

The edition 1987-89 of Wood Jr. College

# Wood Jr. College



*The Catalog*  
1987-89

**THE  
CATALOG  
1987-89**

**WOOD  
JUNIOR  
COLLEGE**  
Mathiston, Mississippi

A College Related to The United Methodist Church  
Through the Board of Global Ministries

Accredited by  
THE SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS

and a member of

THE UNIVERSITY SENATE OF THE UNITED METHODIST CHURCH

ASSOCIATION OF CHURCH RELATED COLLEGES AND UNIVERSITIES OF THE  
SOUTH

NATIONAL ASSOCIATION OF SCHOOLS AND COLLEGES  
OF THE UNITED METHODIST CHURCH

NATIONAL ASSOCIATION OF INDEPENDENT COLLEGES AND UNIVERSITIES

MISSISSIPPI STATE COLLEGE ASSOCIATION

MISSISSIPPI ASSOCIATION OF PRIVATE COLLEGES

NATIONAL COUNCIL OF INDEPENDENT JUNIOR COLLEGES

## Directory for Communications

Requests for information about Wood Junior College should be addressed to one of the following officials at Wood Junior College, Mathiston, Mississippi 39752:

President  
General Policies of the College  
Vice-President for Academic Affairs  
Academic Policies and Procedures  
Vice-President for Student Affairs  
Admission of Students  
Requests for Catalogs  
Student Activities  
Alumni Secretary  
Alumni Activities  
Vice-President for Business Affairs  
Payment of Fees  
Registrar  
Transcripts of Records  
Vice-President for Special Activities  
Off-campus Classes

ADMINISTRATIVE OFFICE HOURS  
8:00-12:00 A.M. and 1:00-4:30 P.M.  
Monday through Friday  
Saturday and Sunday by appointment only  
Telephones  
(601) 263-5352, 263-8128, 263-4964

Wood Junior College adheres to the principle of equal educational and employment opportunity without regard to race, sex, color, creed, or national origin. This policy includes the qualified handicapped and extends to all programs and activities supported by the college.

While every effort is made to ensure the accuracy of the information available at the time copy is prepared for this Catalog, the College reserves the right to make changes at any time without prior notice.

The front cover window design was created by Ronald Davis, Sandra Grych, and David Young. It depicts a campus scene captured in a photograph by Mr. Young and drawn by Ms. Grych.

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# 1987

JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
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# 1988

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# 1989

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## College Calendar

### 1987-88 FALL SEMESTER, 1987 (AUGUST 25-DECEMBER 16)

August 25, Tuesday Dormitories open at 9:00 for freshmen  
August 25 (1:00)-26 (4:00) Freshman Orientation (required of all freshmen)  
August 27, Thursday Module begins with assembly of all students at 8:30  
August 28-September 3 Night classes begin  
September 16, Wednesday Module ends with exams  
September 17, Thursday Module begins with classes at 8:30  
October 7, Wednesday Module ends with exams  
October 8-14 MID-TERM BREAK  
October 15, Thursday Doms will be closed  
October 15, Thursday Module begins with classes at 8:30  
November 4, Wednesday Module ends with exams  
November 5, Thursday Module begins with classes at 8:30  
November 25, Wednesday Module ends with exams  
THANKSGIVING HOLIDAYS  
November 26-November 29 Doms will be closed  
November 30, Monday Module begins with classes at 8:30  
December 18, Friday Module ends with exams  
Doms close at 5:00 PM  
CHRISTMAS HOLIDAYS  
December 19-January 10 Doms will be closed

### 1988-89 FALL SEMESTER, 1988 (AUGUST 23-DECEMBER 16)

August 23, Tuesday Dormitories open at 9:00 for freshmen  
August 23 (1:00)-24 (4:00) Freshman Orientation (required of all freshmen)  
August 25, Thursday Module begins with assembly of all students at 8:30  
August 29-September 1 Night classes begin  
September 14, Wednesday Module ends with exams  
September 15, Thursday Module begins with classes at 8:30  
October 5, Wednesday Module ends with exams  
October 6-12 MID-TERM BREAK  
October 13, Thursday Doms will be closed  
October 13, Thursday Module begins with classes at 8:30  
November 4, Wednesday Module ends with exams  
November 5, Thursday Module begins with classes at 8:30  
November 23, Wednesday Module ends with exams  
THANKSGIVING HOLIDAYS  
November 24-27 Doms will be closed  
November 28, Monday Module begins with classes at 8:30  
December 16, Friday Module ends with exams  
Doms close at 5:00 PM  
CHRISTMAS HOLIDAYS  
December 17-January 8 Doms will be closed

