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### Pitt State Guide 1961-1962

Kansas State College of Pittsburg

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# PITT STATE GUIDE

## 1961-1962





KANSAS STATE COLLEGE OF PITTSBURG  
PITTSBURG, KANSAS

# STUDENT HANDBOOK

1961-1962



## FOREWORD

*Kansas State College of Pittsburg will be of primary importance to you during the coming months and years. To use the opportunities of the college to best advantage you must know the college well. This booklet is designed to present important areas of information about Kansas State College of Pittsburg.*

*The material contained here has been selected as that information most necessary for people at the college. It is a resource book and should be available at all times for reference. More complete information is available in the general catalogue or from the various administrative offices of the college such as the Office of the Director of Admissions and Registrar, Dean of Instruction, Dean of Men, Dean of Women, or the Administrative Assistant to the President.*

*The information contained here is of particular importance to new members of our college community and new students should refer to it whenever they are in doubt about some procedure or some information concerning the college. Keep the booklet ready at hand at all times. It is our hope that you will use this book often and that its use may help you to have a rewarding and profitable experience while at college. We bid you welcome.*



## COLLEGE CALENDAR

### First Semester 1961-62

September 11-13, Monday, Tuesday, Wednesday	Enrollment
September 14, Thursday	Classwork begins
September 16, Saturday	Last day for full fee refund
September 20, Wednesday	Last day to add new classes
September 25, Monday	Last day for late enrollment
September 30, Saturday	Final date for dropping course
October 21, Saturday	Last day for one-half fee refund
November 10, Friday	Midsemester
November 22, Wednesday, 12:00 noon	Dismissal for Thanksgiving
November 27, Monday	Classwork resumed
December 20, Wednesday after last class	Dismissal for Christmas
January 4, Thursday	Classwork resumed
January 19, Friday	Final Examinations begin
January 27, Saturday	Semester closes

### Second Semester 1961-1962

January 31, February 1, Wednesday, Thursday	Enrollment
February 2, Friday	Classwork begins
February 6, Tuesday	Last day for full fee refund
February 8, Thursday	Last day to add new classes
February 14, Wednesday	Last day for late enrollment
February 20, Tuesday	Final date for dropping course
March 1, Thursday	Commemoration Day
March 13, Tuesday	Last date for one-half fee refund
March 30, Friday	Midsemester
April 18, Wednesday, after classes	Dismissal for Easter
April 25, Wednesday	Classwork resumed
April 30, Monday	Final day to apply for degrees
May 24, Thursday	Final examinations begin
May 25, Friday	Examinations continued
May 28, Monday	Examinations continued
May 29, Tuesday	Examinations continued
May 30, Wednesday	Memorial Day vacation
May 31, Thursday	Examinations close
June 3, Sunday	Baccalaureate Service
June 4, Monday	Commencement

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LEONARD H. AXE  
*President*

**To the Students of  
Kansas State College of Pittsburg**

I extend a cordial welcome to those of you who are enrolling at Kansas State College for the academic year, 1961-62. The 227 members of the faculty and administration join me in expressing best wishes for a successful and beneficial academic year as well as an enjoyable one.

Obtaining the best possible education should be the focal point of your college life, but the learning process should not be confined exclusively to the classroom. All of you not only have the opportunity but the obligation to broaden your education by participating in the different extracurricular activities made available by and through the college: the athletic events, the campus political life, the public lectures and discussions, the concerts, the dramatic presentations, the organizations, and last but not least, the association with fellow students.

Those of you who are enrolling for the first time will find a friendly corps of faculty, advisers, counselors, and fellow students ready to help and assist you if given the opportunity. Never hesitate to seek help, and you will never need look far for it. I would remind you, however, that you and only you can obtain your education.

*President*

A handwritten signature in cursive script, reading "Leonard H. Are". The signature is written in dark ink and is positioned below the title "President".

## THE COLLEGE

Kansas State Collgee of Pittsburg was established in 1903 by the State Legislature and was placed under the authority of the Board of Regents. Since its founding for the purpose of preparing teachers of the practical arts, it has grown to be a general college and now offers curricula in Science, Technical Work, Business Administration, Home Economics and all areas of Teacher Education. Many students take courses to prepare them to enter professional schools such as law, medicine and dentistry. The Board of Regents names a President who in turn selects faculty and staff to carry out the purposes and objectives of the college. All these people are ultimately responsible to the citizens of the state and their first duty is to serve you, the students at Pittsburg State.

## BOARD OF REGENTS

Mr. Whitley Austin, Chairman	Salina
Mr. George B. Collins	Wichita
Mr. W. F. Danenbarger	Concordia
Mr. Ray R. Evans	Kansas City
Mr. Clement H. Hall	Coffeyville
Mr. Charles V. Kincaid	Independence
Mr. Clyde M. Reed	Parsons
Mr. Leon N. Roulier	Colby
Mr. Russell R. Rust	Topeka
Mr. Hubert Brighton, Secretary	Topeka



## ADMINISTRATIVE OFFICERS

LEONARD H. AXE, A.B., LL.B., S.J.D., LL.D.,  
*President*

DENMAR A. COPE, A.B., J.D.,  
*Administrative Assistant to President*

ALVIN H. PROCTOR, B.S., M.S., Ph.D.  
*Dean of Graduate Studies*

WILLIS L. TOMPKINS, B.S., M.B.A., Ph.D.  
*Dean of Instruction*

MARY R. MOORE, B.S., M.S., Ed.D.,  
*Dean of Women*

RALPH W. WRIGHT, B.A., M.A., Ph.D.,  
*Dean of Men*

C. RAY BAIRD, B.A., M.A., Ed.D.,  
*Director of Admissions and Registrar*

CLIFFORD E. BEOUGHER, B.S.,  
*Business Manager*

LEMOINE B. CARLYON, B.S., M.S.,  
*Plant Superintendent*



## CHAIRMAN OF DEPARTMENTS

- |  |                           |
|--|---------------------------|
| DAVID G. BARRY, Ph.D.<br><i>Department of Biological Science</i>                   | Room 115, Carney Hall     |
| WILLIAM A. BLACK, Ph.D.<br><i>Department of Education and Psychology</i>           | Room 215, Russ Hall       |
| LELAND D. BOONE, M.S.<br><i>Department of Non-College Vocational Education</i>     | Room 212, Mechanical Arts |
| LT. COL. JAMES W. BRANDON, M.A.<br><i>Department of Military Science</i>           | Rm. 214 Mechanical Arts   |
| RICHARD C. WELTY, Ph.D.<br><i>Department of Social Science</i>                     | Room 316, Russ Hall       |
| <br><i>Department of Home Economics</i>  | Room 101, Home Economics  |
| PRENTICE E. GUDGEN, A.M.<br><i>Department of Physical Education</i>                | Second Floor Gymnasium    |
| DELTA W. GEIER, Ph.D.<br><i>Department of Physical Science</i>                     | Room 206, Carney Hall     |
| MILLARD M. LAING, Ed.D.<br><i>Department of Music</i>                              | Room 103, Music Hall      |
| FLOYD R. MEYER, Ed.D.<br><i>Department of Library Science</i>                      | Room 103, Library         |
| <br><i>Department of Industrial Education and Art</i>                              | Room 1, Industrial Arts   |
| RONALD G. SMITH, Ph.D.<br><i>Department of Mathematics</i>                         | Room 301, Russ Hall       |
| ROBERTSON I. STRAWN, Ph.D.<br><i>Department of Language and Literature</i>         | Room 305, Russ Hall       |
| RALF J. THOMAS, Ed.D.<br><i>Department of Commerce and Business Administration</i> | Room 402, Russ Hall       |

## LOCATION OF MAIN OFFICES

President.....	Room 205, Russ Hall
Administrative Assistant.....	Room 204, Russ Hall
Audio-visual Center.....	Room 304, Mechanical Art
Business Office.....	Room 208, Russ Hall
Dean of Instruction.....	Room 108, Russ Hall
Dean of Graduate Studies.....	Room 203, Russ Hall
Dean of Men.....	Room 115, Russ Hall
Dean of Women.....	Room 115, Russ Hall
Duplicating Office.....	Room 410, Russ Hall
Extension Office.....	Room 110, Russ Hall
Guidance Bureau.....	Room 117, Russ Hall
Health Center.....	Room 100, Carney Hall
Housing Office.....	Room 112, Russ Hall
Mailing Room.....	Room 106, Russ Hall
Placement Bureau.....	Room 218, Russ Hall
Registrar.....	Room 103, Russ Hall
Student Center Manager.....	First Floor, Student Center
VA Office.....	Room 206, Mechanical Arts



## ACADEMIC OBJECTIVES

The academic and intellectual development of its students is the first purpose of Kansas State College of Pittsburg. All undertakings at the college must make a contribution to this first purpose. The value of any activity which you undertake at college should be judged in terms of its contribution to your intellectual development.

Dean Willis L. Tompkins is the administrative officer directly responsible for the academic program of the college. This program is designed to (1) promote the intellectual growth of the students that they may enjoy a more satisfying and civilized life experience and (2) develop in the student competencies by means of which he may earn a living.

Students regularly enroll in fifteen academic hours of work during each semester, although students who have made above average grades may enroll for up to eighteen hours. Regulations concerning academic aspects of college life will be found on page 52 of this booklet. Details about such subjects as course offerings, degrees granted, and requirements for graduation may be found in the general catalogue of the college.



