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Bethune-Cookman College, Catalog, 1941

Bethune-Cookman University

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COLLEGE CALENDAR 1941-1942

1941

September 11  Sixty-ninth Academic Year begins.
September 11-12  Freshman Days.
September 13  Registration Day (new and old students).
September 15  Autumn Quarter classes begin, 8:00 A. M.
September 17  First Noon-day Assembly, 11:40 A. M.
October 5  Founder's and Benefactors' Day.
November 11  Armistice Day Holiday.
November 14  Little Theatre Presentation.
November 27-28  Thanksgiving Holidays.
November 29  Autumn Quarter closes.
December 1  Winter Quarter begins, 8:00 A. M.
December 19  Christmas Carol Concert.
December 22  Monday, 4:00 P. M. to January 4, 1942, Christmas Recess.

1942

January 5  Monday, Classes begin, 8:00 A. M.
January 5-9  Week of Prayer.
January 5  First Forum Lecture.
February 8  Lincoln-Douglass Sunday.
February 20  Little Theatre Presentation.
February 27  Winter Quarter closes.
February 28  Registration Day, Spring Quarter.
March 2  Spring Quarter begins, 8:00 A. M.
March 4  Annual Trustee Board Meeting.
March 6  Inter-Racial Day.
March 8  Senior Breakfast, 8:00 A. M.
March 15  All States Day.
March 21  One-Act Play Tournament.
April 6  Easter Monday Holiday.
April 15  Student Government Day.
April 17  Little Theatre Presentation.
May 3  English Department Presentation.
May 10  Literary Contests Sunday.
May 17  Student Organizations Sunday.
May 21  Annual Musicale.
May 22  Commencement Play, 8:00 P. M.
May 23  Alumni Day.
May 24  Class Day Exercises, 4:00 P. M.
May 25  Baccalaureate Sermon, 3:00 P. M.
June 2  Commencement:
Student Achievement Hour, 9:00 A. M.
Methodist Church Conference Roll Call, 10:00 A. M.
Commencement Exercises, 3:00 P. M.
Summer School Begins.
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"Enter to Learn"
PURPOSE OF THE COLLEGE

To train men and women roundedly so that with skillful hands, with informed minds, and with understanding hearts they may participate more intelligently and sympathetically, and, therefore, more efficiently in a changed and changing social order.

OFFICIAL RECOGNITION

1. Rated as a standard "B" college by the Association of Colleges and Secondary Schools of the Southern States.
2. Accredited by the Florida State Department of Education.

HISTORY

Cookman Institute was founded in 1872 by the Rev. Dr. S. B. Darnell. It was the first institution for the higher education of Negroes founded in the State of Florida, and for a long time was the only school of its kind in the State. In point of service no other institution of its kind in Florida equals it. During the half century of service it has maintained a uniformly high standard morally, spiritually and intellectually, for the young men and young women who have come under its influence.

The high standard of its work and ideals, the emphasis placed upon thoroughness in scholarship and Christian character, have given Cookman Institute a sure and abiding place in the hearts and affections of the great mass of colored people in the State of Florida. They love and honor "Cookman Institute" still.

On October 4, 1904, in a little rented cabin, with five girls, a dollar and a half in capital, a vision of the future, and a firm faith in God, the Daytona Normal and Industrial Institute for Negro Girls was established by Mary McLeod Bethune.

The first payment of five dollars on the present site, then an old dumping ground, was raised by means of concerts and festivals. This unsightly spot became in a short time a clean, wholesome place upon which to build, and is now looked upon as one of the most desirable sites in the City of Daytona Beach.

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, the institution thereupon becoming coeducational and the name being changed to Bethune-Cookman College.

LOCATION

The College is located at the corner of Second and McLeod Avenues, within two blocks of business centers, churches, and theatre.
BUILDINGS AND EQUIPMENT

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 field and tennis courts.

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

LIBRARY

Through the generosity of the Rosenwald Fund and the General Education Board, $4,500 worth of books have been added to our Library. The books in the library, 7,418 volumes, are catalogued and classified. Over a thousand books are shelved in our reference room, where readers may have direct access to them. The use of the library is not limited to those connected with the college, but has always been accessible to the community. It is freely used by the people of the city and county.

SCIENCE HALL

Science Hall, a two-story semi-fireproof structure started in 1934 as a result of a gift from the General Education Board, houses the departments of Biology, Chemistry, Physics, and Mathematics.

The estimated value of the furniture, apparatus and other accessory equipment is $12,000. The equipment and furniture consists of student desks, teacher's lecture desks, apparatus cases, aquariums, offices, dark room, the most modern fume hoods, and ventilating system.

FAITH HALL

In February, 1935, a spacious new Dining Hall was opened for the use of the students and faculty of Bethune-Cookman College. In this building is located the kitchen and bake shop, well ventilated and equipped with labor-saving devices. Much of the cooking is done by steam. Adequate refrigeration and storerooms are important features provided.

Menus served for the students are planned with a consideration of food values and the types of food necessary to the health and well-being of the students.

This building provides a laboratory for the practical training of students in large quantity production of foods, cooking and baking, the making of salads and desserts, and the serving of food.

WHITE HALL

White Hall is a two-story brick building. Aside from furnishing
class rooms for the academic department, it also contains the Home Economics Department, Bookkeeper’s, Dean’s and President’s offices. At the rear, and as a part of this building, is the Auditorium with a seating capacity of five or six hundred. This room is used for all indoor public demonstrations, and is especially advantageous for the community meeting held every Sunday afternoon at three o’clock. The building is named for Mr. Thomas H. White, of the White Sewing Machine Company, who, for years, was a staunch supporter and friend of the College.

THE ALUMNI

Bethune-Cookman College has an outstanding group of alumni scattered over the country as graduates of Cookman Institute, Daytona Normal and Industrial Institute, and Bethune-Cookman College. Many are occupying enviable positions as doctors, lawyers, clergymen, school teachers and business men and women. A special effort is being made now to get in touch with the sons and daughters of each of these institutions and to unite them under the combined banners of the founders of these institutions.

RELIGION

Bethune-Cookman College was conceived in faith, and dedicated to the idea of consecration to Christ and His ideal of salvation through service. Emphasis is placed upon Christianity rather than denominationalism and sectarianism. Men and women of all denominations are accepted. Every effort is made to make the spiritual life and atmosphere of the campus real, deep and abiding. Sunday School, daily Chapel Exercises, Mid-Week Prayer Meeting, are required religious exercises.

