

6-1-1949

Bethune-Cookman College, Summer School, 1949

Bethune-Cookman University

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FAITH HALL

Bethune-Cookman College

DAYTONA BEACH, FLORIDA

S U M M E R S C H O O L

ONE SESSION:

JUNE 13 - AUGUST 13 (9 weeks)

VOCATIONAL TRAINING—MAY 31 - AUGUST 31

1 9 4 9

Bethune-Cookman is an accredited "A" Rated institution accredited by the Southern Association of Colleges and Secondary Schools and the State Department of Education as a four-year college; a member of the American Council on Education and the Association of Church-Related Institutions of Higher Education.

THE CALENDAR

Registration for Vocational School	May 31
Classes begin for Vocational School	June 1
Registration College Students	June 13
Late Registration fee (\$3.00) begins	June 16
Last day for Registration for Academic Students	June 17
Classes end for Vocational School	August 31
Baccalureate Sermon	August 7
Commencement	August 13
Classes for Vocational students are continuous from May 31 to August 31.	

DAILY SCHEDULE

Rising Bell	5:30 A. M.
Breakfast	6:15 A. M.
First Hour Class	7:00 A. M.
Assembly (M W F)	12:00 A. M.
Dinner	12:45 P. M.
Supper	5:30 P. M.

OFFICERS OF ADMINISTRATION

- MARY McLEOD BETHUNE *President-Emeritus*
LL.D., Lincoln University, L.H.D., Bennett College; Dr.Sc., Tuskegee Institute; LL.D., Howard University; LL.D., Atlanta University.
- RICHARD V. MOORE *President*
A.B., Knoxville College; M.A., Atlanta University
- CHARLOTTE L. FORD CLARK *Dean*
B.S., Teachers College, Columbia University; M.A., Teachers College, Columbia University.
- BERTHA L. MITCHELL *Secretary-Treasurer*
Wilberforce University
- JAMES E. HUGER *Business Manager*
B.S., West Virginia State. Further Study, American University.
- WILLIAM M. DuBOSE *Registrar*
B.S., Florida A. & M. College. Further Study, Boston University.
- RICHARD BROWN *Counselor of Men*
A.B., South Carolina State College; M.A., Columbia University.
- MARTHA M. BERHEL *Librarian*
B.S., Southern University, B.L.S., Hampton Institute.
- T. A. ADAMS *College Physician*
Cookman Institute; M.D., MeHarry Medical College.
- CARRIE M. LACEY *Counselor of Women*
B.S., Tuskegee Institute; M.S.W., Atlanta University.

OFFICERS OF INSTRUCTION

- CHARLOTTE L. FORD CLARK *Director*
B.S., Teachers College, Columbia University; M.A., Teachers College, Columbia University.
- MARTHA M. BERHEL *Education*
B.S., Southern University, B.L.S., Hampton Institute.
- LILLIAN F. BRYANT *Education*
B.S., Bethune-Cookman College; Further Study, Teachers College, Columbia University.
- JOHNNIE R. CLARKE *Social Science*
B.S., Florida A. & M. College; M.A., Fisk University; Additional Study, Ohio State University and University of Chicago.

JAMES T. COLEMAN *Science*
B.S., Mississippi Industrial College; M.S., Atlanta University.

MARY L. DIVERS *Social Science*
A.B., Knoxville College; M.S.W., Atlanta University; Additional Study,
Ohio State University.

CHARLES FRANCIS *Home Economics*
B.S., Tuskegee Institute; Additional Study, American School of Cookery,
American University and National School of Meat Cutting.

ELIZABETH M. ESPY *Education*
B.S., Bethune-Cookman College.

BERNICE GRANT *Nurse*
B.S., Florida A. & M. College; R.N.

ALZEDA C. HACKER *Music*
B.A., Fisk University; Additional Study, Howard University, Oberlin Col-
lege, Juillard Institute, Northwestern University.

HENRY J. JACKSON *Science*
B.S., Morehouse College; M.S., Atlanta University.

BERTHA P. JAMES MINOR *Physical Education*
B.S., Florida A. & M. College; M.S., Indiana University.

CORNELIUS W. JENKINS *Music Education*
A.B., South Carolina State College; M.MusEd., Chicago Musical College.

DAVID L. LEAVER *Social Science*
B.A., Morehouse. Further Study, Atlanta University.

FLORENCE L. SMALL *Education*
A.B., Northwestern University; M.A., Northwestern University.

- E. CURTIS TUCKER *English*
B.A., Mt. Holyoke College; Ph.D., Yale University. Further Study, University of Oxford.
- BEATRICE McLIN *English*
B.S., Clark College; M.A., Columbia University.
- MILTON P. ROOKS *Social Science*
B.S., Alabama State Teachers College; M.S., Atlanta University.
- OZORA WYSINGER *Education*
B.S., Morris Brown College; M.Ed., Temple University.
- H. V. LUCAS *Business Administration*
New York University.
- PERCY L. MILLIGAN *Mathematics*
B.S., LeMoyné College; M.S., Atlanta University.
- CARRIE L. WRIGHT *Home Economics*
B.S., Wilberforce University; M.A., Columbia University.
- WILLIE L. WRIGHT *Education*
B.S. Alabama State Teachers College; M.A., New York University.
- MAMYE E. WILLIAMS *Education*
B.S., Arkansas State College; Additional Study: University of Arkansas; Winston Salem Teachers College; University of Cincinnati; Vassar College
Columbia University.
- RUDOLPH MATTHEWS *English*
B.A., Morehouse College.
- ALEXANDER VALENTINE *Music*
Mus.B., Trinity School of Music, Manchester, England; F.N., Ines Military Band School; Special Work, Gloeckner School of Music.