DON MILLER  
*President of  
Student Assembly*  
1961-1962



## STUDENT GOVERNMENT

### Officers

President.....Donald L. Miller

#### Vice-Presidents:

Student Government.....James AuBuchon

Educational Affairs.....Helen Scott

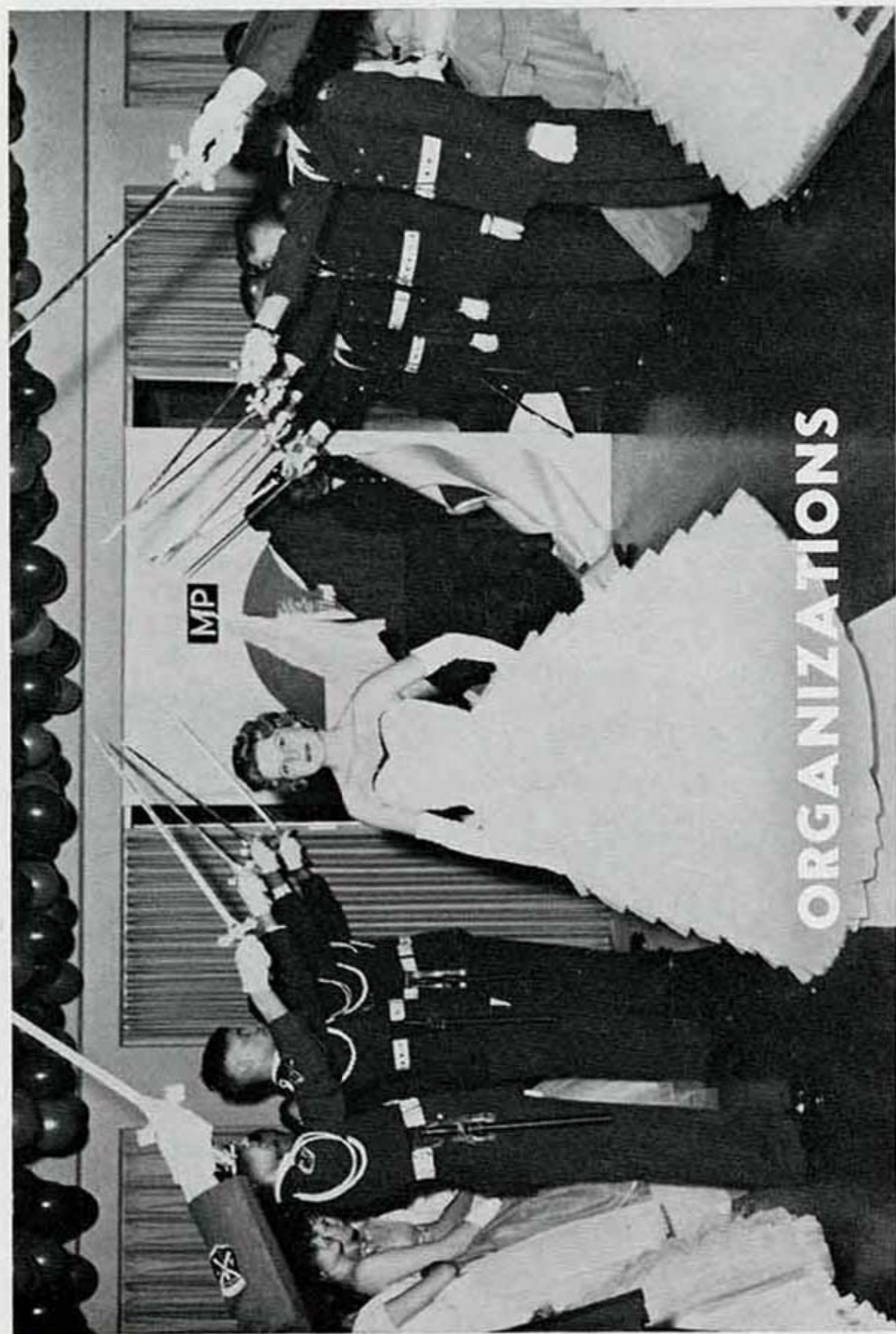
Student Affairs.....Joyce Cottom

Human Relations.....Marshall Seavey

The Student Assembly is the student governing body of the college. It is a representative body named at a general election by the voting members of the student body. It is composed of the following voting members: President, four vice-presidents, four class presidents, four Student Assembly representatives, (one from each class), one representative from the Graduate students, one representative from the Vocational Students and twelve representatives elected from the entire membership of the student body.

Non-voting members include the Parliamentarian, the Collegio representative and two faculty sponsors selected by the Assembly.

Elections are held for all elective officers on the third Wednesday in April except in the case of the freshman class officers which will be held no later than November 1, of each year.





## ORGANIZATIONS

Any group of students with a common interest may form an organization to further that interest. When a constitution and a set of by-laws have been drawn to indicate the objectives and procedures of the organization these must be submitted to the student council. If this council feels that the objectives and proposed activities are worthy and in keeping with the objectives of the college, the constitution and by-laws may be accepted and the organization may become an official organization of the college.

### General Organizations

Certain organizations of the college have membership drawn from large groups of people. These people may have very diverse interests and be part of the organization as a consequence of such facts as their place of residence.

#### Dormitory Judicial Council

Advisor: Dr. R. C. Welty

Justice is administered within the residence halls for men by a Dormitory Judicial Council. **Dr. Welty** of the Social Science Department acts as advisor and consultant to this important organization. The Council is composed of representatives named from each residence hall. Through the functioning of the judicial council the men who live in residence halls are given the opportunity to control their living situation so as to make it the best possible environment for education. Residents have the responsibility of creating such an environment and of using student government instruments to accomplish this.



## **Associated Women Students**

Advisors: Dr. Mary Moore, Mrs. Mary Hankammer

A. W. S. is the women's governing body of which every regularly enrolled woman student is a member. This organization works to help unify the women students, to provide opportunities for leadership, to encourage activities, and to govern the women on campus. It is our belief that every woman should take advantage of her cultural and scholastic heritage to learn her future roles of leadership and responsibility in the community through the valuable experiences offered to her as an active participant in A.W.S.

The Executive Council is composed of women nominated by the Nominating Committee and elected by the women of the student body in the general election held each spring. The slate for the Executive Council is set up according to qualifications described in the By-Laws. Representatives to the Women's Council are elected by the Women's Residence Halls. Town girls and girls living in approved housing also have representatives.

The Judiciary Council is composed of two girls representing each scholastic classification. They are nominated by the nominating council and elected by a general election. Their purpose is to hear and try infractions of rules of women students.

The Nominating Committee and various standing committees are elected by the Women's Council.

### **1961-1962 A.W.S. Officers**

President—Carole Kazmierski

First Vice-President—Janet Gosch

Second Vice-President—Cathy Campbell

Corresponding Secretary—Jean Miller

Treasurer—Ann Koppers

Recording Secretary—Sue Pratt



## All-Campus Organizations

Certain organizations draw membership from various classifications and departments. These have a variety of purposes as indicated by the following list:

Organization	Sponsor
Senior Class.....	{ Dr. Robert Noble Dr. Evelyn Triplett
Sophomore Class	
Junior Class	
Freshman Class.....	{ Dr. Ralph Wright Dr. Mary Moore
Alpha Phi Omega.....	Dr. L. L. Tracy
Alpha Phi Omega draws its membership from men who have been active in Scouting. It is a service organization which strives to live up to its motto "Service to school and community."	
Collegio.....	Dr. Henry Bagley
This organization is responsible for the publication of the campus newspaper. Its membership is drawn chiefly from the classes in journalism.	
Collegiate Young Democrats.....	Dr. Alvin Proctor
Collegiate Young Republicans	
Honors Forum.....	Dr. Theodore M. Sperry
Iranian Student Association in the U.S.A.....	Mrs. Perva Hughes
International Friends.....	Mrs. Perva Hughes

International Friends draws its membership from students and faculty at Kansas State College whose homes are outside of United States. Their purpose is to develop understanding and friendship among people of various national and cultural backgrounds.

[illegible]



Phi Beta Lambda (FBLA).....	{ Dr. Lois Adele Thompson Mr. Edgar L. Hopusch
Military Science Rifle Club(NRA)	Capt. Frank. H. Scott
National ROTC Band Assn.....	Capt. A. L. Ponder, Jr.
Philosophy Club.....	
Physical Education	
Majors and Minors Club.....	Dr. Evelyn Triplett
Physics Club.....	Dr. R. G. Nuckolls
Psychology.....	
Press Club.....	Dr. Henry Bagley
Social Science Club.....	{ Dr. Alvin Proctor Dr. Elizabeth Cochran
Student KSTA.....	Dr. Aldon Bebb
Trade and Industry Club.....	{ Mr. Floyd Percy Mr. Roy Smith

## DEPARTMENTAL HONORARY ORGANIZATIONS

Students who have achieved special proficiency in some area of work at college may be invited to join honorary organizations. This is a special honor sought after by serious students in the various departments of the college.

### Departmental Honorary

**Alpha Kappa Psi**—a professional men's fraternity for students in business administration. Alpha Kappa Psi is the oldest national professional business administration fraternity in the nation. Sponsor—Mr. M. J. Little.

**Beta Beta Beta**—a national scholastic honorary society in biology for students one of whose principal fields of interest is biology. Sponsor—Dr. J. C. Johnson, Jr.

**Delta Psi Kappa**—is a national professional physical education fraternity in which membership is limited to under-

graduate and graduate women students who have majors or minors in Physical Education. Sponsor—Dr. Evelyn Triplett.

**Epsilon Pi Tau**—an international honorary society for students majoring in industrial education. Sponsors—Mr. Laurence Cutler, Dr. Forest Penny.

**Kappa Delta Pi**—an international honorary educational society open to juniors, seniors, and graduate students. Sponsor—Mr. C. Harrold Bush.

**Kappa Kappa Psi**—a national honorary society for people who have demonstrated special interest and proficiency in college band activities. Sponsor—Mr. Russell Pugh.

**Kappa Mu Epsilon**—for students majoring or minoring in mathematics. Sponsor—Dr. J. D. Haggard.

**Kappa Pi**—a national honorary fine arts fraternity. Sponsor—Miss Sylvia Jones.

**Pershing Rifles**—Company A-7th Regiment of the National Society of Pershing Rifles is a national social military organization drawn from freshman and sophomore men in R.O.T.C. This organization includes the Benefield Rifles—a precision Special Drill Team. Sponsor—Capt. Marion E. Thorpe.

**Phi Alpha Theta**—an honorary fraternity in the field of history. Sponsor—Dr. Dudley T. Cornish.

**Phi Delta Kappa**—a professional fraternity for men in education. Sponsor—Dr. William Black.

**Phi Mu Alpha Sinfonia**—a men's national music fraternity. Sponsor—Mr. Walter Osadchuk.

**Phi Upsilon Omicron**—a national professional and honorary fraternity in the field of home economics.

**Pi Delta Epsilon**—a national collegiate journalism fraternity to encourage student participation in undergraduate publications and the development of excellence in those publications. Sponsor—Dr. Henry Bagley.



**Pi Kappa Delta**—a national forensic society, open to students who have represented their institution in intercollegiate contests in debate or oratory. Sponsor—Mr. H. Francis Short.

**Pi Omega Pi**—a national honorary business education fraternity. Sponsors—Dr. Ralf J. Thomas and Mr. Donald L. Crawford.

**Psi Chi**—in addition to a special interest in the field of psychology all members must possess high scholastic standing and leadership ability. Sponsor—Dr. Herbert P. Rumford.

**Sigma Alpha Iota**—women's national music fraternity. Sponsor—Miss Gabriella Campbell.

**Sigma Tau Delta**—an honorary fraternity for students majoring in English. Sponsor—Mrs. Jean CcColley.

**Society of Scabbard and Blade**—was formed to preserve and develop the essential qualities of good and efficient officers. The membership is drawn from students in advanced R.O.T.C. Sponsor—Capt. Forest E. Pierce.

**Theta Alpha Phi**—a national honorary dramatics fraternity. Sponsor—Mr. Kenneth Roberts.

**Beta Beta Beta**—a national honorary fraternity in Biology. Sponsor—Dr. J. C. Johnson.

## GENERAL HONOR SOCIETIES

Certain students achieve high proficiency in all work attempted in college. Such persons, who have excelled in scholarship and leadership are honored by the college by election to the General Honor Societies.

### Gold Key for Men

#### ADVISORY BOARD

DR. LEONARD H. AXE  
DR. DUDLEY T. CORNISH  
COACH CARNIE SMITH

## **Golden Crest for Women**

### **ADVISORY BOARD**

MRS. JUDITH SHAW  
MISS MARGARET PARKER  
MRS. HORTENSE SMITH  
DR. REBECCA PATTERSON  
MRS. BLANCHE ALBUS

## **RELIGIOUS ORGANIZATIONS**

Students at college are generally interested to continue their customary affiliation with people of the same religious persuasion. Campus religious organizations provide an opportunity for this type of relationship as well as opportunity for inter-denominational experiences.