In all courses students are taught to accept Christ as the central fact in all experience and the source of all truth. At Bethune-Cookman, Christ is indeed the “Head of the House”, and the motto, “Our Whole School for Christian Service”, is the ultimate determination in all plans and activities.

NEEDS

Bethune-Cookman Colleges receives no State aid and is wholly dependent upon its income from a small endowment, an annual grant from the Methodist Episcopal Church, gifts from a philanthropic public who believe in Negro education, and student fees.

The more pressing needs of the College may be stated as follows:

I. Endowment, $500,000.
II. $30,000 for Immediate Maintenance Budget.
III. New Buildings:
   (a) Library;
(b) Central Heating Plant;
(c) Industrial Arts Building and Gymnasium.

IV. To insure continuity of service, the college inclines toward employment of married teachers and officers. This means a number of modest but comfortable teachers’ houses. There is need of at least four more such houses.

V. Scholarships and Student Aid.

In the College are many worthy and promising students who are unable to complete their courses without financial assistance. Student aid is administered in a way to avoid pauperizing the recipient. For the most part it is given in the form of compensation for necessary labor. It is also the policy to provide a reasonable number of scholarships as a reward for students of high academic work. Donations for full scholarships should amount to $265. Donations for partial scholarships should range from $75 to $265.

SUGGESTED FORM OF BEQUEST

“I give and bequeath to Bethune-Cookman College, the sum of __________ dollars.”

Signature.

THE SUMMER SESSION

The Summer Quarter of Bethune-Cookman College at Daytona Beach is planned to meet the needs of those who wish to use the Summer Session for study and health-building recreation. The session is so arranged as to provide not only the highest type of instruction in the professional fields as well as in the field of general culture, but also to make it possible for the student to carry on a program of recreation under unique climatic and scenic advantages.

The courses of the Summer Session are specially adapted to the following groups:

1. Teachers who wish to renew or extend their certificates.
2. College and other students who wish to remove conditions or other deficiencies.
3. Those interested in study primarily for the sake of general culture.

(See College Calendar for date of opening of Summer Quarter.)
THE PROGRAM

The program is designed to translate in a concrete and tangible manner the purpose of the College into a way of life and living. That purpose is to help the student to develop an integrated personality, to build his life roundedly and symmetrically.

Education in its broadest sense, the production of useful changes, is the objective around which every function of the college is organized. Development of the student according to his individual capabilities is, therefore, the guiding motive. To achieve this objective the College has formulated and works within a Four-Point Program:

EDUCATIONAL PROGRAM

1. Small classes that not only help in bridging the gap between high school and college, but give the student individual attention in his studies and campus problems under wisely-chosen and well-trained instructors.

2. A curriculum which includes strong fundamental study in the major areas of knowledge with liberal opportunity to specialize in chosen areas.

3. Leadership Development, which consists of opportunities to all for leadership through experience and training in student activities.

4. Freshman Lectures, which include mental hygiene, vocational orientation, and campus problem adjustment.

CULTURAL PROGRAM

1. Social Training through various types of receptions, lunch­eons, entertainments, and social functions.

2. Personality Development through instruction which stresses such matters as personal appearance, voice, diction, etiquette, dress, and conversation.

3. Appreciation Hour Events, featuring student forums, subject-matter clubs devoted to music, art, drama, travel, etc.

PHYSICAL PROGRAM

1. Physical education classes, offering health through body-building, corrective gymnastics, intramural sports, etc.

2. Personal Hygiene.

3. Clinic—physical examinations on entrance and the College Infirmary under the direction of a physician.
SPIRITUAL PROGRAM

1. Popular chapel services under the direction of deeply spiritual religious leaders.
2. Non-sectarian religious education course.
3. Campus Christian Associations offering Christian student leadership and spiritual and social welfare activities.
“Dormitories, libraries, laboratories—all, exist for the student.”
DATE OF OPENING

The College opens September 11 for Freshmen and New Students. Your presence is required during Freshman Week, September 11-12. 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.

FEES AND EXPENSES

YEAR FEES
(Fractional parts of year are disregarded)

<table>
<thead>
<tr>
<th>Fee</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Fee</td>
<td>$5.00</td>
</tr>
<tr>
<td>Registration Fee</td>
<td>$2.00</td>
</tr>
<tr>
<td>Athletic Fee</td>
<td>$5.00</td>
</tr>
<tr>
<td>Library Fee</td>
<td>$4.00</td>
</tr>
<tr>
<td>Student Activity Fee</td>
<td>$3.00</td>
</tr>
<tr>
<td>Breakage Fee</td>
<td>$1.00</td>
</tr>
</tbody>
</table>

Total $20.00

QUARTERLY FEES

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

MONTHLY FEES

Board, room, and laundry, per month $20.00

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.

SCHEDULE OF EXPENSES

FIRST QUARTER

<table>
<thead>
<tr>
<th>Period</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 11-October 5</td>
<td>$50.00</td>
</tr>
<tr>
<td>$20, tuition; $20, 1st month's room, board, laundry; $10, entrance fees.</td>
<td></td>
</tr>
<tr>
<td>October 6-November 2</td>
<td>$25.00</td>
</tr>
<tr>
<td>$20, 2nd month's room, board, laundry; $5, entrance fees.</td>
<td></td>
</tr>
<tr>
<td>November 3-November 30</td>
<td>$25.00</td>
</tr>
<tr>
<td>$20, 3rd month's room, board, laundry; $5, entrance fees.</td>
<td></td>
</tr>
</tbody>
</table>
SECOND QUARTER*

December 1-December 22 .............................................. $35.00
 $20, tuition; $15, 4th month's room, board, laundry.

January 5-February 2 ................................................. $20.00
Fifth month's room, board, laundry.

February 3-March 2 .................................................. $20.00
Sixth month's room, board, laundry.

THIRD QUARTER**

March 3-March 30 ....................................................... $40.00
 $20, 7th month's room, board, laundry; $20, tuition.

March 31-April 27 ...................................................... $20.00
Eighth month's room, board, laundry.

April 27-May 25 .......................................................... $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.

SPECIAL FEES

Late examination fee, per course .................................. $1.00
Deposit on key to dormitory (refundable upon return of key) .50
Diploma Fee ............................................................. 3.50
Cap and Gown Rental Fee ............................................ 1.50
Examination for advanced standing, per credit hour ......... 2.50
Individual music instruction, per month ......................... 3.00
Penalty for dishonored check ................................. 1.00
Public School Art, per quarter ............................ 1.00
Public School Music, per quarter ............................ 3.00
Laboratory courses, per quarter, each ........................ 3.00
Survey science courses, per quarter, each .................... 1.00

Additional expenses will include text books (about $15.00) and physical education uniform—girls, $2.00; boys, $3.00; foods and clothing uniform, $1.00.