VOCATIONAL

- ALVIS LEE *Supervisor*
Bethune-Cookman College, Ford Motor Company Training Department,
Florida A. & M. College.
- ALBERT M. BETHUNE, Sr. *Vocational Coordinator*
Fisk University.
- THOMAS FERRELL *Woodwork*
B.S., Florida A. & M. College.
- HENRY MATTHEWS *Auto-Mechanics*
Diploma, Hampton Institute.
- TIMOTHY ENGRAM *Electricity*
A.A., Bethune-Cookman College; America Radio Institute.
- JERRY GIVENS *Related English*
B.S., North Carolina A. & T. College; LL.B., Robert Terrell Law School;
Boston College of Social Work
- EDWARD MINOR *Related Mathematics*
B.S., University of Indiana.

- ARTHUR REYNOLDS, JR. _____ *Radio*
Diploma, St. Emma Institute; National Institute; Additional Study, Florida A. & M. College.
- CHARLES W. FRANCIS _____ *Institutional Cookery*
B.S., Tuskegee Institute; Additional Study, American School of Cookery, American University; National School of Meat Cutting.
- JOHN WALTON _____ *Shoe Repair*
Florida Baptist College; Saxon Shoe Manufacturing Company.
- MAUDE NEAL _____ *Supply Clerk*
A.A., Bethune-Cookman College.
- ROBERT K. WRIGHT _____ *Tailoring*
B.S., Florida A. & M. College.
- SENORITA WILLIAMS _____ *Secretary*
B.S., Hampton Institute.

VETERANS ADVISEMENT CENTER

- LOWRY G. WRIGHT (VA) _____ *Chief*
A.B., M.A., Atlanta University; Further Study, Columbia University.
- EDWARD RODRIQUEZ (B-CC) _____ *Director*
B.S., Morehouse College; M.S., Atlanta University; Further Study, Garrett Biblical Institute.
- ALBERT M. BETHUNE, JR. (B-CC) _____ *Associate Director*
B.S., Bethune-Cookman College.
- O'CONNOR T. CLARK (B-CC) _____ *Psychometrist*
B.S., Tuskegee Institute; Additional Study, Air Craft Fabrication, Chicago.
- ELOISE M. JACKSON (B-CC) _____ *Secretary*
VA—VETERANS ADMINISTRATION. B.S., Georgia State College.
B-CC—BETHUNNE-COOKMAN COLLEGE

ADMINISTRATIVE ASSISTANTS

- ELOISE THOMPSON _____ *Secretary to President*
B.S., Bethune-Cookman College.
- MARGARET T. BENTON _____ *Secretary to Dean*
B.S., Langston University.
- WILMER C. SMITH _____ *Cashier*
A.A., Bethune-Cookman College.

DOROTHY J. PRICE	<i>Secretary to Business Manager</i>
B.S., Tennessee A. & I. College.	
ANNIE R. MOORE	<i>File and Record Clerk</i>
B.S., Bethune-Cookman College.	
CAROLYN OLLIVER	<i>Secretary, President's Office</i>
B.S., Bethune-Cookman College.	
EDITH CLARK	<i>Secretary, Treasurer's Office</i>
Florida A. & M. College.	
GRACE L. MICKLE	<i>Secretary, Veterans Records</i>
New York University.	
* FLORENCE M. EDWARDS BORDERS	<i>Assistant Librarian</i>
A.B., Southern University; B.L.S., Rosary College.	
BERNICE GRANT	<i>College Nurse</i>
B.S., Florida A. & M. College; R.N.	
NELLIE FRANCIS	<i>Campus Hostess and Office Clerk</i>
TANSY T. PURCELL	<i>Bookkeeper</i>
Bethune-Cookman College.	
FRANCES WEBSTER	<i>Bookkeeper</i>
B.S., Fisk University.	

MAINTENANCE

CHARLES FRANCIS	<i>Director, Boarding Department</i>
B.S., Tuskegee Institute; Additional Study, American School of Cookery; American University, and National School of Meat Cutting.	
SADIE G. SHARPE	<i>Dining Hall Hostess</i>
Bethune-Cookman College. Diploma, Thompson Hospital and Fireside School; Further Study, Freedman's Hospital Dietary School and United States Navy Dietary School.	
EVELYN ENGRAM	<i>Dining Hall Hostess</i>
B.S., Florida A. & M. College	
BEN LANE	<i>Laundry Supervisor</i>
EDWARD VAN POOLE	<i>Superintendent of Buildings and Grounds</i>
Bethune-Cookman College.	
SELENA CLEMMONS	<i>Matron, Curtis Hall</i>
F. PROCTOR TAYLOR	<i>Matron</i>
Wiley College.	
ERSKINE WILLIAMS	<i>Chef</i>
CLINTON EVANS	<i>Manager of Cabin</i>
Bethune-Cookman College.	
ROSA SIMMS	<i>Matron, Cookman Hall</i>
MATTHEW VAUGHN	<i>Second Cook</i>
BERNICE M. RICHARDSON	<i>Matron, Cookman Hall</i>
B.S., Johnson C. Smith University.	

* On leave of absence.