### **Religious Organizations**

**Baptist Student Union** (Southern Baptist): Sponsor, Dr. Henry L. Bagley

**Baptist Student Fellowship** (Am. Baptist): Sponsor, Mrs. Jacob Zimmerman, Dr. Ross Anderson

**Canterbury Club** (Episcopal): Sponsor, Rev. Warren Sapp

**Chi Alpha Fellowship** of the Pentecostal (Assembly of God): Sponsor, Dr. Morris Stevens

**Disciples Student Fellowship** (Christian): Sponsor, Rev. Jack T. Vaughn, 1801 S. Joplin

**Heyer Fellowship** (Lutheran): Sponsor, Dr. J. L. Pauley

**Kappa Beta** (Christian Women): Sponsor, Mrs. Jack T. Vaughn, 1801 S. Joplin

**Kappa Phi** (Methodist Women): Sponsor, Mrs. Joy Clark, 725 W. 1st

**Liahona Fellowship** (Latter Day Saints) Sponsor, Mr. James F. Holley



**Newman Club** (Catholic): Sponsors, Father Robert Kocour,  
Dr. Charles Dellesaga and Dr. Charles W. Reilly

**Sigma Theta Epsilon** (Methodist Men) Sponsor, Mr. Jay Holt

**Wesley Foundation** (Methodist): Sponsor, Rev. Richard  
Johnson

**Westminster Fellowship** (Presbyterian): Sponsor, Mrs. J. T.  
Curran

**Young Men's Christian Association**—Non-denominational  
religious organization: Sponsor, Dr. John Roberts

**Young Women's Christian Association**—Non-demonination-  
al religious organization

## **SOCIAL ORGANIZATIONS**

### **For Men**

#### **Inter-Fraternity Council**

Sponsors: Mr. Roy S. Bennett,  
Jr., Mr. Richard R. Carr

#### **Officers:**

President.....	Paul Arabia
Vice-President.....	Gary Smith
Secretary.....	Charles Reece
Treasurer.....	Chester Bowie



#### **Junior Interfraternity Council**

Sponsors: Mr. Roy S. Bennett, Jr., Mr. Richard R. Carr

#### **Officers:**

President.....	Dan Prichard
Vice-President.....	Paul Cook, Jr.
Secretary.....	Russ Dahl

**Alpha Phi Alpha:** Sponsor, Dr. Ellis Shields



**Kappa Alpha Psi:** Sponsor, Dr. Dudley Cornish

**Phi Lambda Chi:** Sponsor, Dr. Robert Noble, Dr. Forest Penny

**Phi Sigma Epsilon:** Sponsor, Mr. Joe Murphy, Capt. Sidney C. Guthrie

**Sigma Tau Gamma:** Sponsor, Mr. John Lance, Capt. Arno L. Ponder, Jr., Mr. William M. Panter, Dr. Ralf J. Thomas, Mr. Leland D. Boone

**Tau Kappa Epsilon:** Sponsor, Dr. J. D. Haggard

### **For Women**

#### **Pan-Hellenic Council**

Sponsor: Dr. Mary Moore

#### **Officers:**

President.....	Heather Sims, Kay Lynne Gibson
Vice-President.....	Regina Baker
Secretary.....	Paula Polfer
Treasurer.....	Betty Jo Roque
Editor.....	Zella Shaver

**Alpha Delta Pi:** Sponsor, Mrs. Kathryn Carr

**Alpha Kappa Alpha:** Sponsor, Mrs. Robert Noble

**Alpha Sigma Alpha:** Sponsors, Mrs. Perva Hughes, Mrs. Jean McColley

**Delta Sigma Theta:** Sponsor, Mrs. Neva Beatty, Miss Elizabeth Rodda

**Sigma Sigma Sigma:** Sponsor, Miss Gabriella Campbell, Mrs. Floyd Beard

**Alpha Gamma Delta:** Sponsors, Miss Frances Hashbarger, Miss Helen Kriegsman

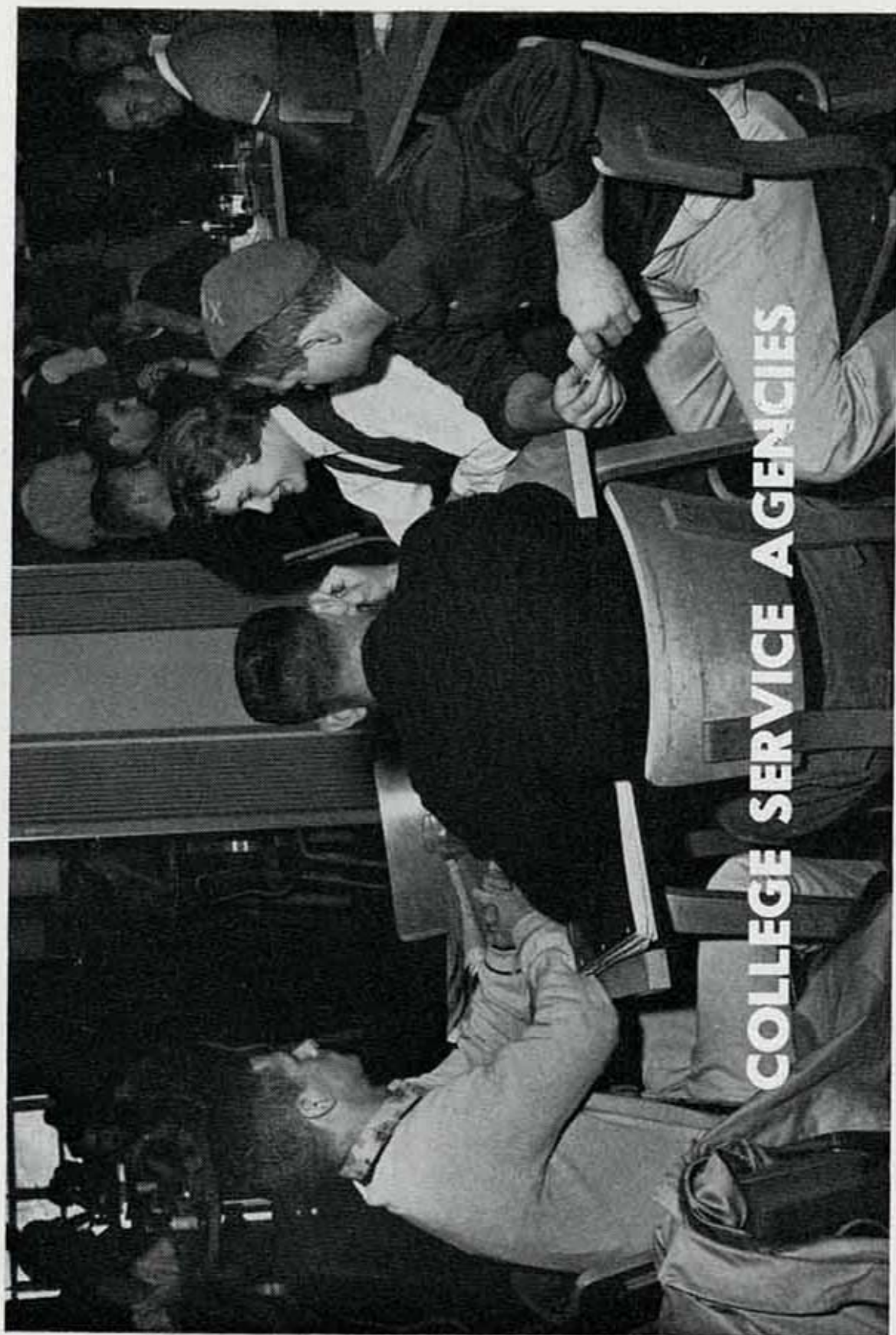
**Xi Omega Fraternity (A Colony for Sigma Chi)**

Sponsors: Dr. Denmar Cope (Faculty Sponsor), Professor Warren Woelfel (Alumni Sponsor)

Regent: Mr. Warren Bradfield

The Xi Omega Fraternity is the youngest fraternity on campus and was specifically organized for petitioning Sigma Chi.

On June 28, 1961, Kansas State College of Pittsburg was placed on the preferred list of colleges by the Sigma Chi Grand Chapter at Miami Beach, Florida.





## COLLEGE SERVICE AGENCIES

To assist students to achieve the highest possible degree of success while at college, certain necessary services are provided. In most cases, it will be necessary for students to take the responsibility for determining when they have need of these services. Experience indicates that when students know about and properly use the services listed, they will achieve a better college experience.



### STUDENT HEALTH CENTER (Ground floor, Carney Hall)

Student Health services are provided in Room 109 of Carney Hall at the right side of the main entrance. These services are under the direction of **Dr. David G. Barry**, Chairman of the Department of Biological Science.

Qualified nurses are on duty here each school day, and are capable of rendering assistance for minor ail-

ments. The college physician is at the center daily from 12:30 to 1:30 o'clock and can deal with more major needs.

If you are ill at your residence, the doctor will visit you there at your expense. If you must be treated in a hospital, the college health service will pay \$9.00 per day for four days to help with your hospital bill. The health service will also pay for such services as drugs when dispensed from the Health Center, X-rays when advised by the College Physician and an allowance of \$15.00 for the initial treatment of students who are injured while participating in a regularly scheduled and faculty sponsored school activity.

In January 1960, a health insurance plan was made available for those college students who wish to participate. Services provided by the insurance plan go considerably beyond those provided by the Health Services of the college.

Students should inform themselves of the details of the health plan and make use of it when they have need. Good health is essential if you are to do good college work and it should be carefully guarded. If you must miss classes for



health reasons you must inform the Dean of Men or the Dean of Women.

Students living in the dormitories are requested to notify the housemothers **before classes are missed**. Students living off campus are requested to telephone the Office of the Dean of Men and Women **before the classes are missed**. This record is placed on file for the instructor's confirmation of any absence.



## GUIDANCE AND TESTING OFFICE

(Room 117, Russ Hall)

The Guidance Bureau of the college is under the direction of Dr. **Emory G. Kennedy**. This bureau is responsible for testing programs and for counseling with students concerning problems which they may encounter while in college.

### Testing

New students are required to complete a battery of tests so that they and their advisors may have a more objective basis for planning their college program. If further specialized testing is desired, the testing office will provide this service.

### Counseling

To consider the results of the testing provided, students should report to the Guidance bureau and make an appointment with one of the qualified counselors to discuss these results. The results will also be sent to various instructors or academic advisors who have a special interest in a particular student.

Students often go to the Guidance Bureau for help on personal problems, to get information about academic programs or occupational possibilities, or any other problems which they may be facing while in college.



## OFFICE OF THE DEAN OF INSTRUCTION

The Dean of Instruction, **Dr. Willis Tompkins**, is responsible for administering the academic program of the college. Students should report to this office if they have special problems about their academic program. Counseling and information pertaining to these problems will be made available.

