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## Bethune-Cookman College, Circular of Information, 1939-1940

Bethune-Cookman University

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# Bethune-Cookman College

CIRCULAR *of* INFORMATION

1939-1940



*Dear Friend:*

*We are sending this bulletin that you may get information concerning Bethune-Cookman College. We hope you will read it carefully and become one of our members.*

THE REGISTRAR.

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DR. MARY MCLEOD BETHUNE, *President*  
JAMES A. BOND, *Dean-Registrar*

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A STANDARD JUNIOR COLLEGE

Accredited by the Association of Colleges and Secondary Schools  
of the Southern States

Member of American Association of Junior Colleges



DR. MARY McLEOD BETHUNE

*President*

The President is assisted in the procecuton of the academic program by a faculty representing such outstanding colleges and universities as: Talladega, Howard, Harvard, Northwestern, Cincinnati, Atlanta, Columbia, Iowa, and New York.

# COLLEGE CALENDAR

1939-1940

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1939

- Sept. 18—Sixty-seventh academic year begins.  
Sept. 18-19—Freshman Days.  
Sept. 20—Registration Day (new and old students).  
Sept. 21—Autumn quarter begins, 8:00 o'clock a. m.  
Sept. 22—First Noon-day Assembly, 11:30 a. m.  
(Formal opening of the 67th Year of the College.)  
Oct. 1—Founder's and Benefactors' Day.  
Nov. 17—Little Theatre Presentation.  
Nov. 30—Thursday—Holiday, Thanksgiving Day.  
Dec. 8—Autumn Quarter closes, 4:30 p. m.  
Dec. 9—Winter Quarter begins—Registration Day.  
Dec. 15—Annual Christmas Carol Concert.  
Dec. 21, 4:30 p. m., to January 2, 1940—Christmas Recess.
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1940

- Jan. 3—Classes begin, 8:00 o'clock a. m.  
Jan. 8-12—Week of Prayer.  
Jan. 15—First Forum Lecture.  
Feb. 11—Lincoln Douglas Day.  
Feb. 18—George Washington and Booker T. Washington Day.  
Feb. 23—Little Theater Presentation.  
Mar. 8—Winter Quarter closes, 4:30 p. m.  
Mar. 9—Spring Quarter begins, Registration Day.  
Mar. 10—All-States Day.  
Mar. 17—Senior Sunday.  
Mar. 30—One-act Play Tournament.  
Apr. 17—Student Government Day.  
Apr. 26—Inter-collegiate Debate.  
May 5—Speech Department Presentation.  
May 10—Little Theater Presentation.  
May 12—Department of Public Speaking Presentation.  
May 17—Annual "Prom".  
May 19—Address to Student Organizations.  
May 24—Annual Musical.  
May 26—Baccalaureate Sermon, 3:00 p. m.  
May 27—Commencement Play, 8:00 p. m.  
May 29—Class Day Exercises, 4:30 p. m.  
May 30—Alumni Day.  
May 31—Student Achievement Hour, 9:00 a. m.  
M. E. Church Conference Roll Call, 10:00 a. m.  
Commencement Exercises, 3:00 p. m.  
June 10—Summer School begins.

## DATE OF OPENING

The College opens September 18 for Freshmen and New Students. Your presence is required during Freshman Week, September 18-19. If you plan to enter the College, make your application early in the summer, because it often takes a long time to get your record from your former school. Above all, avoid coming to the College without having made an application. All applications should be addressed to the Registrar, Bethune-Cookman College, Daytona Beach, Florida.

A cordial welcome will be yours when you arrive at Bethune-Cookman College.

## FRESHMAN WEEK

Preceding the opening of the school year, the college students are required to come to Bethune-Cookman for a two-day program designed to help them make adjustments to the new college environment which will best meet their individual needs.

All new college students, whether freshmen or of advanced standing are required to be present the first day. (See the College Calendar for the date of Freshman Week.)

A fee of \$1.00 is charged of all new College students to apply toward the expense of Freshman Week.

## HISTORY OF BETHUNE-COOKMAN COLLEGE

Cookman Institute was founded in 1872 by the Rev. Dr. S. B. Darnell. During the month of October, 1904, in a little rented cabin, with five little girls, a dollar and a half in capital, a vision of the future and faith in God, the Daytona Normal and Industrial Institute for Negro girls was established by Mary McLeod Bethune.

In July, 1923, the Daytona Normal and Industrial Institute was taken under the auspices of the Board of Education for Negroes of the Methodist Episcopal Church, and Cookman Institute was merged with it. Thus came into being Bethune-Cookman College, a private, non-profit, co-educational Junior College for Negroes. In 1931 it was accredited by the Southern Association of Colleges and Secondary Schools.

