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Kansas State College of Pittsburg

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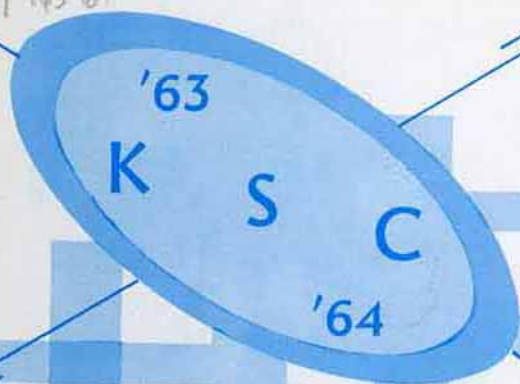
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STUDENT HANDBOOK

KANSAS STATE COLLEGE OF PITTSBURG
PITTSBURG, KANSAS

STUDENT HANDBOOK

1963-1964

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 in this book 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, 1963-1964

September 9, 10, 11, Monday, Tuesday, Wednesday	Enrollment
September 12, Thursday	Classwork begins
September 14, Saturday	Last day for full fee refund
September 18, Wednesday	Last day to add new classes
September 23, Monday	Last day for late enrollment
September 28, Saturday	Final day for dropping course without a grade report
October 19, Saturday	Last day for one-half fee refund
November 17, Friday	Midsemester D and F Grades due
November 27, Wednesday, 12:00 noon	Dismissal for Thanksgiving
December 2, Monday	Classwork resumed
December 21, Saturday, after last class	Dismissal for Christmas
January 6, Monday	Classwork resumed
January 17, Friday	Final examinations begin
January 23, Thursday	Final examinations close
January 25, Saturday	Semester closes

Second Semester, 1963-1964

January 29, 30, Wednesday, Thursday	Enrollment
January 31, Friday	Classwork begins
February 4, Tuesday	Last day for full fee refund
February 6, Thursday	Last day to add new classes
February 12, Wednesday	Last day for late enrollment without grade report
March 5, Thursday	Commemoration Day
March 10, Tuesday	Last day for one-half fee refund
March 18, Wednesday	Midsemester D and F grades due
March 25, Wednesday, after classes	Dismissal for Easter
April 1, Wednesday	Classwork resumed
May 4, Monday	Final date to apply for degrees
May 4, Monday	Final date for first draft of thesis and Ed.S. Project
May 18, Monday	Final date for submission of thesis and Ed.S. Project
May 22, Friday	Final examinations begin
May 28, Thursday	Examinations close
May 30, Saturday	Memorial Day, vacation
May 31, Sunday	Baccalaureate service
June 1, Monday	Commencement

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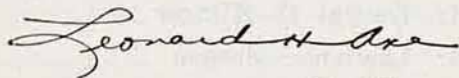
LEONARD H. AXE
President

**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, 1963-64. The 300 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, advisors, 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

THE COLLEGE

Kansas State College 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. Henry A. Bubb, Chairman	Topeka
Mr. Whitley Austin	Salina
Mr. Arthur H. Cromb	Mission Hills
Mr. W. F. Danenbarger	Concordia
Mr. Ray R. Evans	Prairie Village
Mr. Clement H. Hall	Coffeyville
Mr. Dwight D. Klinger	Ashland
Mr. Lawrence Morgan	Goodland
Mr. Clyde M. Reed	Parsons
Mr. Max Bickford, 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

PATRICIA PATTERSON, B.S., M.S.,

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. BEOUGHNER, B.S.,

Business Manager

LEMOINE B. CARLYON, B.S., M.S.,

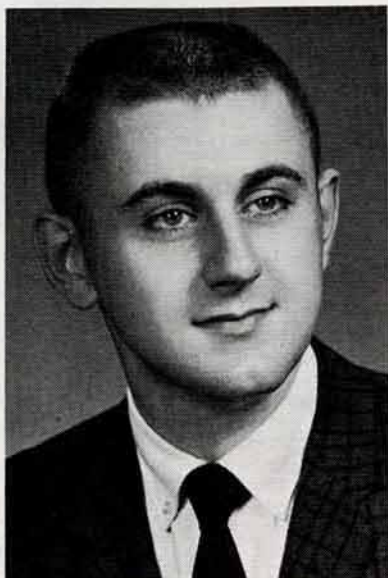
Plant Superintendent

CHAIRMEN OF DEPARTMENTS

- LELAND D. BOONE, M.S. Room 212, Mechanical Arts
Department of Non-College Vocational Education
- LT. COL. JAMES W. BRANDON, M.A. Rm. 214 Mechanical Arts
Department of Military Science
- GERTRUDE E. CHITTENDEN, Ph.D., Room 101, Home Economics
Department of Home Economics
- BRUCE DANIELS, Ph.D. Room 313, Carney Hall
Department of Physics
- DELTA W. GEIER, Ph.D. Room 206, Carney Hall
Department of Chemistry
- PRENTICE E. GUDGEN, A.M. Second Floor Gymnasium
Department of Physical Education
- DR. AARON W. HARPER, Ed.D. Room 201, Hughes Hall
Department of Education and Psychology
- RALPH W. KELTING, Ph.D. Room 115, Carney Hall
Department of Biological Science
- MILLARD M. LAING, Ed.D. Room 103, Music Hall
Department of Music
- FLOYD R. MEYER, Ed.D. Room 103, Library
Department of Library Science
- RONALD G. SMITH, Ph.D. Room 301, Russ Hall
Department of Mathematics
- WILLIAM P. SPENCE, Ed.D. Room 1, Industrial Arts
Department of Industrial Education and Art
- ROBERTSON I. STRAWN, Ph.D. Room 305, Russ Hall
Department of Language and Literature
- RALF J. THOMAS, Ed.D. Room 402, Russ Hall
Department of Commerce and Business Administration
- RICHARD C. WELTY, Ph.D. Room 316, Russ Hall
Department of Social Science