### Scholarships

The Dean of Instruction is also chairman of the Scholarship Committee. Each year, this Scholarship Committee awards a limited number of scholarships to incoming freshman students, as well as to a few upper classmen. The criteria employed by the scholarship committee in making these awards are: the student's scholarship, leadership, character, capacity to profit from further education, and financial need.

Most of these are general scholarships which are contributed by interested individuals, labor groups, business concerns, and organizations, such as local American Legion Posts; service organizations, such as Kiwanis, Lions, and Rotary Clubs; fraternal groups, such as Eagles and Elks; and other local music, civic, and teacher organizations. Also a few scholarships are contributed each year by several KSC campus organizations. The amount of these general scholarships is usually \$100, which covers to a considerable extent the fees of the regular college enrollment.

In addition to the general scholarships, several special awards are made each year. The contributors have specified that the recipients major in a particular area at college in order to qualify for these special scholarships. Some of these fields include: Engineering, Business Administration, Teaching, Home Economics, Music, Industrial Arts, and Science.



The Kansas Congress of Parents and Teachers awards annually a number of scholarships. Students who have completed two years (junior standings) in any accredited two or four year college in Kansas are eligible to apply for a scholarship. The amount of the scholarships is \$200 for each of two years to be paid in two installments each year, \$100 in September and \$100 in January. Applications for these awards should be submitted on special application forms which are available from the College Committee on Scholarships.

Applicants are required to use the application forms furnished by the KSC Committee on Scholarships. These should be returned to the chairman of the committee by March 15. All applicants for scholarships are notified concerning awards as soon as the Scholarship Committee acts upon them.

Specific inquiries about the scholarship program and requests for application forms should be addressed to:

Chairman, Committee on Scholarships  
Kansas State College of Pittsburg  
Pittsburg, Kansas

### **FEDERAL LOANS**

The National Defense Education Act of 1958 made loan money available to students while they are attending college. Kansas State College of Pittsburg gets an annual allotment for this purpose. Preference is given in the act to persons preparing to teach in the fields of Foreign Languages, Science and Mathematics. Other students who can establish need for the loans and who can maintain above average grades while in college should feel free to apply.

For information about this loan interested students should write to Dr. Rees H. Hughes who is in charge of this program.

## OFFICE OF THE DEANS OF MEN AND WOMEN

The Deans of Men and Women have as their major function a concern with any type of personal problem which a college student might face. It is well known that students cannot be successful in their course of work if they are giving their attention of emotions which arise out of unsolved problems. Problems of any kind will be given sympathetic attention.



### Orientation

**Dr. R. W. Wright**, Dean of Men, is responsible for the arrangement of orientation days at the opening of each semester. Special effort is made during these days to help students to become comfortable and efficient members of the college community.

In the fall semester of each year some fifty upper-class students and twenty faculty persons are formed into teams to meet with groups of new students to help them to better understand the opportunities and responsibilities of college life. Various organizational groups also assist in this program and make a valuable contribution to it. The various administrative and service offices will help students to understand and achieve worthy objectives in college, not only during orientation days but throughout the college year.



### Residence Halls

The management of the personnel programs in residence halls is the responsibility of this office. As time goes on, the halls become more self-governing with judicial as well as legislative functions assumed by student government, but the Deans of Men and Women (**Mary R. Moore**) still have an advisory and consultative function in this program.



## **Loans**

No student should leave college or be needy while in college without inquiring about available loans. Some loan funds are set up to meet temporary, unexpected emergencies; some are available to meet special needs such as paying tuition and are usually paid by installments over the period of the semester, while others may run for longer periods.

In 1958, considerable loan money was made available to college students by the Federal Government. These loans are not payable, nor do they accrue any interest until one year after graduation from college. People who teach in Public Schools may be forgiven up to one-half of the amount they borrow.

Students interested in borrowing money should consult the Dean of Men.

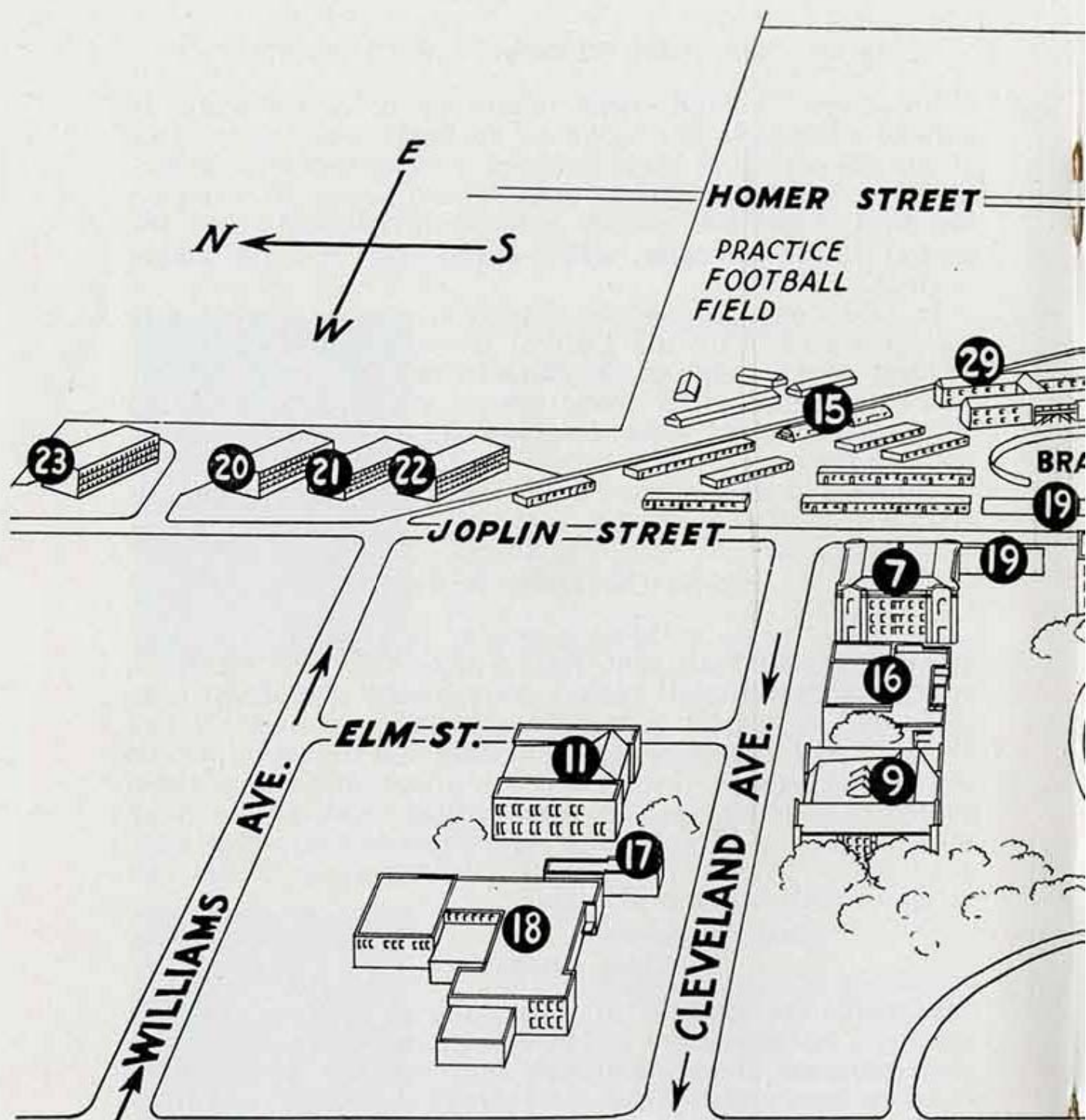
## **Extra Curricular Activities**

Participation in campus activities is a valuable college experience. Students who fail to take their fair share in college activities will miss a very useful opportunity to learn and to develop. The office of the Deans of MEN and WOMEN is responsible for organizing and recording details of this program. They publish a book recording these events and are happy to counsel with students so that they may achieve a nice balance between academic and non-academic activities. Professional, departmental, social and religious activities are available.

## **Class Attendance**

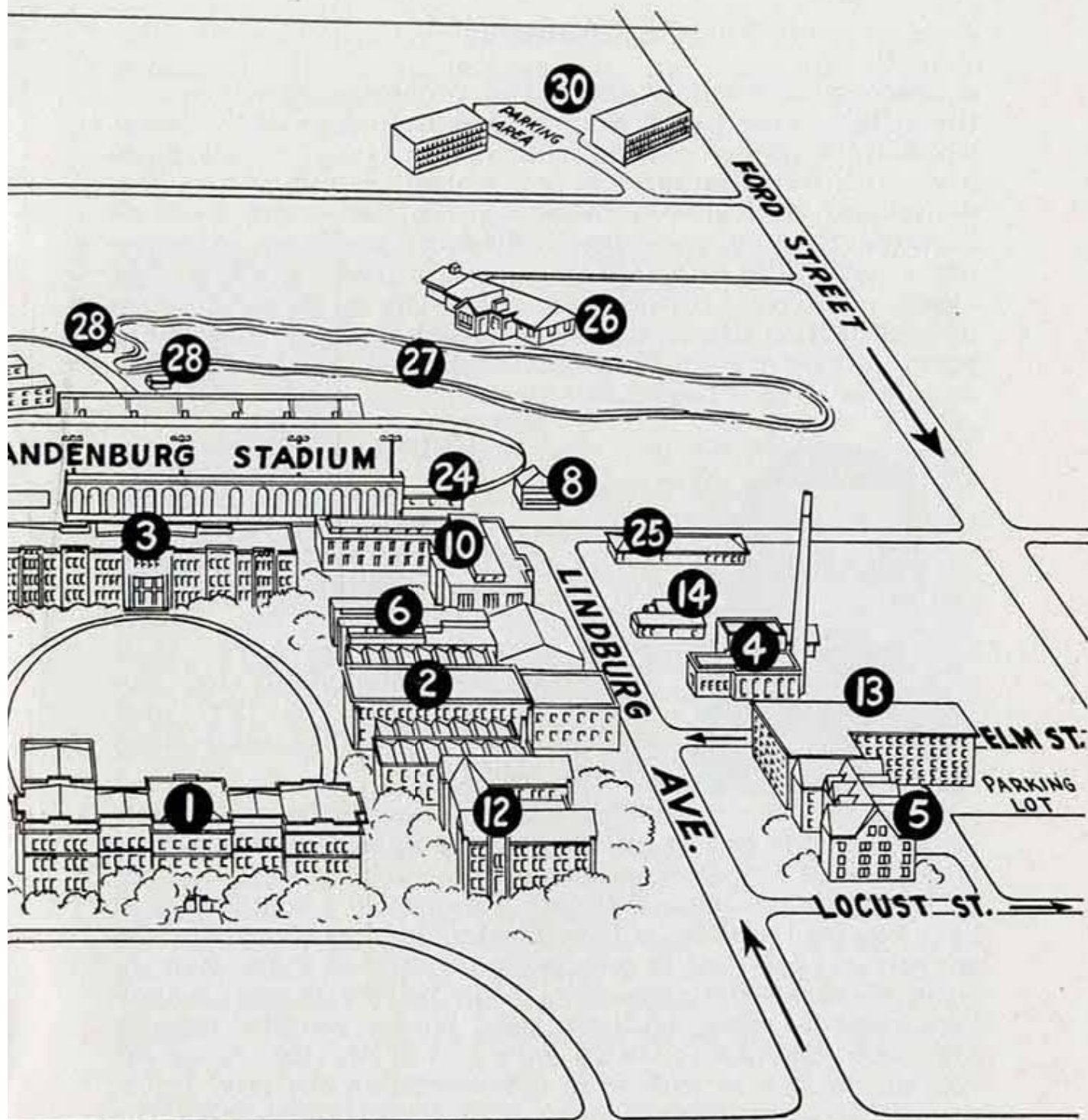
Students are expected to be regular in attendance at all classes. The regulations of the college permit instructors to drop students from class rolls for excessive absences. If students miss classes because of circumstances beyond their control, they should report these circumstances. This report may be made in the office of the Dean of Men and Women and it will be reported to the instructor concerned. If the instructor decides the reason is a valid one, he may declare the absence to be an excused absence.





