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FACTS *for* FRESHMEN"
INFORMATION FOR NEW STUDENTS

WESTERN MICHIGAN COLLEGE
ALAMAZOO, MICHIGAN

Facts for Freshmen
and
Information for New Students

Vol. 48 Issue of Summer Quarter, 1952 No. 1



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FOREWORD

This booklet is intended, primarily, for those about to enter Western Michigan College of Education at Kalamazoo, either as Freshmen or as Transfer Students. It is hoped that it will convey concisely much information and assistance, especially to those who hesitate to ask. The question and answer form is utilized quite generally for the sake of added brevity and clarity. For regulations applying especially to the summer sessions see the Summer Session Bulletin. A copy will be sent on request to the Dean of Administration.

Revised to June 1, 1952

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I. DIRECTIONS FOR CORRESPONDENCE WITH WESTERN MICHIGAN COLLEGE OF EDUCATION

Correspondence with Western Michigan College of Education should be addressed as indicated below:

- a) Requests for catalogs, bulletins, blanks for recording high school credits, and other literature—John C. Hoekje, Dean of Administration - Registrar.
- b) Concerning the adjustments of credits—John C. Hoekje, Dean of Administration - Registrar.
- c) Concerning board, rooms, and remunerative work for men—Dr. Ray C. Pellett, Dean of Men.
- d) Concerning board, rooms and remunerative work for women—Dr. Elizabeth E. Lichty, Dean of Women.
- e) Concerning rural life and education—Dr. Wm. McKinley Robinson, The Director of Department of Rural Life and Education.
- f) Concerning extension work, consultative service, and in-service education—Otto Yntema, The Director of the Extension Division.
- g) Concerning educational research—Homer L. J. Carter, The Director of the Psycho-Educational Clinic.
- h) Concerning student personnel and guidance matters.—Dr. George H. Hilliard, The Director of Student Personnel and Guidance.
- i) Concerning graduate work—Dr. Elmer H. Wilds, The Director of the Graduate Division.
- j) Concerning veterans' matters—J. Towner Smith, The Veterans' Counselor. Special bulletins will be mailed on request.
- k) Concerning vocational education—Dr. George E. Kohrman, The Director of Vocational Education.
- l) Concerning occupational therapy—Miss Marion L. Spear, The Director of Occupational Therapy.
- m) Concerning the R.O.T.C.—Lt. Colonel Emil L. Mosheim.
- n) Other general inquiries—John C. Hoekje, Dean of Administration - Registrar.

INFORMATION FOR NEW STUDENTS

A student applying for admission should

- a) Have a certified copy of his high school credits mailed to the registrar by the high school from which he graduated.
- b) If entering with advanced standing from any county normal, normal school, college, or university, have mailed by the Registrar to the Dean of Administration (**John C. Hoekje**) complete official statements regarding the work for which credit is sought. One of Western's official application blanks should be filed also. A copy will be sent on request.
- c) Address a letter to the Dean of Administration requesting appropriate official application blanks.
- d) Have credits sent in at as early a date as possible.

II. FRESHMAN DAYS

A few days in advance of registration day, all entering freshmen assemble at Western Michigan College of Education in order that they may become familiar with their new environment and with their duties, responsibilities, and opportunities before the regular work of the college year begins. Entering upon a college course is an event of large significance in the life of an individual, and the success of the new venture may depend upon a right beginning.

Each entering freshman, whose high school credits are received sufficiently early, will receive a letter from the Director of Student Personnel and Guidance outlining the activities of Freshman Days. Each freshman girl will receive a letter from a "Senior Sister" who has been chosen to accompany her to the various activities of Freshman Days and to assist her during the difficult days of adjustment to college life. Each freshman girl is urged to write to her "Senior Sister" well in advance of Freshman Days, indicating plans for arrival and asking such questions as may arise. Freshman boys may feel free in calling on members of the Men's Union if help is needed.

Because Freshman Days have proved to be of such great value to students beginning their collegiate work, every member of the incoming class is expected to be present at all the scheduled exercises.

III. ADMINISTRATIVE QUESTIONS

1. Who are the Administrative Officers and Administrative Assistants of the Institution?

The President, the Vice-President, the Dean of Administration - Registrar, the Director of Vocational and Practical Arts Education, the Director of Teacher Education, the Director of Student Personnel and Guidance, the Comptroller, the Director of the Graduate Division and of the Summer Session, the Principal of the Campus Laboratory Schools, the Dean of Men, the Dean of Women, the Assistant Registrar, the Director of Placement and Alumni Relations, the Assistant Director of Teacher Education, the Assistant Dean of Women, and the Assistant Dean of Men and Manager of the Union.

2. What is the distribution of the provinces of these various officers?

A. The **President** is the Executive Head of the institution. To him should be referred all inquiries not specifically delegated to others.

B. The **Vice-President** serves as the chief executive assistant to the President of the College in the areas of supervision and improvement of **faculty and instruction**; discharging also such related and other duties as may be delegated to him.

C. The **Dean of Administration - Registrar** serves as the chief executive assistant to the President of the College in the areas of supervision and improvement of **student educational programs, welfare, and activities**; discharging also such related and other duties as may be discharged to him. He also serves as The Registrar.

To him should be referred the following:

Evaluation of credits—both high school and advanced,
Petitions for permission to carry irregular programs,
Graduation requirements,
Requests for meetings, trips, etc.
Employment (on-campus only),
Whatever affects a permanent grade,
Eligibility for extra-curricular activities,
(This includes permission to take a second examination,
request for a change of grade, penalty for proved cheating,
request to vary schedule of final examinations, etc.).

D. To the **Director of Vocational and Practical Arts** should be addressed inquiries relating to these areas.

E. To the **Director of Teacher Education** should be submitted matters concerning Directed Teaching and allied areas.

F. The **Director of Student Personnel and Guidance** has direction of those matters pertaining to the students' total educational program such as orientation of new students, preparing students' programs of study, change of curriculum, guidance in selection of major and minor fields of study, and vocational guidance.

G. The **Comptroller** has delegated responsibilities in the areas of Accounting, Auditing, Budgeting and Purchasing.

H. The **Director of the Graduate Division and the Summer Session**, in cooperation with the President, administers these areas.

I. To the **Dean of Men and the Dean of Women** should be referred appropriate questions relating to the following:
Off-campus employment, room and board, general questions regarding scholarship, social matters, student mail, and whatever affects a temporary grade.