REGULAR INSTRUCTIONAL STAFF OF KEYSER

LABORATORY SCHOOL

CATHERINE B. DAVIS	<i>Principal and Sixth Grade</i>
B.S., Alabama State Teachers College; Further Study Columbia University	
CORNELIA B. FREEMAN	<i>First Grade</i>
B.S., Bethune-Cookman College.	
MAUDE P. AARON	<i>Second Grade</i>
B.S., Bethune-Cookman College.	
ROSE M. BRYON	<i>Third Grade</i>
B.S., Bethune-Cookman College.	
MARGARET E. WILLIAMS	<i>Fourth Grade</i>
B.S., Bethune-Cookman College; Further Study, Teachers College, Columbia University.	
THELMA C. DUBOSE	<i>Fifth Grade</i>
B.S., Florida A. & M. College.	

THE SUMMER SESSION

A program of education designed to meet the needs of the people and the challenges of the times must take into consideration the rapid changes taking place in the economic, political and social life of the people. It must provide opportunities for young people and adults to find their position in the channels of American life as contributors to the common welfare and progress. To become successful contributors necessitates that the leaders and workers be mentally and physically fit, and vocationally productive; keep up-to-date in matters that are civic and cultural; possess the courage to work for their honest convictions and dedicate their lives to sacrificial service. Well roundedness, ability to produce, scholarship, vision, seriousness of purpose and the spirit of service in terms of the requirements of life to-day are ends toward which education must strive. To the end of accomplishing these goals, Bethune-Cookman College plans to center all Summer School Courses and activities around the life of the student and the communities in which they live. The program, therefore, will be life-related, designed to meet total needs, in terms of present day living, of those in attendance.

To meet total needs, total resources will be utilized. Special consideration will be given to the mental, emotional and physical health of those who come to the college. The Workshop approach, where student and teacher work together cooperatively on problems with which the in-service teacher is confronted, will be utilized in all courses.

Bethune-Cookman College of Daytona Beach, Florida, is unique in the combination of location and educational advantages it offers. Located at Daytona Beach on the East Coast, the College has within ready access forests, lakes, the Atlantic Ocean, unique geological phenomena, ruins of the earliest Indian culture — all the resources necessary for invigorating activity and serious study.

To direct this program of activities the administration has secured the best instructional staff available, which staff will be given freedom to plan courses and programs on the basis of student and community needs. Students in turn are given full opportunity to work on problems that are real and important to them. Liberal regulations governing the activities of students and the close faculty-student relationship make campus life pleasant, stimulating and profitable.

WORKSHOP ON IMPROVED PRACTICES IN SCHOOL PROGRAMS

June 20 - July 12 July 15 - August 5

A feature of the summer session is a workshop program. It is designed to supplement the regular instructional program and will appeal to school teachers in service because of their timeliness and elastic scheduling. The workshop will operate general sessions where fundamental issues of classroom techniques in improving instruction and administrative and supervisory problems will be presented; smaller groups may deal with appropriate techniques at specific levels, as, the primary grades, the middle and upper grades, and the high school

Emphasis in the workshop will be placed upon a careful analysis of desirable practices with regard to techniques of democratic leadership in planning a dynamic school program with staff, students and community groups. Further, emphasis will be placed upon formulating criteria and planning appropriate techniques for evaluating the work of the school. Parallel to this, opportunities will be assured members to plan and carry forward through discussion and investigation a special problem designed to meet the needs of the participants in their local school situations.

Students should make application for admission to the workshop in the same manner as for the regular session.

Four and one-half quarter hours credit may be earned for a three weeks session or nine quarter hours credit for six weeks. Expenses are as follows:

Three Weeks Session

Tuition	\$25.00	Room and board	\$30.00
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Six Weeks Session

Tuition	\$50.00	Room and board	\$60.00
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THE WORKSHOP APPROACH MEANS —

1. A chance to work on an important interest or problem.
2. The stimulation of small group discussion and the opportunity for an adequate number of individual conferences about one's own problems with competent people.
3. The opportunity to study the means by which social living, related problems, kindred interests, and somewhat similar goals.
4. A well-rounded and rich summer's experience made possible through the interplay of professional, recreational, and social contacts.
5. The opportunity to experience at first hand the application to teacher-education of the experience curriculum with its emphasis on teacher guidance and teacher-pupil initiating, planning, executing, and evaluating of activities.
6. The opportunity to study the means by which social living may be improved through the use of creative arts as well as through books.

THE LABORATORY SCHOOL

The College will maintain a laboratory school during the summer for pupils in the Elementary School, which will be intimately related to the Program for teachers at this level.

EDUCATION FOR VETERANS

Veterans who qualify for Educational Benefits under public law 16 or public law 346 are eligible to enter training in the summer session as well as during the regular school year.

Bethune - Cookman is happy to make available its total facilities to Veterans who desire to increase their training as a means of being better prepared to make their contribution on the home front.

Courses leading to the Bachelor of Science Degree in Elementary Education, Secondary Education, Home Economics, and Business Administration are offered, and Vocational Training in Automobile Mechanics, Carpentry, Electricity, Machine Shop, Radio, Shoe Repair, Institutional Cookery, Tailoring, is provided. Vocational training courses are two years in length.

To obtain admission to the College:

- A. Fill out application for admission blank and mail to the Registrar's Office
- B. Arrange to have a transcript of your school record sent directly from the school to the Office of Admission.
- C. Take the scholastic aptitude test. (Students who transfer 28 college credits or more are not required to take this test except in special cases as determined by the office of Admission.) This requirement should be met as soon as possible.