### SPRING 1988 (JANUARY 11-MAY 13)

January 10, Sunday Doms open at noon  
January 11, Monday Module VI  
Module begins with assembly of all students at 8:30  
Night classes begin  
January 18-21 Module ends with exams  
February 5, Friday Module VII  
Module begins with classes at 8:30  
February 6, Monday Module ends with exams  
March 4, Friday MID-TERM BREAK  
Doms will be closed  
March 5-9 Module VIII  
Module begins with classes at 8:30  
March 10, Thursday Module ends with exams  
March 30, Wednesday Module ends with exams  
March 31-April 3 EASTER HOLIDAYS  
Doms will be closed  
April 4, Monday Module IX  
Module begins with classes at 8:30  
April 22, Friday Module ends with exams  
April 25, Monday Module X  
Module begins with classes at 8:30  
May 13, Friday Module ends with exams  
May 15, Sunday Graduation  
May 27-July 1 SUMMER SESSIONS 1988  
First term  
July 5-August 8 Second term

### SPRING SEMESTER, 1989 (JANUARY 9-MAY 12)

January 9, Sunday Doms open at noon  
January 9, Sunday Module VI  
Module begins with assembly of all students at 8:30  
Night classes begin  
January 15-19 Module ends with exams  
February 3, Friday Module VII  
Module begins with classes at 8:30  
March 3, Friday MID-TERM BREAK  
Doms will be closed  
March 4-8 Module VIII  
Module begins with classes at 8:30  
March 9, Thursday Module ends with exams  
March 24-27 EASTER HOLIDAYS  
Doms will be closed  
Classes resume  
March 28, Tuesday Module ends with exams  
March 31, Friday Module IX  
Module begins with classes at 8:30  
April 3, Monday Module ends with exams  
April 21, Friday Module X  
Module begins with classes at 8:30  
April 24, Monday Module ends with exams  
May 12, Friday Module ends with exams  
May 14, Sunday Graduation  
May 26-June 30 SUMMER SESSIONS 1989  
First term  
July 5-August 8 Second term

## Wood Junior College in Profile

Wood is a fully accredited coeducational college offering primarily a liberal arts curriculum on a modular calendar. Wood is located in a rural area of extreme southern Appalachia on a 400-acre campus worth several million dollars. The institution is related to the United Methodist Church through the National Division of the Board of Global Ministries.

Wood Junior College is inter-faith, interracial and international in the composition of its student body. It is a small college offering courses on the freshman and sophomore level. The institution has a strong work-study program which teaches students quality work habits. Excellent scholarships, grants, and loans are available to help deserving students attend college.

The purpose of Wood Junior College, as a United Methodist institution, is to be of service to humankind by offering, in a Christian atmosphere, the first two years of accredited college level work and continuing education courses with the opportunity of earning an Associate Degree.

Wood's curriculum of basic courses in science, mathematics, English, history, business and related subjects establishes a strong foundation upon which a student may build when transferring to a senior institution. There are also two-year programs in horsemanship and secretarial science. The unique modular calendar provides a maximum of educational opportunity. A new course begins every three weeks, and a student may enroll at the beginning of any module.

Wood's student body of 400 represents 70 or more high schools from many different states and foreign countries. There are dormitory spaces for 150 resident students.

Wood has a strong physical education and intramural program. Students edit the college newspaper and yearbook and participate in choir, honor groups, clubs and organizations. The Student Association plans the out-of-class activities for the campus.

## Is Wood Junior College for You?

Before you make a final decision about where you will spend the first two years of your college career, you should consider Wood. Here are some questions which should help you with your decision.

