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BULLETIN

Western Michigan College of Education

KALAMAZOO, MICHIGAN

Vol. 42

Issue of Summer Quarter, 1946

No. 1

“Facts for Freshmen”

and

Information for New Students



Published Quarterly by Western Michigan College of Education

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“Facts for Freshmen”
and
Information for New Students



KALAMAZOO, MICHIGAN

1946-1947



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.

CONTENTS

| | Page |
|---|--------|
| 1. Directions for Correspondence | 4 |
| 2. Administrative Questions | 4, 5 |
| 3. Entrance Requirements | 6 |
| 4. Admission | 8 |
| 5. Enrollment (Registration) | 9-11 |
| 6. Personnel and Guidance | 11 |
| 7. Course Numbers, Credits, Examinations, Etc. | 12-14 |
| 8. Absences and Cuts | 14 |
| 9. Expenses: Tuition and Fees, Etc. | 15, 16 |
| 10. Housing (Rooms), Meals, Work | 16-18 |
| 11. Health Service | 18 |
| 12. Social Activities | 18 |
| 13. Extra Curricular Activities | 18-20 |
| 14. Library | 20 |
| 15. Miscellaneous | 20-22 |

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.*
- b) Concerning the adjustments of credits—*John C. Hoekje, Dean of Administration.*
- c) Concerning board, rooms, and remunerative work for men—*Ray C. Pellett, Dean of Men.*
- d) Concerning board, rooms, and remunerative work for women—*Mrs. Bertha S. Davis, Dean of Women.*
- e) Concerning rural life and education—*Dr. Wm. McK. Robinson, The Director of the Department of Rural Life and Education.*
- f) Concerning extension work and in-service education—*John C. Hoekje, The Director of the Extension Division.*
- g) Concerning educational research—*Homer L. J. Carter, The Director of the Bureau of Educational Measurements and Research.*
- 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—*Charles Starring, The Veterans' Counselor.* Special bulletins will be mailed on request.
- k) Concerning vocational education—*Dr. B. D. Fox, The Director of Vocational Education.*
- l) Concerning occupational therapy—*Miss Marion L. Spear, The Director of Occupational Therapy.*
- m) Other general inquiries—*John C. Hoekje, Dean of Administration.*

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 to the registrar complete official statements regarding the work for which credit is sought.
- c) Have credits sent in at as early a date as possible.

II. FRESHMAN DAYS, 1946

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.

During these Freshman Days, lectures are given on how to study, how to use the library, healthful living, college traditions, scholastic ideals, and regulations.

Each entering freshman, whose high-school credits are received sufficiently early, will receive written notice of the student counselor to whom he is being assigned for assistance during these difficult days of adjustment. Freshmen are urged to write their student counselors, well in advance of Freshman Days, indicating plans for arrival, etc. They may rely upon their student counselors for advice and suggestions. Formerly the student counselors were known as "Senior Brothers" and "Senior Sisters".

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

III. ADMINISTRATIVE QUESTIONS

1. Who are the Administrative Officers of the Institution?

The President, The Vice-President, The Dean of Administration, The Dean of Men, The Dean of Women, The Director of the Summer Session, The Director of Personnel and Guidance, The Director of the Training Schools, and The Assistant Registrar.

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* 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 delegated 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,
Employment (on-campus only),
Requests for meetings, trips, etc.,
Eligibility for extra-curricular activities,

Whatever effects a permanent grade,

(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 *Dean of Men* and the *Dean of Women* should be referred appropriate questions relating to the following:

Off-Campus employment, rooms and board, general questions regarding scholarship, social matters, student mail, and whatever effects a temporary grade.

E. The *Director of the Summer Session*, in cooperation with the President, administers the Summer Sessions.

F. The *Director of Personnel and Guidance* has direction of matters related to personnel work and guidance except such as naturally fall within the provinces of other administrative officers or are assigned to them.