Students who are given official permission to board in the city, unless exempted by the College, will pay tuition of $25.00 per quarter in advance.

REFUND

No refund of fees will be made to students who leave the College before the close of the quarter. Refund of board and room will not be made for a shorter period than twelve (12) days.
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 the Secretary of the College rather than to their children to be paid to the Secretary. 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.

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 expenses 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.

If a student fails in any quarter to maintain an average of "C" in his class work, he thereby forfeits his work assignment.

Persons wishing to make application for any of these forms of help should write to Mrs. Bertha L. Mitchell, Secretary of the College, for an application blank in the particular line of work desired.

**CLOTHING REQUIREMENTS**

The College, from its inception, has stood for uniform dress for students, believing it to be the most economical, and the means of training young people in habits of simplicity and good taste in dress.

The growing tendency toward extravagance in dress as evidenced by youth of the day causes us to enforce rigidly the regulations as given below. We ask the cooperation of our patrons in carrying out the regulations outlined.

All girls should provide themselves with: one tailored dark blue coat-suit—for church and dress occasions to be ordered when you enter the College, cost about $12.00; two white tailored cotton blouses, one pair black low-heel oxfords, regulation hose, to be ordered by the College, cost about $1.00; and black bow tie; two dimity bed spreads, two bureau scarfs, one double blanket, four sheets for single bed, four pillow cases, one raincoat, one mattress pad for single bed, one pair overshoes.

All boys should provide themselves with: one dark suit, two plain four-in-hand ties, one pair black oxfords, two dresser scarfs, four pillow cases, four sheets for single bed, two dimity bed spreads, one laundry bag.

Students are requested to bring in their hand luggage sufficient bedding to take care of immediate needs pending the arrival of trunks. *Only steamer trunks may be kept in dormitory rooms.*
SPECIAL NOTICE

The College is not responsible to anyone for loss of personal property in any building owned by the College, whether the loss occurs by theft, fire, or otherwise. The College will, however, assist to the limit of its ability in the recovery of loss through theft.

ACTIVITIES

The chief business of this institution is study; but a sufficient number of organizations are fostered and encouraged to give the students an opportunity to develop powers of leadership and to work together for the furtherance of their own plans and ideals.

In addition to the opportunities for development through the various phases of instruction offered whether in teacher training, art, business, music, pre-medical or general culture, the students have many opportunities 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.

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 tastes are urged to join the Glee Club, Choral Ensemble, Band or Orchestra. These units render numerous public programs, on which at times, commendable performers of individual students attract scholarships from philanthropic visitors for further technical training. The Handel Choral Ensemble is a mixed chorus of fifty voices. It serves to improve its members in the field of music, their knowledge, their appreciation, their performance. Its chief purpose is to provide music for the many public occasions on the College campus, particularly at the Sunday afternoon community meeting, and for publicity purposes afield.

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 and Young Women’s Christian Association.

Among the voluntary organizations are: Mummies, Zeniths, Cavaliers, Cavalettes, 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, in presenting grievances of the student body, in bringing to trial fellow students for certain types of offenses, and in assisting in various ways to uphold the morale and promote the best interests of the institution.

All student organizations shall make the Treasurer of the College the depository for all funds, fees, and monies collected, and are required to submit their books, financial records, and statements to the Business Office quarterly for audit. Failure to do either of these things automatically forfeits the charter of the organization.

BEHAVIOR

Membership in Bethune-Cookman College is a privilege. Members 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.

Students arriving in Daytona Beach will report in person immediately to the directors of the dormitories. An infranction of this regulation automatically cancels the registration of the student for the quarter.

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. Under no circumstances will students of the graduating class, whose parents do not live in Daytona Beach, be allowed to live in the city.

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. The 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 or venereal diseases.

A certificate issued by a practicing physician showing that the student is in good health and physically fit for enrollment is required of each student at the time of registration. Matriculation of the student will not be complete until his or her health certificate has been filed with the Chairman of the Committee on Admissions. The institution reserves the right to require, at the student’s expense a physical examination of any and all students failing to present such a certificate, or at any time that may be deemed necessary or advisable. A health certificate is required before any student whose absence is caused by illness is reinstated or allowed to resume his regular program of work.

GUESTS

Students and teachers are responsible for meals of their guests if taken at the College Dining Hall or the Cafeteria. The rates for transient meals in the dining hall are: Breakfast, 25c; Dinner, 35c; Supper, 25c. All visitors accommodated in the respective school buildings over-night must be registered with the person immediately in charge of the building; rate, 50c per night.

FORUM

Bethune-Cookman College is a member of the Florida Forum and during the winter of each year presents on its platform the speakers of this Forum for the benefit of the students.

PROGRAM FOR 1941-1942

January 6—J. A. C. Fagginger Auer, “We Look at the World.”

January 13—H. Duncan Hall, “The Inside Story of World Drug Control.”

January 20—Albert Brandt, “What Can America Do for Europe?”

January 27—Ewart Turner, “Hitler Marches on South America.”

February 3—Haridas Mazumdar, “India’s Stake in Europe’s War.”


February 17—Hon. Hamilton Fish, “Americanism vs. Internationalism.”

February 24—Harrison Howe, “Ersatz at Home and Abroad.”

March 3—Rabbi Marius Ransom, “The Last Three Years in Palestine.”
SCHOLARSHIPS, PRIZES, AWARDS

**Martha Louise Van Ness Memorial Scholarship**—to a student of merit and need, $30.00.

**Mary B. Cookman Scholarship**—to a student of merit and need, $20.00.

**The John W. Johnston Memorial Scholarship**—to the students who have shown the greatest interest and advancement in animal husbandry and agriculture during the year, $25.00.

**The M. C. B. Mason Memorial Prize**—to the two students showing the greatest leadership in Y. M. C. A. and Y. W. C. A., $5.00 each.

**The John G. Van Ness Prize**—for excellence in public speaking. First, second and third prizes.

**The Woman's Auxiliary of the World War Veterans of the State of Florida Prize**—a cash prize of $5.00 to the student making the highest average in the United States Constitution and Government.