- Do you want a small college to help bridge the gap between your high school and the large university?
- Do you want intellectual stimulation which is provided by a good faculty, well-equipped laboratories, a good library, and an alert student body?
- Do you want a warm, friendly, informal college without frills and excessive expenses?
- Do you want to be fully involved intellectually and socially in a community of learners and friends, old and young?
- Do you want a college where you can find yourself and become your best at every level?
- Do you want the dignity and independence that comes from working for a large part of your college costs?
- Are you interested in a career in horsemanship?
- Are you interested in a full-time career in a church-related vocation?

A "yes" to any of the above questions could mean that WOOD is for you.





## Yesterday-Today-Tomorrow

Wood Junior College was founded as Woodland Seminary at Clarkson in 1886. In the beginning it functioned as an elementary school and came under the auspices of the Woman's Home Missionary Society of the Methodist Episcopal Church in 1897, when it was renamed Bennett Academy. In 1914 the school was relocated at Mathiston. The original buildings on the new campus were Wood Hall for girls and old Bennett Hall for classes. Soon, Dr. and Mrs. I. C. Dickson Hall for men, for whom the college is named, provided funds for construction of Wood Hall for men.

In 1927, during the presidency of Dr. Jasper A. Weber, Bennett Academy became a junior college and dropped the lower grades. The school became Wood Junior College in 1936.

Since the institution became affiliated with the Woman's Society of Christian Service of the North Mississippi Conference, much support has been given by this group. A \$100,000 gift from the Woman's Division of the Methodist Church made possible the erection of the new Bennett Hall, completed in 1965. The Cathedral of the Pines was contributed by the women of the North Mississippi Conference. Miller Hall, which is the men's residence hall, and Wood Memorial, which houses offices, classrooms and the library, were erected over the years. The Marie Clark Memorial Cross stands where old Bennett Hall stood. The United Methodists of Mississippi gave \$300,000 for the women's residence hall, Roy Black Memorial Hall, which was dedicated in April, 1970. There are now 22 buildings serving students, faculty and staff of Wood Junior College.

Programs are now being launched and others are underway to add to the endowment fund and provide additional facilities for the college. The future is bright with prospects for the enrichment of programs through various facets, including liberal scholarships, a development program and a good counseling program.

Newly renovated Wood Hall, which houses the Music Dept., Journalism Dept., and Development offices, is listed in the National Register of Historic Places.



## Campus Life

### THE STUDENT GOVERNMENT ASSOCIATION

The Wood Junior College Student Government Association embraces all the students, the faculty, and staff of the college. This Association provides the framework for working together democratically, in directing out-of-class activities and for developing leadership and personal qualities essential for living in a cooperative community.

The governing body of the Association is the Association Council. In order to facilitate the work of the Council and to provide for maximum student participation, six commissions (Buildings and Grounds, Citizenship, Informal Education, Recreation, Christian Life, and Student Employment) are set up through which the actions of the Council may be channeled. The Association Council is composed of elected executive officers, elected chairmen of the six commissions, and their advisors.

### STUDENT ORGANIZATIONS

**PHI THETA KAPPA**, the national junior college honorary scholastic society, has a chapter at Wood. To be eligible for membership, students must possess good moral character and sound qualities of leadership, and they must have an overall GPA of 3.30 with a minimum of 15 hours.

**PHI BETA LAMBDA** is the national college organization for future business leaders. The purposes of this organization are to acquaint students with the business world and to develop the character necessary to be competent business leaders.

**HISTORY CLUB** is open to students who are interested in the development of history, particularly as it pertains to international relations. Important world and national issues are discussed and debated. Specific projects enrich the students' knowledge of national and foreign affairs. This club stands for the belief that an intelligent knowledge of the past is necessary to understand the present and at least partially predict the future.

**WOOD GYMNASTICS AND RHYTHMS TEAM** is composed of students enrolled in rhythms and gymnastics classes first semester each year. The team performs at various schools. Membership is based on try-outs and interviews. No previous experience is necessary.

**WOOD INTERNATIONAL CLUB** welcomes all students interested in the development of better international/cross-cultural awareness in the College community by helping international students to become a part of Wood Junior College and by acquainting American students with their colleagues from other

lands. Each year the Club sponsors International Day, group discussions, trips and parties.