G. The *Director of the Training Schools* should be consulted relative to matters concerning Directed Teaching and placement following graduation.

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

IV. ENTRANCE REQUIREMENTS

APPROVED BY THE STATE BOARD OF EDUCATION

JUNE 4, 1942

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. 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, and Spanish.

C. Mathematics—Physics Group.

A minor sequence in this group must include 1 unit of Algebra and 1 unit of Geometry. A major sequence is formed by adding to this minor 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, ¹Physics 1 unit

*D. Science Group.

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

¹Physics 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

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

¹Physics 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

²European History 1, 1½ unit, or 2 units

³American History ½ or 1 unit

³American Government ½ unit

³Economics ½ unit

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

⁴Commerce

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 one constitutes a major sequence.

⁵Music

⁶Art

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 completely 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

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.

²English History may be included under European History.

³Half units in the social studies are acceptable as part of a sequence only if taken in the 11th or 12th grade.

⁴Commercial 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

⁵Music 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

⁶Art subjects will be accepted as follows:

General Art, 1 to 2 units

School Art Activities, ½ unit

Studio Art, 1 to 2 units

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 any 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, 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 advanced 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 admission officer named above. 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 of the student, 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.

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 filled out, showing the courses they expect to pursue during the semester. The completion of the foregoing 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 six 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, fifth, and sixth copies are filed with the Student Health Service, the Alumni Office, and the Appointment Office respectively. The charge for the six is twenty-five cents.

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 Teachers Colleges 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.

CLASSIFICATION OF STUDENTS

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

- Freshmen—Students credited with 0—30 semester hours inclusive.
 - Sophomores—Students credited with 30—60 semester hours inclusive.
 - Juniors—Students credited with 60—90 semester hours inclusive.
 - Seniors—Students credited with more than 90 semester hours.
- 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 is available at the times of enrollment both at the Administrative Office, Room 103, Administration Building, and at the Information Desk in the Women's Gymnasium. 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. 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.
4. 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.)
5. 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.
6. 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.
7. 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.)

8. 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.
9. For how many hours work should a student be enrolled during any semester?
Fifteen 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 16; the minimum, 12. (Physical education and library methods are not counted in semester hours.)
No student may enroll for more than 16 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.
10. 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.
11. Should a Freshman apply for permission to carry an extra hour during his first semester in residence?
His petition probably would be denied.
12. 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.
13. If I enroll after opening day, where should I go for assistance?
To the office of the Dean of Administration.
14. 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

Freshmen are advised and helped throughout the year by Freshman Counselors in planning and adjusting their academic programs. Each freshman works out his schedule semester by semester with the assistance of the counselor at definite conference periods assigned to him. The details of the curricula, the sequence of studies, and the type of work for which the student seems best adapted are all considered at these conferences.

Both freshmen and upper classmen must consult Departmental Advisers when help is needed to arrange the courses which will constitute majors and minors, and for any other pertinent advice on the courses offered by a given department. Offices of Departmental Advisers, together with their desig-

nated office hours, will be found in the schedule of classes for each semester and summer session.

Upper classmen are assigned to Upperclass Counselors who will work with the students in arranging schedules of studies. Upperclass Counselors also stand ready to assist assigned students in other ways in accordance with their needs.

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 seniors and graduate students;
- e. 500-599, inclusive, are for graduate students.

Note.—The courses under d and e above state the University of Michigan numbers in parentheses.

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 of credit is required for a State Limited Certificate in the two-year Rural Elementary Curriculum, and 120 semester hours of credit for the A. B. or the B. S. degree.

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 the 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. *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's Credit Book" is made out for each student. It may be secured at the Records Office (Room 109, Administration Building) near the end of the semester. If a large sized, self-addressed, stamped envelope is left at the Records Office, semester grades will be mailed as soon as they have been filed. The grades should then be recorded in the Credit Book by the student. Freshmen 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 of his record 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 on 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 List 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

The name of a student whose point-hour ratio during any semester is less than .6 will be placed on the Low Scholarship List. Such a student is liable to disciplinary action by the Committee on Scholarship. He may be "Warned", (once or twice) "Probated", (once or twice) or "Dismissed".