LOCATION OF MAIN OFFICES

President.....	Room 205, Russ Hall
Administrative Assistant.....	Room 204, Russ Hall
Admissions Office.....	Room 110, 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 131, Russ Hall
Extension Office.....	Room 215, 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



LOUIE BARNEY

*President of
Student Assembly*

1963-64

STUDENT GOVERNMENT

Officers

President..... Louie Barney

Vice-Presidents:

Student Government..... Willis Heydenberk

Educational Affairs..... Kenneth Doffing

Student Affairs..... Sherry Baer

Human Relations..... Iraj Broomand

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 Collegio representative and two faculty sponsors selected by the Assembly.

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

PURPOSE OF THE COLLEGE

Kansas State College is established and maintained by the State of Kansas for the purpose of serving the students who enroll. The college is dedicated to providing opportunities which will induce students to seek the highest possible level of development. Although academic development is the major reason for the work of college, it is recognized that experiences designed to develop social and emotional maturity also contribute in the production of happy and useful citizens.

The academic offerings of the college are designed to provide a well rounded preparation in general education as well as major and minor work related to the occupational interest of each student. It is the intention of the college to develop people sophisticated in the major academic areas as well as prepared to undertake a useful occupational function in our society.

While academic achievement is a first obligation of college students past experience indicates that adequate relations with other individuals is important if people are to make the most of their lives. College life provides unique opportunities to learn how to most adequately relate to people of varied characteristics. Every student is urged to exploit these opportunities in classroom contacts, student organizations, fraternity relationships, dormitory group living experiences, and in all other ways in which personal contacts are possible.



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 assembly. If this body 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

Advisor: Miss Patricia Patterson

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 Executive Council is set up according to qualifications described by 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.

1963-64 A.W.S. Officers

President—Tara Shideler

First Vice-President—Jane Stine

Second Vice-President—Judith Smith

Corresponding Secretary—Dorothy Ann Ensminger

Recording Secretary—Joan Macklin

Treasurer—Sheryll Ann Reeves

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 Tripplett
Sophomore Class	
Junior Class	
Freshman Class	{ Dr. Ralph Wright } Miss Patricia Patterson
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 Mr. John Fought

This organization is responsible to the publication of the Collegio, the official student newspaper. The editor, assistant editor, business manager are chosen by the board of publications. These and certain other staff members hold salaried positions.

Collegiate Young Democrats Mr. Larry Bowman

College Y

{ Dr. Edward Galloway
} Mr. Edwin E. Harbeston

This is a non-denominational religious, service organization. Membership is open to both men and women. The purpose of this organization is to undertake service, social and recreational activities which have religious perspectives.

Collegiate Young Republicans

Iranian Student Association
in the U.S.A.

International Friends

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.

Kanza Mr. John Fought

This organization prepares and publishes the Kanza, the student yearbook. The editor and business manager are selected by the board of publications. These as well as certain other positions are salaried positions.

KSC Dames Club {Mrs. Tom Lester
 {Mrs. Alvin Proctor

The membership for the Dames Club is drawn from wives of students enrolled at Kansas State College. Programs and activities are arranged which will be of interest to young married women.

People to People

The University People to People program was organized at Kansas State College during the fall semester of 1962-1963 year. It is designed to help overseas students to take an active role in school and community life. The program for international students is greatly benefited by this program.

Pitt Peppers Miss Pauline Winter

The Pitt Peppers were organized in the fall of 1958 and have been responsible for much of the enthusiasm at our athletic events. Second semester freshman, sophomore, junior, and senior girls who have a C average are eligible for election to this organization.

Departmental Organizations

Organization	Sponsor
American Chemical Society	Dr. J. L. Pauley
Amateur Radio Club	Mr. R. R. Shurtz
Biology Club	Dr. Branley Branson
Drafting Club	Mr. Jay Holt
Home Economics Club	Mrs. Charleen Varner
Industrial Education Club	Mr. Edwin L. Koehler
"K" Club	Mr. Al Ortolani

Language and Literature Club.....	Dr. Walter Pennington
Mathematics Club.....	Dr. Vivian Nemecek
Military Science Rifle Club (NRA).....	Capt. Frank H. Scott
National Collegiate Assn. for Secretaries.....	Gloria Forester Morris
National ROTC Band Assn.....	Capt. Arne Erickson
Phi Beta Lambda (FBLA).....	{Mr. Kenneth Colyer {Dr. Leonard Sheffield
Philosophy Club.....	Mr. Robert P. Hendon
Physical Education Majors and Minors Club.....	Dr. Evelyn Triplett
Physics Club.....	Dr. R. G. Nuckolls
Social Science Club.....	Mr. William Powell
Student KSTA.....	Dr. Aldon Bebb
Tau Beta Sigma.....	{Mr. and Mrs. { Russell Pugh
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. Sponsors—Dr. M. J. Little, Mr. William M. Kincaid

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 undergraduate 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. A. O. Brown, Mr. F. J. Smith.
- Kappa Delta Pi**—an international honorary educational society open to juniors, seniors, and graduate students. Sponsor—Mr. Guy Coonrod.
- 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. Jesse L. Horn.
- 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 Amicron**—a national professional and honorary fraternity in the field of home economics. Sponsor—Mrs. Mary Hankammer.
- Pi Delta Epsilon**—a national collegiate journalism fraternity to encourage student participation in undergraduate

publications and the development of excellence in those publications. Sponsor—Mr. Richard Korn.

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 McColley.

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. Frank H. Scott.