**WOOD PLAYERS** gives students the opportunity to participate in all aspects of theatrical production. The group performs one or more plays each semester, and membership is open to any student who participates in any of these productions.

**WOOD RIDERS** is a group of horsemanship students and other interested students who sponsor equestrian activities such as horse shows and other rider competitions, social activities, and recreational trail riding.

**WOOD SINGERS and GENERATION** are composed of mixed voices selected on an individual try-out basis. "Wood Singers" specializes in religious music. "Generation" performs popular music, secular music, and Broadway show tunes. Both groups perform at college functions and also make off-campus appearances throughout the year.

**INTRAMURALS** in the various seasonal sports form a part of the educational program of the college and give students an opportunity for participation, development of skills, and appreciation of various recreational activities.



The horsemanship program produces winners year after year.



The campus community looks forward each semester to a theatrical production by the Wood Players. Pictured here is a scene from the fall 1986 offering, *The Curious Savage*.

## HONORS AND AWARDS

Wood Lady and Wood Gentleman are selected by the student body and represent the highest honor for Wood students. A student, to be eligible for this honor, must have a 3.00 scholastic average or better for three semesters and must be a candidate for graduation. In the judgment of the faculty each of these students must be a good citizen of the college community. These high honors are conferred at the Annual Awards Banquet.

Awards for special recognition are given in academic as well as co-curricular areas. Areas that may be represented are:

mathematics	music
business	drama
physical education	journalism
science	horsemanship

Early in the Spring semester, representatives chosen by campus organizations compete for the title of Most Beautiful. The selection is based on competition in interview, streetwear, formalwear, and talent before a panel of off-campus judges.

The May Queen is honored at the May Day program. She is selected by the student body at large. She must be in her fourth semester at Wood, must have a "C" average, and must be nominated by petition.



## CAMPUS PUBLICATIONS

**THE BREEZE** is the campus newspaper published by the students, with a faculty advisor, at such intervals as the staff directs.

**THE PINE TORCH** is the college annual published each year.

**THE PINE CONE** is the student handbook which is published by the Association Council.

**THE CHIPS-O-WOOD** is the alumni newspaper published quarterly by the Alumni Association.

**WOOD WORK** is the faculty handbook.

## CAMPUS REGULATIONS

**COMMUNITY MEETING.** To facilitate communication, provide adequate opportunity for worthwhile programs, and give expression to Christian worship, Wood students, faculty, and staff participate in community meetings. Programs include Student Government Association meetings, guest speakers and entertainers, honor programs, and worship services which are planned by the Student Government Association Council. Attendance is required of all students while they are enrolled in modular courses.

**DORMITORY LIFE.** Wood College provides comfortable and adequate housing for its resident students. Students who have been accepted will be asked to send a \$35 deposit with the dormitory registration card to insure getting a room. Students are responsible for their rooms and contents. Damages will be charged to the students.

The dormitories will be officially opened and closed as the calendar dates indicate. Any student who wishes to come early or remain over holiday periods must make arrangements for his lodging. On those holiday periods when classes are ended, the dormitories will close at 5:00 p.m.

Dormitory life is organized around the House Council, made up of elected resident students who work with the House Director to insure maximum comfort, enjoyment, and safety for all residents. The *Pine Cone* provides the specific information that governs dormitory life.

**DISCIPLINE POLICY.** It is the policy of Wood Junior College to accept persons with serious purpose, high ideals, strong desire for an education, and ability to pursue college studies. Those who have Christian standards and who can live happily together in a campus fellowship of teachers and students are especially sought. To attend Wood is a privilege, and the student who enrolls does so voluntarily; the privilege of attendance may be forfeited, however, if it becomes evident that the student knowingly and intentionally fails to measure up to the

standards of good citizenship that are appropriate for a church-sponsored college. Regulations governing conduct are spelled out in the *Pine Cone*. The *Pine Cone* is the official student handbook that provides general student information and information concerning student conduct. The student is held responsible for those regulations printed therein.