J. Under direction of the **Dean of Administration**, the **Assistant Registrar** assumes responsibility for such matters as may be referred to him.

K. The **Director of Placement and Alumni Relations** has assigned responsibilities in the areas indicated.

L. The **Assistant Director of Teacher Education** assists the Director of that area.

M. The **Assistant Dean of Men and the Assistant Dean of Women** respectively co-operate, as requested, in the areas indicated.

IV. ENTRANCE REQUIREMENTS

APPROVED BY THE STATE BOARD OF EDUCATION

JUNE 4, 1942

A. ADMISSION ON CERTIFICATE

A graduate of a four-year high school accredited by the University of Michigan will be admitted to Western Michigan College of Education provided he is recommended* by the principal of the high school and meets conditions indicated below.

*It is expected that the principal will recommend not all graduates, but only those whose character, scholarship interests and attainments, seriousness of purpose, and intellectual promise are so clearly superior that the school is willing to stand sponsor for their success. The grade required for recommendation should be distinctly higher than for graduation.

I. GENERAL

1. Prescribed Preparatory Work

A minimum of fifteen units is required for admission. Among these must be included certain major and minor sequences from the seven groups of subjects listed below, a major sequence consisting of three or more units, a minor sequence consisting of two or two and one-half units.

A minimum of four sequences must be presented, which must include a major sequence from Group A and at least one other major sequence. Not more than one of these required sequences will be accepted from any one group except Group B. Sequences may be presented from two languages.

A. English, Speech, Journalism, Dramatics. A major sequence of three or more units.

B. Foreign Language Group.

A major sequence consists of three or more units of a single language; a minor sequence consists of two or two and one-half units of a single language. The foreign languages acceptable for a sequence are Greek, Latin, French, German, Spanish and any other modern language.

C. Mathematics—Physics Group.

A minor sequence in this group must include 1 unit Algebra and 1 unit of Geometry. A major sequence is formed by adding to this sequence one or more from the following:

Advanced Algebra $\frac{1}{2}$ or 1 unit, Solid Geometry $\frac{1}{2}$ unit, Trigonometry $\frac{1}{2}$ unit, Physics 1 unit, General Mathematics, Senior Mathematics.

D. Science Group.

Any two units selected from the following constitute a minor sequence and any three or more units constitute a major sequence.

Physics 1 unit	Zoology 1 unit
Chemistry 1 unit	Biology (Botany $\frac{1}{2}$ unit and
Botany 1 unit	Zoology $\frac{1}{2}$ unit) 1 unit
Geography	Health Education
General Science	

If Biology is counted in these sequences neither Botany nor Zoology can be counted.

Physics may not be counted in both groups C and D.

E. Social Studies Group.

A total of two or two and one-half units selected from the following constitutes a minor sequence; a total of three or more units a major sequence.

Ancient History 1 unit

*European History, 1, 1½ unit, or 2 units

*American History, ½ or 1 unit

*American Government ½ unit

*Economics ½ unit

Home and Family Living, Life Adjustments, etc.

Ninth Grade Civics

F. Vocational Studies. A total of two or two and one-half units selected from any one of the following constitutes a minor sequence, a total of three units of any one constitutes a major sequence.

Agriculture

*Commerce

Home Economics

Industrial Arts

G. Fine Arts. A total of two or two and one-half units selected from any one of the following constitutes a minor sequence, and a total of three units from any constitutes a major sequence.

*Music

*Art

*English History may be included under European History.

*Half units in the social studies are acceptable as part of a sequence only if taken in the 11th or 12 grade.

*Commercial subjects will be accepted as follows:

Bookkeeping, 1 or 2 units

Commercial Arithmetic, ½ or 1 unit

Commercial Law, ½ unit

Shorthand, 1 unit

Typing, ½ unit

*Music subjects will be accepted as follows:

Band, 1 unit

Orchestra, 1 unit

Choir, 1 unit

Glee Club, ½ unit

Theory Class, 1 unit

History and Appreciation, 1 unit

Vocal or Instrumental Instruction, 1 unit

*Art subjects will be accepted as follows:

General Art, 1 to 2 units

School Art Activities, ½ unit

Studio Art, 1 to 2 units

The remaining units required to make up the necessary fifteen units, are entirely elective from among the subjects listed above and from any others which are counted toward graduation by the accredited school except that single half units in language and quarter units in any subject will not be accepted and **at least ten of the total units must be from Groups A to E inclusive.**

The Registrar shall have the authority, with the consent and approval of the departments of instruction most immediately concerned to accept other courses as substitutes for certain of the units listed in the various groups. Only courses well organized and competently taught will be considered and any school desiring the privilege of such substitution for its graduates should furnish the Registrar with detailed descriptions.

II. VOCATIONAL

Selected graduates of high schools may be admitted by petition to approved vocational curricula not leading to a degree without regard to major and minor sequences.

B. ADMISSION BY EXAMINATION

The fifteen units required for admission by examination must all be chosen from the five groups listed above and must meet the prescribed sequence requirement.

C. PARTIAL CERTIFICATE—PARTIAL EXAMINATION PLAN

This plan is available only to a graduate of an accredited high school whose principal is willing to recommend him in a part of the required fifteen units. The candidate may, at the discretion of the registrar, be admitted on the basis of the principal's recommendation covering the units satisfactorily completed, plus examination covering the units in which he is deficient. For this purpose examinations will be provided only in subjects listed in the five groups.

D. ADMISSION UNDER THE COLLEGE AGREEMENT PLAN

The College agrees to admit the graduates of accredited high schools who have accepted the College Agreement of April 8, 1947, between Michigan College Association and the Michigan Secondary School Association with reference to the pattern of subjects which they have pursued, provided they are recommended by the school from among the more able students in the graduating class. **This agreement does not imply that students must be admitted to certain college courses or curricula for which they cannot give evidence of adequate preparation.**

V. ADMISSION

Students may enroll at the opening of any semester or summer session. Exceptions are made for veterans under certain circumstances. Interested veterans should write the Dean of Administration for information.

GENERAL QUALIFICATIONS

The college expects that those who enter shall have shown intellectual capacity, and shall be able to apply themselves to their studies and to work systematically. While definite evidence of intellectual capacity is indispensable, the college believes that, after such evidence is established, positive qualities of character and personality should operate as determining factors in admission. Each application will be carefully reviewed and much weight will be attached to character, personality, previous record, and promise, as well as to scholarly attainments. Satisfactory showing in scholarship alone is not of itself sufficient to guarantee admission. The college will arrange for personal interviews whenever necessary.