**SOUTH**

- |                                       |  |                     |
|---------------------------------------|--|---------------------|
| 1. Russ Hall                          | 6. Home Economics                          | 12. McCray Hall     |
| 2. Industrial Arts                    | 7. Gymnasium                               | 13. East Hall       |
| 3. Carney Hall and College Auditorium | 8. Home Management House                   | 14. Power Plant Ac  |
| 4. Power Plant and Maintenance        | 9. Porter Library                          | 15. Married Couples |
| 5. Frances Willard Residence Hall     | 10. Mechanical Arts                        | 16. Student Center  |
|                                       | 11. Horace Mann Elementary Training School | 17. College Book St |



## BROADWAY

dition  
Housing Units  
ore

18. College High Laboratory School
19. Tennis Courts
20. Tanner Hall
21. Trout Hall
22. Bowen Hall
23. Shirk Hall

24. Garage
25. No. 3 Fire Station
26. President's House
27. College Lake
28. Shelter Houses and Picnic Area
29. Men's Dormitory
30. East Side Apartments



## Counseling

Students occasionally encounter problems which prevent them from achieving as well as they should in their college work. As suggested above these problems may include problems with living situations, or problems of money but students also encounter problems in course work, need to improve reading or study efficiency problems of home life, courtship or marriage problems, to mention a few. The Deans of Men and Women are specially qualified to help in such difficulties and have information concerning other people who can help. Students should ask for help if they encounter difficulties of this type.



## HOUSING OFFICE

Good and comfortable housing for students is known to be an important factor in helping them to be successful in college. The Housing Office under the direction of **Mr. Robert Stout** is responsible for seeing to it that such accommodations for students are available and that they meet the requirements established by the college.

All single undergraduate students are required to live in college approved places. If your home is outside of Pittsburg and too far to drive to the campus each day, the office of the Director of Housing will help you find a place to live. The college has places for 533 women and 500 men in college dormitories. For the convenience of those who prefer to live in private homes the college keeps an approved list of such houses. Married couples are accommodated in the 48 units and 23 apartments on the college campus as well as in apartments in the city. Information and application forms may be obtained from the Director of Housing, Room 112, Russ Hall.

Student governing organizations exist in each residence hall. The members of the dormitory council in each hall are your representatives and they will concern themselves



with all aspects of your living condition. Affairs in womens residence halls are coordinated by the Associated Women Students organization. A Men's Residence Hall Association is being formed to co-ordinate affairs in men's residence halls.

## **FIELD SERVICES OFFICE**



### **Placement Bureau**

The location of a job is a significant problem for people both while in college and after completion of college work. **Dr. L. L. Tracy** is in charge of the Placement Bureau which will help students and graduates to meet this problem.

### **Student Employment**

The majority of students who attend colleges in America have jobs which earn some part of the money they need to attend college. At KSC most of our students hold such jobs on and off the campus. Those who are interested in a job should place their names on file in the placement office and should also use their own initiative in trying to find jobs. The bureau lists any jobs which are reported there, but many jobs are filled by people who seek them personally.

The placement services of the college has job listings for people desiring summer jobs as well as the listing for people who have completed their college work. Students desiring occupational placement of any kind should complete credentials in the Placement Office. This office is well staffed and well equipped to assist you to obtain employment best suited to your interests and academic preparation.

## **PHYSICAL EDUCATION—INTRAMURALS OFFICE**

In addition to regular class offerings, the Physical Education Department offers certain recreational activities. Many of these activities will be important to you throughout your life as spare time and recreational experiences.

### **Intramural Athletics For Men**

**Dr. John Roberts** of the Department of Health and Physical Education is in charge of the intramural athletic program for college men. Many college men who were active in high school athletics do not participate in intercollegiate athletics but have a need and a desire for some athletic competition. The intramural program offers participation in all areas of athletics. All college men are urged to participate in this program.



### **Women's Recreation Association**

**Dr. Evelyn Triplett** is the sponsor of the Women's Recreation Association. This organization is open to all college women and offers an opportunity for college women to participate in various athletic events. Besides athletic events, other recreational activities are offered such as modern interpretative dance. The services of this organization are highly recommended by the college and all women students are urged to participate.





## PORTER LIBRARY

**Dr. Floyd R. Meyer** is the administrative head of Porter Library which is well stocked for the use of all citizens of the community. The skillful and frequent use of library materials often makes the difference between an ordinary student and an excellent student. For this reason, all students are urged to develop good library habits early in their college career.

Several areas of the library will be used frequently by the student. The Reserve Desk and Reading Room are located on the ground floor and contain those materials used extensively for class assignments, especially where facilities for materials are limited and classes are large. The Card Catalogue, listing by author, title and subject, most of the materials in the library, is located on the second floor. The stacks where most of the books, bound periodicals and documents are stored are located west of the lobby on second floor. To the east is the Periodical Reading Room, which contains current issues of all magazines taken by the library plus bound volumes of the past few years and microfilm for those titles for which microfilm copy is available. South of the lobby is the Reference Reading Room which houses most of the reference type materials used by students, faculty and librarians. The Reference Librarian or Public Service Librarian will be happy to assist any patron in the use of all of these facilities.

**DISPLAYS IN PORTER LIBRARY**—Periodically during the year Porter Library houses interesting and colorful displays and exhibits of various types. The displays include art exhibits, photographs, drawings, posters, mock-ups, and new books. Many of these displays are secured from non-profit organizations, government agencies, and private concerns. Other displays are assembled from local sources, the College faculty, and the library collection. All College classes and students are encourage to display materials.





## STUDENT CENTER

Our Student Center Building, under the able management of **Mr. Jack Overman**, is the most efficient and beautiful union building in this part of the nation. Here students gather for fine food services and for recreation. Besides the main cafeteria, food is served at the grill on the main floor and at the snack bar in the Gorilla Den. By special arrangements served meals may be sched-

uled in the private dining rooms on the second floor. Many formal and informal dances are held annually in the beautiful ballroom. Recreation in the Gorilla Den includes ping pong, billiards, card games and conversation in informal groups. Many meetings of students as well as of faculty are held in the various lounges and meeting rooms. The Student Center is your social gathering place while at college and will provide you with many enjoyable experiences.

## COLLEGE BOOK STORE

The College Book Store under the managership of **Mr. Seybert Smith** is located on the north side of Cleveland street across from Porter Library. All books and supplies as well as many convenience items may be obtained here.

Most students at KSC rent their books. For this service each student pays \$7.00 rental fee per regular semester and \$5.00 for summer session. All receipts from the Book Store should be kept by the student until he has been officially cleared by the Book Store.



## VETERANS AFFAIRS OFFICE

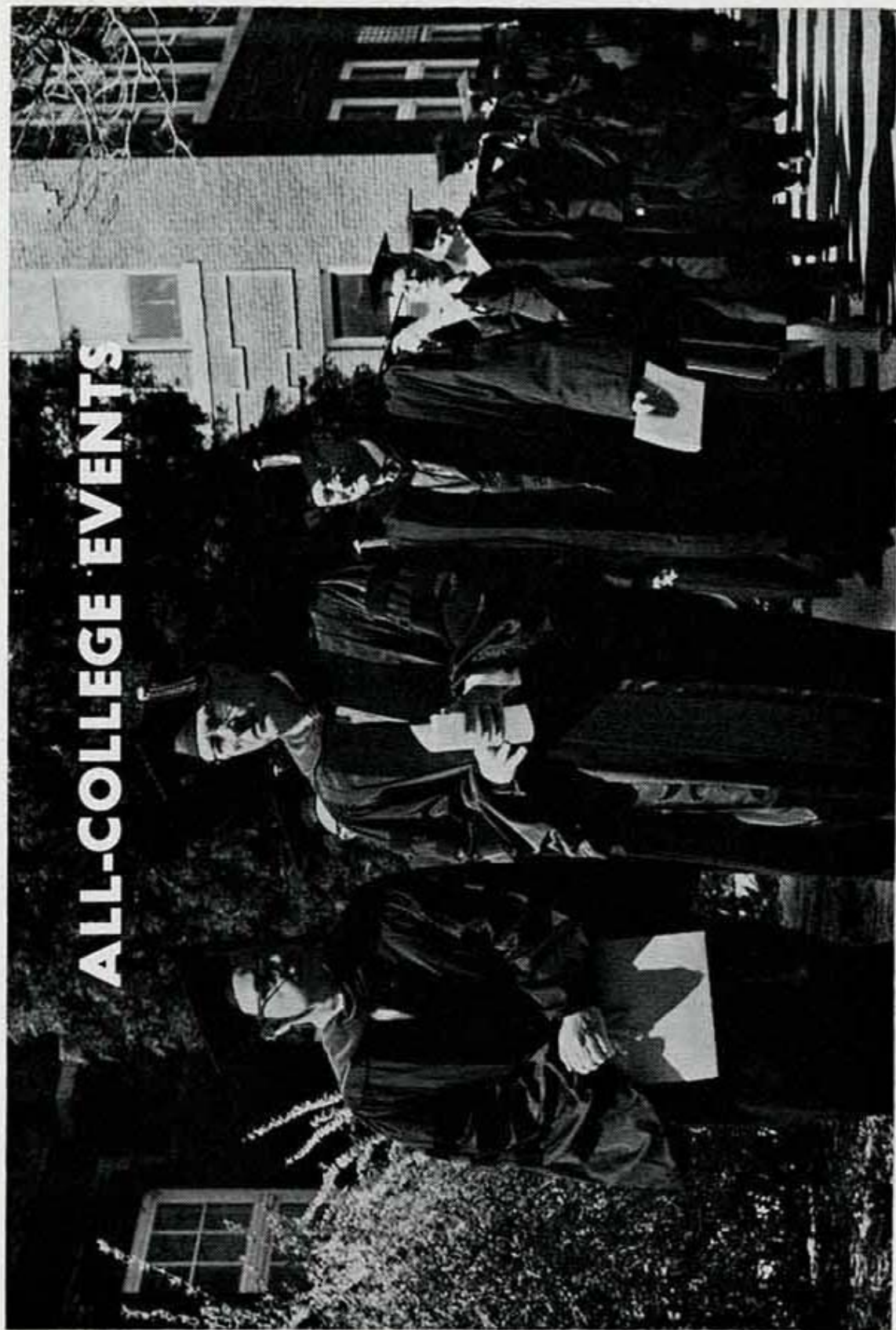


Veterans who are at the college should take any problems connected with their veterans benefits to Mr. Leland D. Boone, the co-ordinator of Veterans Affairs. Such problems as delays in entitlement checks, need for change of program, additional dependents, should be considered in this office. The office is located on the second floor of the Mechanic Arts Building.