**The New York City Bethune-Cookman College Award**—to the highest scholastic ranking student in the graduating class, $5.00.

**The Harrison G. Rhodes Memorial Prize**—for distinction in creative writing. First prize, $10.00; second prize, $10.00; third prize, $5.00.

**The W. W. and H. G. Andrews Memorial Prize**—to the student who manifests during the school year the most admirable spirit of friendliness, consideration and fraternal relations toward fellow students, teachers, officials and visitors, $15.00.

**The Veva Rees Poetry Contest Prizes**—First prize, $5.00; second prize, $3.00; third prize, $2.00.

**The Lyman C. Floyd Oratorical Contest Prize**—for excellence in public speaking, $10.00.

**The Advisory Board Committee Prizes**—to be awarded on quantity and quality of books read. First prize, $5.00; second prize, $3.00; third prize, $2.00.

**The Bernice Hughes-Martin Prize**—for excellence in extemporaneous speaking, $5.00.

**The Kelsey Pharr Award**—to be awarded to a student for excellence in the Commercial Department, $5.00.

**The D. W. Perkins Award**—to the highest ranking student in English, $5.00.

**The Lawton L. Pratt Award**—to the highest ranking student in United States History, $5.00.
The Joe H. James Award—to the highest ranking student in public school art, $5.00.

The Kenneth D. Days Award—to the highest ranking student in college mathematics, $5.00.

The Mary McLeod Bethune Dormitory Prizes—to students showing superior standard of housekeeping in the dormitories; Curtis Hall, $5.00; Cookman Hall, $5.00.

The George W. Engram Prizes—to the highest ranking student in college science classes, $5.00.

The Zenith Club Prize—to the college student with highest academic average for the year, $10.00.

The Charles Sumner Long, Jr., Prize—a cash prize of $5.00 to the student making the highest record of achievement in the Clothing Department for the year.

The Mary McLeod Bethune Prize—awarded to the young lady in the Graduating Class, who, during her stay here, has exhibited the finest spirit of graciousness, dignity, willingness, kindness, neatness and scholarship—the girl who most nearly exemplifies the "Ideal Bethune-Cookman Girl," $25.00.

The Rosabelle C. Bond Prize—for proficiency in garment construction, $2.50; for production in weaving, $2.50.

The Emmy V. Hunt Prize—for achievement in the Foods Department, $5.00.

The Josie W. Roberts Music Awards—to the students showing the greatest amount of interest, responsiveness, understanding and reliability in Ensemble and Choral singing—Men: 1st prize, $3.00; 2nd prize, $2.00; Women: 1st prize, $3.00; 2nd prize, $2.00.

The George P. Coleman Prize—to the student having the highest average in all Education Courses, $5.00.

The James A. Colston Prize—to the student having the second highest average in all Education Courses during the year, $2.00.

The Elizabeth F. Taylor Prizes—for distinguished work in the Special Classes in Foods, two prizes of $2.50 each; for interest and industry in the Boys' Crafts, $2.50 each.

ACADEMIC REGULATIONS

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. Blanks for this purpose will be supplied by the Registrar upon request.

**Admission to Freshman Class**

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

**Admission by Certificate**

A student may be admitted without examination upon the presentation of a certificate of graduation from an accredited high school. The certificate of graduation must include a complete and detailed transcript of the students' record, together with the recommendation of the principal of the high school. The College reserves the right to refuse admission to any applicant the quality of whose scholarship in high school was such as to indicate that he is not capable of doing college work successfully. The applicant for admission by certificate should present credit for at least 15 units.

**Admission by Examination**

Graduates of unaccredited high schools may be admitted to the Freshman Class only upon the taking of college entrance examinations.

**Special Students**

Persons at least 21 years of age who have not met these specific requirements for entrance, but who give evidence of preparation and ability to do work of college grade may be admitted as special students. Such students may not become candidates for diplomas, or teachers' certificates until all entrance deficiencies have been removed.

**Admission to Advanced Standing**

Students may be admitted to advanced standing under the following conditions: (1) The work for which credit is sought must have been done in an accredited college; if done in an unaccredited institution, Bethune-Cookman College reserves the right to accept, provisionally, the credit at its own discretion and judgment. (2) An official transcript of the student's record (including entrance credit) must be filed in the Registrar's office. (3) The student must maintain an average of at least "C" during the first quarter of residence at the College.

**Registration**

No student should present himself for registration who has not previously received a card of admittance from the Registrar. This applies to students returning after the summer vacation as well as to those applying for the first time.

Students who have previously been in attendance should apply
in writing for their card of admittance at least one month prior to the opening of the quarter in which they propose to register.

Failure to present the card of admittance carries with it a fine of 50c.

Registration dates for the quarters will be found on page 4 on the College Calendar.

A late registration and classification fee of $3.00 will be charged on and after the designated registration days of each quarter.

Students may not leave the College for any holiday or recess without permission. The penalty for violating this regulation is $3.00.

Definite dates are set upon which students are required to return to the College after holidays or recesses. Failure to return at the time specified carries with it a penalty of three dollars. Definite announcements concerning these dates are made a few days prior to a holiday.

A special regulation stipulates that no student may be absent from any class meeting or any portion thereof on the day immediately preceding and following a holiday or recess without the written permission of the Director of Men or the Director of Women. Such permissions must be secured and presented to each instructor before the class meets; they will not be acceptable at any other time. The penalty for violation of this regulation is the reduction of the final grade in the course by one grade level.

Credit

In the College the point of credit is the quarter hour. This represents one hour a week of prepared work or its equivalent covering a period of 12 weeks. Not less than two hours of laboratory work are regarded as the equivalent of one hour of recitation.

Physical Education Requirements

1. Physical Education is required of all Freshmen and Sophomores.

2. At least once a year each student is required to undergo a thorough physical examination.

3. All students are required to wear the regulation uniform in physical education classes. For women, the uniform consists of a romper suit, sox, and white Keds. For men, the uniform includes white athletic shirt, sox, white duck trousers, and Keds.

4. Entering Freshmen are required to place their orders for the regulation uniform with their physical education instructors.

Scholarship Requirements

Class standing is indicated by letters. A, indicates exceptional
accomplishments; $B$, superior; $C$, average; $D$, less than average and unsatisfactory; $E$, failure; $I$, incomplete.

For each of these grades, values in points are assigned as follows:

- For each hour of $A$ work: 3 points
- For each hour of $B$ work: 2 points
- For each hour of $C$ work: 1 point
- For each hour of $D$ work: 0 points
- For each hour of $E$ work: Minus 1 point

The student, in order to graduate, must secure at least 96 quarter hours, and a minimum of 96 points.