Attendance at Western Michigan College is a privilege and not a right. In order to safeguard its ideals of scholarship, character, and personality, the college reserves the right, and the student concedes to the college the right, to require the withdrawal of any student at any time for reason deemed sufficient to the college.

ADMISSION AS A STUDENT NOT A CANDIDATE FOR A DEGREE

Applicants who meet all the specific requirements for admission to this college, and who wish to pursue special studies not leading to one of the degrees of this college may, with the consent of the Dean of Administration, be permitted to enroll. Such students may elect courses totaling not less than twelve hours during each semester, for which they have the proper prerequisites. These students are subject to all of the general regulations covering scholarship and conduct.

CREDENTIALS SHOULD BE SENT IN ADVANCE

All students desiring admission to the college are urged to submit their problems of eligibility for entrance to the Dean of Administration, who will act upon each case individually.

High school credits should be sent to the registrar in advance on official college blanks, that there may be no delay when the student presents himself for registration and enrollment.

A prospective student should confer with his high school principal regarding the filling out of an "Application for Admission" blank.

ENTRANCE WITH ADVANCED CREDITS FROM INSTITUTIONS OF HIGHER EDUCATION

Inquiries concerning admission from other institutions of higher education should be addressed to John C. Hoekje, Dean of Administration, Western Michigan College, Kalamazoo, Michigan.

Advanced credit is allowed for work done in other schools and colleges to the extent to which the applicant's record shows that such work is the equivalent of courses offered in Western Michigan College. Application for advance standing, accompanied by credentials, should be made to the registrar.

Junior College graduates will receive credit up to 60 semester hours, provided all of the work has been done in Junior Colleges and provided further that none has been done at Junior Colleges after a total of 60 semester hours of college credit has been completed.

Students with unsatisfactory scholarship or conduct records will not be admitted.

Students desiring to transfer to this college from other institutions of higher education must furnish complete official transcripts of their records, listing all credits earned by them up to the beginning of the session they wish to attend. The student should request the registrar of each institution attended to submit the official transcript directly to the Dean of Administration. These transcripts should include (1) a complete list of and the record obtained in the college courses pursued, and (2) statements of honorable dismissal from the institutions attended. It is also necessary for the student to submit a personal application blank and to request his high school principal to submit an official statement of his preparatory record. Blanks for personal application and for the high school record may be secured from the admission officer named above. Consideration of admission on transfer is on the basis of the entire record, both high school and collegiate. No part of the record may be disregarded. There are no exceptions to this regulation. Students applying for admission for the first semester are urged to submit their credentials as early as possible.

VETERANS' CREDITS

Veterans should submit to the Dean of Administration complete official statements of all work for which credit is desired.

O.C.A. (OHIO STATE PSYCHOLOGICAL) TEST

No student's enrollment is considered complete until he has taken the O.C.A. (Ohio State Psychological) Test. This test is

a means of predicting a student's ability to do academic work at the college level; and is a measure of his ability to read content material at that level.

It is very much to the student's advantage to take this test before being counseled, preparatory to college entrance.

VI. REGISTRATION AND ENROLLMENT

All students are required at the beginning of each semester of residence, to be enrolled by the Dean of Administration, to pay their fees to the cashier of the college, and to file an election blank properly made out, showing the courses they expect to pursue during the semester. The completion of the foregoing, together with a physical examination as required, constitutes registration in this college.

All students entering this college for the first time must present their credentials at the office of the Dean of Administration, whether they are transferring from another college or whether they are entering from high school.

IDENTIFICATION PHOTOGRAPH

When a student enrolls for the first time, he is required to have taken an identification photograph of which four copies are made. One copy becomes part of the student's permanent record; another copy is given to the student to serve to identify him at college functions; a third copy is filed in the Dean's Office; the fourth copy is filed with the Alumni Office. The charge is included in the supplementary fee.

CREDIT RELATIONS WITH OTHER COLLEGES AND UNIVERSITIES

Students who have completed two years of work at Western usually are granted junior standing in colleges and universities and are able to fulfill the requirements for a degree by an additional two years of work. A student who desires to earn a limited amount of credit in the college and then complete the work for a degree elsewhere should plan his work with the requirements of the particular institution in mind.

Admission to graduate schools is granted to students completing a four-year curriculum who have made their elections of courses conform to the requirements of such schools. Western Michigan College of Education is a member of the American Association of Colleges for Teacher Education and of the North Central Association; and is on the approved list of the Association of American Universities and of the A.A.U.W.

Students at Western Michigan College of Education are classified officially as follows:

Freshmen—Students with credits between 0 and 30 semester hours.

Sophomores—Students with credits between 30 and 60 semester hours.

Juniors—Students with credits between 60 and 90 semester hours.

Seniors—Students with more than 90 semester hours of credit.

The above classification relates to eligibility for participation:

- a. In class activities
- b. As officers
- c. In social affairs

VII. ENROLLMENT QUESTIONS

1. To whom am I responsible for enrollment?

To **The Dean of Administration** and his designated assistants. A special sheet of instructions regarding details of enrollment available at the times of enrollment both at the Administrative Office, Room 102, Administration Building, and at the Information Desk in room 108, Administration Building. Enrollers will give added information relative to further details of enrollment.

2. Are "Entrance Tests" required?

Standard intelligence and achievement tests are required of each student upon first entrance. The results of these tests are of service in advising students relative to their scholastic work. Grades earned in residence will be withheld until the intelligence and achievement tests have been taken. Information regarding dates and places for the administration of the tests will be bulletined.

3. Is a physical examination required?

A physical examination is required of every Freshman and Transfer Student. The Health Service arranges schedules.

4. If I wish to change my enrollment, what should I do?

Secure a blank for that purpose at the Office of the Dean of Administration and follow the directions printed on it.

5. If I change my enrollment without securing the **written** consent of the Dean of Administration, what is the penalty?

A mark of E (failure) will be recorded for each subject changed without written permission. (To remove the effect of the E would involve the earning of additional Honor Points.)

6. Is there a time limit within which a change of enrollment must be made?

Changes in enrollment should be made during the first week of a semester.

7. If I wish to drop a subject, what must I do?

Secure a suitable blank at the Office of the Dean of Administration and follow the instructions printed on it.

8. Is there any penalty for dropping a subject without **written** sanction?

A mark of (E) failure will be recorded for each subject dropped thus. (To remove the effect of an E would involve the earning of additional Honor Points.)