## CREDIT AND STANDING

The College is fully accredited as a two-year college. Since the various regional Associations accept each other's ratings this means that credits earned at Bethune-Cookman College are valid anywhere in the United States. A student may, therefore, take his freshman and sophomore years here, and, provided his work has been of sufficiently high grade, may have his credits transferred to any College or University that accepts transfer students.

## LOCATION

Bethune-Cookman College is situated in the historic Halifax Country at Daytona Beach, a city popularly known as the "City of Ocean Breezes". The College is located at the corner of Second and McLeod

Avenues, within two blocks of business centers, churches, and theatres. Daytona is well known for its mild, year-round climate. The resident population of Daytona Beach is 20,099. Negroes constitute one-third of this population. The proximity to the beach is one of the most attractive features of Daytona, and students who attend the college not only enjoy distinctive educational facilities, but have the opportunity to enjoy outdoor life in its most delightful form.

### FACULTY

The faculty of Bethune-Cookman College is made up of men and women, graduates of a representative group of the leading colleges and universities in America as indicated on page two.

In addition to their teaching duties, the members of the faculty take an active interest in the life of the college in serving as sponsors and advisers to various clubs and organizations, and thus come in frequent contact with the students outside of the classroom.

### DORMITORIES

As good accommodations as any college can offer are provided in Curtis Hall and Cookman Hall. They occupy the central part of the large campus, which is set in lawn, trees, shrubs, and flowers, leaving abundant space for athletic fields and tennis courts.

Both dormitories are modern, having large outside rooms attractively furnished, electric lights, steam heat, etc.

### CURRICULUM

**TYPES OF CURRICULA**—Bethune-Cookman College offers three types of curricula: (1) Teacher-training, (2) Transfer, and (3) Terminal.

**THE TEACHER-TRAINING CURRICULUM**—This curriculum is designed to prepare students to teach in the elementary schools. Those who complete this curriculum are eligible to receive the *Graduate State Certificate*. It is composed of general education or subject-matter courses and professional or educational subjects.

**THE TRANSFER CURRICULA**—These curricula are designed for those students who are definitely *sure* that they wish to continue their training through the upper division of a four-year college. The three types of transfer curricula are: (a) Liberal Arts and Sciences, (b) Home Economics, (c) Commercial or Business Administration.

**THE TERMINAL CURRICULUM**—This curriculum is the answer of Bethune-Cookman College to the challenge that profitable learning activities should be provided for all young people. This curriculum features in its content general education and vocational subjects.

**CURRICULUM OPPORTUNITIES**—Students may, therefore, enter: The Teacher-Training Division, the Home Economics Division, the Business Administration Division, or the General Education and Vocational Division.

In each division ninety-six (96) quarter hours, and ninety-six (96) quality points are required for graduation.

## RESIDENCE REQUIREMENT

All students, men or women, whose parents or guardians do not live in Daytona Beach, will be required to live in the college dormitories. This requirement will be waived only when the President gives written permission to live in the city of Daytona Beach.

## BEHAVIOR

Membership in the Bethune-Cookman College family is a privilege. Members in a family are expected to evince forms of social behavior which contribute positively toward enhancing its desirability as a place in which to live. Young men and women who remain in the College are those who are willing and able to conform to this standard.

Discipline is administered with a view to the moral development of the student as well as the peace and good order of the institution. A scrupulous regard for results is required from each student. When it becomes plain that such regard is refused, or that the student has no fixed purpose to benefit from the advantages offered, such student is removed without specific charges.

## ROOM EQUIPMENT

All rooms are large and airy and are comfortably equipped with single beds, mattresses, pillows, dressers and chairs. The students are required to bring the following:

- 4 sheets for single bed
- 2 quilted mattress pads
- 4 pillow cases
- 2 blankets or quilts
- 2 spreads
- 2 dressing table scarfs, and
- 2 laundry bags.

## SELF-SUPPORT

Experience has demonstrated that it is not to the student's best interest to try to earn all of his expenses by working his way in school.

Students enrolling at Bethune-Cookman College for the first time should not come depending upon securing work, but should come prepared to pay the full amount of their expense until they have oriented themselves and have demonstrated their ability and worth. The jobs are usually spoken for from year to year before the students leave for their summer vacation. Satisfactory service gives the student holding the job the preference.

## STUDENT AID

The College offers student aid in four ways:

1. **TUITION SCHOLARSHIPS FOR FRESHMEN**—A limited number of tuition scholarships for freshmen in the amount of \$60.00 each is available. These scholarships are awarded to the first, second or third ranking member of the high school graduating class of the current year

upon recommendation of the high school principal. Only one scholarship is awarded each high school.

2. COLLEGE AID (N. Y. A.)—The College probably will have at its disposal a grant from the Federal Government. Students will be granted college aid from this source on the bases of need, character, and scholarship.

