. 0
- Textbooks and Supplies**—Bookstore, Mrs. Parker, Ext. 322
- Transcripts**—Registrar's Office, Mrs. Soles and Mrs. Nelson, Ext. 212, 213
- Tutors**—Chairman of the Department concerned
- Weddings in St. Mary's Chapel**—Chaplain, Ext. 231

NEEDED ITEMS

STANDARD PADLOCKS FOR CLOSET DOORS

- Blankets and pillows
- Bed spreads
- Wash cloths
- Quilted mattress protector
- Tennis shoes
- Detergent
- Laundry basket or bag—or both
- Study lamp
- Alarm clock

SUGGESTED ITEMS

- Backrest
- Radio
- Drinking cups or mugs
- Tennis racket and balls
- Wastepaper basket
- Record player or stereo
- Clothes hangers
- Heating pad
- Plastic bucket for toilet articles
- Sewing kit
- Ashtray
- Typewriter
- Extension cord (heavy duty)
- Fan
- Can opener

THINGS NOT TO BRING

- Electric curlers without UL label
- Expensive jewelry—students should not bring expensive jewelry—only costume jewelry. The college cannot be responsible for the safety of valuable jewelry.
- Sun lamps



INDEX

Absences, Class	32
Academic Advising	29
Academic Regulations	29
Acolytes	42
Altar Guild	42
Applause, Incorporated	43
Assemblies	14
Athletics	42
Beacon	40
Bookstore	23
Calendar	2
Campuses (confined to campus)	11
Campus Regulations	12
Caperettes	43
Cars	21
Chaplain and Chapel Program	6
Chorale	41
The Circle	39
Class Attendance	31
Cold Cuts	40
Curfews	13
Day Students	18
Dean's List	36
Dining Room	28
Directory, Student Information	45
Dorm Council	10
Dormitory Regulations	12
Dress Regulations	22
Drinking and Drugs	21
Electric Appliances	46
Ensemble	41
Examinations	35
Expulsion	11
Fellowship of Christian Athletes	41
Fire Drills	21
Foreign Language Club	41
Four Year Girls	41
General Campus Regulations	21
Gillie Callum Dancers	43
Granddaughter's Club	41
Guests—Overnight	13
Guidance and Counseling Service	29
Gym	26
Hall Council	10
Head Counselors	12
Honor Code	7

Honor Offenses	7
Honor Roll	37
Honor Societies	36
Honor System	7
Infirmary	24
Intramural Program	42
Judicial Board	9
Kitchens	23
Laundry	27
Legislative Body	10
Letter Club	43
Letter from S.G.A. President	5
Library	25
Lost and Found	28
Map	44
Marshals	40
Masquers Mime Company	41
Meals	28
Necessities and Miscellaneous	46
Off-Campus Regulations	14
Officers, Student Government Association	4
Orchesis	43
Organizations	39
Overdue Books—Library	25
Overnight Permission Slips	15,16
Parental Permission	15,16,18
Plagiarism	8
Post Office	23
Probation	11
Publications	44
Quality Point Average	34
Quiet Hours	12
Registration Procedures	30
Required Withdrawal	11
Room Regulations	12
School Hymn	48
School Jobs	28
School Song	49
SCOOP	40
Sea Saints	43
Self-Determining Hours	18
Serenitas Veritas	39
Singing Out	14,15,16
Smoking	21
Snack Bar	23
Special Programs	37
The Spiders	40
St. Genesisius	43

Student Government Councils	9
Student Publications	44
Student Union, Use of	23
Study Hall	17
Sun Bathing Regulations	23
Suspension	11
Swimming	27
Switchboard	22
Symposia	41
Telephone Regulations	22
Tennis Courts	27
Transcripts	36
Transfer of Credit	30
The Undatettes	40
Underclassmen—Off-Campus Regulations	14,15,16
Upperclassmen—Off-Campus Regulations	18
Vestry	42
WATS	39
Weekend Absences, Quota	14,16

SCHOOL HYMN

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

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

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

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

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

School Song
HAIL, 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

1984-1985

DORMITORY DIRECTORY

Smedes	1st Floor	East	836-9577
		West	755-9119
	2nd Floor		836-9567
	3rd Floor		836-9574
West Rock	1st Floor	836-9571
	2nd Floor	836-9572
1903		836-9570
Holt	1st Floor	836-9578
	2nd Floor	836-9580
	3rd Floor	836-9579
Cruikshank	1st Floor	836-9586
	2nd Floor	836-9584
	3rd Floor	836-9585
Penick	1st Floor	836-9582
	2nd Floor	836-9581
	3rd Floor	836-9583
Day Student House			284 & 285

EMERGENCY NIGHT NUMBERS

1st Smedes	828-2528
2nd Smedes	828-2524
3rd Smedes	828-2524
West Rock	828-2528
1903 Building	828-2526
Holt	828-2526
Cruikshank	828-2525
Penick	828-2462
Emergency: All Hours	828-2527
Emergency: Police, Fire	911



St. Mary's
College

Raleigh, North Carolina 27603-1689

7