Theta Alpha Phi—a national honorary dramatics fraternity. Sponsor—Dr. John W. Wilcoxon.

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.

The Scholastic Honor Society

The Scholastic Honor Society was established in 1961. Its purpose is to encourage sound scholarship, to recognize and honor good character and to stress the obligation which the scholar owes to society. To qualify for election students must have achieved a grade point average of 3.3 and must

be in the upper 7% of the senior class. The first group of students was honored in the spring of 1961.

President—Dr. Rebecca Patterson
Student Vice-President—Margaret Johnson
President-elect—Dr. Branley Branson
Treasurer—Dr. C. W. Reilly
Secretary—Dr. E. G. Shields

Omicron Delta Kappa

Omicron Delta Kappa, the first college honor society of national scope, was installed at Kansas State College April 21, 1963. It is an honorary organization for Junior-Senior men selected on a basis of meritorious leadership, scholarship, and service in extracurricular activities. It replaces The Gold Key Honor Society, a local organization, founded in 1958.

President—C. H. Parker
Vice-President—David Palmer
Treasurer—Richard Wells
Faculty Secretary—Willis L. Tompkins
Faculty Sponsor—Leonard H. Axe

Golden Crest for Women

ADVISORY BOARD

MISS PATRICIA PATTERSON
MRS. MARY PROCTOR
MRS. THELMA HAYS
MRS. BLANCHE ALBUS
MRS. MARTHA W. PATE

RELIGIOUS ORGANIZATIONS

Students who come to college are regularly interested to continue religious affiliations that they have been accustomed to. Campus religious organizations provide opportunity for this kind of experience. Co-ordination of the

activities of these organizations and inter-denominational experiences are provided through the work of the Religious Activities Council.

The Religious Activities Council is composed of the following: Two representatives from each denomination with an organization on the campus; two representatives from International Friends; one representative from each social fraternity and sorority. The council meets at 4:00 p.m. on the second Wednesday of each month. Sponsors and Foundation Directors are welcomed and are urged to attend the meeting.

Religious Organizations

Baptist Student Union (Southern Baptist): Sponsor, Betty Parmalle.

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

Canterbury Club (Episcopal): Sponsor, Father Hoggard.

Chi Alpha Fellowship of the Pentecostal (Assembly of God): Sponsor, Dr. Morris Stevens and Rev. Oscar H. Bolen.

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

Lutheran Student Fellowship: 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 (R.L.D.S.): Sponsor, Dr. R. G. Smith.

Newman Club (Catholic): Sponsors, Dr. Charles Dellesaga and Patrick Carney.

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

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

Westminister Fellowship (Presbyterian): Sponsor, Mrs. Frank Roshey.

SOCIAL ORGANIZATIONS

For Men

Interfraternity Council

Sponsor: Mr. Richard Carr

Officers: (Summer Only)

President..... Frank Matteucci

1st Vice-President... Gaines D. Love

2nd Vice-President..... Bill Hall

3rd Vice-President Bill Christopher

Secretary-Treasurer George Lampe



Alpha Phi Alpha: Sponsor,

Kappa Alpha Psi: Sponsor, Dr. Dudley Cornish

Pi Kappa Alpha: Sponsor, Dr. Forest L. Penny

Phi Sigma Epsilon: Sponsor, Mr. Joe Murphy, Mr. Walter H. Roderick

Sigma Tau Gamma: Sponsor, Mr. John Lance, Mr. William M. Panter, Dr. Ralf J. Thomas, Mr. Leland D. Boone

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

Xi Omega: Sponsor, Dr. Denmark Cope, Professor Warren Woefel

For Women

Pan-Hellenic Council

Sponsors: Miss Patricia Patterson
Dr. Mary Roberts

Officers:

President..... Dorothy Carlyon

Vice-President..... Joan Pistotnik

Secretary..... Jackie Brown

Treasurer..... Sharon Moore

Editor..... Vicki Bodine

Alpha Delta Pi: Sponsor, Mrs. Warren Woefel, Mrs. Herbert Morice

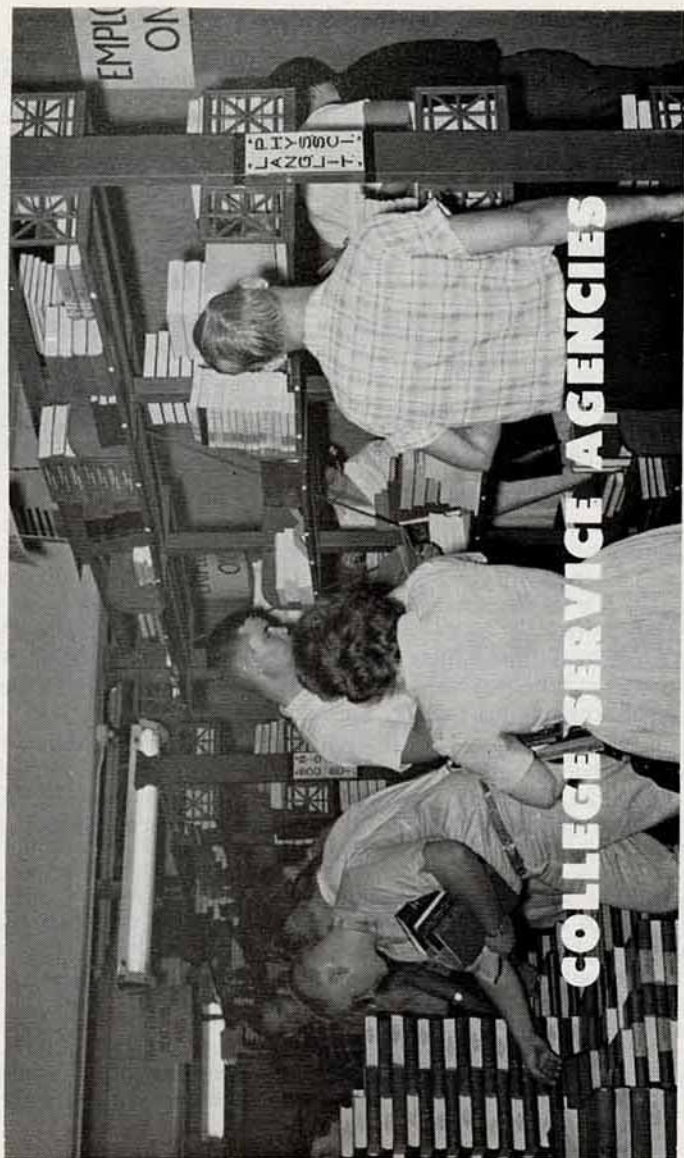
Alpha Kappa Alpha: Sponsor, Mrs. Robert Noble