3. PART-TIME EMPLOYMENT—Part-time employment is possible for a limited number of students in various campus jobs.

4. FULL-TIME EMPLOYMENT—Students who find themselves financially unable to enter college may find it convenient to enter as full-time work students—that is, work *one year* and go to school the following year.

Persons wishing to make application for any of these forms of help

September 18-October 14	\$50.00
\$20, tuition; \$20, 1st month's room, board, laundry; \$10, entrance fees.	
October 15-November 11	\$25.00
\$20, 2nd month's room, board, laundry; \$5, entrance fees.	
November 12-December 8	\$25.00
\$20, 3rd month's room, board, laundry; \$5, entrance fees.	

#### SECOND QUARTER \*

December 9-January 6	\$35.00
\$20, tuition; \$15, 4th month's room, board, laundry.	

tunities for development through activities outside the classroom.

Literary development is afforded through several literary societies which foster public recitals, debates, and speaking contests. The college is a member of a triangular debate league with Florida Normal and Collegiate Institute of St. Augustine and Edward Waters College of Jacksonville.

The school maintains a membership in the Florida State Interscholastic Athletic Association. Football, baseball, track, basketball, and tennis (the last for boys and girls) are engaged in on a competitive basis. These activities are supplementary to the Physical Education given in classes to all students. The ideal climate of the Halifax Country makes outdoor sports possible the year 'round.

Students with musical taste are urged to join the Glee Club, Choral Class, Band or Orchestra. These units render numerous public programs, on which at times, commendable performances of individual students attract scholarships from philanthropic visitors for further technical training.

The moral and spiritual atmosphere of the campus is safeguarded by regular religious services and by voluntary organizations as the Young Men's Christian Association, Young Women's Christian Association, and Queen Esther Circle.

Among the voluntary organizations are: Mummies, Zeniths, Cavaliers, Cavalettes, Costalards, Boosters.



Heading up all autonomous student groups is the Student Council. This is a body of thirteen of the leading students of the school, elected by class groups and approved by the faculty. It serves as an official spokesman for the student body in making general petitions to the faculty and in assisting in various ways to uphold the morale and promote the best interests of the institution.

### HEALTH

A fee of \$5.00 a year is required of every student. Receipts from this fee are used to pay, in part, the cost of medical examination, and service for ordinary cases of illness. This fee does not cover surgical operations, oculist's or dentist's charges, charges for protracted illness where special nursing is required, or charges for the treatment of social diseases. The student as well as the peace and good name of the institution with scrupulous regard for results is required from each student. When it becomes plain that such regard is refused, or that the student has no fixed purpose to benefit from the advantages offered, such student is removed without specific charges.

### ROOM EQUIPMENT

All rooms are large and airy and are comfortably equipped with single beds, mattresses, pillows, dressers and chairs. The students are required to bring the following:

4 sheets for single bed

### REQUIRED PARTICIPATION COURSES

All students, girls and boys, are required to carry Physical Education, Bible, Homemaking or Vocational courses during the two college years.

### FEES AND EXPENSES

#### Year Fees

(Fractional parts of year are disregarded)

Medical Fee .....	\$5.00
Registration Fee .....	2.00
Athletic Fee .....	5.00
Library Fee .....	4.00
Student Activity Fee .....	3.00
Breakage Fee .....	1.00
<b>Total .....</b>	<b>\$20.00</b>

#### Quarterly Fees

Tuition (per quarter) .....	\$20.00
(For entire year) .....	60.00

#### Monthly Fees

Board, room, and laundry, per month .....	\$20.00
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The College reserves the right to increase, on thirty days' notice, the fees and rate charged for board at the dining hall, and any other expense where decided necessary. Four (4) weeks make a school month.

## Special Fees

Courses in Public School Art, Public School Music, Piano, and Science carry course fees as indicated in the description of the courses.

All fees are payable at quarter entrance; board and room bills payable monthly in advance.

Books: At least \$10.00 will be needed to buy books. Students must have books to do good work.

The yearly cost to a boarding student attending Bethune-Cookman College is \$255.00.

## Schedule of Expenses

### FIRST QUARTER

September 18-October 14.....	\$50.00
\$20, tuition; \$20, 1st month's room, board, laundry; \$10, entrance fees.	
October 15-November 11.....	\$25.00
\$20, 2nd month's room, board, laundry; \$5, entrance fees.	
November 12-December 8.....	\$25.00
\$20, 3rd month's room, board, laundry; \$5, entrance fees.	

### SECOND QUARTER \*

December 9-January 6.....	\$35.00
\$20, tuition; \$15, 4th month's room, board, laundry.	
January 7-February 3.....	\$20.00
Fifth month's room, board, laundry.	
February 4-March 8.....	\$20.00
Sixth month's room, board, laundry.	

### THIRD QUARTER \*\*

March 9-April 5.....	\$40.00
\$20, 7th month's room, board, laundry; \$20, tuition.	
April 6-May 3.....	\$20.00
Eighth month's room, board, laundry.	
May 4-May 31.....	\$20.00
Ninth month's room, board laundry.	