The College requires a certain minimum standard of scholarship. Those who fall below the standard will be dropped for poor scholarship. At the end of each quarter, students who are scholastically delinquent will be placed on probation or asked to withdraw from the College at the direction of the Academic Council.

**Recognition of Excellence in Scholarship**

Students maintaining an average of $B$ for any given quarter are eligible for the Dean's List.

**Student Load**

A student will be expected to carry as a minimum requirement 15 quarter hours of work a week. Variation from this load may be permitted only with the approval of the Dean. Students of unusual demonstrated ability may carry, with the approval of the Dean, 20 quarter hours of work a week.

**Participation in Extra-Curriculum Activities**

Extra-curriculum activities are classified as follows:

I. Athletic — III. Musical —
- Football
- Basketball
- Track
- Tennis
- Choral Society
- Glee Clubs
- Orchestra
- Band

II. Literary — IV. Religious —
- Debating
- Dramatics
- Literary Society
- Y. M. C. A.
- Y. W. C. A.

Participation in extra-curriculum activities is subject to the following regulations:

1. No student may engage in more than three extra-curricular activities in a given quarter.
2. No student may participate who fails to maintain a satisfactory scholastic record. Failure in one subject renders a student ineligible for extra-curriculum activities during the following quarter.
RECORDS OF STUDENTS

Final grades earned in each course by students are mailed from the Registrar’s office to parents and guardians at the end of each quarter.

The College will furnish without charge one complete transcript of the student’s record. A charge of one dollar will be made for each re-issuance.

LIBRARY FINES

While most library books may be taken out for a period of two weeks, reference books for special courses are placed on reserve. Such books are for use in the library except after 4:30 P. M., when they may be taken out for over-night use to be returned by 8:00 A. M. the next day. A charge of 25c an hour is made for reserve books kept overtime.

SOCIAL ACTIVITIES

Certain social affairs have become traditional in Bethune-Cookman College. The aim of these activities is to bring about a better understanding between the faculty and the student body and to promote a better acquaintance among the students.

SOCIAL CALENDAR, 1941-1942

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty Reception</td>
<td>September</td>
</tr>
<tr>
<td>Student “Get-Acquainted Mixer”</td>
<td>September</td>
</tr>
<tr>
<td>All School Party</td>
<td>November</td>
</tr>
<tr>
<td>Christmas Party</td>
<td>December</td>
</tr>
<tr>
<td>Senior Breakfast</td>
<td>March</td>
</tr>
<tr>
<td>College Dance</td>
<td>March</td>
</tr>
<tr>
<td>Easter Picnic</td>
<td>April</td>
</tr>
<tr>
<td>Banquet and Prom</td>
<td>May</td>
</tr>
</tbody>
</table>

HONORABLE DISMISSAL

Students receive honorable dismissal only when they secure from the Business Office, and have properly signed, an Honorable Dismissal Card.

CHANGING A COURSE

A student desiring to change a course must obtain permission from the Dean, and officially register for same.

DROPPING A COURSE

A student desiring to drop a course must secure a “drop card” from the Dean authorizing same, or he will receive a grade of “E” for the course. A student enrolled in a course for five weeks or more will be given a grade of “E” if the course is dropped.
EXTENSION CREDIT
Credit, not to exceed 25% of the total number of hours required for graduation, will be accepted through extension. At present, this means that not more than 24 quarter hours may be earned through this medium.

INCOMPLETE GRADES
Incomplete grades shall be made up in the quarter immediately following the one in which the incomplete grade is made. Incomplete grades after the first subsequent quarter automatically become "E's."
"It is never a shame not to know, Only a shame not to learn"
THE CURRICULUM

In order that Bethune-Cookman College might accomplish its objectives, the curricula which follow have been adopted. The philosophy of the College proposes a certain destination; the curriculum is the route suggested to faculty and students to reach this goal.

The curriculum is basically concerned with life as it is today. It holds that education is life, experience, appreciation, knowledge, culture and adjustment; it does not work upon a narrow concept of the educational processes. It holds that a fundamental purpose of the curriculum should be to develop an integrated personality. This personality which it envisages should appreciate the many fine things of life. This personality would see beauty in the home, in the landscape, in art, in literature, in music, in any task or assignment well done. Culture is thus appreciational, vocational, and avocational. Not only is the curriculum to provide satisfactory vocational choices for those persons who need them at the time but it also is to arouse enthusiasm which leads to life interests.

The curriculum is not planned as a completion of a student’s education. For some it may mean a completion of their formal education; for many it may serve simply as a foundation for more specialized studies upon a high grade level; but for both of these groups the curriculum is planned as a stimulus to greater endeavors.

The curriculum is not an end in itself—it is a means to an end. Its prime service is to provide a reliable compass to direct the student into a more complete life.
THE PRE-AGRICULTURE CURRICULUM

Students electing this curriculum will find therein two years of basic agricultural and related subject-matter that will serve as an adequate background or preparation for further study in this field. As a terminal curriculum it prepares young men to pursue effectively a specific farming occupation.