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

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

Sigma Sigma Sigma: Sponsors, Miss Lottie Viets, Mrs. June Carpenter

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



COLLEGE SERVICE AGENCIES

To assist students to achieve the highest possible degree of success while at college, certain essential 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

The Student Health Center provides services of qualified nurses from 7:45 to 5:00 p.m. on every school day. These nurses are capable of rendering assistance for minor ailments and more major problems are referred to the college medical doctor who is at the Health Center from 12:30 to 1:30 o'clock every school day.

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 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. **Emery 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

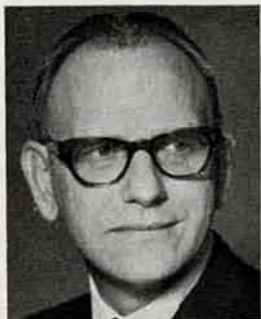
To consider the results of the testing provided, students should report to the Guidance Bureau and make an appointment with one of the qualified counselors to discuss these results. The results will also be sent to various instructors or academic advisors who have a special interest in a particular student.

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 L. Tompkins**, is responsible for the administration of the academic program of the college. He is chairman of the Curriculum Committee of the college which examines all courses and degree requirements. The recommendations of this committee are made to the faculty senate and if approved there they become official procedures and requirements of the college. Students who have special problems with their curriculum or courses should call at this office for assistance. Dr. Tompkins is the chairman of the Committee on Reinstatement and students who are interested in being reinstated should visit with him about their situation.



THE OFFICE OF AIDS AND AWARDS

The Office of Aids and Awards is under the direction of **Mr. Garnett Bloomcamp**. Students who have or who anticipate financial difficulties should report to this office to develop a plan which will enable them to overcome such financial problems. Assistance is provided through a variety of loans, grants and scholarships. This office works closely with the office of student employment in an attempt to develop the best means for students to finance their education.

Mr. Bloomcamp is also the advisor to foreign students. They should report to this office for assistance with any problems they encounter.

Scholarships

Each year, the Scholarship Committee awards a limited number of scholarships to incoming freshman students, as

well as to a few upperclassmen. 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.

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 these scholarships. 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 Office of Aids and Awards.

Applicants are required to use the application forms furnished by the KSC Committee on Scholarships. These are to be returned to the Office of Aids and Awards 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:

Office of Aids and Awards
Kansas State College of Pittsburg
Pittsburg, Kansas

Federal Loans

The provisions of the National Defense Education Act of 1958 make 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.

College Loans

No student should leave college during a semester nor fail to enroll at the beginning of any semester because of financial need without first inquiring about available loans. The director of aids and awards will counsel with students concerning loans to pay fees or to meet living expenses. While the college does not have sufficient money to completely finance students through college, hundreds of students receive some amount of help in each college year.

OFFICES 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 to emotions which arise out of unsolved problems. Problems of any kind will be given sympathetic attention.



Orientation

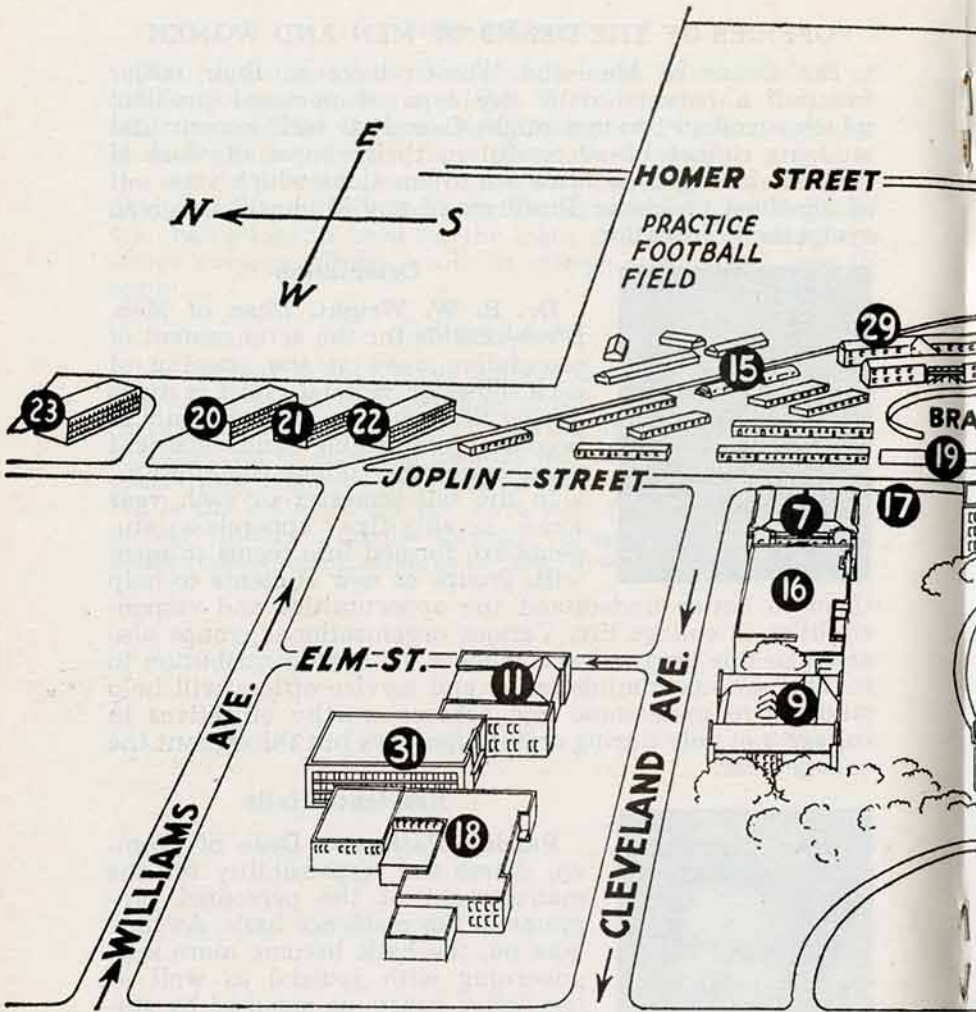
Dr. R. W. Wright, Dean of Men, is responsible for the arrangement of orientation days at the opening of each semester. Special effort is made during these days to help students to become comfortable and efficient members of the college community.