# ALL-COLLEGE EVENTS



## CONVOCATIONS

At special seasons or on other special occasions regular classroom activities are interrupted in favor of drawing all students together in the main auditorium of the campus for all college convocations. Regular convocations are held at Thanksgiving, Christmas, and Easter. Special convocations are held for such purposes as to hear noted speakers, hold a pep rally or to honor students for outstanding achievements. These events are of interest to all persons at our college and will be stimulating and significant experiences for you. These convocations are under the jurisdiction of the Convocations and Assemblies Committee of the faculty senate.

### Schedule for 1961-1962

Friday, September 15, 1961—Opening Convocation 10:15 a.m.

Thursday, October 19, 1961—Homecoming Convocation,  
10:15 a.m.

Friday, September 29, 1961—Centennial Convocation,  
10:15 a.m.

Tuesday, November 21, 1961—Thanksgiving Convocation,  
10:15 a.m.

Wednesday, December 20, 1961—Christmas Convocation,  
10:15 a.m.

Thursday, March 1, 1962—Commemoration Day

Tuesday, April 17, 1962—Easter Convocation, 10:15 a.m.  
Honors Convocation, 10:15 a.m.





## CONCERT SERIES

**Dr. Robertson Strawn**, the Chairman of the Language and Literature Department is chairman of the Assemblies Subcommittee of the Convocations and Assemblies Committee. Each year outstanding events of music and drama are brought to the campus for these assemblies. Students who attend these events will see and hear the best in the field of professional entertainment. Season

tickets for the four events will be available to friends of the college but such persons must purchase tickets for all of the attractions.

### Schedule for 1961-62

Monday, November 17—Theatre d'Art du Ballet, Carney Hall Auditorium, 8:15 p.m.

Wednesday, March 28—Cleveland Play House, Carney Hall Auditorium, 8:15 p.m.

## GREAT BOOK LECTURES

College education should acquaint students with the best available works of Art, Literature, and History. Certain writings have been singled out and designated as Great Books because of the power with which they speak to people of succeeding generations. Each year lectures are delivered on our campus concerning several of these. These lectures are delivered by persons who visit our campus because of their special qualifications concerning the books in question or by members of our own staff who are so qualified. We hope that you will find these lectures to be as interesting and provocative as have students in previous years. This series is also under the direction of Dr. Strawn.

### Schedule for 1961-62

Monday, November 6, Carney Hall Auditorium, 8:15 p.m.

Monday, January 15, Carney Hall Auditorium, 8:15 p.m.

Monday, March 26, Carney Hall Auditorium, 8:15 p.m.



## GREAT ISSUES LECTURES

Current affairs should be a concern of every educated person. Certain movements or trends have a significant influence on the developments in world and national affairs. Each year certain topics are designated as Great Issues and a series of lectures are delivered concerning these issues. These lectures are of interest to all students. They are delivered by visiting lecturers or by persons of our college staff who are especially qualified. They are under the direction of Dr. Richard Welty, Chairman of the Social Science Department.

### Schedule for 1961-62

- November 9, 1961—To be announced, Student Center Ballroom, 8:00 p.m.  
January 18, 1962—To be announced, Student Center Ballroom, 8:00 p.m.  
February 8, 1962—To be announced, Student Center Ballroom, 8:00 p.m.  
March 15, 1962—To be announced, Student Center Ballroom, 8:00 p.m.  
April 12, 1962—To be announced, Student Center Ballroom, 8:00 p.m.

## COLLEGE THEATRE PRODUCTIONS

- Wednesday, December 6, Carney Hall Auditorium, 8:15 p.m.  
Thursday, December 7, Carney Hall Auditorium, 8:15 p.m.  
Friday, December 8, Carney Hall Auditorium, 8:15 p.m.  
Wednesday, April 25, Carney Hall Auditorium, 8:15 p.m.  
Thursday, April 26, Carney Hall Auditorium, 8:15 p.m.  
Friday, April 27, Carney Hall Auditorium, 8:15 p.m.

## CHAMBER MUSIC SERIES

- November 17—Netherlands Quarter, 8:15 p.m. McCray Hall  
January 16—Quintetto Boccherini, 8:15 p.m. McCray Hall  
February 27—I Musici, 8:15 p.m. McCray Hall  
March 20—Grisham-Ryce Duo, 8:15 p.m. McCray Hall





## ATHLETIC EVENTS

Athletic events of the college are under the direction of **Mr. Prentice Gudgen**, the chairman of the Department of Health and Physical Education.

Each year Kansas State College of Pittsburg fields athletic teams of high caliber. These teams have won many conference and national honors. You will find it a worthwhile and satisfying experience to follow

the successes of these fine representatives of your college and to lend them your support.

The following excerpt from the Constitution of the C.I.A.C. will clarify the reciprocal agreement concerning admission to athletic events.

Section 40. The price of admission for students of C.I.A.C. member schools should not exceed 75 cents for football and basketball. Prices for track and minor sports shall be determined by the individual schools. The uniform price will apply only to students from the schools competing and only upon proper identification. Notice to assure the student price and/or to arrange for "block space" must be given to the Director of Athletics of the host school at least 24 hours before the contest by the Dean of Students or other appointed official of the visiting school. Bands in uniform are to be admitted to football games free. If the band desires reservation of a block of seats, notification stating the number of seats desired should be made 5 days before the contest. Cheerleaders in uniform are to be admitted free to either basketball or football games. Pep bands are not to be considered bands and will be charged the uniform student rates. The host school will not guarantee seats available at students prices nor can they guarantee a reserved "block section" for students following their teams unless arrangements have been made as stated above. (revised 12-7-57)

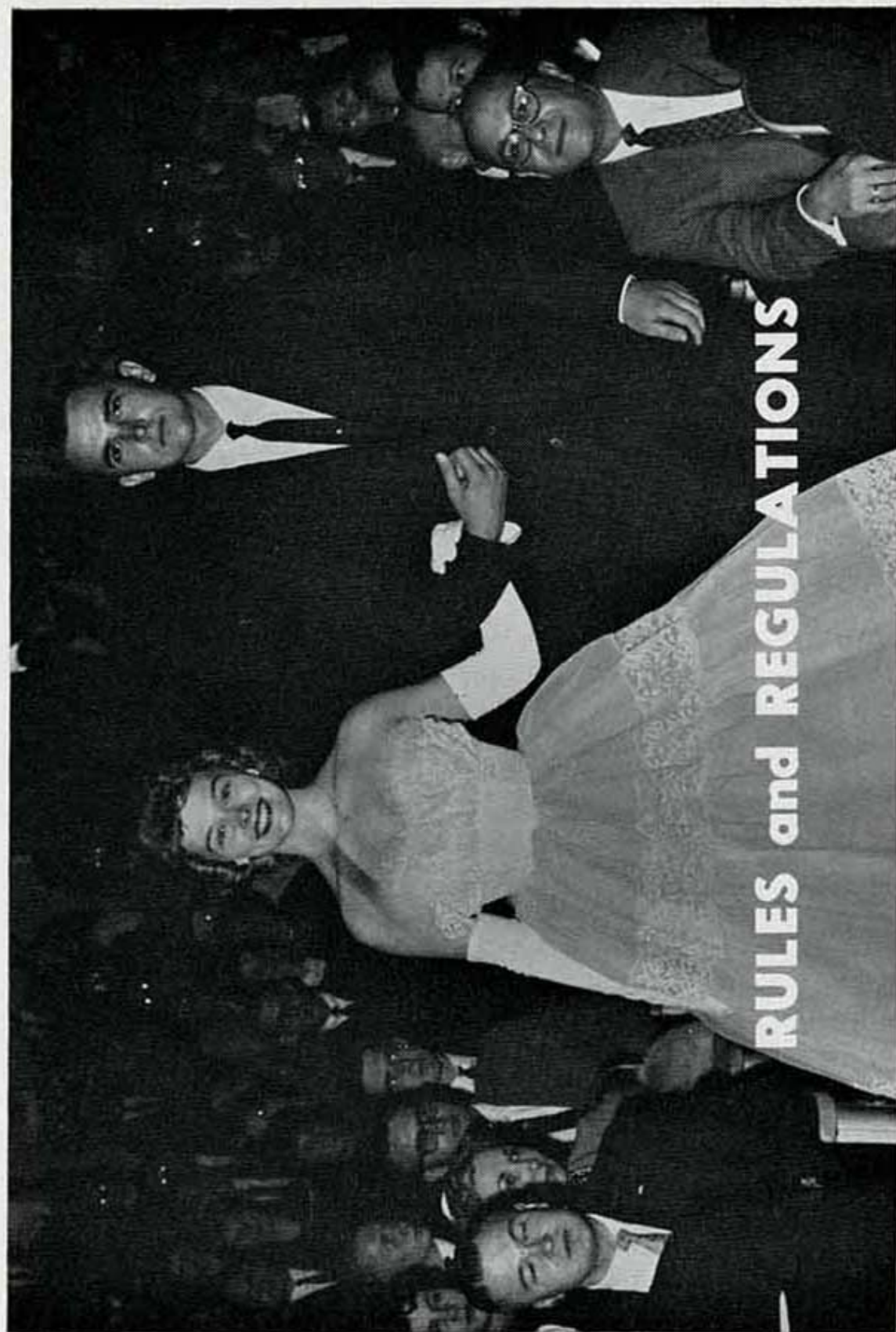
## Football Schedule

September 16—Drury College	Springfield
September 23—Central Missouri State	Pittsburg 8 p.m.
September 30—Missouri School of Mines	Rolla
October 7—Northwest Missouri State College	Maryville
October 14—St. Benedict's College	Pittsburg 8 p.m.
October 21—Fort Hays State College (Homecoming)	Pittsburg 2 p.m.
October 28—Washburn University	Topeka
November 4—Emporia State College	Emporia
November 11—Omaha University	Pittsburg 8 p.m.