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. In such cases participation in the Band for one semester is substituted for one class hour in physical education. (A class hour is to be interpreted to mean one hour of class work for each week for one 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 the 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

Tuition Fees for Undergraduates

A. Regular Program Fees

For residents of Michigan, \$15.00 for each semester.

*For non-residents of Michigan, \$30.00 for each semester.

B. Irregular Program Fees

Resident students carrying an irregular program for the semester pay tuition as follows: one, two, or three semester hours, \$3.00; four, five, or six semester hours, \$6.00; seven, eight, or nine semester hours, \$9.00; more than nine semester hours, \$15.00.

In determining the number of hours, any single non-credit course will be counted as equivalent to two semester hours of credit courses. This ruling applies only to students carrying irregular programs totaling nine hours or less.

It is understood that the student-activities fee is to be paid in full by all students, whether taking one subject or more.

Kalamazoo County students who enroll for work in the Department of Rural Life and Education may attend Western Michigan College of Education for one year without paying tuition fees, because counties having county normals provide for one year of free tuition and because, by law, counties having state colleges of education may not have county normals.

Miscellaneous Fees

A fee of \$25.00 is collected each semester for the support of student activities, health service, student union, library purposes, class dues, *Brown and Gold*, and subscription to the *Western Michigan Herald*.

A student for whom no identification photograph is on file pays an additional 25 cents, when such photograph is taken.

A student carrying three semester hours of work or less will pay a supplementary fee of \$16.00.

*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 residents 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 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.

Graduation Fees

| | |
|--|--------|
| State Limited Certificate Curriculum | \$2.00 |
| Provisional Certificate Curricula | 3.00 |
| Degree Curricula | 3.00 |
| Degree and Certificate | 3.00 |
| Cap and Gown fee | 1.75 |
| Alumni fee (paid by all graduates) | 1.00 |

Graduation fees must be paid and application for degrees and certificates must be filed with the registrar before the end of the third week of the semester in which it is desired that they be granted.

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.

Regulations Governing Refund of Semester Fees

1. No refund of fees will be granted unless applied for within one month after the time of withdrawal.
2. A student who withdraws not more than two weeks after registration will be entitled to a refund of the entire semester fee.
3. A student who withdraws more than two weeks and less than four weeks after the beginning of the semester will be entitled to a refund of one-half the semester fee.
4. A student who withdraws more than four weeks and not later than eight weeks after the beginning of the semester will be entitled to a refund of forty per cent of the semester fee.
5. No refunds will be made for withdrawal after the eighth week of a semester.

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) | \$ 45.00 to \$ 63.00 |
| Board | 90.00 to 144.00 |
| Laundry | 0.00 to 15.00 |
| Textbooks and supplies | 15.00 to 25.00 |
| Incidentals | 15.00 to 25.00 |
| Tuition and fees (approximately) | 35.00 to 35.00 |

Total for one semester of 18 weeks (approximately) ... \$200.00 to \$307.00

XIV. HOUSING FOR MEN

Men students are required to live in residences approved by the Office of the Dean of Men. A list of approved rooms is available in that Office and will be furnished upon request.

HENRY B. VANDERCOOK HALL FOR MEN

Request for reservation should be addressed to Mr. Ray C. Pellett, Dean of Men. Application must be accompanied by a five-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, provided he has no outstanding account with the college. The last day for requesting deposit refunds, if application to live in the dormitory is canceled, is September 1 for the first semester or February 1 for the second semester.

Most rooms are double. The rates for double or single rooms in Vandercook Hall are \$3.25 per week. Room rent must be paid in advance, but may be paid in quarter-semester installments. A 5% collection fee will be added to bills not paid within one week of payment date, and an additional 5% will be added on payments more than three weeks late.