In the fall semester of each year some seventy-five upperclass students 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



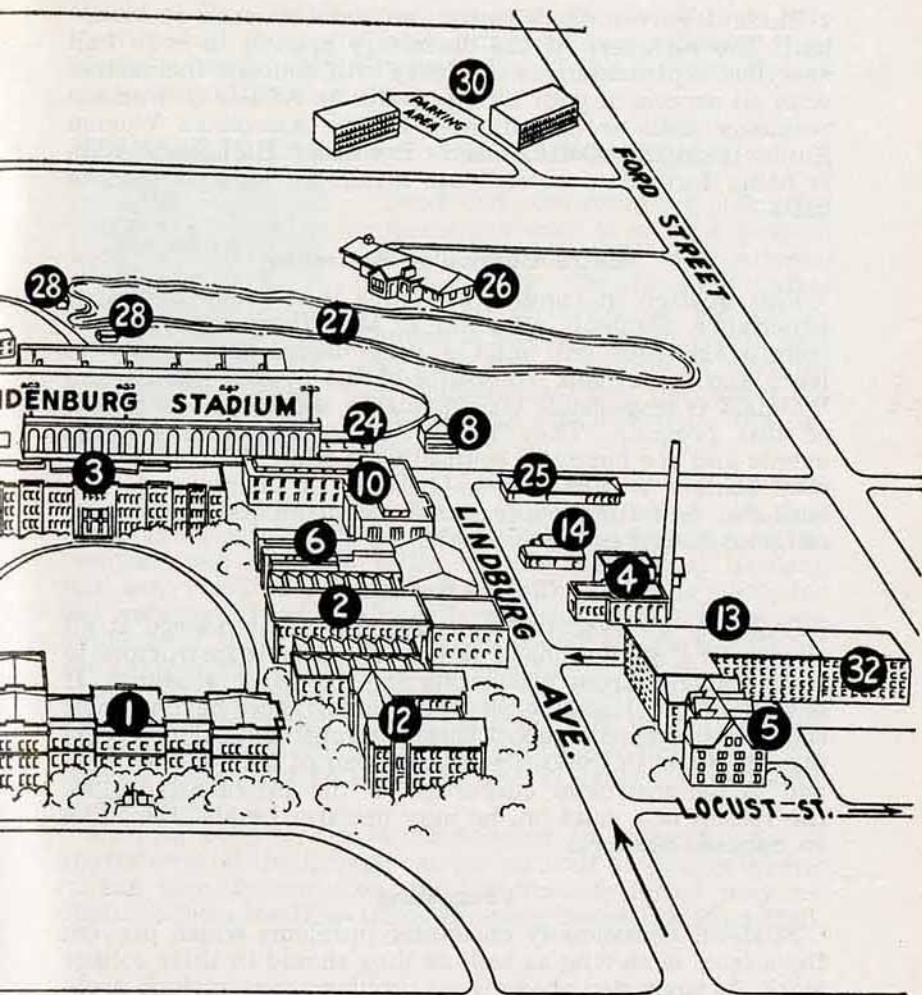
Patricia Patterson, Dean of Women, shares the responsibility for the management of the personnel programs in the residence halls. As time goes on, the halls become more self-governing with judicial as well as legislative functions assumed by student government, but the Dean of Men and the Dean of Women still have an advisory and consultative function in this program.



- Bowen Hall—22
- Carney Hall—3
- College Auditorium—3
- College High Laboratory School—18
- College Lake—27
- Mitchell Hall—13

- East Side Apartments—30
- Fire Station—25
- Francis Willard Residence Hall—5
- Garage—24
- Gymnasium—7
- Home Economics—6
- Home Management House—8

- SOUTH**
- Horace Mann Element School—11
 - Hughes Hall—31
 - Industrial Arts—2
 - Married Couples House
 - Mechanical Arts—10
 - Lakeview Hall—29



BROADWAY

y Training

g Units—15

McCray Hall—12
 Physics-Math Lab. Building Site—17
 Nation Hall—32
 Porter Library—9
 Power Plant Addition—14
 President's House—26
 Power Plant and Maintenance—4

Russ Hall—1
 Shelter Houses and Picnic Area—28
 Shirk Hall—23
 Student Center—16
 Tennis Courts—19
 Tanner Hall—20
 Trout Hall—21

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 women's 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.