To establish eligibility for training:

- A. If you live in the vicinity of Volusia County:
 1. Get a photostatic copy of your discharge or certificate of service. (Officers who have a cadet or enlisted discharge should get copies of that also.)
 2. Take the photostatic copy to a Training Officer of the Veterans Administration and file an application for a "Certificate of Eligibility."
- B. If you do not live in the vicinity of Volusia County, consult with the nearest Office of Veterans Administration.

(NOTE: All veterans are urged to apply for their "Certificate of Eligibility" as early as possible, since it takes time to get the Certificate once one is applied for. If you do not receive your "Certificate of Eligibility" before school begins, arrangements can be made whereby a veteran may deposit a sufficient amount of money to cover initial fees and expenses and thus be able to start school on time.)

To obtain credit for service training:

File your Record of Service with the Office of the Registrar. An evaluation of all training courses offered in all branches of the service has been made by the American Council on Education. Most colleges and universities follow the recommendation of this body in granting credit for service training. The evaluation of service training will not be made until the student is eligible for regular standing.

For general information:

Concerning offerings of the college, advice concerning the choice of a major field of study or information as to curriculum content, etc., consult with the Office of the Dean.

For specific and technical information:

Concerning any individual curriculum, consult with the Dean of the College or Head of the Division of Department concerned.

For housing information:

- A. *Men*—go to the Office of the Dean of Men.
- B. *Women*—go to the Office of the Dean of Women.

To arrange for payment of tuition and fees:

A. Under Public Law 346 or under the State Plan, deposit your Certificate of Eligibility at the Office of the Registrar on the second floor of the Administration Building.

B. Under Public Law 16, consult with the training officer in the Vocational Building.

If you plan to live on the campus and eat in the college dining hall, your expenses of board and lodging will be \$10 a week. You should bring with you at least a three months supply of money to defray expenses and take care of your needs until you begin to receive your subsistence allowance from the Veterans Administration. All bills of room and board at the college are payable in advance.

VETERANS ADVISEMENT CENTER

Bethune-Cookman College is one of the institutions providing training for Veterans of World War II under Public Law No. 16 and Public Law No. 346 of the Congress of the United States.

A Veterans AdviseMENT Center for the purpose of giving guidance and testing to Veterans interested in taking advantage of their educational opportunities is in operation at Bethune-Cookman College. Trained personnel is employed by the Veterans Administration and Bethune-Cookman College to counsel and administer tests to Veterans to help them decide on their objective.

GENERAL INFORMATION

There are no examinations or other regular requirements for admission to the Summer School. All persons who hold a teacher's certificate or have graduated from a standard four year high school, or those who wish to complete their high school work are eligible to attend. All persons must satisfy the Director of the Summer School that they are able to pursue with profit the course for which they wish to register.

ASSEMBLY PERIODS

An assembly program is held at 12:00 o'clock on Monday, Wednesday, and Friday. At this time activities and programs of a functional character prepared and directed by students are presented.

ONE TERM

The 1949 summer session will open Monday, June 13, 1949, for regular students and Monday, May 31, 1949, for vocational students. It will consist of nine weeks duration, closing on Saturday, August 13, for regular students.

The vocational program is continuous from May 31 to August 31, 1949.

ADJUSTMENT

The Summer School is an integral part of the College. It is therefore, expected that all enrollees of the session will cheerfully adjust themselves to existing campus regulations and cooperate in their maintenance.

For the protection and safety of students reasonable dormitory regulations will be observed by all summer students. A complete list of regulations will be furnished each student upon arrival.

LIVING ACCOMMODATIONS

The College has a trained dietitian on its staff for the summer, through whom it provides balanced meals, nutritious and appetizing. In cases where these meals are not acceptable the person thus concerned will come prepared to pay extra in cash for any special dishes or diets requested. This statement should be considered before you register.

Both body and mind need refreshment after toil. Realizing this fact, the College affords wholesome recreation for its Summer Session students. Musical programs, plays, lectures & movies are some of the recreational opportunities. Hikes and picnics will add to the enjoyment of the Session. On Friday evening during the session informal gatherings of students are held on the campus. The programs are varied, given over to various kinds of entertainment directed by student committees. Dramatic entertainments are generously interspersed.

All rooms are large and airy and are comfortably equipped with single beds, mattresses, pillows, dressers, and chairs. The student will provide his own bed linens, quilts, towels, and other things for his own special convenience.

A limited amount of room space may be reserved in advance by sending a reservation fee of \$5.00, payable to Bethune-Cookman College, addressed to the Secretary-Treasurer, Mrs. Bertha L. Mitchell. Information concerning Veterans housing may be secured from the Secretary-Treasurer.

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. Every effort is made to make the spiritual life and atmosphere of the campus deep and abiding.