9. Is there a time limit for dropping subjects?

Yes. See the annual catalog or summer session bulletin for details.

The mark W will be given only when the Dean of Administration issues an official Drop Slip. If a student withdraws from a class without the Dean of Administration's written permission, a mark of E (failure) will be given.

10. For how many hours' work should a student be enrolled during any semester?

Sixteen semester hours of work granting academic credit is the standard class load. For all students the maximum number of semester hours of credit a week that may be carried without special permission is 17; the minimum, 12. No student may enroll for more than 17 semester hours or less than 12 semester hours of work, without permission of the Scholarship Committee. The Scholarship Committee regulates the load for a given student on the basis of his apparent ability and other factors.

N. B. For the Summer Session regulations see the Summer Bulletin.

11. If I wish to carry an extra hour, what should I do?

Students may make application for an extra hour of work by securing an application blank at the office of the Dean of Administration, filling out the same, and filing the application with the Dean of Administration. Only in exceptional cases is permission granted to carry extra hours during the first semester in residence.

It is deemed more desirable for a student to do work of a high grade of excellence with a normal class load than to take extra subjects with possible mediocre success.

12. Should a Freshman apply for permission to carry an extra hour during his first semester in residence.

His petition probably would be denied.

13. How is the size of classes regulated?

Admission to all classes is by official "Class Admission Cards" only.

Reference to the printed instructions on the Semester's or Summer Session's Schedule of Classes will advise you where you may secure these cards.

14. If I enroll after opening day, where should I go for assistance?

To the office of the Dean of Administration.

15. If I must leave college before the close of a semester, what should I do?

Go to the dean concerned and state the cause of withdrawing. The appropriate dean will notify the Dean of Administration.

VIII. STUDENT PERSONNEL AND GUIDANCE SERVICES

The Student Personnel and Guidance office is maintained to help the student plan his work in the college and to assist him in making necessary adjustments both in his academic program and in his social and personal life.

Academic counseling is mandatory for students through their freshman and sophomore years. Counseling service is optional for juniors and seniors. Designated Faculty Counselors assist the students in planning and adjusting their programs. Their signatures on the student schedule of classes are necessary before cards admitting to classes can be obtained. Each student works out his schedule from semester to semester at definite conference period assigned to him. The details of the curricula, the sequence of studies, and the type of work for which the student seems best fitted are all considered at these conferences. During the last semester of the sophomore year the students, with the help of the counselors, will plan their work for the last two years.

All new students, whether freshmen or transfers, are required to take a college ability test if they are in a degree curriculum. All freshmen who are in a curriculum requiring Rhetoric must also take an English achievement test. Arrangements are made for taking these tests during Freshman Days and at the beginning of the second semester for those who enter at that time. They are also given during the summer. Students are encouraged to come during July and August for this purpose and also to plan their program of studies with a counselor.

New students must present to their counselors at the time of the initial conference an Official "Memorandum on Admission" received from the Dean of Administration.

Proper attention should be given to the matter of choosing wisely the fields for majors and minors. These should be talked over with the counselor early in the freshman year, or as soon as possible for transfer students.

When a student enters a curriculum which later proves to be unsatisfactory to him and a change to another curriculum is desired, the change should be made through a conference with his counselor. The counselor will direct the student to the Office of Student Personnel and Guidance to obtain the necessary blanks.

IX. COURSE NUMBERS AND CREDIT HOURS

A. Course numbering and availability

1. Courses numbered
 - a. 100-199, inclusive, are primarily for freshmen;
 - b. 200-299, inclusive, are primarily for sophomores;
 - c. 300-399, inclusive, are primarily for juniors and seniors;
 - d. 400-499, inclusive, are for qualified junior, senior and graduate students;
 - e. 500-599, inclusive, and 600-699, inclusive, are for graduate students.
2. In general, students will be permitted to carry only courses numbered to correspond with their official classification. But exceptions may be made with the approval of Counselors, for such reasons as maturity, experience, necessity of meeting prerequisites to other courses, etc.

B. Credit in Semester Hours

The unit of credit is the semester hour; the number of semester hours credit given for a course generally indicates the number of class periods a week.

Classes which meet one hour a week for one regular semester will be given 1 semester hour of credit.

Classes which meet two hours a week for one regular semester will be given 2 semester hours of credit.

Classes which meet three hours a week for one regular semester will be given 3 semester hours of credit.

Classes which meet four hours a week for one regular semester will be given 4 semester hours of credit.

A minimum of 60 semester hours credit is required for a State Limited Certificate in the two-year Rural Elementary Curriculum, and 124 semester hours of credit for the A.B. or the B.S. degree including semester hours in Physical Education.

No credit will be given for a course (even if pursued successfully) for which the student is not officially registered.

X. EXAMINATIONS, GRADES, HONORS, ETC.

1. A final examination is given in every course in accordance with the schedule issued each semester. No examination may be held except as announced in this schedule, and no date of examination may be changed without special permission of the Final Examinations Committee.

2. Students are required to take the examinations in all courses except such as they may have dropped with consent of the Dean of Administration.

3. Students are not regularly examined at any other time than that set for the examination of the class in which the work has been done. In case of unavoidable conflicts a special examination during examination week may be arranged by the instructor with consent of the Examination Schedule Committee. The Dean of Administration is Chairman.

4. A student desiring to take a second examination in a given subject must make formal application to the Dean of Administration at least ten days before the time for the second examination.

GRADES

Each course receives one grade, which combines the results of class work, tests, and examinations.

Grades are indicated by letters, to each of which is given a certain value in "honor points."

Grade	Significance	Honor Points (Per hours of Credit)
A	Excellent	3
B	Good	2
C	Fair	1
D	Passing	0
U	Unsatisfactory	Not to be counted
E	Failure	0
I	Incomplete	
W	Withdrawn	

The mark of I means that the student has not finished the work of the course, because of illness, unsatisfactory work, or for some other cause, and that he may be given opportunity to complete it.

I's must be removed during the next succeeding semester (except when the student does not return, and then within one year) or they automatically become E's.

The mark of E means that the student has failed. The effects of E's and W's can be removed only by taking again all the work involved.

Upon his entrance to the institution, after the acceptance of his entrance credentials, a "Student Credit Book" is made out for each student. It may be secured at the Records Office (Room 106, Administration Building) near the end of the semester. The grades should be recorded in the Credit Book by the student. Freshman grades are mailed to the parents by the registrar direct.