## Basketball Schedule

November 21—Southwestern Oklahoma State College	PITTSBURG
November 28—Northeastern Oklahoma State College	PITTSBURG
December 2—Northwest Missouri State College	PITTSBURG
December 4—Central Missouri State College	PITTSBURG
December 14—Northeastern Oklahoma State College	Tahlequah
December 15—Oklahoma Baptist University	Shawnee
December 16—Austin College	Sherman
December 20—Northwest Missouri State College	Maryville
January 3—Central Missouri State College	Warrensburg
January 6—Washburn Municipal University	PITTSBURG
January 12—Kansas State Teachers College of Emporia	Emporia
January 13—Ft. Hays State College	Hays
January 20—Kansas State Teachers College of Emporia	PITTSBURG
January 27—Ft. Hays State College	PITTSBURG
January 29—Arkansas State College	Jonesboro
February 3—University of Omaha	Omaha
February 10—St. Benedict's College	PITTSBURG
February 12—Arkansas State College	PITTSBURG
February 16—Washburn Municipal University	Topeka
February 17—University of Omaha	Omaha
February 22—St. Benedict's College	Atchison





**RULES and REGULATIONS**

## **COLLEGE REGULATIONS**

A college community, like any community of people, must have certain regulations which will enable it to accomplish the purposes for which it was established. When students are admitted to the college it is assumed that they are mature enough to conduct themselves as adult people. Students are expected to behave so as to always reflect credit upon themselves and upon the college which they represent. Certain regulations which are considered by students and faculty to be particularly important are entered on the following pages. These regulations are not considered to be exhaustive and students will be expected to evidence mature judgment beyond these specific regulations.

### **ACADEMIC DISHONESTY**

The senate in its meeting of May 23, 1960 undertook the action described below concerning academic dishonesty.

#### **Section I. Committee on Academic Dishonesty**

Academic misconduct or dishonesty is inconsistent with membership in an academic community. It is the most serious breach of discipline which can be committed in an academic community and may be considered as grounds for immediate expulsion from the College.

A Committee on Academic Dishonesty shall be appointed yearly. This Committee shall consist of five members, three chosen from the Faculty at large by the Executive Committee of the Senate with the advice and consent of the President of the College and two chosen from the senior class by the Student Council. Faculty members shall have tenure and shall include one professor, one associate professor, and one assistant professor. The faculty member holding the rank of professor shall serve as chairman of the committee.

#### **Section II. Duties of the Committee on Academic Dishonesty**

It shall be the duty of the Committee on Academic Dishonesty to promulgate, and from time to time amend, such rules of procedure as it deems necessary to assure expedi-



tious and impartial hearings of all allegations of student academic misconduct or dishonesty, and of all defenses by students so charged.

It shall be the further duty of the Committee on Academic Dishonesty to receive complaints, investigate accusations, render findings, and recommend to the President of the College dispositions for all alleged instances of student academic misconduct or dishonesty.

### **Section III. Duties of Individual Faculty Members**

It shall be the right of any member of the faculty to make such disposition of a case of academic misconduct or dishonesty in his own classroom or examination room as he deems appropriate.

Any faculty member may refer to the Committee on Academic Dishonesty instances in which there are substantial grounds for belief that a breach of academic honesty has been committed.

The faculty member shall inform his department chairman as to his action in the case.

### **Section IV. Scope of Conduct Covered**

The responsibility of the Committee shall extend to, but is not necessarily limited to, those acts which are listed below:

The giving of aid or the allowing of another student to receive aid during a test or examination.

The acceptance of aid or the taking of assistance by reading from the examination paper of another student during an examination.

The use of any materials during an examination which are not specifically authorized by the instructor for use during that particular examination.

The acquisition or use of advance information as to the nature or contents of an examination unless that information could be fairly inferred from the conduct of the course or was released by or under the authority of the instructor in charge of the course.

The use of all or part of another author's published or unpublished materials without proper acknowledge-

ment of the same when submitting term papers, research projects and other materials as the student's original work.

It is the position of the faculty of the Kansas State College of Pittsburg that ignorance of the nature of the offense shall not constitute grounds for excuse.

#### **Section V. Prima Facie Case**

A Prima Facie case of academic misconduct shall be created whenever a student either communicates with another student or is found to have an improper aid in his or her possession during the test or examination. In such instances, the burden of rebuttal shall be upon the student.

#### **Section VI. Recording**

When an action is taken by the Committee on Academic Dishonesty which involved suspension or dismissal, such action shall be communicated by the Committee to the Registrar and to the student's major department to be made a part of the student's permanent record.

#### **Section VII. Appeals**

Any student involved under Section II above shall have the right to appeal to the President of the College the findings and/or recommendations of the Committee on Academic Dishonesty.

### **ACADEMIC**

#### **Absences**

1. Any student accumulating more unexcused absences than there are credit hours in the course may be dropped from class rolls.
2. This student may not return to class unless reinstated by the Dean of Men or the Dean of Women.
3. If he is to be absent from school, a student should contact the Dean of Men or the Dean of Women.
4. If a student must be absent due to illness or something beyond his control, he should also inform the instructor so that he may be excused.



### **Changing Enrollment**

1. Changes of enrollment must be made within one week from the last day of regular enrollment, if such changes involve entering other classes.
2. To change a course, report to major advisor and secure a change-of-enrollment card. Take the card to the Registrar.

### **Dropping a Course**

1. A course may be dropped during the first three weeks of a semester or two weeks of a summer session.
2. A student may withdraw from a course after the end of the third week of a semester or second week of a summer session. If he is doing passing work, he will be given the grade of Wd.P. If he is doing failing work, he will be given the grade of F.
3. **A failing grade is given when a student drops out of a class without obtaining official permission to do so.**

### **Extra Hours**

1. To take extra hours, a student must see the Enrollment Committee. The normal load is 16 hours.

### **Grading System**

1. Grades will be given the following grade point credit:  
A-4 grade points  
B-3 grade points  
C-2 grade points  
D-1 grade point  
F-no credit, no grade points
2. At mid-semester (the end of 9 weeks), D and F cards are sent to students upon report of such work by the faculty to the Dean of Instruction. Each student receiving such cards is to see his instructors in these courses and also confer with his faculty advisor.

### Scholarship Requirements

1. **Probation.** If a student receives, at the end of a semester or summer session, D or F grades in one-third of his work and fails to make a grade point average of 2, he is placed on probation. To be removed from probation, a student must earn two grade points for each credit hour for which he is enrolled in a semester or summer session.
2. **Dismissal.** If a student is placed on probation two times, or if he receives F grades in as much as one-half of his work in a full semester, he will be dismissed from college for poor scholarship.
3. **Reinstatement.** A student dismissed from college for poor scholarship may petition for reinstatement. Each petition will be considered on its own merits. Criteria for favorable consideration of the application will include illness, death in the family, or other extenuating circumstances. Reinstatement is not automatic.

### Withdrawal from College

1. Go to the Dean of Instruction so that an official withdrawal may be made.
2. If this is not done, the student will receive an F in all courses in which he is enrolled.
3. If, as in the case of serious illness, the student is not able to go to this office before leaving college, a request for withdrawal should be sent to that office at the earliest possible date.
4. No student should leave the College because of financial stress without counseling with the Dean of Men or Dean of Women. There is a possibility of a student receiving a loan, a grant, scholarship, or job.

### OFFICIAL PROCEDURES

#### 1. To change a course?

See your Major Advisor and the Head of the Department in which the new course is to be taken.



- 2. To drop a course?**  
Consult your Major Advisor and the Registrar.  
Note:-If you stop attending a course and make no change of record, an F grade will automatically be recorded in the course.
- 3. To arrange to take extra hours?**  
See the Registrar and Dean of Instruction. Room 108, Russ Hall.
- 4. To schedule a Party, Picnic, or other Social Event?**  
The Dean of Men. Room 115, Russ Hall.
- 5. To arrange to use School Equipment?**  
Refreshments, or food, Director of the Cafeteria.
- 6. If I must be absent from school?**  
See the Dean of Men or Dean of Women. Room 115, Russ Hall.
- 7. If I wish to be out of town overnight?**  
Women, see the Dean of Women. Room 115, Russ Hall.
- 8. To secure aid if I am ill?**  
See your housemother, the school nurse, and Dean of Women or Dean of Men. Room 115, Russ Hall.
- 9. To talk to someone concerning personal problems?**  
See your advisor, some other friendly member of the faculty, Dean of Women or Dean of Men. Room 115, Russ Hall.
- 10. To change my residence?**  
See the Dean of Men or Dean of Women. Room 115, Russ Hall.
- 11. To find out for what vocation I am best fitted?**  
See the Guidance Bureau. Room 118, Russ Hall.
- 12. To see about part time employment?**  
The Placement Office. Room 217, Russ Hall.
- 13. To see about employment after graduation?**  
Go to the Placement Office. Room 217, Russ Hall.
- 14. To secure financial assistance?**  
See the Dean of Men. Room 115, Russ Hall.

15. **To find out about scholarships?**  
See the Dean of Instruction. Room 108, Russ Hall.
16. **To find out about veteran's benefits?**  
Go to the Office of Veteran's Affairs, Room 206, Mechanic Arts Building.
17. **To locate lost articles?**  
Go to the Student Center Office.
18. **To find a place to live?**  
Go to the Housing Office, Room 203, Russ Hall.
19. **To post notices or signs on campus?**  
See the Administrative Assistant to the President. Room 204, Russ Hall.
20. **To schedule an entertainment program?**  
Go to the Dean of Men's Office. Room 115, Russ Hall.
21. **To check my records to know what I must do to graduate?**  
See the Registrar. Room 103, Russ Hall.

### **COLLEGE POLICIES FOR WOMEN**

1. Women students are permitted in men's residence halls and fraternity houses only when an official chaperone or Housemother is on duty.
2. The use or possession of alcoholic beverages in the halls or on the college campus is absolutely prohibited.
3. Unauthorized selling and concessions are not permitted in the halls.
4. The college expects the individual student to be aware of the fact that his behavior reflects upon the reputation of the College as well as his own.

### **Girls' Wearing Apparel**

1. Bermuda shorts, jamaicas, and slacks will be allowed in the library, Gorilla Den, and the Gorilla Grill after the hours of 5:00 p.m. on weekdays, and all day on weekends except for Sunday in the Gorilla Grill.



2. Girls wearing this apparel will enter the Student Center by the doors nearest the Grill or the Den. The main entrance under the clock is to be used by women in dresses only.
3. Jeans, levis, shorts, and short shorts may be worn only on the way to the tennis courts.

## DORMITORIES

### Womens—

#### Hours

1. Closing hours in the dormitories are as follows:
 

Week-nights .....	10:30 p.m.
Friday, Saturday .....	1:00 a.m.
Sunday .....	11:00 p.m.
2. If late, **telephone** your housemother to avoid unnecessary calling of parents or guardian, which is done collect if you are an hour late without calling.
3. **Sign** the blue lateness slip when you return, stating the amount of time you are late and your reason for being late. This procedure applies at any time you return to your hall after regular or special closing hours.
4. A lateness up to and including fifteen minutes is reviewed by the Hall Advisory Board; over fifteen minutes is reviewed by the A.W.S. Judiciary Council.
5. To avoid confusion, the time of each hall's office clock is accepted as the final authority for the hall's closing rather than student watches, radios or other campus clocks. Check your watch with the clock in your hall before leaving.
6. Those who are not inside or whose dates are not outside when the door is locked are considered late.