FEES AND FINANCIAL REGULATIONS

Registration Fee for Keyser Pupils — \$4.00
(\$.30 Tuition; \$1.00 Registration)

1. Matriculation Fee \$75.00
(Includes Registration, Tuition for a maximum of 9 semester hours of work and Library Fee).
2. Supplementary Tuition Charge—(for students who are given permission to take from 1 to 3 additional semester hours of work) per semester hour 2.00
3. Board and Room—per week \$10—for session 90.00
4. Medical and Service Fee (payable by all students) .. 2.00
5. Laundry Service—at posted hourly rates.
6. Course Fees:
 - a. Business Administration:
 - Shorthand and Typewriting 3.00
 - b. Education:
 - 1) Supervised Teaching 10.00
Education 400E.
Education 400S.
 - Public School Art 2.00
 - c. Home Economics:
 - 1) Clothing 3.00
 - 2) Foods 3.00
 - 3) Nutrition and Lunchroom Management 5.00
 - d. Music:
 - Instrumental Music (Piano or Band Instrument) 15.00
 - e. Science:
 - Biology 5.00
 - Chemistry 5.00
 - Physics 5.00
7. VOCATIONAL DEPARTMENT:
 - 1) Tuition, including books and supplies, per month 40.00
 - 2) Tools—Minimum \$50.00—Maximum 100.00

8. OTHER FEES AND CHARGES:

a) Late Registration Fee—after June 16.....	3.00
b) Change of Program Fee	1.00
c) Late Examination Fee—per class	1.00
d) Graduation Fee	10.00
e) Deposit on key to Dormitory Room (refundable upon return of key)50
f) Use of Radio in Dormitory Room	2.00

FINANCIAL REGULATIONS:

I—*Matriculation Fee*, payable by all students at Registration, is NOT REFUNDABLE. (No reduction made nor extension granted on this charge).

II—*Supplementary Tuition*, payable at Registration.

III—*Medical and Service Fee*, payable at Registration.

IV—*Course Fees*, payable at Registration.

V—*Board and Room*, may be paid weekly, in advance or for the entire session. If paid for the entire session, the charge is \$88.00.

Room fees sent for room reservations will be refunded up to, and including June 5, 1949, BUT NOT AFTER THIS DATE.

NO ROOM RESERVATIONS WILL BE ACCEPTED AFTER JUNE 5, 1949.

The College Bookstore Carries a full line of all text books used in the Summer Session sold at list prices. Students are advised on account of changes of texts not to purchase their books in advance. All text books will be sold strictly for cash.

Students registered in courses requiring the use of materials will pay the materials fee of such courses as indicated in the schedule of fees and financial regulations.

ACADEMIC INFORMATION

CREDIT

The courses offered in the Summer School are, for the most part, the same and are on the same credit basis as courses given during the regular school year. Those completing work are given credit toward graduation according to the conditions of the regular catalog. Work in the Summer School meets fully the requirement of the State Department of Education.

Students who wish to enter the Summer Session as beginning freshmen should obtain application forms from the Director of Admissions (the Dean of the College). Such students must present evidence of graduation from high school, or its equivalent, with acceptable grades and credit. Any applicant who wishes to enter Bethune-Cookman College on a year-round basis may be required to take entrance examinations.

Students should register on June 13, in the Library, 8:30 to 5:00 P. M.

Inasmuch as registration on designated days is vital to the successful working of any system of registration, the following regulations concerning registration will be rigidly enforced:

1. Any student who has not completed his registration by 5:00 P. M. on June 16, will be charged a late registration fee of \$3. A student may not register for credit after June 18.

2. Any student who changes his registration after June 18 will be charged a fee of one dollar (\$1.00). Dropping a subject will be considered a change of registration.

3. No credit will be recorded for a student in any subject in which he has not been properly enrolled in the Registrar's Office.

4. A student who fails to appear in any class for which he has registered may receive an "F" in the course.

5. No student will be admitted to classroom instruction and recitation until he has officially registered, and his instructors have received class admission cards for each course. Registration is not complete until fees have been paid.

No courses may be dropped or added after June 21.

ACADEMIC REGULATIONS

COLLEGE CREDIT:

The maximum load for which a student may register is determined by the individual's academic average for the last term of college work regardless of the institution attended.

1. An average of "B" or better, 12 semester hours or 18 quarter hours.
2. An average of less than "B", 9 semester hours or 13½ quarter hours.

In the case of students who are transferring from other institutions and who feel qualified to take the maximum load, their official transcripts must be in the Office of the Registrar at least six weeks before the beginning of the term.

Courses which carry 4½ quarter hours credit will meet daily six days a week. Courses which carry 3 quarter hours credit will meet four days a week.

The unit of credit in the summer school is the "quarter hour". One quarter hour of credit is granted for the successful completion of two 60 minute clock hours per week of recitation or of four 60 minute clock hours per week of laboratory work for the full term.

GRADINGS

The final grade reports are made in accordance with the following system of grading:

Grade	Explanation	Percent Equivalent	Grade Points for Credit Hour
A	Excellent	90-100	3
B	Good	80- 89	2
C	Average	70- 79	1
D	Poor but passing	60- 69	0
F	Failure	Below 60	1
I	Incomplete		
W	Withdrawn		

The Office of the Registrar will not issue reports or grades until such time as complete reports have been recorded for all students. If a student desires information on his standing in a course prior to the time of issuing report by the office, he should seek it from the instructor of the course.

Final grades earned in each course by students are mailed from the Registrar's Office at the end of the Summer Session.

An average grade of 1.0 is required for the granting of a degree. A student who receives a grade of "F" in a course will not be granted credit for that course until he has elected it again and completed it successfully.

A student may be reported "I" (Incompleted), if some small but essential portion of his work in a course remains unfinished due to sickness, or some other unavoidable occurrence. To secure credit, he must complete the unfinished work during his next term of residence, otherwise the Incomplete becomes an "F".