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.

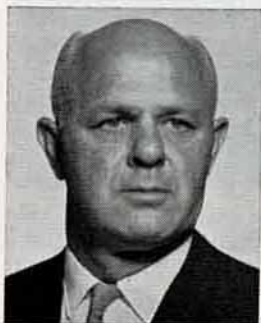
Class Attendance

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 to the instructor concerned. If the instructor decides the reason is a valid one, he may declare the absence to be an excused absence.

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. R. F. Kennon** 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 inspected 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 584 women and 583 men in college dormitories. For the convenience of those who will live in rooms or apartments off the campus the Housing Office provides a list of available places. Students are responsible for knowing and following the regulation which prevail both on and off the campus. These regulations are set by the housing committee of the college and should be available in every place of residence of students.

Married couples are accommodated in 26 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.

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—INTRAMURAL 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

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 which is organized by **Dr. Jerry Barham**.



Women's Recreation Association

Miss Pauline Winter 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 often by students and their location and operation should be well known.

THE RESERVE DESK AND READING ROOM. These services are located beside each other on the second floor. Instructors will assign most frequently used materials to the Reserve Desk so that they are more readily available for student use. These materials are to be used only in the library during the school day but one-half hour before closing time they may be borrowed for overnight. They must be returned when the library next opens.

THE CARD CATALOG AND STACKS. These are on the second floor. The major books of the library are listed and stored in these areas. Students may study in the stacks at the carrels provided or the books may be borrowed and checked out at the circulation desk.

THE PERIODICAL ROOM. This room contains current issues of all magazines subscribed for by the library. It is on the ground floor to the west of the main lobby.

THE REFERENCE READING ROOM. This is on the south side of the second floor. The material in this room is for reference purposes and is not available for circulation.

DISPLAYS. Interesting and educational materials are frequently displayed in Porter Library. Besides book exhibits and other library materials, photographs, paintings, and other items of interest are shown.



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 management of **Mr. Seybert Smith** is located on the ground floor of the Student Center. All books and supplies as well as many convenience items may be obtained here.

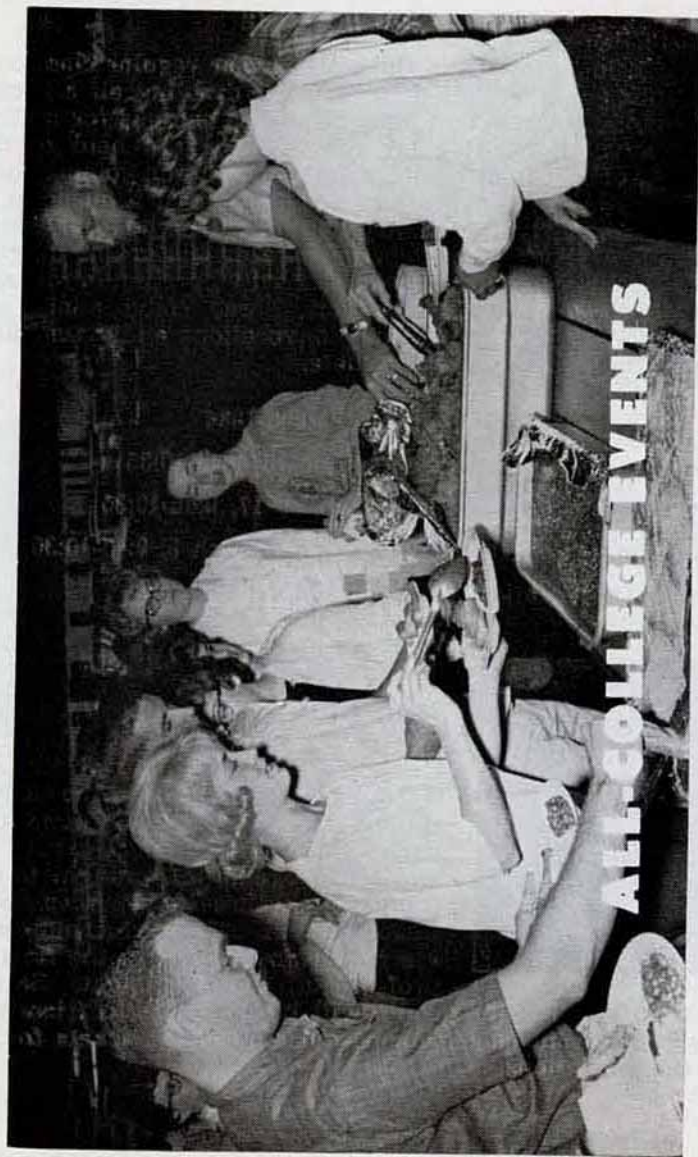
Most students at KSC rent their books. For this service each student pays \$12.00 rental fee per regular semester and \$5.00 for summer se-

sion. 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 occasions in the college year 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 the opening of school, at homecoming time and on commemoration day. 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.

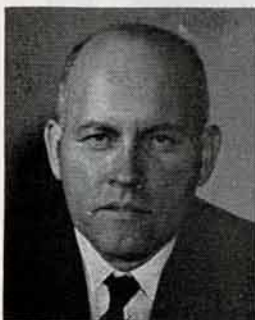
Schedule for 1963-1964

Opening Convocation, September 13, 9:45-10:35

Homecoming Convocation, October 17, 9:45-10:35

Commemoration Day Convocation, March 5, 9:45-10:35

Honors Convocation, April 13, 11:15



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.