(Students may purchase \$5.50 meal tickets for \$5.00 at the Walwood Hall Union Building Office.)

Note.—Due to the 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 are required to live in residences approved by the office of the Dean of Women. A list of such rooms is available in that office and will be mailed upon request.

Both of the women's residence halls will be available for the regular college year. Room application (accompanied by a \$5.00 deposit) and request for information relative to the residence halls should be addressed to the Office of the Dean of Women.

WALWOOD HALL RESIDENCE

and

LAVINA SPINDLER HALL FOR WOMEN

Request for reservation should be addressed to Mrs. Bertha S. Davis, Dean of Women. Application must be accompanied by a five-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 she leaves, provided she has no outstanding account with the college. The last day for requesting deposit refunds, if application to live in the dormitory is canceled, is September 1 for the first semester or February 1 for the second semester.

Most rooms are double. The rates for room and board in Walwood Hall Residence and Lavina Spindler Hall are \$11.00 per week. Room and board payments must be made in advance, but may be paid in quarter-semester installments. A 5% collection fee will be added to bills not paid within one week of payment date, and an additional 5% will be added on payments more than three weeks late.

Note.—Due to the 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. HEALTH SERVICE

The aim of the Health Service is two fold: health education (an appreciation of maximal health with an understanding of the measures which help to maintain it) and a cooperative effort to guard the health of the students.

Prefacing this cooperation each student should enter college physically as well equipped for it as possible: with all obvious remedial defects corrected; teeth in good repair; eyes fitted with glasses, if glasses are needed; menacing tonsils removed or under observation, etc. Further, the budget to meet college needs should include a fund available for unexpected illness or accident which might threaten college success.

A health fee of \$2.25 a semester, paid upon enrollment, entitles the student to the following services:

1. Medical examinations, conferences, diagnoses.
2. Dental examinations, conferences, repairs, treatments at nominal fee.
3. Consideration of emergencies, and often care.
4. Consultory service for student problems.
5. Scheduled clinics: dental, orthopedic, skin.
6. Daily observation by the Health Service.
7. Hospitalization at rates especially advantageous.
8. Laboratory services and clinical tests to determine disease; X-ray at a nominal fee.
9. Reports to home physicians and dentists.

XVI. SOCIAL ACTIVITIES

1. For whom are general student parties?
Parties are for students, alumni, and their friends.
2. What regulations control admittance?

The student must present both a student ticket and an identification photo for himself and a permit for his friend, in addition to the admittance fee (usually twenty-five cents).

3. Where may permits for friends be secured?
At the Dean's offices.

XVII. REGULATIONS GOVERNING

PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES

(Adopted by the Scholarship Committee January 21, 1941)

A. Definition

Extra-curricular activities at Western Michigan College of Education include

- a. Membership in or pledgeship to:
 1. An officially chartered social fraternity or sorority.
 2. An officially authorized student organization, such as class groups, departmental organizations, honorary societies, and religious organizations.
- b. Membership on the staff of a student publication.
- c. Participant in planning and staging established college functions.

B. Participation

Participation is to be interpreted to mean:

- a. Holding membership in or pledgeship to an organization or group as defined in I above.
- b. Becoming candidate for an office or holding one.
- c. Serving on a student publication board, committee, or other group.

C. Eligibility

- a. Extra-curricular activities

Only bonafide students officially enrolled in college classes and regularly in attendance may participate in extra-curricular activities.

Note.—1. "Officially enrolled" is to be interpreted to mean:

- a. Payment in full of tuition, fees and dues
- b. Enrollment in classes involving a minimum of ten (10) semester hours of work for college credit

2. "Regularly in attendance" is to be interpreted to mean both attendance at classes and satisfactory achievement in and contribution to class work.