All requests for record checks must be made during the first six weeks of any quarter. *During the summer session no record checks will be made except for prospective candidates for graduation.* In the case of transfer students, unless all work from other institutions is on file, no record check will be made. Additional balance sheets will be processed at an extra fee of \$2.00.

CREDENTIALS AND TRANSCRIPTS:

Credentials submitted to the Registrar become the property of the College and are kept permanently in the files.

Upon request one transcript of credits will be issued without charge. A fee of one dollar (\$1.00) will be charged for each additional transcript.

Transcripts of credits will not be issued to students by the Registrar's office during registration periods of any term, but should be requested before or after registration periods.

CLASSIFICATION OF STUDENTS:

Matriculated students whose record as to entrance conditions and the completion of prescribed work is satisfactory, are classified as follows:

Freshmen: Those who have completed less than forty-five quarter hours (30 semester hours).

Sophomores: Those who have completed more than forty-five quarter hours (30 semester hours), as many quality points, but less than ninety quarter hours (60 semester hours)

Juniors: Those who have completed more than ninety quarter hours (60 semester hours), and as many quality points, but less than 135 quarter hours (90 semester hours).

Seniors: Those who have completed more than 125 quarter hours (90 semester hours) and as many quality points.

Specials: Those who are either lacking in the required entrance units, or wish to pursue particular studies without reference to graduation, may be admitted, with the permission of the Dean to such courses of their own choice as they may seem qualified to undertake.

ATTENDANCE:

The regular class work will begin promptly June 14 for the summer session. Instructors will exclude from class all whose class cards have not been received from the Registrar by the third day after enrollment. Regardless of when a student enters, he or she is held responsible for the entire work of the class. Students who are absent from any class more than three times beginning with Tuesday, June 14, will not receive credit for that particular subject.

STUDENT RESPONSIBILITY:

Each student must assume full responsibility for registering for the proper courses and for fulfilling all requirements of graduation. Candidates for graduation must file in the office of the Registrar, formal application for graduation and must pay the graduation fee by April 1 and not later than June 1.

Each student is responsible for every course for which he registers.

PROCEDURE FOR DROPPING A COURSE:

1. Go to the Den's office and get two (2) drop cards.
2. Fill these 2 cards out and give all information requested.
3. Get Department Chairman's signature and permission.
4. Get Instructors' signatures that are affected by change.
5. Get the Dean to sign these two cards.
6. Get the Registrar to sign these two cards.
7. Go to the Business Office and get them stamped.
8. Leave one card at the Business Office, and return one to the Registrar's Office.

THE SAME PROCEDURE IS FOLLOWED FOR ADDING A COURSE.

If this procedure is not followed, an "F" will be recorded in the course dropped and no credit will be recorded in the course added.

Any student who withdraws from school should consult the Dean of the College, Counselor of Men or Women, the Registrar and in the case of Veterans, the Veterans Administration Training Officer. Students who fail to do so may expect grades of "F" in all courses.

ADVANCED STANDING:

Advanced Standing will ordinarily be granted only for acceptable credit (usually not below "C" or equivalent work) earned in an accredited institution. Such work is given full credit. In case a student applies for advanced standing showing work from an unaccredited institution, he is placed on probation for one term and is given credit for the work he brings according to the average he maintains during the probationary term at Bethune-Cookman College.

EXTENSION AND CORRESPONDANCE:

Bethune-Cookman College does not at this time offer extension or correspondence work. We do however, accept work done in this manner from approved institutions. Not more than 48 quarter hours (32 semester hours) will be accepted if done through extension or correspondence.

GRADUATION:

The college offers the following degrees: Bachelor of Science in Secondary Education with a major in: English, Mathematics, Science, Social Science, Modern Foreign Languages, Business Education, Home Economics, Music, Physical Education; Bachelor of Science in Business Administration and Elementary Education. An associate in arts certificate (2 yr.) in Elementary Education and a Vocational College (2 yr.) Certificate.

The candidate for the B. S. Degree must complete the following requirements:

1. The candidate must complete 186 quarter hours (124 semester hours) of work properly distributed. He must earn 186 quality points.
2. The candidate must take one major (30 semester hours or 45 quarter hours), one minor (24 semester hours or 36 quarter hours) for his teaching field.
3. The candidate must satisfy the requirements of the State Department.
4. The candidate must successfully complete 6 quarter hours (4 semester hours) of Physical Education.
5. The candidate must demonstrate character qualifications, and a promise of usefulness to the community, satisfactory to the college.
6. The candidate must pass successfully a comprehensive examination in certain basic subjects of the curriculum and a written and oral omprehensive in the major field of his choice.
7. The candidate for graduation in the Spring Commencement must file application with the Registrar not later than the last week of September. The candidate who

- expects to graduate in the Summer Commencement must file application for the degree and pay the diploma fee by April 1 and not later than June 1.
8. The candidate must spend the last session of his work in residence study including the last eight semester hours of work prior to graduation.
 9. The candidate must make satisfactory adjustment of all college fees and bills before being permitted to graduate.
 10. The candidate for graduation is required to attend class and other exercises incident to their graduation. The Dean will grant emergency requests to be absent from such activities.
 11. The candidate must complete at least 45 quarter hours (30 semester hours) in residence at Bethune-Cookman.
 12. The candidate is held responsible for completing all requirements for graduation by the time he expects to graduate.

When students allow a lapse of two years in their attendance to deny the completion of the course requirements they were to forfeit the completion of the course requirements they were prosecuting under the curriculum effective during their last attendance.