GREAT BOOK LECTURES

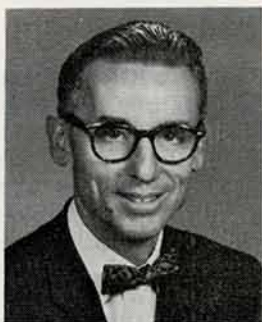
College education should acquaint students with the best available works of Art, Literature, and History. Certain writings have been singled out and designated as Great Books because of the power with which they speak to people of succeeding generations. Each year lectures are delivered on our campus 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.



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.



CHAMBER MUSIC SERIES

Each year the college music department sponsors a series of four chamber music concerts by guest artists. Through cooperative booking with Universities in the area an outstanding series on international attractions is obtained. The schedule for next year includes the Vlach String Quartet from Czechoslovakia, the New Danish String Quartet, and the Wiener Solisten. These concerts

included on the student activity ticket, are held in the smaller of our two concert halls, McCray Auditorium. They are under the direction of **Dr. Millard Laing**, chairman of the Music Department.



ATHLETIC EVENTS

Athletic events of the college are under the direction of **Mr. Prentice Guden**, 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.C. will clarify the reciprocal agreement concerning admission to athletic events.

Section 40. The price of admission for students of C.I.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 team unless arrangements have been made as stated above. (revised 12-7-57)

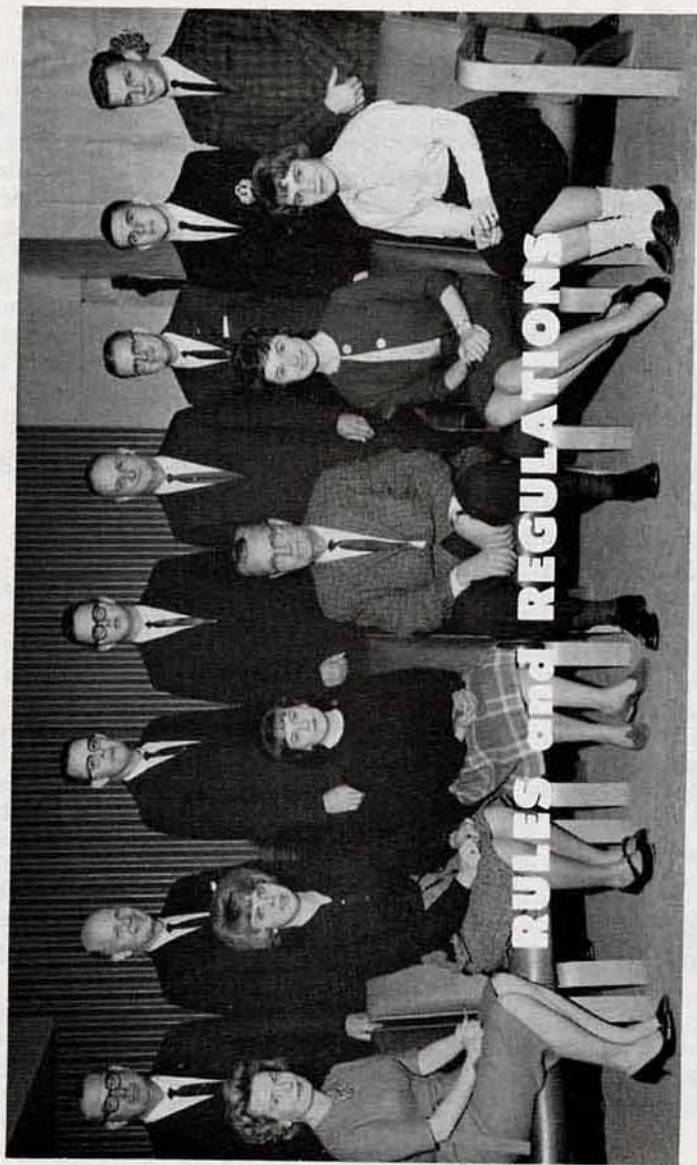
FOOTBALL SCHEDULE

September 14—Springfield	Springfield 8:00 p.m.
September 21—Warrensburg	PITTSBURG 8:00 p.m.
September 28—Rolla	Rolla
October 5—Northeast Missouri State	PITTSBURG 8:00 p.m.
October 12—Pueblo, Colorado, Southern Colo. State	PITTSBURG 8:00 p.m.
October 19—Fort Hays	PITTSBURG 2:00 p.m.
October 26—Washburn	Topeka
November 2—Emporia	Emporia
November 9—Omaha	PITTSBURG 8:00 p.m.

BASKETBALL SCHEDULE

1963-64

November 19—Southwestern Oklahoma State	PITTSBURG
November 23—Northeastern Oklahoma State College	PITTSBURG
December 3—Northeastern Oklahoma State College	Tahlequah
December 14—Omaha University	PITTSBURG
December 16—Oklahoma Baptist University	Shawnee, Oklahoma
December 17—Central State College	Edmond, Oklahoma
December 27—Invitational Basketball Tournament	
December 28—Wayne State College	Wayne, Nebraska
January 3—Ottawa University	PITTSBURG
January 6—Kansas State Teachers College of Emporia	PITTSBURG
January 11—St. Benedict's College	Atchison, Kansas
January 11—Omaha University	Omaha
January 25—Ft. Hays State College	Hays, Kansas
February 1—Washburn University	PITTSBURG
February 6—Kansas State Teachers College of Emporia	Emporia
February 15—St. Benedicts College	PITTSBURG
February 22—Ft. Hays State College	PITTSBURG
February 25—Washburn University	Topeka