<table>
<thead>
<tr>
<th>Fall Quarter</th>
<th>Cr.</th>
<th>Winter Quarter</th>
<th>Cr.</th>
<th>Spring Quarter</th>
<th>Cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chem. 201, General Inorganic Chemistry</td>
<td>4</td>
<td>Chem. 202, General Inorganic Chemistry</td>
<td>4</td>
<td>Chem. 203, General Inorganic Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>Eng. 101, English Composition</td>
<td>3</td>
<td>Eng. 102, English Composition</td>
<td>3</td>
<td>Eng. 103, English Composition</td>
<td>3</td>
</tr>
<tr>
<td>P. E. 101, Physical Education Activities</td>
<td>½</td>
<td>P. E. 102, Physical Education Activities</td>
<td>½</td>
<td>P. E. 103, Physical Education Activities</td>
<td>½</td>
</tr>
<tr>
<td>Bible 101, Religious Education</td>
<td>1</td>
<td>Bible 102, Religious Education</td>
<td>1</td>
<td>Bible 103, Religious Education</td>
<td>1</td>
</tr>
<tr>
<td>Agron. 101, Farm Crops</td>
<td>3</td>
<td>Agron. 102, Farm Crops</td>
<td>3</td>
<td>Agron. 103, Farm Crops</td>
<td>3</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
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<td>16 ½</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Sophomore Year</th>
<th></th>
<th></th>
<th></th>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Hort. 201, Elements of Horticulture</td>
<td>3</td>
<td>Hort. 202, Elements of Horticulture</td>
<td>3</td>
<td>Hort. 203, Elements of Horticulture</td>
<td>3</td>
</tr>
<tr>
<td>Biol. 201, General Biology</td>
<td>4</td>
<td>Biol. 202, General Biology</td>
<td>4</td>
<td>Biol. 203, General Biology</td>
<td>4</td>
</tr>
<tr>
<td>P. E. 201, Physical Education Activities</td>
<td>½</td>
<td>P. E. 202, Physical Education Activities</td>
<td>½</td>
<td>P. E. 203, Physical Education Activities</td>
<td>½</td>
</tr>
<tr>
<td>Bible 201, Religious Education</td>
<td>1</td>
<td>Bible 202, Religious Education</td>
<td>1</td>
<td>Bible 203, Religious Education</td>
<td>1</td>
</tr>
<tr>
<td>Agron. 201, Soil Science</td>
<td>3</td>
<td>Agron. 202, Soil Science</td>
<td>3</td>
<td>Agron. 203, Soil Science</td>
<td>3</td>
</tr>
<tr>
<td>Eng. 211, Advanced Composition</td>
<td>5</td>
<td>Eng. 212, Advanced Composition</td>
<td>5</td>
<td>Math. 103, Introduction to Mathematics</td>
<td>5</td>
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<tr>
<td></td>
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<td>16 ½</td>
</tr>
</tbody>
</table>

Total Credits: 16 ½
THE PRE-BUSINESS ADMINISTRATION CURRICULUM

Two purposes are achieved by students who complete this curriculum. First, by completing the work offered and continuing in a school of commerce or business administration in a university the student may earn the degree of B. B. A. (Bachelor of Business Administration)—thus becoming eligible to teach commercial subjects in a high school—or by individual study beyond the Junior College years he may acquire the title of C. P. A. (Certified Public Accountant). Second, by terminating his schooling with the Junior College work, the student is fairly well prepared for secretarial work provided he maintains his skills in such activities as shorthand and typewriting, or for the semi-professional handling of small businesses.

<table>
<thead>
<tr>
<th>Fall Quarter</th>
<th>Cr.</th>
<th>Winter Quarter</th>
<th>Cr.</th>
<th>Spring Quarter</th>
<th>Cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eng. 101, English Composition</td>
<td>3</td>
<td>Eng. 102, English Composition</td>
<td>3</td>
<td>Eng. 103, English Composition</td>
<td>3</td>
</tr>
<tr>
<td>Sci. 101, Physical Sciences</td>
<td>3</td>
<td>Sci. 102, Physical Sciences</td>
<td>3</td>
<td>Sci. 103, Physical Sciences</td>
<td>3</td>
</tr>
<tr>
<td>Acct. 101, Introduction to Accounting</td>
<td>3</td>
<td>Acct. 102, Introduction to Accounting</td>
<td>3</td>
<td>Acct. 103, Introduction to Accounting</td>
<td>3</td>
</tr>
<tr>
<td>Bible 101, Religious Education</td>
<td>1</td>
<td>Bible 102, Religious Education</td>
<td>1</td>
<td>Bible 103, Religious Education</td>
<td>1</td>
</tr>
<tr>
<td>P. E. 101, Physical Education Activities</td>
<td>½</td>
<td>P. E. 102, Physical Education Activities</td>
<td>½</td>
<td>P. E. 103, Physical Education Activities</td>
<td>½</td>
</tr>
<tr>
<td>Soc. 201, Introduction to Sociology</td>
<td>3</td>
<td>Phil. 201, Introduction to Philosophy</td>
<td>3</td>
<td>Econ. 103, Introduction to Economics</td>
<td>3</td>
</tr>
<tr>
<td>Bus. Adm. 101, Shorthand and Typewriting</td>
<td>3</td>
<td>Bus. Adm. 102, Shorthand and Typewriting</td>
<td>3</td>
<td>Bus. Adm. 103, Shorthand and Typewriting</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sophomore Year</th>
<th>Cr.</th>
<th>Sophomore Year</th>
<th>Cr.</th>
<th>Sophomore Year</th>
<th>Cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acct. 201, Advanced Accounting</td>
<td>3</td>
<td>Acct. 202, Advanced Accounting</td>
<td>3</td>
<td>Acct. 203, Advanced Accounting</td>
<td>3</td>
</tr>
<tr>
<td>Eng. 211, Advanced Composition</td>
<td>5</td>
<td>Eng. 212, Advanced Composition</td>
<td>5</td>
<td>Eng. 213, Public Speaking</td>
<td>5</td>
</tr>
<tr>
<td>Bible 201, Religious Education</td>
<td>1</td>
<td>Bible 202, Religious Education</td>
<td>1</td>
<td>Bible 203, Religious Education</td>
<td>1</td>
</tr>
<tr>
<td>P. E. 201, Physical Education Activities</td>
<td>½</td>
<td>P. E. 202, Physical Education Activities</td>
<td>½</td>
<td>P. E. 203, Physical Education Activities</td>
<td>½</td>
</tr>
</tbody>
</table>

16 ½

17 ½

17 ½
THE PRE-HOME ECONOMICS CURRICULUM

This curriculum is designed for students who wish to do the fundamental courses in the field of Home Economics and the necessary related courses for admission to a division or school of Home Economics. It is further designed to make more efficient students interested in home-making, interior decorating, cooking for restaurants, or dietitian work.