"The College reserves the right to administer the courses of the curriculum in terms of the sequence in each department with regard for revisions that have been found necessary according to student needs."

TEACHER EDUCATION REQUIREMENTS

(Lower Division leading to the Junior College Diploma and Under-graduate Certificate.)

A. *General Preparation*

A broad general background is considered essential in the preparation of teachers. At least six semester hours are required in each of the following fields: Science, Social Studies, English, and Mathematics. At least one-semester course is

required in Health Education, or Hygiene, and at least one-semester course is required in Physical Education. It is also considered highly desirable for the prospective teacher to have had general courses in Science, Social Science, Mathematics, Fine Arts, Language Arts, and the like.

B. Professional Preparation:

1. The applicant must have at least three semester hours of observation and practice teaching; or

2. He must have had at least sixteen months' actual teaching experience within the three-year period immediately preceding the completion of his application for a certificate. (This meets the experience requirement but may not be counted as a part of the eighteen hours of professional preparation.)

**C. Elementary School Course:*

The applicant must hold a degree based on four years' work in a standard institution and must have a major in Elementary Education approved by the State Department—OR must have met the requirements for the undergraduate certificate covering the elementary school course in an institution whose curriculum is approved by the Department—OR must have met the requirements for the undergraduate certificate and have credit in the following fields:

1. Educational psychology or child and adolescent psychology.
2. History and principles of education or introductory education.
3. Elementary school curriculum or general methods of teaching in the elementary school.
4. Principles and methods of teaching reading.
5. Children's literature.
6. Methods and materials in science in the elementary school.
7. Methods and materials in social studies in the elementary school.
8. Six semester hours in United States History and Constitution or American Government.
9. Geography.
10. Methods and materials in health education in the elementary school.
11. Methods and materials in arithmetic in the elementary school.
12. Methods and materials in physical education in the elementary school.
13. Four semester hours in public school music.
14. A credit or non-credit course in penmanship.
15. Four semester hours in public school art.

The State requirements for the undergraduate certificate are identical with those for the graduate certificate in Elementary Education.

* Subject to change.

CLASS SCHEDULE*

Dept.	Course No.	Class	Days	Quarter hours
FIRST HOUR: 7:00 - 8:00				
Ed	403	Reading Methods	Daily	4½
Ed	406	Children's Literature	MTThF	3
Sci	201	General Biology	Daily	4½
Sci	301	General Inorganic Chemistry	Daily	4½
HE	101	Art - Prin of Line, Color and Design	MTThF	3
Mus	112	Sight Singing, Ear Training, Group Voice	MTThF	3
Eng	213	Public Speaking	Daily	4½
Soc	201	Introductory Sociology	Daily	4½
HE	322	Child Care & Development	MTThF	3
Soc	321	European History	Daily	4½
Mus	211	Harmony I	to be arranged	3
SECOND HOUR: 8:00 - 9:00				
Eng	410	Contemporary Reading	Daily	4½
Ed	232	Psychology in Education	Daily	4½
BA	422	Business Law	Daily	4½
Ed	307	M & M Social Studies	MTThF	3
Sci	201	General Biology (Lab)	WS	0
Sci	301	General Inorganic Chemistry (Lab)	WS	0
HE	101	Art - Prin. of Line, Color, Design	MW	0
ED	212	Public School Music	MTThF	3
Eng	101	English Composition	Daily	4½
Soc	243	American Government	Daily	4½
Soc	333	Conservation	Daily	4½
Math	201	College Algebra	Daily	4½
Ed		Secondary Education	to be arranged	4½
THIRD HOUR: 9:00 - 10:00				
Ed	206	Elementary Curriculum	Daily	4½
BA	201	Elem Shorthand & Typing	Daily	4½
Ed	311	M & M Arithmetic	MTThF	3
HE	102	Clothing - Selection & Constr.	Daily	4½
Eng	323	Negro Literature	Daily	4½
Soc	301	Marriage and the Family	Daily	4½
HE	422	Nutrition & Lunchroom Planning	Daily	4½
Soc	231	Human Geography	Daily	4½
Sci	401	General Physics	Daily	4½
Math	311	Trigonometry	Daily	4½
PE	211	Health Education	Daily	4½
Sci	101	Survey Physical Science	Daily	4½
PE		Intro. to Physical Education	to be arranged	4½
FOURTH HOUR: 10:00 - 11:00				
Ed	201	Introduction to Education	Daily	4½
BA	201	Elem Shorthand & Typing	Daily	4½
HE	102	Clothing - Sel. & Constr. (Lab)	WS	0
Ed	222	Public School Art	MTThF	3
Mus	211	Elementary Harmony	MTThF	3
Eng	331	Sur American Literature	Daily	4½
Ed	310	M & M Science	MTThF	3
HE	442	Nutrition & Lunchroom Planning	WS	0
Soc	311	Principles of Economics	Daily	4½
Soc	443	Negro in Contemporary Life	Daily	4½
Sci	401	General Physics	WS	0
FIFTH HOUR: 11:00 - 12:00				
Ed	400	Elementary Practice Teaching	Daily	4½
BA	321	Insurance	Daily	4½
Ed	308	M & M Physical & Health Edu.	MTThF	3
Ed	223	Public School Art	MTThF	3
Ed	313	Public School Music	MTThF	3
Eng	301	Sur English Literature	Daily	4½

Soc	313	Consumer Economics	Daily	4½
Soc	241	U. S. History	Daily	4½
Math	101	College Mathematics	Daily	4½
Ed	363	Special Methods in Teaching	to be arranged	4½
ASSEMBLY: M W F 12:00 - 12:30				
LUNCH: 12:35 - 1:25				
SIXTH HOUR: 1:30 - 2:25				
PE	101	Physical Education	MW	1½
PE	101	Physical Education	TTh	1½
PE	102	Physical Education	to be arranged	1½
PE	102	Physical Education	to be arranged	1½

* Subject to change.