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 judgement 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 expeditious and impartial hearings of all allegations of student

academic misconduct or dishonesty, and 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 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-3 grade points
 - D-1 grade points
 - F-no credit, no grade points
2. At midsemester (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 "C" average, he is placed on first probation. To be removed from probation a student must earn a "C" average on the total credits for which he is enrolled for a semester or a summer session. NOTE: If a student drops from a course while failing the hours of credit for such a course will be included in calculating his academic average.
2. **Dismissal—**
 1. If a student is placed on second probation, he will be dismissed for poor scholarship.
 2. For other than zero hour freshmen, any student who receives "F" grades in as much as one-half of his work in a full semester will be dismissed from college for poor scholarship.
Special Regulations for Zero Hour Freshmen—A zero hour freshman who earns "F" grade in as much as one-half of his work in a regular semester will be continued on academic probation. He must then make a "C" average on the total credits for which he is enrolled in his next semester or summer session or he will be dismissed from college for poor scholarship.
3. **Reinstatement—**A student dismissed from college for poor scholarship may petition for reinstatement to the Reinstatement Committee. Each petition will be considered on its own merits. 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 the 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 Director of Aids and Awards, McCray 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 112, 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.

Women's 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 p.m. on weekdays, and all day on weekends except for Sunday in the Gorilla Grill. After 7 p.m. on weekdays this apparel may be worn anywhere in the building except that at no time may such apparel be worn on the top floor of the Student Center Building without special permission from the director of the building.
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 Regulations

Hours

1. Closing hours in the residence halls are as follows:
Sunday, Wednesday.....11:00 p.m.
Monday, Tuesday, Thursday.....10:30 p.m.
Friday, Saturday.....1:00 a.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. 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.
5. Those who are not inside or whose dates are not outside when the door is locked are considered late.

Illnesses

1. A record of class absence will be sent by the house director to the Dean of Women's office only if illness is reported before the class is missed. Each student should be responsible for explaining her absences from class to faculty members.

Late Leaves or Overnights

Late permissions of one hour on 10:30 nights and one half hour on 11:00 nights may be taken according to the following schedule:

Freshman.....	1	each semester
Sophomore.....	2	each semester
Junior.....	3	each semester
Senior.....	4	each semester

1. All senior women (85 hours or more) with a 2.5 overall grade point average and who are not on academic probation shall be permitted an unlimited number of late leaves.
2. Late leaves shall be permitted during final examination week provided the student has not exhausted her quota of late leaves for the semester.
3. A woman student should arrange for a late leave or an overnight permission before 8 p.m. on the night she wishes the permission.

Lounges

1. No smoking or refreshments are permitted in the lounge.
2. Residents may not entertain men callers in the lounge

until after 4 p.m. on weekdays and 1 p.m. on Saturday and Sunday. At other times callers will be permitted to wait in the lounges until the resident appears.

Miscellaneous

1. Women students are permitted to have guests on Friday and Saturday nights. Guests should be registered. Guests will be charged \$2.00 a night if they occupy a guest room and \$1.00 each night if they occupy regular student accommodations.
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.

DORMITORIES

Men's Regulations

Gambling

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 rooms the charge will be \$2.00 for the first night and \$1.00 per night for each succeeding night.
2. Guests who are not registered as overnight guests should leave the dormitory at 11:00 p.m.

Smoking

1. When smoking in the lounge please use the ash trays provided.
2. Do not throw cigarette butts in wastepaper baskets.
3. Do not smoke in bed.

Alcohol

Consumption or possession of alcoholic beverage in residence halls is strictly forbidden. Possession of containers of

such beverages will be construed as evidence of possession of the beverage.

Telephones

Telephones are provided for the convenience of all residents. In the interest of the rights of other residents, duration of calls should be kept to a minimum. 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

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

Pay Scale

First semester in one office—70 cents. Third semester in same office—75 cents. Fifth semester in same office 80 cents. Six 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—85 cents.

LIBRARY

Periodicals

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

Reserve Books

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

STUDENT CENTER

1. The announcements allowed on the public address system are longdistance 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 larger 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 is used it 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. Groups unaffiliated with the college 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 ELECTIONS

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 Assembly.

Organizations

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

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.

Participation

Attention is drawn to the following excerpt from Policies Governing Student Activities "No student who is on probation will be permitted to participate in debate, musical activities, or dramatics on an extracurricular basis during semester in which he is on probation."

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.

BENEFITS

Organizations may sell tickets or otherwise solicit money for their organization on campus only if the activity is judged to contribute favorably to the social or cultural life of the campus or if the proceeds from the activity are to be devoted to some worthy cause. Such proceeds cannot be used for the normal activities of the organization.

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 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 Pittsburg 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 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.

Conduct

- A. Kansas State College of Pittsburg, does not tolerate the consumption or possession of alcoholic beverages at any function of whatever nature on the campus; in or on the premises of any organized house; nor its possession or consumption by students in their rooms in private residences.

Above all else, the college expects its students to abide by accepted standards of social conduct. Evidence of intorication will be considered a serious offense.

- B. Each organization or group sponsoring and/or participating in a College activity of any kind is directly responsible to the College for any 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 Brethern	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
Latham	10
Tucker	11
Putnam	12
Rouse	13
Fairview	14
Highland	15
Water	16

South of 1st Street

Rose	1	Quincy	13
Euclid	2	Belleville	
Kansas	3	Morris	14
Forest	4	Carlton	15
Park-Martin	5	Williams	16
Washington	6	Cleveland	17
Adams	7	Potlitzer	18
Jefferson	8	Harrison	19
Webster	9	Lindburg	20
Winwood Drive		Ford	21
Monroe	10	Hudson	22
Madison	11	Billings	23
Jackson	12	Mead	24

North of 1st Street

First to 27th Consecutively



Kansas State College of Pittsburg

Pittsburg, Kansas