## STUDENT SERVICES

The student personnel services are designed to:

1. insure that a student is given guidance in meeting the requirements of college work.
2. meet special problems that a student may have both academically and personally.
3. provide information to the student as he plans his career.
4. develop personal initiative.

Those areas discussed below help the college to carry out these purposes.

**COUNSELING.** Wood Junior College is eager to insure a student's success in all areas of college life—academic, vocational, social and personal.

The school provides for counseling through the office of the chaplain. Individual counseling may be secured on request with counseling activities being tailored to meet individual needs. The counseling provided will be focused upon Christian understandings with the spiritual being given as much emphasis as other areas.

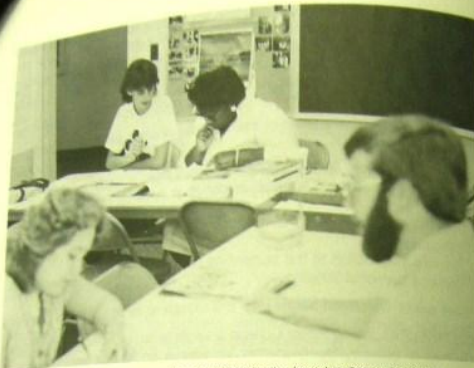
In addition to services provided by the chaplain, faculty members and the Vice President for Academic Affairs provide academic advisement. Entering students are assigned faculty advisors who assist them in planning their course of study at Wood.

**TESTING PROGRAM.** Wood Junior College participates in the American College Testing Program (ACT). To be officially enrolled every student must take this test or other tests accepted by the college. Also, testing in specific academic areas is required.

**FRESHMAN ORIENTATION.** All entering freshmen are expected to be present for and enrolled in Orientation.

**LEARNING RESOURCE CENTER.** An important service offered to students at Wood is the Learning Resource Center (LRC) housed on the second floor of Wood Memorial. The LRC makes available free of charge assistance for the student who wishes to increase proficiency in basic skills, to receive tutorial aid in specific courses, or to acquire academic enrichment. The service is made available on a "drop-in" basis or through referral by the regular instructor. Students who make use of the LRC will have the benefit of a variety of learning aids including texts, workbooks, videotapes, filmstrips, audiotapes, and other laboratory equipment. All instruction is individualized and self-paced.





Peer tutoring is one of the many services provided by the Learning Resource Center.

**HEALTH SERVICES.** Insurance coverage is included in the fees for full time dormitory and day students. A brochure outlining specific benefits is available in the business office.

**HOUSING.** Wood College can comfortably house 65 men in Miller Hall dormitory and 86 women in Roy Black dormitory. Each dormitory has a dormitory director in residence.

Roy Black Hall, built in 1969, is the residence for women and provides for 86 persons. Each room has twin beds, separate study desks, chests of drawers, a closet for each student and a lavatory with mirror. The rooms are provided with draw drapes for the windows. There are laundry and ironing facilities, a kitchen-recreation-T.V. lounge area and a prayer room on the first floor. The main floor has a lovely reception area for receiving guests and the second floor has a large comfortable lounge for group study, games or fellowship.

Miller Hall, built in 1936, houses the resident male student. Some rooms have connecting baths. All rooms have single beds, separate closets, study desks, and chests of drawers. The dormitory has a combination kitchenette and laundry for the use of the students. A gracious pine-paneled livingroom with a large fireplace adds greatly to the usefulness of this dormitory.

Preferences for roommates are honored wherever possible, but such desires must be expressed early on the application forms by both students to assure consideration; otherwise, rooms are assigned by the admissions office on a

priority basis. Roommate changes during the year are handled by the dormitory hostess in charge with the permission of the Vice-President for Student Affairs.

All resident students are expected to eat in the college dining hall which is located adjacent to the two dormitories. Three meals each day are served at stated hours seven days per week. The dining hall is under the supervision of the dietician and a dress code is in effect. Commuting students may eat in the dining hall at the regular posted student rates and with the permission of the dietician.

No student may occupy a room in the dormitory unless he is registered for a regular class in a module. Dropping out of class means moving out of the dormitory.

Students under twenty-one years of age and not living with their parents may be asked by the Vice President for Student Affairs to move on campus or withdraw from school if their off-campus housing is considered undesirable for any reason.