Transcripts. A student desiring a transcript of his record in this college should write to the Dean of Administration, giving dates of attendance, and if a graduate, the date of graduation. **He should give the full name under which he was enrolled.** Each student is entitled to one transcript without charge, but all additional copies are charged for at one dollar a copy.

Schools and boards of education desiring transcripts of records of Western Michigan College students should furnish, together with their request, as much of the above information as possible.

SCHOLARSHIP INDEX

The total number of honor points acquired divided by the total number of semester hours taken gives the scholarship index (courses repeated are counted each time taken).

STANDARD FOR GRADUATION

No student will be graduated in any curriculum if his scholarship index based on the work of that curriculum is less than 1.0

HIGH SCHOLARSHIP LIST

To have his name placed on the High Scholarship for a semester a student must have a point-hour ratio of 2.64 or more. No grade below B may be counted. Not more than eight semester hours in any one department may be counted. Not more than five semester hours of B credit may be counted. Grades for non-credit courses (library methods, physical education, etc.) are not considered. No program involving less than 14 semester hours will be considered.

LOW SCHOLARSHIP LIST

1. Any freshman whose point-hour ratio for any semester or summer session falls below 1.0 shall be warned; if the ratio is, during this first semester of probation, his point-hour ratio falls below 0.6 he shall be automatically placed on probation.

risers above the 0.6 but falls below 1.0 he may, at the discretion of the Dean of Administration, be continued on probation for one semester.

2. Any student beyond freshman standing whose point hour ratio for any semester or summer session falls below 0.8, shall be automatically placed on probation. If he fails to maintain a 1.0 ratio during the first semester of probation but achieves a ratio of 0.8 or higher, he may, at the discretion of the Dean of Administration, be granted one more semester of probation.

3. No student may be restored to good standing until the point hour ratio for any probationary semester has been raised to a minimum of 1.0.

4. No student may be granted a third consecutive semester of probation.

5. Any student who receives E in 75 per cent of the work attempted during a semester shall be automatically dropped from college.

6. In the case of a student who is dropped, at least one full semester shall elapse before the student is eligible for consideration for re-admission.

7. In administering the above regulations, the Dean of Administration has authority to permit deviations in unusual circumstances. He will, each semester, report to the President the progress of students granted such special dispensation.

CREDIT FOR BAND, GLEE CLUB, AND ORCHESTRA WORK

1. A maximum of two semester hours of academic credit annually is given for one year's regular participation in each of the following activities: Band, Glee Club, Orchestra, and Auxiliary Choir.

2. Eight semester hours of academic credit is the maximum allowed for participation in any one of the four activities indicated.

3. A grand total of not to exceed twelve semester hours of academic credit is allowed for participation in the four activities noted.

4. Participation in Band may be substituted for physical education credit up to a maximum of three semester hours. A minimum of one semester hour of credit must be earned by actual participation in general physical education classes by each student who is participating in Band. Substitution of Band participation for physical education credit during the second semester is possible only if the student has participated in the marching Band during the first semester.

5. Official enrollment cards must bear notations of the work in music the student wishes to carry. Semester hour values must be indicated.

XI. HONORS IN COURSE

Honors in Course are bestowed upon graduating students who have displayed special attainments in scholarship. Such honors are announced at a special convocation.

Recipients of honors receive their degrees:

Cum laude

When having a point-hour ratio of 2.5 to 2.69 inclusive

Magna cum laude

When having a point-hour ratio of 2.7 to 2.89 inclusive.

Summa cum laude

When having a point-hour ratio of 2.9 to 3.0 inclusive.

In figuring point-hour ratios the following method will be used:

For all students attending from the beginning of the freshman or the sophomore year, semesters 3 to 7 inclusive will be counted.

For all students a minimum of 150 honor-points earned here will be required.

Credits earned in correspondence and extension classes and transferred credits will not be counted toward honors.

XII. ABSENCES AND EXCUSES

The following constitute the official rulings covering absences and excuses as authorized by the President, following discussion with the Faculty Council and the Scholarship Committee.

1. Students are responsible directly to their instructors for class and laboratory attendance as well as for petitions for excuses for absences.
2. Instructors file weekly with Deans detailed records of absences for a given week.
3. The Deans maintain a cumulative record of absences, but do not issue excuses.

It is to be noted that students who anticipate being absent or who have had prolonged periods of absence should confer with the appropriate dean and give explanation concerning their cases. But such "explanations of absence" are not to be construed by instructors as constituting "excuses for absences."

XIII. EXPENSES

Fees for Undergraduates

Schedule of Fees effective Semester 1, 1951-1952

Semester	Tuition Fees			Total	
	Hrs. Resident	Non-Res.	Local Fees*	Resident	Non-Res.
1 - 3	\$ 7.50	\$15.00	\$15.00	\$22.50	\$30.00
4 - 6	15.00	30.00	20.00	35.00	50.00
7 - 9	22.50	45.00	20.00	42.50	65.00
10 or more hrs.	37.50	75.00	32.50	70.00	107.50

*These local fees are collected each semester for the support of student activities, health service, student union, library purposes, departmental laboratories, identification photograph, cap and gown, diploma, etc.

There is a special departmental music fee for Applied Music of \$60.00 per semester for one hour per week of private instruction, or \$30.00 per semester for one-half hour per week of private instruction. A \$5.00 deposit on all instruments used. This deposit is refunded upon return of the instrument.

*RESIDENCE REQUIREMENTS

Residence in Michigan for the purpose of registration shall be determined according to the State constitutional provision governing the residence of electors. (See Article III, Sections 1 and 2); that is, no one shall be deemed a resident of Michigan for the purpose of registration in Western Michigan College of Education unless he has resided in this state six months next preceding the date of his proposed enrollment, and no person shall be deemed to have gained or lost a residence in this state while a student in the college.

The residence of minors shall follow that of the legal guardians.

The residence of wives shall follow that of their husbands.

Persons of other countries who have taken out their first citizenship papers and who have otherwise met these requirements for residence, shall be regarded as eligible for registration as residence of Michigan.

It shall be the duty of every student at registration, if there be any possible question as to his right to legal residence in Michigan under the rules stated above, to raise the question with the registration officer and have such question passed upon and settled previous to registration.

Auditors' Fees

Auditors (students who attend classes but who do not desire credit) are governed by the same regulations as are students desiring credit.