- b. Offices and committees

1. No student whose point-hour ratio is less than 1.2 shall be eligible for election or appointment to office or committee membership or for continuance in office or committee membership. (In checking for eligibility "Incompletes" are to be counted.)
2. No student whose point-hour ratio is less than 1 shall be eligible to membership in more than one group as defined in I above.

Note.—1. This is not to be construed to mean that organizations or groups may not make higher scholastic requirements for membership or offices.

2. Any course giving credit or required in a department is not to be counted as extra-curricular.

Exception: A student may, in spite of ineligibility, hold membership only in any *one* extra-curricular activity as defined in I above.

- c. No student shall hold office of president in more than one organization in any one college year.
- d. *No student may participate in any extra-curricular activity, as defined in A above, until he has been assured of eligibility in writing by the Dean of Administration.*

D. Ineligibility

- a. An upper-classman is ineligible to participate in extra-curricular activities as defined in I above:

1. If he did not carry a minimum of ten semester hours during the previous regular semester, with the exception of seniors, for whom less than twelve semester hours will satisfy requirements for graduation.
2. If he did not receive credit for each course he carried during the previous regular semester.
3. If he did not earn a minimum of nine honor points the previous regular semester. (See exception under Note 1.)
4. If he is on probation.
5. If he ceases to comply with any of the various conditions enumerated under the heading "Eligibility" (C).

Note.—Any upper-classman who becomes ineligible during his period of participation, as defined herein, automatically forfeits his privileges enumerated.

- b. A freshman is ineligible to participate in officially-rated extra-curricular activities:

1. During his first regular semester of residence
 - a. If he is not enrolled in and in regular attendance at classes carrying a minimum of twelve (12) semester hours of academic credit.
 - b. If he is on probation.
2. During subsequent regular semesters in residence
 - a. If he did not carry a minimum of ten (10) semester hours of work for college credit during the previous regular semester.
 - b. If he did not receive credit for each course for college credit he carried during the previous regular semester.
 - c. If he did not earn a minimum of nine (9) honor points the previous semester.
 - d. If he is on probation.
 - e. If he ceases to comply with any of the various conditions enumerated under the heading "Eligibility" (III).

Note.—Any freshman who becomes ineligible during his period of participation, as defined herein, automatically forfeits his privileges.

- E. Special Dispensation.** The Committee on Scholarship reserves the right to make such special adjustments in individual cases as may appear desirable or necessary.

XVIII. LIBRARY REGULATIONS

Regulations concerning the use of books, library hours, and other items relating to the Library service may be found in a booklet available at the Library.

XIX. 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 may be secured at the dean's office. A list of mail received is posted each day on the bulletin boards outside the deans' offices.

2. Where can I purchase books and other supplies?

The College conducts a Campus Store which carries all needed supplies at moderate prices. The Campus Store is located in the Administration Building.

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.

5. Is assembly attendance optional?

Because of limited seating capacity it has been found necessary to rotate assembly attendance. A notice on the Dean of Administration's Official Bulletin Board advises which classes are expected to attend a given weekly 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 student use?

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 establish banking connections with one of the Kalamazoo Banks.

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

Consult the Dean of Administration.

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

The Dean of Women and the Dean of Administration.

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 carry the complete course.

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 "Education 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 organizing 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 subjects 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 answers to the above questions should guide you in the choice of electives and field of special interest.