\* Students entering the second quarter and not in attendance the first quarter will make a first payment of \$45 (\$20, tuition; \$15, 4th month's room, board, laundry; \$10, on entrance fees), and payments for the remaining months of the quarter as of the first quarter.

\*\* Students entering the third quarter and not in attendance during a previous quarter will make payments as of the first quarter.

## Refund

No refund of fees will be made to students who leave the College before the close of the quarter.

## TO PARENTS OF STUDENTS

1. Parents are promptly notified of their children's illness. Every care will be given the health and happiness of the students of this College.

2. Parents are asked not to make too frequent requests for their children to leave the College. All requests for students to come home or go elsewhere should be made in writing to the President at least one week prior to the time the student desires to leave. Telegrams requesting children to come home should state reasons for such requests. Requests for leave from parents to children will not be considered.

3. Students who leave before the close of their first month in the College are charged for a full month's expenses. All bills are payable one month in advance. If a student allows his accounts to lag he will be dropped out of class or requested to withdraw from the College. No diploma or certificate is granted any student until all bills with the College are settled.

4. In paying bills, parents are advised to send money directly to Bethune-Cookman College. Money should be sent by registered letter, money order, or certified check. Personal checks have proved too troublesome to be handled.

5. Money orders and checks should be made payable to Bethune-Cookman College.

## ADMISSION

Admission to Bethune-Cookman College is conditioned upon satisfactory credentials as to the character, ability, and preparation of the applicant. Application should be filed in the Office of the Registrar at least one month prior to the beginning of the quarter in which the student proposes to register. A Blank for this purpose will be found at the back of this bulletin.

## ADMISSION TO FRESHMAN CLASS

Admission to the Freshman Class may be either (1) by certificate, or (2) examination.

## A FINAL WORD

The College opens September 18 for freshmen and new students. Your presence is required during Freshmen Week, September 18-19. If you plan to enter the College, make your application early in the Summer because it often takes a long time to get your record from your high school. Above all, avoid coming to the College without having made an application. All applications should be addressed to the Registrar, Bethune-Cookman College, Daytona Beach, Florida.

A cordial welcome will be yours when you arrive at Bethune-Cookman College.

(Your Picture)

APPLICATION FOR ADMISSION TO  
BETHUNE-COOKMAN COLLEGE

DAYTONA BEACH, FLORIDA

Name \_\_\_\_\_  
(Last) (First) (Middle)

Post Office \_\_\_\_\_

R. F. D. or Street Number \_\_\_\_\_

Are you a church member? \_\_\_\_\_ What denomination? \_\_\_\_\_

Name of Pastor \_\_\_\_\_

When do you desire to enter Bethune-Cookman College? \_\_\_\_\_

Parent's Occupation \_\_\_\_\_

Parent's Address \_\_\_\_\_

Your Birthplace \_\_\_\_\_

Date of Birth \_\_\_\_\_ Your Age in Years \_\_\_\_\_

Weight \_\_\_\_\_ Height \_\_\_\_\_ Check physical condition regarding  
general health: Very good \_\_\_\_\_ Fair \_\_\_\_\_ Poor \_\_\_\_\_

Eyes \_\_\_\_\_ Teeth \_\_\_\_\_ (If glasses are necessary, have eyes fitted with  
glasses before entering. Have needed dental work done before entering school.)

I have completed \_\_\_\_\_ Grades

I graduated \_\_\_\_\_  
(Month) (Day) (Year)

Last School attended \_\_\_\_\_

Name of Principal \_\_\_\_\_

Post Office \_\_\_\_\_

Have you attended College elsewhere? \_\_\_\_\_ Where? \_\_\_\_\_  
\_\_\_\_\_ How long? \_\_\_\_\_

Did you have an unpaid account in any school? \_\_\_\_\_

If so, what school? \_\_\_\_\_

How much is the account? \_\_\_\_\_

Have you ever been dismissed from school? \_\_\_\_\_

Are you married? \_\_\_\_\_

If accepted, I will give cheerful and ready obedience to all requirements of the College, and will strive to do right at all times.

(Signed by the Pupil) \_\_\_\_\_

As parent (or guardian) I have read the sections in the catalogue in regard to expenses, payments, and regulations, and agree to the conditions indicated therein.

(Signed by Parent) \_\_\_\_\_

Date \_\_\_\_\_

Please give below names and addresses of three persons who are not related to you who will answer questions as to your character, training and manner of life.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please check below the course for which you will register.

- I. Liberal Arts Course \_\_\_\_\_
- II. Teacher Training Course \_\_\_\_\_
- III. Secretarial Training Course \_\_\_\_\_
- IV. Home Economics Course \_\_\_\_\_