Late Enrollment Fee

By action of the State Board of Education an additional fee of \$2.00 will be charged if a student does not pay his fees on the day officially designated for that purpose.

REFUNDS REGULAR SCHOOL YEAR

State Tuition and College Fee — A student who withdraws from school will be granted a refund according to the following schedule:

1. Seven calendar days or less after the last official registration day - 90 per cent of total.
2. More than 7 calendar days and less than 22 days after the last official registration day - 60 per cent of total.
3. More than 21 calendar days and less than 36 days after the last official registration day - 40 per cent of total.
4. More than 35 calendar days and less than 50 days after the last official registration day - 20 per cent of total.
5. No refund will be made to a student eligible for benefits under Act 245 of the Public Acts of 1935, as amended, unless request is made not more than one week after registration.

Note: A. No refund will be granted if the student withdraws after the 49th calendar day after the last official registration day.

B. No refund will be granted unless applied for by the 56th calendar day after the last official registration day of the semester in which the student withdraws.

ESTIMATE OF EXPENSES

An estimate of the expenses for one semester may be formed from the following table:

Room (one-half the rent of a double room)	\$ 72.00 to \$ 90.00
Board	180.00 to 250.00
Laundry	0.00 to 36.00
Textbooks and Supplies	20.00 to 40.00
Incidentals	25.00 to 50.00
Tuition and fees	70.00 to 107.50

Total for one semester of 18 weeks
(approximately)\$367.00 to \$575.50

XIV. HOUSING FOR MEN

All Freshmen Men not living at home are required to live in College Dormitories, in so far as facilities are available. Any deviation from the above will be carefully considered through the office of the Dean of Men. Other men are required to live in residences approved by the office of the Dean of Men. A list of approved rooms is available and will be furnished upon request.

BURNHAM HALLS — ROOM AND BOARD

Request for reservation should be addressed to the Office of the Dean of Men. Applications must be accompanied by a ten-dollar room deposit. This deposit does not apply on the rental charge but is held through the college year and is returned to the resident when he leaves at the end of the semester, provided he has no outstanding account with the college. The last day for requesting deposit refunds if application to live in the dormitory is cancelled, is August 15 for the first semester and January 15 for the second semester. The rate per student in Burnham Halls for room and board is \$15.00 per week. Room and Board payments must be paid in advance, \$125 prior to occupancy and in two equal payments of \$71.50 each according to the contract. A 5 per cent collection fee will be added to bills not paid within one week after payment date and an additional 5 per cent will be added to payments more than three weeks late.

NOTE. Due to unsettled conditions of prices for food and labor, the college reserves the right to increase the charge during the year if, in its opinion, such increase is necessary.

HENRY B. VANDERCOOK HALL — ROOM ONLY

Request for reservation should be addressed to the Office of the Dean of Men. Application must be accompanied by a ten-dollar room deposit. This deposit does not apply on the rental charge but is held through the college year and is returned to the resident when he leaves at the end of the semester, provided he has no outstanding account with the college. The last day for requesting deposit refunds, if application to live in the dormitory is cancelled, is August 15 for the first semester or January 15 for the second semester.

The rate per student in Vandercook Hall is \$4.50 per week. There are a few single rooms at an additional charge. Room rent must be paid in advance for the semester. A 5 per cent collection fee will be added to bills not paid within one week after payment date, and an additional 5 per cent will be added to payments more than three weeks late.

NOTE. Due to unsettled conditions of prices for food and labor, the College reserves the right to increase the charge during the year if, in its opinion, such increase is necessary.

HOUSING FOR WOMEN

All women students under 25 years of age enrolled at Western Michigan College are required to live in College Residence Halls insofar as space is available, unless they are living in their own homes, or with close relatives, or unless other ar-

rangements are approved for them, in writing, by the Housing Committee. This is in accordance with the ruling of the State Board of Education of July 15, 1949.

RESIDENCE HALLS FOR WOMEN

Western's Residence Halls for Women are: Walwood Hall, Lavina Spindler Hall, Blanche Draper Hall, and Lydia Siedschlag Hall. The rate for room and board is \$15.00 per week.

Room and board payments must be paid in advance, \$125.00 prior to occupancy and in two equal payments of \$71.50 each according to the contract. A 5 per cent collection fee will be added to bills not paid within one week after payment date and an additional 5 per cent will be added on payments more than three weeks late.

Request for reservation should be addressed to Dr. Elizabeth E. Lichty, Dean of Women. Application must be accompanied by a ten-dollar room deposit. (Please send this deposit by check or money order, made out to Western Michigan College.) The deposit does not apply on the rental charge, and is returned to the resident when she leaves the dormitory, provided she has no outstanding account with the College, or does not withdraw during the semester. The last day for requesting deposit refunds, if application to live in the dormitory is cancelled, is August 15 for the first semester, or January 15 for the second semester.

NOTE. Due to unsettled conditions of prices for food and labor, the College reserves the right to increase the charge during the year if, in its opinion, such increase is necessary.

EMPLOYMENT FOR MEN AND WOMEN

Students interested in earning money with which to pay in part their expenses will be given advice and detailed information upon application. Students whose point-hour ratios fall below .8 are not eligible for campus employment.

WESTERN'S CAMPUS STORE

Western's Campus Store serves as a convenience to people on the campus. Service is the keynote of the store, and every effort is made to keep an adequate stock of all supplies needed by students for class work.

XV. STUDENT HEALTH SERVICE

Health is fundamental to the enjoyment of a student's college life and indispensable to his success as a teacher, or in other professional and business careers. Health signifies the adjustment to living which comes from mental, emotional and physical well-being.

The purpose of the student health service at Western Michigan College is to help students develop an appreciation of the essentials of healthful living and to assume the responsibility for intelligent self-direction and a knowledge of when to ask for expert advice.

The health fee, paid upon admission, entitles the student to the following services:

1. To the required health examination of every freshman and transfer student during enrollment.
2. Annual re-examination for strenuous physical education courses and competitive sports.
3. Medical conference at any time on request.
4. First aid, care of minor ailments and follow up treatments, as advised by the doctor during clinic hours.
5. Infirmary care at a moderate cost, if advised by the physician.
6. Dental conferences and limited services available by appointment.
7. X-ray pictures taken for a minimum fee.
8. Laboratory services and other clinical tests for diagnostic purposes.

The main Clinic and the Infirmary are located in the Health Building on the East Campus. The clinic will be open for consultation and treatments from 8:00 A.M. until 4:30 P.M., from Monday through Friday, and from 9:00 to 12:00 noon on Saturday.