Each year nominees from campus organizations vie for the title Most Beautiful in the popular winter pageant.

## Admissions

### REQUIREMENTS FOR ADMISSION

Before a student can be officially admitted, the following documents must be filed in the Admissions Office.

1. Application for admission, completed with appropriate photograph attached.
2. A \$10.00 application fee.
3. Official high school transcript showing graduation from an approved secondary school, or minimum of fifteen (15) acceptable units, or the GED score certifying high school equivalency.
4. An ACT score of 10 or more. (A student with an ACT score below 10 who wishes a waiver of this requirement must petition in writing the Admissions Committee. A personal interview will also be required.)
5. A report of physical examination from a medical doctor. (If a student has difficulty due to some mental or medical problem not reported to the college, the college reserves the right to decide on the continuation of this student's enrollment, as it deems necessary, for the student's sake and for the sake of the campus community.) The physical examination may be waived, at the discretion of the administration, for "special" off-campus students.
6. An immunization compliance form, which may be obtained from a health department or a medical doctor.

### REQUIREMENTS FOR RE-ENTRY AND/OR RETURNING STUDENTS

It is required that all re-entering and returning students file an abbreviated application for re-admission. This will facilitate the updating of appropriate financial aid files and will also assist in pre-registration efforts.

### REQUIREMENTS FOR ADMISSION OF TRANSFER STUDENTS

Transfer students must provide all the information requested of new students. Transcripts of all previous work must be presented upon registration or before. In addition transfer students are required to provide a financial aid transcript from all institutions previously attended.

Wood will not credit any courses carrying grades of less than "C" taken elsewhere.

To be accepted at Wood, transfer students must be eligible for immediate readmission to the school from which they are transferring. Exceptions may be made after the lapse of at least one semester. Transfer students having less than a 2.0 average are placed on probation for their first semester.

Wood may accept courses taken at unaccredited institutions if (a) the student made "C" or above and (b) if the student passes the first semester at Wood with a "C" average or better, to indicate proficiency.

When the student's application forms and transcripts are in order, the student will be notified in writing of the decision made regarding his standing at Wood.

### REQUIREMENTS FOR EARLY ADMISSION

Wood Junior College offers Early Admission to academically talented high school seniors. A candidate for Early Admission should (1) have completed 12 units of high school work, (2) be working toward completion of high school graduation requirements, (3) rank in the upper fifth of his/her class or have a minimum composite score of 20 on the ACT, and (4) have a written recommendation from his/her school principal or guidance counselor.

Courses offered to academically talented high school seniors are limited to those not being taken concurrently or at a later time in high school. Students taking a full high school load may take only one college course per semester. All courses must be approved by the Vice President for Academic Affairs and should have the approval of the high school principal.

Credit for these courses shall be reserved until the student has completed high school graduation, or otherwise qualified for regular college admission.

### REQUIREMENTS FOR ADMISSION OF INTERNATIONAL STUDENTS

All international students applying for admission to Wood Junior College must submit the following documents:

1. A completed application for admission with photograph.
2. A \$25.00 nonrefundable application fee payment.
3. Official transcripts (listing subjects studied, grades received, examinations taken, and diplomas awarded) from all secondary schools or colleges and universities attended. Official translations must be attached to these records if they are in a language other than English. Notarized copies of credentials or translations do not fulfill certification requirements. Students must arrange to have official transcripts sent directly to Wood by all schools attended.
4. A physical examination report from a medical doctor.
5. A statement of resources for financial support while in the U.S.
6. An immunization compliance form required upon arrival.





Gymnastics is one of the growing programs at Wood.

## Finances

### EDUCATIONAL AND LIVING COSTS

Wood is a non-profit junior college affiliated with the United Methodist Church. It is supported by the Church through the National Division of the Board of Global Ministries and through the North Mississippi Annual Conference; by income from endowments; and by gifts from alumni, businesses, industry, foundations, and individuals who have an interest in Christian higher education. The charges made to students account for about one-half the cost of operating the college. Thus, every student who enrolls automatically receives approximately a half scholarship if he pays the full charges listed, and more if he does not.