<table>
<thead>
<tr>
<th>Fall Quarter</th>
<th>Cr.</th>
<th>Winter Quarter</th>
<th>Cr.</th>
<th>Spring Quarter</th>
<th>Cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eng. 101, English Composition</td>
<td>3</td>
<td>Eng. 102, English Composition</td>
<td>3</td>
<td>Eng. 103, English Composition</td>
<td>3</td>
</tr>
<tr>
<td>Chem. 201, General Inorganic Chemistry</td>
<td>4</td>
<td>Chem. 202, General Inorganic Chemistry</td>
<td>4</td>
<td>Chem. 203, General Inorganic Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>H. Ec. 101, Cookery</td>
<td>3</td>
<td>H. Ec. 102, Cookery</td>
<td>3</td>
<td>H. Ec. 103, Cookery</td>
<td>3</td>
</tr>
<tr>
<td>H. Ec. 111, Clothing</td>
<td>3</td>
<td>H. Ec. 112, Clothing</td>
<td>3</td>
<td>H. Ec. 113, Clothing</td>
<td>3</td>
</tr>
<tr>
<td>P. E. 101, Physical Education Activities</td>
<td>½</td>
<td>P. E. 102, Physical Education Activities</td>
<td>½</td>
<td>P. E. 103, Physical Education Activities</td>
<td>½</td>
</tr>
<tr>
<td>Hist. 101, Foundations of Civilization</td>
<td>3</td>
<td>Hist. 102, Foundations of Civilization</td>
<td>3</td>
<td>Hist. 103, Foundations of Civilization</td>
<td>3</td>
</tr>
</tbody>
</table>

16½

<table>
<thead>
<tr>
<th>Sophomore Year</th>
<th>Cr.</th>
<th>Sophomore Year</th>
<th>Cr.</th>
<th>Sophomore Year</th>
<th>Cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biol. 201, General Biology</td>
<td>4</td>
<td>Biol. 202, General Biology</td>
<td>4</td>
<td>Biol. 203, General Biology</td>
<td>4</td>
</tr>
<tr>
<td>Eng. 211, Advanced English Composition</td>
<td>5</td>
<td>Eng. 212, Advanced English Composition</td>
<td>5</td>
<td>Eng. 213, Public Speaking</td>
<td>5</td>
</tr>
<tr>
<td>Bible 201, Religious Education</td>
<td>1</td>
<td>Bible 202, Religious Education</td>
<td>1</td>
<td>Bible 203, Religious Education</td>
<td>1</td>
</tr>
<tr>
<td>P. E. 201, Physical Education Activities</td>
<td>½</td>
<td>P. E. 202, Physical Education Activities</td>
<td>½</td>
<td>P. E. 203, Physical Education Activities</td>
<td>½</td>
</tr>
<tr>
<td>H. Ec. 211, Costume Design</td>
<td>3</td>
<td>H. Ec. 212, House Construction and Decoration</td>
<td>3</td>
<td>H. Ec. 213, House Construction and Decoration</td>
<td>3</td>
</tr>
</tbody>
</table>

16½

16½

16½
THE LITERATURE ARTS AND SCIENCES CURRICULUM

Students who select this curriculum should know that it leads toward the B. A. degree. Those who choose it may do so for the cultural values it affords, and, upon the attainment of the B. A. degree either go into business, or professional pursuits, or continue graduate study in their major subject with the intention of becoming teachers in high school or in college.

<table>
<thead>
<tr>
<th>Fall Quarter</th>
<th>Cr.</th>
<th>Winter Quarter</th>
<th>Cr.</th>
<th>Spring Quarter</th>
<th>Cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eng. 101, English Composition</td>
<td>3</td>
<td>Eng. 102, English Composition</td>
<td>3</td>
<td>Eng. 103, English Composition</td>
<td>3</td>
</tr>
<tr>
<td>Chem. 201, General Inorganic Chemistry</td>
<td>4</td>
<td>Chem. 202, General Inorganic Chemistry</td>
<td>4</td>
<td>Chem. 203, General Inorganic Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>Fr. 101, Beginning College French Civilization</td>
<td>3</td>
<td>Fr. 102, Beginning College French Civilization</td>
<td>3</td>
<td>Fr. 103, Beginning College French Civilization</td>
<td>3</td>
</tr>
<tr>
<td>Hist. 101, Foundations of Civilization</td>
<td>3</td>
<td>Hist. 102, Foundations of Civilization</td>
<td>3</td>
<td>Hist. 103, Foundations of Civilization</td>
<td>3</td>
</tr>
<tr>
<td>Bible 101, Religious Education</td>
<td>½</td>
<td>Bible 102, Religious Education</td>
<td>½</td>
<td>Bible 103, Religious Education</td>
<td>½</td>
</tr>
<tr>
<td>P. E. 101, Physical Education Activities</td>
<td>½</td>
<td>P. E. 102, Physical Education Activities</td>
<td>½</td>
<td>P. E. 103, Physical Education Activities</td>
<td>½</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>17</strong></td>
<td><strong>Total</strong></td>
<td><strong>17</strong></td>
<td><strong>Total</strong></td>
<td><strong>17</strong></td>
</tr>
</tbody>
</table>

| Sophomore Year | | | | | |
|-----------------|------------------------|------------------------|------------------------|------------------------|
| Biol. 201, General Biology | 4 | Biol. 202, General Biology | 4 | Biol. 203, General Biology | 4 |
| Eng. 201, Survey, English Literature | 5 | Eng. 202, Survey, English Literature | 5 | Eng. 203, Public Speaking | 5 |
| Soc. 201, Introduction to Sociology | 5 | Phil. 201, Introduction to Philosophy | 3 | Econ. 103, Introduction to Economics | 3 |
| Bible 201, Religious Education | 1 | Bible 202, Religious Education | 1 | Bible 203, Religious Education | 1 |
| P. E. 201, Physical Education Activities | ½ | P. E. 202, Physical Education Activities | ½ | P. E. 203, Physical Education Activities | ½ |
| **Total** | **16½** | **Total** | **16½** | **Total** | **16½** |
THE TEACHER-EDUCATION CURRICULA

(a) **The Undergraduate Certificate Curriculum**

The Florida Teachers' Certification Law requires all who teach in the first six grades of the public schools to complete prescribed work in education. A student who wishes to obtain a position in the elementary schools should complete the following curriculum in order to qualify for an undergraduate certificate. Students in this curriculum are required to make at least an average of "C" in each course.