The college physician is in the office from 8:30 until 10:00 A.M. daily, Monday through Friday. Other services are available as follows: A surgical clinic is held from 1:00 to 4:00 P.M., on Wednesdays; the dental clinic is open on Tuesday and Thursday mornings; a special skin clinic is held twice a month and psychiatric counseling is available by appointment.

Limited clinic service is available on the West Campus. A registered nurse will be in charge of a branch health office in room 141 in the new Administration building. Since this nurse, also supervises the emergency work in the new dormitories the clinic is open only during the following hours: 9:00 to 12:00 A.M. and 1:00 to 4:00 P.M. Any serious illness is referred to the main Health Service for medical consultation.

Consultations and treatments given in the Health Service are free to the students, except for special medications and the materials used by the dentist. Infirmary care is furnished at a nominal fee, if recommended by the physician.

XVI. R.O.T.C. - MILITARY SCIENCE AND TACTICS

All freshman male students who are between the ages of 14 and 23, physically sound, and citizens of the United States, may enroll in the Reserve Officers' Training Corps unit of

Western Michigan College. Veterans, and those who have completed prior ROTC work, may receive certain credits and benefits by reason of such prior status.

The course is a four year progressive course leading to a commission in the Organized Reserve Corps of the United States Army. Since the unit at Western is a Quartermaster unit, tactics and technique of the Quartermaster Corps are stressed and commissions in most cases will be in that branch. The course is divided into two periods of two years each, the first two years known as the Basic Course, the second two years as the Advanced Course. The course is a substitute for the Physical Education requirement, and in addition, ROTC men can be relatively certain that they will be deferred from Selective Service until the end of their college programs, provided they maintain satisfactory academic and military standing.

The Advanced Course is open only to those students who satisfactorily complete the first two years of Basic instruction and who are specially selected by the military staff on the basis of demonstrated leadership and performance of duty. Advanced Cadets, in consequence of agreeing to complete the course, accept a commission if tendered, and to serve not less than two years on active duty if called by competent authority, receive a subsistence allowance of approximately 90 cents a day and attend one summer camp of six weeks' duration, at which they are paid at the rate of \$75 a month. In addition, to the commissions in the Organized Reserve Corps, there are substantial opportunities for ROTC graduates to obtain commissions in the Regular Army.

Uniforms, and all texts required by the student, are furnished by the Government without charge.

Pre-registration in ROTC may be accomplished by new undergraduate students at any time during the summer months.

MILITARY TRAINING

In view of the tense international situation, which in all likelihood will continue for some time, the administration of Western Michigan College strongly advises every entering freshman to consider seriously the advantages offered by the ROTC program, which prepares young men for commissions in the Army of the United States. It is the obligation of every citizen not only to serve his country but to serve in the highest capacity for which he is qualified. Almost every young man may expect to experience some form of military service, either during or after college. He may receive military training while attending Western Michigan College through its ROTC Unit without affecting his normal college curriculum. Enrollment in Western's ROTC Unit is purely voluntary and the student as-

sumes no obligation for military service by enrolling in the first two years (Basic course). Later, if he is found qualified, he may apply for admission to the second two years (Advanced course). Upon satisfactory completion of the Advanced Course, he may be commissioned in the Organized Reserve Corps. During the period of enrollment in ROTC, most students will be deferred from Selective Service.

It is important that students wishing to avail themselves of ROTC training do so in their freshman year. The ROTC course is a four-year program and cannot be consolidated, therefore, failure to enter in the first year will deny the student the advantages of any military training while in college.

XVII. PSYCHO-EDUCATIONAL CLINIC

The purpose of the Psycho-Educational Clinic at Western Michigan College is to provide psychological service to students on the campus. It is the desire of the personnel of the Psycho-Educational Clinic to help students develop an appreciation of good mental health and to assist them in assuming responsibility for intelligent self-direction and knowledge of when to ask for professional services. Students requiring educational guidance, aid in learning how to study and how to concentrate are entitled to the services of the clinic. A nondirective approach to the personal problems of the student is provided.

Students who wish to improve their reading ability as they do their regular college work should arrange to enter the Reading Laboratory.

XVIII. SOCIAL ACTIVITIES

1. Who may attend general student parties?
Parties are for students, alumni, and their friends.
2. All parties, on or off-campus, held by student organizations are the joint responsibility of the college and the participants.
3. A student must present both a student ticket and a identification photo for himself.
4. Alcoholic beverages in any form are not permitted at any social function.
5. Parties are to be planned jointly by the chief officer of the organization, its faculty adviser, and the Director of Social Activities. As far as is possible they will be listed in the printed social schedule for the semester in which they are to be held.
6. At least two chaperones must be present for the duration of the party.

XIX. REGULATIONS GOVERNING STUDENT PARTICIPATION IN EXTRA-CURRICULAR NON-ATHLETIC ACTIVITIES

I. General Policies Governing Participation

Western Michigan College fosters the following ideas as basic in student participation in extra-curricular activities:

- A. Any regularly enrolled student is eligible for membership in any organization he wishes to join. (The only exception to this general principle is that raised by the fact that some organizations recruit membership by invitation.)
- B. Because college students may be expected to be mature enough to exercise judgement regarding the extent to which they should join organizations, the Committee on Eligibility for Participation in Extra-Curricular Activities does not place negative restraints upon the individual except for positions of leadership.

II. Specific Regulations Governing Positions of Leadership

- A. No student may hold simultaneously more than one presidency or one salaried office in student organizations. No student may hold any other chief offices in more than two organizations.
- B. Any officer or standing committee chairman must be a regularly enrolled student carrying 12 or more semester hours of class work for college credit.
- C. No student whose academic average is less than a "C" for the previous regular semester may hold any office or standing committee chairmanship. This includes all chief offices such as President, Vice-President, Treasurer, Editorship, Business Manager, General Chairmanship, and chairman of standing committees.
- D. No freshman and no transfer student with advanced standing (at least 12 semester hours) whose incoming academic transcript carries an average of less than "B" may hold any office or standing committee chairmanship, during his first semester in residence.
- E. No person on probation or on trial is eligible for election to a chief office during his first semester.

III. Procedure for Checking Eligibility for Participation

- A. The Co-chairmen of the Joint Student-Faculty Committee on Eligibility for Participation in Extra-Curricular Activities, with the cooperation of the Presidents and other heads of all student organizations, shall publicize fully at the beginning of each semester all rules pertaining to student participation.
- B. Student members and student leaders of organizations are responsible for knowing the rules of participation.