### Campuses

1. A girl who is campused must remain in the dormitory and out of the lounge. She is not allowed any male guests and must not make or receive phone calls except for long distance or an emergency. She cannot use the laundry room. She must sign at the desk every hour.

### **Illnesses**

1. Absence from class for illness can be confirmed by the housemother only if illness is reported before the class is missed.

### **Late Leaves or Overnights**

1. Freshman—1 each semester  
Sophomore—2 each semester  
Junior—3 each semester  
Senior—4 each semester
2. These leaves extend one hour after the closing hour, Monday through Thursday only.
3. No girl may ask for an overnight permit after 8:00 p.m. of the night she wishes to be gone.
4. For a week-night overnight permit, girls must see the Dean of Women.

### **Lounges**

1. No smoking or refreshments are permitted in the lounge.
2. Men callers are permitted in the lounge:  
Weekdays:.....12 noon to 1 p.m., 4 p.m. until closing  
Saturday and Sunday.....1 p.m. until closing

### **Miscellaneous**

1. All guests must be registered. Guests will be charged \$2.00 per night if they occupy the guest room. If they occupy regular student accommodations the charge will be \$2.00 for the first night and \$1.00 per night for each succeeding night.
2. Conversation on the desk phone should be limited to three minutes and should not be used after 11:00 p.m. except for an incoming long distance or emergency call.



**DORMITORY**  
**Men's Regulations**

**Gambling**

1. Gambling is not permitted in any form.

**Guests**

1. All guests must be registered. Guests will be charged \$2.00 per night if they occupy the guest room. If they occupy regular student accommodations the charge will be \$2.00 for the first night and \$1.00 per night for each succeeding night.
2. Other than overnight guests should leave the dorm at 11:00 p.m.

**Lounge**

1. When smoking please use the ash trays provided.

**Telephone Service**

1. Telephone calls after 11:00 p.m. will be refused except for emergency or long distance calls.

**EMPLOYMENT**

1. The Placement Office lists jobs available on or off campus.
2. Students should use their own initiative in seeking work, as many good jobs are not listed in the Placement Office.
3. A limited number of students may be employed on campus under the following schedule.

**Work Scale**

<b>Sem. Hours</b>	<b>Hours per week</b>	<b>Hours per week B or better average</b>
12	24	32
13	21	28
14	18	24
15	15	20
16	15	20
17	12	16
18	9	12
	59	

### **Pay Scale**

First semester in one office-60 cents. Third semester in same office-65 cents. Four or more semesters in the same office upon recommendation of employers and approval of the student employment committee because of added responsibilities and special duties-70 cents.

### **LIBRARY**

#### **Periodicals**

1. Periodicals are located on the second floor. Some may be checked out. Check with librarian.

#### **Reserve Books**

1. Reserve books shelved on the first floor may be used for a limited time in the reserve room or may be checked out one hour before closing time to be returned by 9:00 a.m. the next day the library is open.

### **STUDENT CENTER**

#### **Announcements**

1. The announcements allowed on the public address system are long distance telephone calls and regularly scheduled news broadcasts.

#### **Card Playing**

1. Card playing, chess, checkers, cribbage, and all other table games must be played in the Gorilla Den.

#### **Food and Meals**

1. The Food Service Department must furnish all food stuff for all events held in the building. No food stuff of any kind may be brought in.
2. Picnic supplies, weiner forks, cups, coffee makers, grill, and punch bowls are the only equipment the Student Center will loan.
3. Any group having a meal in the building must show on their ticket the amount they are paying the Student Center for the meal.



### **Posters and Decorations**

1. Bulletin board materials may not be bigger than 15 x 22. They are not allowed on the second and third floor.
2. Decorations for dances, parties, conferences, etc. must not be affixed to any painted surfaces. Before any event, decorations or promotional material used should be checked with the director.

### **Scheduling of Events**

1. All events held in this building must be scheduled in the Director's office. Events involving food or refreshments must be scheduled 48 hours in advance.
2. Unaffiliated college groups may use the building only by invitation from the President of the College.

### **Smoking and Refreshments**

1. Ballroom Floor—smoking and refreshments during banquets only.
2. Imperial Lounge—refreshments during regularly scheduled events only.

## **ACTIVITIES, CLUBS, AND ORGANIZATIONS**

### **Elections**

1. Individual organizations carry out elections in the manner prescribed in their constitutions.
2. Freshman elections will be held in the fall for students who at the beginning of that semester had 0-11 hours.
3. Election rules will be set up by the Student Council.

### **Organizations**

1. All newly organized groups must be approved by the Student Council.
2. Application should be made to the Student Government vice-president of the Student Council.

### **Members and Officers**

1. A student may not be selected for or hold any office, either elective or appointive, unless he meets the following requirements: (a) Have a cumulative grade point average of 2.0 (b) Not be on academic probation; (c) Not have failed a course the preceding semester. These regulations apply to honorary positions such as Homecoming or Kanza Queens.
2. A student shall hold no more than four offices at a time.

### **Student-Produced Entertainment**

1. Activities must meet acceptable standards in terms of institutional precedent.
2. Forms to be used for applying for permission to sponsor programs may be obtained in the office of the Dean of Men.
3. In case of admission charge, approval must be obtained in the Business Office.

### **ENTERTAINMENT CODE**

1. No entertainment shall be presented on or off the College campus which in any way uses or implies in its publicity sponsorship by the college which does not first have full approval of the college administrative authorities.
2. All entertainment must conform to **acceptable** standards for moral decency.
3. Any matter which shall be derogatory to the good name and officers of the College and College Officials is prohibited.
4. Violations of this Code shall be brought before the Discipline Committee for proper and appropriate action.
5. All financial reports shall be made at the College Business Office within five days after the entertainment.
6. Forms to be used for applying for permission to sponsor programs can be obtained from the Dean of Men. Approval from the Business Office must be obtained if an admission charge is made.



## REGULATIONS FOR SOCIAL FUNCTIONS

### Scheduling Social Functions

A. All college social functions shall be scheduled on the college calendar maintained in the office of the Dean of Men.

1. Social permit cards procurable in the Dean's Office shall be signed and in that office 72 hours in advance of the time for any event. Failure to comply with this regulation may result in cancellation of the event.
2. Prior to scheduling, places for holding social activities shall be reserved with the appropriate authorities below:

Carney Hall Auditorium.....	Dean of Graduate Studies
College Lake picnic area.....	Dean of Men
College Farm picnic areas.....	Dean of Men
College High Auditorium or Gym.....	College High Office
Horace Mann Auditorium or Gym.....	Horace Mann Office
Industrial Arts, Room 2.....	Head, Ind. Arts Dept.
Music Hall Auditorium.....	Head, Music Dept.
Physical Education facilities.....	Head, Phys. Ed. Dept.
Russ Hall, Room 111.....	Audio-Visual
Social Rooms, Home Economics Bldg.....	Dean of Men
Student Center facilities.....	Student Center Manager

3. All off-campus social events shall be scheduled within the Pittsburgh city limits except by special permission of the Dean of Men.

B. Special events shall be scheduled only on Friday or Saturday nights while classes are in session, with the following exceptions:

1. Any campus organization may schedule one open house per year on any night of the week.
2. Picnics, dinner meetings, and other social events may be scheduled any night of the week.

### Hours

Since the policies governing student rooming houses specify that closing hours for women students shall be one o'clock on Friday and Saturday nights, all week-end parties shall close by 12:30.

### **Sponsors**

- A. All scheduled social events attended by both men and women shall be sponsored by both a man and a woman faculty member, both of whom shall sign the social permit card.
- B. Any sponsor or other faculty member signing a social permit card must attend that particular function, or provide a faculty member approved by the Dean of Men as a substitute who shall sign the social permit card.

### **Expenses**

- A. It is recommended that expenditures on all informal social events be limited to two dollars per capita. Expenses in excess of this amount shall be justified to the Dean of Men upon his request.
- B. Except by special permission of the Dean of Men, it is mandatory that per capita expenses for formals shall not exceed seven dollars and fifty cents.
- C. Any expenditure of College funds must be approved by the Dean of Men and the Business Manager of the College.
- D. The choice of orchestras and the expense attached to their use are subject to the approval of the Dean of Men.

### **Benefit Parties**

Benefit parties by organizations on the campus may be given only with the approval of the Dean of Men.

### **Conduct**

- A. Kansas State College of Pittsburg, does not tolerate the consumption or possession of alcoholic beverages at any College function of whatever nature on or off the campus, in or on the premises of any organized house, nor the possession, or consumption by students in their rooms in private residence.
- B. Each organization or group sponsoring and/or participating in a College activity of any kind is directly responsible to the College for the orderly conduct of its members and guests. This does not, however, relieve the individual who represents the College of responsibility to the College for his own orderly conduct.



## CHURCH DIRECTORY

Assembly of God	202 West 9th
Church of Christ	109 E. Washington
Church of God	1107 N. Tucker
Evangelical United Brethren	405 S. Locust
First Baptist Church	7th and Walnut
First Christian Church	5th and Pine
First Church of the Nazarene	904 East 4th
First Methodist Church	415 N. Pine
First Presbyterian Church	6th and Pine
Foursquare Gospel Parsonage	420 W. Kansas
Grace Methodist Church	1903 N. Elm
Sacred Heart Church	Frontenac
Reorganized Church of Jesus Christ of Latter Day Saints	123 W. Washington
St. John's American Lutheran	306 W. 3rd
St. Mary's Catholic Church	916 N. Locust
St. Peter's Episcopal Church	306 W. Euclid
Salvation Army	415 N. Elm
South Broadway Baptist	1322 S. Broadway
United Presbyterian Church	4th and Walnut
Zion Lutheran Church	102 W. Jackson

# PITTSBURG STREET DIRECTORY

## West of Broadway

Pine .....	1
Walnut .....	2
Olive .....	3
College .....	4
Miles .....	5
Catalpa .....	6
Woodland .....	7
4th St. Circle .....	8
Chestnut .....	9
Georgia .....	10
Warren .....	11
Smith .....	12

## East of Broadway

Locust .....	1
Elm .....	2
Joplin .....	3
Grand .....	4
Smelter .....	5
Michigan .....	6
Stilwell .....	7
Maple .....	8
Taylor .....	9
Lapham .....	10
Tucker .....	11
Putnam .....	12
Rouse .....	13
Fairview .....	14
Highland .....	15
Water .....	16

## South of 1st Street

Rose .....	1
Euclid .....	2
Kansas .....	3
Forest .....	4
Park-Martin .....	5
Washington .....	6
Adams .....	7
Jefferson .....	8
Webster .....	9
Winwood Drive .....	
Monroe .....	10
Madison .....	11
Jackson .....	12
Quincy .....	13

Belleville .....	
Morris .....	14
Carlton .....	15
Williams .....	16
Cleveland .....	17
Potlitzer .....	18
Harrison .....	19
Lindburg .....	20
Ford .....	21
Hudson .....	22
Billings .....	23
Mead .....	24

## North of 1st Street

First to 27th Consecutively













**Kansas State College of Pittsburg**  
**Pittsburg, Kansas**