<table>
<thead>
<tr>
<th>First Quarter</th>
<th>Cr.</th>
<th>Second Quarter</th>
<th>Cr.</th>
<th>Third Quarter</th>
<th>Cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>English Composition 101</em></td>
<td>3</td>
<td><em>English Composition 102</em></td>
<td>3</td>
<td><em>English Composition 103</em></td>
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</tr>
<tr>
<td><em>Elementary School Science 101</em></td>
<td>4</td>
<td><em>Elementary School Science 102</em></td>
<td>4</td>
<td><em>Elementary School Science 103</em></td>
<td>4</td>
</tr>
<tr>
<td>Foods and Nutrition 101, or</td>
<td>3</td>
<td>Foods and Nutrition 102, or</td>
<td>3</td>
<td>Foods and Nutrition 103, or</td>
<td>3</td>
</tr>
<tr>
<td>Woodwork 101</td>
<td>3</td>
<td>Concreting 102</td>
<td>3</td>
<td>School Repairs 103</td>
<td>3</td>
</tr>
<tr>
<td><em>Personal and Environmental Hygiene 101</em></td>
<td>3</td>
<td><em>Methods and Materials of Health Education 112</em></td>
<td>3</td>
<td><em>Materials and Methods of Physical Education 113</em></td>
<td>3</td>
</tr>
<tr>
<td><em>Contemporary Social Problems 101</em></td>
<td>3</td>
<td><em>Contemporary Social Problems 102</em></td>
<td>3</td>
<td><em>Contemporary Social Problems 103</em></td>
<td>3</td>
</tr>
<tr>
<td>Physical Education 101</td>
<td>½</td>
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<td>Bible 102</td>
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1. The department of Business Administration.
   The objectives of the department are:
   (a) To provide the basic, fundamental skills in shorthand and typewriting.
   (b) To provide training and proficiency in elementary accounting.
   (c) To encourage students to explore the field of business with the thought of choosing it as a life career.

III

The Division of Education

The aims of the division are:
(a) To present a body of principles underlying management, typical teaching, learning, and discipline situations.
(b) To give the student a working knowledge of the facts, laws, and principles of psychology as they apply to the learning process.
(c) To provide an introduction to the teaching situation through observation, participation, and practice teaching.
Dr. Mary McLeod Bethune
THE BOARD OF TRUSTEES

The College is governed by a self-perpetuating Board of Trustees, Negroes and white people. The personnel of the Board is composed of leaders in the ministry, professional and business men and women, and educators. The Alumni also have representation on the Board.

Officers

Bishop L. H. King, First Vice-Chairman
Dr. Jesse L. Murrell, Second Vice-Chairman
Atty. Thomas T. Cobb, Treasurer Endowment
Bertha L. Mitchell, Secretary-Treasurer

THE ADVISORY BOARD

Officers

Mrs. Harold T. Butts, First Vice-Chairman
Mrs. Forest L. Smith, Second Vice-Chairman
Miss Elizabeth E. Wellington, Corresponding Secretary
Mrs. Gertrude W. Fi-London, Treasurer
MARY MCVIEG BETHUNE, L.H.D.
President
JAMES A. BOND, A.B., A.M.
Dean-Registrar
BERTHA L. MITCHELL
Secretary of the College and Business Manager
HENRINE E. WARD
Director of Women
WILLIAM TRAVIS
Director of Men
C. MARION LANCASTER, B.S.
Librarian
JULIA A. DAVIS
Dietitian

CLERICAL STAFF
Office of the President
ELOISE TROUTMAN, A.A.
CAROL LOUISE TRAVIS, B.S.

Office of the Secretary of the College
NADINE D. FERRELL, A.B.
Bookkeeper

Thelma Nixon, A.A.
Cashier

Office of the Dean-Registrar
MAE E. GRAMLING, A.B.
Assistant Registrar
# INSTRUCTIONAL STAFF

<table>
<thead>
<tr>
<th>Name</th>
<th>Degree</th>
<th>Major</th>
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<tr>
<td>Baldwin, James W.</td>
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<td>Clay, Bessie V.</td>
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<td>Ferrell, Nadine D.</td>
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<td>S.T.M.</td>
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THE KEYSER ELEMENTARY LABORATORY SCHOOL

STAFF

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<tr>
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<tr>
<td>Charlotte L. Ford, B.S.</td>
<td>Principal and First Grade Teacher</td>
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<td>Maud Ella Aaron, L.I.</td>
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<td>Clara L. Wallace, L.I.</td>
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<td>Pearl Swanson Christopher, L.I.</td>
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<td>Altermese S. Bentley, A.B.</td>
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<tr>
<td>Olivia Hampton, A.B.</td>
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HOME, MAINTENANCE, HEALTH

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<tr>
<td>Dr. T. A. Adams</td>
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<tr>
<td>Flora J. Liel</td>
<td>Hostess, Cookman Hall</td>
</tr>
<tr>
<td>Lorena T. Shaw</td>
<td>Hostess, Curtis Hall</td>
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<tr>
<td>Lindsey Hart</td>
<td>Chief Cook</td>
</tr>
<tr>
<td>William C. R. Mills</td>
<td>Director of Laundry</td>
</tr>
<tr>
<td>Alzada Hines</td>
<td>Assistant Director of Laundry</td>
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<tr>
<td>Erskine Williams</td>
<td>Assistant, Laundry Engineer</td>
</tr>
<tr>
<td>Richard Williams</td>
<td>Assistant, College Farm</td>
</tr>
<tr>
<td>Edward Van Poole</td>
<td>Director of Buildings and Grounds</td>
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<td>Millard Nateal</td>
<td>Auto-Mechanics and Woodwork</td>
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<tr>
<td>Mercy Paige</td>
<td>Assistant, Clothing Department</td>
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<tr>
<td>Reed S. Long</td>
<td>Nightwatchman</td>
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<tr>
<td>A. E. Ellems</td>
<td>Campus Caretaker</td>
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<tr>
<td>Anna Hacker</td>
<td>Cafeteria Manager</td>
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<tr>
<td>Estelle Harrison</td>
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### SUMMARY OF ENROLLMENT

#### 1940-1941

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<th>DIVISION</th>
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GRAND TOTAL, 617.

### GRADUATES, 1940-1941

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APPLICATION FOR ADMISSION TO
BETHUNE-COOKMAN COLLEGE
Daytona Beach, Florida

Name: Todd Gwendlyn Denise

(Last) (First) (Middle)

Post Office: 837 Kettle Circle

R. F. D. or Street Number: 837 Kettle Circle

Are you a church member? No

What denomination: Methodist

Name of Pastor: Rev. Brown

When do you desire to enter Bethune-Cookman College? 1974

Parent's Occupation: Registrar at BCC

Parent's Address: 837 Kettle Circle

Your Birthplace: John A. Andrew Hosp, Tuskegee Inst, Ala.

Date of Birth: 9/10/55 Your Age in Years: 12

Weight: 115 Height: 5'9"

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: 8 Grades

I graduated: 5 31 68

(Month) (Day) (Year)

Last School attended: Munford Jr

Name of Principal: Mr. Walters

Post Office: 

Have you attended College elsewhere? No Where: No
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 division for which you will register.

I. Liberal Arts and Science

II. Teacher Training

III. Business Administration

IV. Home Economics

V. Agriculture