- C. The presidents or other heads of student organizations shall be responsible for handing to a Co-chairman of the Joint Student-Faculty Committee on date or dates to be designated each semester by the committee, the names of officers and chairmen of standing committees and general chairmen in their respective organizations.
- D. Checking the eligibility of persons participating in activities will be done within the rules set forth above in such manner as will be determined by the Joint Student-Faculty Committee. All names of persons holding chief positions as defined above must be filed within 3 days after their appointment or election. In cases of infraction of the regulations, the student concerned as well as the head officer and advisor of the organization will be informed. If the situation is not promptly corrected, the Joint Student-Faculty Committee may recommend to the Dean of Administration the suspension of the activities of the organization until such time as the situation is remedied.

IV. Exceptions and Appeals

- A. In cases where an organization and/or a student feels justified in requesting an exception to the general regulations outlined above, such petition may be made in person at a meeting of the Joint Student-Faculty Committee.
- B. Appeals arising from action of the Committee, both in regard to permitting certain participation and to denying certain participation, may be brought directly to the Dean of Administration whose decision on such appeal shall be regarded as final.
- C. Nothing in the above regulations shall be construed to deny any organization the right to set higher standards of membership than those herein described.
- D. Questions of interpretation of the regulations as stated shall be referred to the Joint Student-Faculty Committee on Eligibility for Student Participation in Extra-curricular Activities. An appeal may be taken to the Dean of Administration.

V. Enforcement and Operation

- A. The Committee on Library for Student Participation in Extra-curricular Activities will have the responsibility of coordinating the general policies and specific requirements set up in the plan.
- B. The Committee is composed of an equal number of students and faculty members, serving staggered terms of two years, appointed by the Dean of Administration.
- C. The Co-Chairmen shall have the following duties:
 - 1. Take the initiative in seeing to it that proper filing

of names occurs within three days after election or appointment of officers for positions described above.

2. Reporting infractions of the regulations to the standing Committee on Eligibility for Participation in Extra-curricular Activities.
3. Arrange to set up in cooperation with the office of the Dean of Administration the necessary machinery to handle checking of eligibility for participation.
4. In cases of persistent lack of cooperation in compliance with the regulations, to report to the Dean of Administration so that proper steps may be taken to suspend the individuals and/or activities of the organization.

XX. LIBRARY REGULATIONS

Regulations concerning the use of books, library hours, and other items relating to the Library service may be found on the reverse side of a Library floor plan available at the Library.

XXI. MISCELLANEOUS QUESTIONS

1. Where should I have my mail addressed? Where may student mail be secured?

A student's mail should be addressed to his rooming place. In case mail has been addressed in care of the college it will be forwarded.

2. Where can I purchase books and other supplies?

The College conducts two Campus Stores which carry all needed supplies at moderate prices.

3. Are "Student Tickets" transferable?

No. A student ticket presented by anyone but the individual to whom it was issued will be taken up and may not be returned. Student Tickets and Identification Photos should be presented simultaneously.

4. If I wish to borrow money from one of the Student Loan Funds, to whom should I apply?

To the Dean of Administration - Registrar.

5. Is assembly attendance optional?

Some assemblies are "optional." A notice on the Dean of Administration's Official Bulletin Board advises which classes are expected to attend a given assembly.

6. If I lose an article or find one, what should I do?

Report to the Information Desk at the Administration Office.

7. Are final examinations given?

Yes. An official final examination schedule is prepared for each semester.

8. Must I have an identification photo taken?

When a student enrolls for the first time, he is required to have an identification photo taken.

9. Are omit days observed during the first week of a semester?

Follow the schedule of recitations as printed.

10. Are secondhand books bought and sold?

The Campus Store handles a very limited amount of such materials.

11. Are office telephones available for students?

No. But public booths are located conveniently in the main halls of various college buildings.

12. Will the college cash checks for students?

The college has no adequate facilities for the cashing of checks. Students are urged to established banking connections with one of the Kalamazoo banks.

13. If we wish to use a table in the hall, what shall we do?

Consult the Dean of Administration - Registrar.

14. Whom should we consult regarding dates and places for various college events?

The Director of Social Activities and the Dean of Administration - Registrar.

15. Will repeating a subject with a mark of C for which a grade of E was received satisfy the deficiency in honor points resulting from the grade E?

No, because a student must earn at least as many honor points as semester hours carried. A mark of B is the lowest mark that would counteract deficiency in honor points caused by receiving a mark of E.

16. May I change a grade received for a subject by re-enrolling for the same work?

Yes, but the student will be expected to complete the entire course. Both grades will continue, however, to appear on the official record.

17. May I remove a D or an E by taking a second examination?

Western Michigan College does not follow this plan for removal of marks indicating failure. Students who fail in subjects are expected to repeat all of the work involved in regular manner.

18. For whom is "Psychology 100" (Introduction to Learning and Adjustment) intended?

This course will give attention to student problems of two kinds. The psychological principles of effective learning will not only be taught but will be demonstrated and applied under the supervision of the instructor. Students who feel themselves handicapped by poor habits of study are urged to enroll in this course. Methods of note-taking, reading, memorizing, and or-

ganizing will be discussed and practiced. The methods presented are to be applied to the different courses the student is carrying. The psychological problems involved in the transition from control by adults to self-management will be considered. The resources of clinical psychology will be made available for the solution of difficulties of individual adjustment.

19. What cautions should be observed in planning a Program of Studies?

A. Questions to ask yourself. before you begin to plan your program.

- a. What is my purpose in going to college? Do I desire to continue my general education, to prepare for teaching, or to meet the preliminary requirements for some professional course other than teaching?
- b. In what subjects of which well informed people usually have knowledge have I little or none?
- c. What subject studied in high school do I like well enough to desire to continue in college?
- d. Are courses in the subjects named in my answers to questions a, b, c, **open to freshmen?**

B. Special attention should be paid to the following:

Your answer to the above questions should guide you in the choice of electives and field of special interest.

In as far as possible, courses should be pursued for an entire year.

If you are sure in which curriculum you wish to enroll, be guided in your choice of electives by the requirements of that curriculum. Details of these curricula are given in the annual catalog.

20. If I am in doubt on any important matter, where should I go for advice?

To the Office of the Dean of Administration - Registrar, Administration Building.