VOCATIONAL CLASSES

GROUP	SUBJECT	ROOM and BUILDING	HOUR
A	Auto Mechanics	Auto Shop	8:30-12:00
	Related Math	Science 3	1:45- 2:40
	Related English	White 8	2:45- 3:40
B	Related Math	Science 1	8:30- 9:20
	Related English	Science 1	9:30-10:25
	Auto Mechanics	Shop	8:30-12:00
A	Carpentry	Science 3	1:45- 2:40
	Related Math	White 8	2:45- 3:40
	Related English	Science 1	8:30- 9:20
B	Related Math	Science 1	9:30-10:25
	Related English	Science 1	9:30-10:25
	Carpentry	Shop	1:40- 5:10
A	Radio	Shop	8:30-12:00
	Related Math	Science 3	2:45- 3:40
	Related English	White 8	3:45- 4:40
B	Related English	Science 1	10:30-11:25
	Related Math	Science 1	11:30-12:25
	Radio	Shop	1:40- 5:10
A	Electricity	Shop	8:30-12:00
	Related Math	Science 3	2:45- 3:40
	Related English	White 8	3:45- 4:40
B	Related English	Science 1	10:30-11:25
	Related Math	Science 1	11:30-12:25
	Electricity	Shop	1:40- 5:10
A	Agriculture	Shop	8:30-12:00
	Related Math	Science 3	2:45- 3:40
	Related English	White 8	3:45- 4:40
B	Related English	Science 1	10:30-11:25
	Related Math	Science 1	11:30-12:25
	Agriculture	Dining Room	1:40- 5:10
A	Comm. Dietetics	Kitchen	8:30-12:00
	Related Math	Science 3	1:45- 2:40
	Related English	White 8	2:45- 3:40
B	Related English	Science 1	8:30- 9:20
	Related English	Science 1	9:30-10:25
	Institutional Cookery	Shop	1:40- 5:10
A	Shoe Repair	Shop	8:30-12:00
	Related Math	Science 3	2:45- 3:40
	Related English	White 8	3:45- 4:40
B	Related English	Science 1	10:30-11:25
	Related Math	Science 1	11:30-12:25
	Shoe Repair	Shop	1:40- 5:10
A	Tailoring	Shop	8:30-12:00
	Related Math	Science 3	2:45- 3:40
	Related English	White 8	3:45- 4:40
B	Related English	Science 1	10:30-11:25
	Related Math	Science 1	11:30-12:25
	Tailoring	Shop	1:40- 5:10

(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? Are you an honorably discharged veteran?

Who will be responsible for payment of your fees?

(Name and address of person responsible)

No applicant will be considered for admission until the following credentials are received at least six weeks before desired entrance date:

1. Application blank with \$15.00 deposit
2. High School transcript
3. Certificate of Eligibility for veterans
4. College transcripts for transfer students
5. At least three character references

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.

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Please check below the department for which you will register.

Elementary Education	Home Economics
Business Education	Business Administration
Physical Education	Pre-Medical (4 years)
Pre-Dental (4 years)	Pre-Pharmaceutical (2 years)
Secondary Education with majors in:	
English	Social Science
Mathematics	Modern Foreign Languages
Science	Music
Vocational Training in:	
Auto Mechanics	Radio
Carpentry	Shoe Repair
Electricity	Tailoring
Institutional Cookery	Brick Masonry

NOTE: All students, whether day or boarding, previously enrolled or not, are required to send in this blank. With the blank must be sent a fee of \$15, of which \$10.00 will be credited to your account or will be refunded to you provided you find it impossible to attend and make this request before the registration date of the term you desired entrance. \$5.00 will cover the processing of credentials and correspondence, and is not refundable.

SPECIAL FEATURES

CULTURAL OPPORTUNITIES

Cultural opportunities are numerous at Bethune-Cookman College. There are plays, concerts, exhibits, and Church services each Sunday at Community Churches.

LIBRARY

The College Library is an integral part of every student's life and many happy hours may be spent browsing through the collection of over 100,000 volumes available for general circulation and reference work, reading the periodicals, and looking at the special collection.

LECTURES

Because of its uniqueness, the distinction of its founders, the state-wide educational activities of the President, Bethune-Cookman College has access to the best lecturers in the country. Every week at Chapel period or another designated time, a lecturer is presented to the student body.

RECREATIONAL OPPORTUNITIES

Summer at Bethune-Cookman College is a succession of clear, stimulating days and cool nights. Within easy access to the college is the world's most famous beach — year round playground of millions each year.

An intensive recreational program is sponsored for students. The city operates two playgrounds — Campbell Street and Cypress Street where opportunities are available for participation in swimming, tennis, softball, and volley ball.

Movies are shown on the campus once a week and the local theatre, showing first-run movies, is only a block from the college.

Beach parties are sponsored for the students at the local beach and at Bethune-Volusia Beach in New Smyrna. Dances are held in the College Auditorium and at the local playgrounds. Music is furnished by the school orchestra.