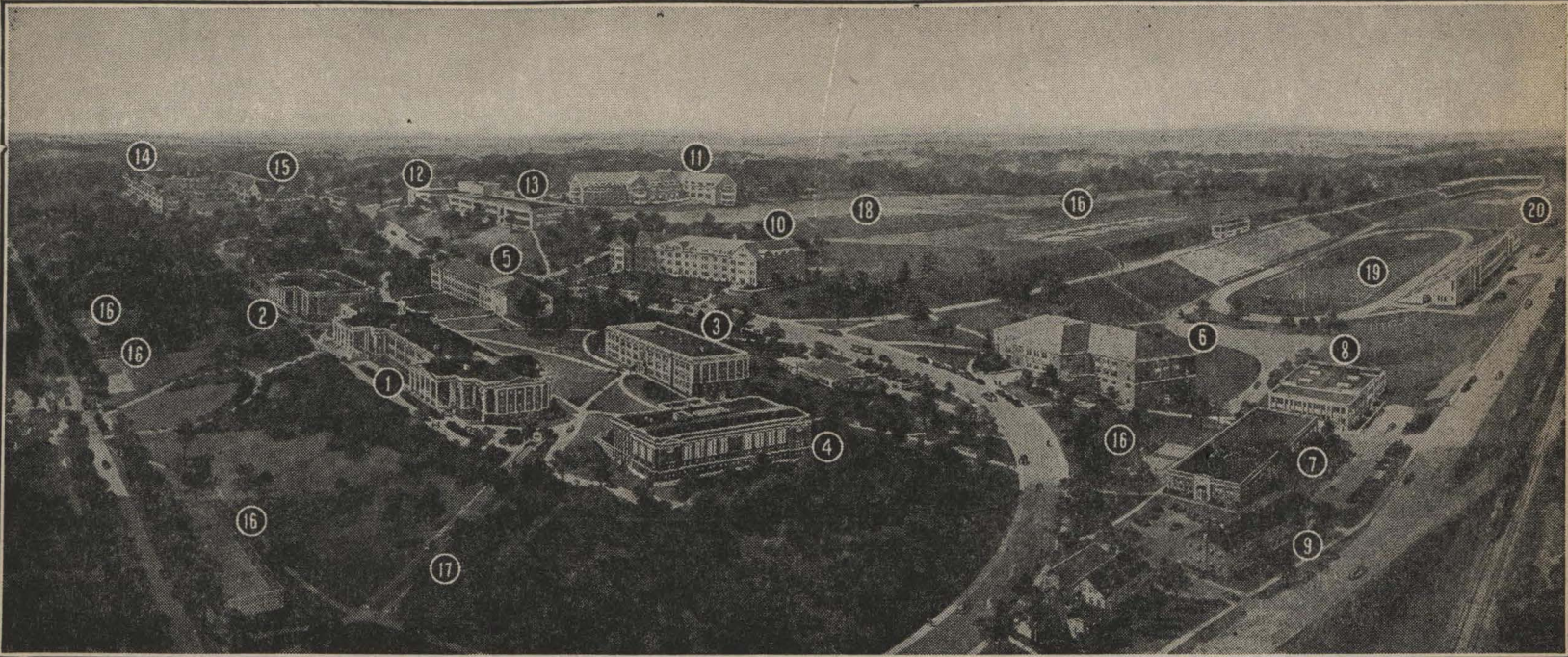
In as far as possible, courses should be pursued for an entire year.

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 "catalog for 1945-1946 and announcements for 1946-1947."

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

To the Office of the Dean of Administration, Room 103, Administration Building.

WESTERN MICHIGAN COLLEGE OF EDUCATION KALAMAZOO, MICHIGAN



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|----------------------------------|-------------------------------|---|--|---|
| 1. Administration Building | 6. Men's Gymnasium | 10. Vandercook Residence Hall for Men (V-12 Barracks) | 14. Walwood Residence Hall for Women (V-12 Barracks) | 18. Women's Physical Education Playground |
| 2. Campus Training School | 7. Industrial Arts Building | 11. Lavina Spindler Residence Hall for Women | 15. Union Building | 19. Waldo Stadium |
| 3. Science Building | 8. Mechanical Trades Building | 12. The Theatre | 16. Tennis Courts | 20. Hyames Baseball Field |
| 4. Library | 9. The "Temporary Building" | 13. Fine Arts Building (Proposed) | 17. Cable Cars | |
| 5. Health and Personnel Building | | | | |