The current fees for educational and living costs are available from the Business Office and the Admissions Office. Fully completed admissions and registration exist only after the application process has been completed and all academic and financial arrangements have been made. It is the policy of the College to require all students to have completed registration requirements before entering class, but in the event an attendee has not done this, the College reserves the right to classify the student as an audit and to assess charges.

### REFUND POLICY

Before a student is entitled to refund consideration, written notification of withdrawal and request for a refund must be signed by the Vice President for Academic Affairs and presented to the Business Office. The refund is paid directly to the student who is withdrawing unless otherwise instructed by the parent who originally paid the College. Students who withdraw are not entitled to any scholarship money as a refund. Refunds are payable within seven days after the notification of withdrawal has been approved. Due process is available for students with disagreements.

Payment is due on or before the first day of class of each semester and is to include the costs for the complete semester. Therefore, the following refund schedule is based on the assumption that all charges for the entire semester have been paid.

1. Tuition for semester: 80% refunded if withdrawal is completed within the first two weeks of the semester; 40% refunded if withdrawal is completed within the second to fourth weeks of the semester. No refund is due after the fourth week of each semester.
2. No refund for withdrawal from a single module or reduction of credit hours is due after registration is fully completed.
3. Room rent: No refund after the opening date of each semester.
4. Board: Refund based on a per week, pro rate schedule.
5. Application fee: Non-refundable.
6. Room deposit: Refund dependent on outcome of room inspection.

7. Changes of schedule fee: Non-refundable.
8. Other fees: refundable according to schedule as listed in no. 1 above.
9. Students enrolled in night or off-campus or summer school classes are not entitled to a refund.

### FINANCIAL AID

The primary responsibility for financing a college education lies with the student and his family. They are expected to make a maximum effort toward underwriting the cost. Parents must assume that all Social Security and/or Veterans' Benefits received for a child's education will be applied to a student's expenses before other aid is available. But it is also recognized that without financial assistance many worthy students may not be able to take advantage of the unique educational experience offered at Wood. Therefore, through a program of scholarships, grants-in-aid, loans, and campus employment, Wood provides a comprehensive plan to assist qualifying students.

Aid is awarded on consideration of merit and financial need. As a general rule, academic merit determines whether assistance is given, and need determines the amount of assistance. The program is administered on an individual basis and is tailored to fit the requirements of each student.

Early application (June 1 is priority deadline) is essential if any financial assistance is anticipated. Those who apply early will receive priority on all financial aid. Any financial assistance requests after an announced deadline may not be honored due to the many applications received in advance; however, if funds are available, scholarships are awarded on a first come, first served basis for qualifying students.

### HOW TO APPLY FOR FINANCIAL AID.

1. Complete and submit all appropriate admission materials.
2. Request an application for financial aid from the Office of the Vice President for Student Affairs.
3. Secure an ACT confidential family financial statement form by writing the Office of the Vice President for Student Affairs and complete the required information which will then be processed by the American College Testing program service.
4. Come for an interview if you have qualified for financial aid.

**HOW TO MAINTAIN FINANCIAL AID.** All financial aid awards are made on a one-year basis. Students who have received financial assistance in their first year at Wood and who desire assistance for their second year must renew their application with the Financial Aid Office by the announced deadline to receive prior consideration for aid before new students.

The following restrictions apply to all students receiving financial assistance from the college.

1. Satisfactory academic progress is required. Students failing to meet minimum academic standards may lose their aid for the period in which they are on academic probation.
2. Any student who becomes an academic failure loses financial aid for one semester.
3. Any student who is placed on disciplinary probation or suspended will forfeit the designated financial aid during the probation or suspension period.

The above conditions apply to all scholarships, including the Summers Foundation scholarship.

**SOURCES OF FINANCIAL AID.** The following sources are available to Wood Junior College students to assist them with Financial Aid. **WORK STUDY.** Wood has a program of workshops from funds afforded by the college and from government sponsored work-study funds which are available to students who need to "earn as they learn." Wood considers its Work Study Program to be an integral part of the person's educational experience. Most young people have not been involved in the world of work, where a time schedule is adhered to with specific responsibilities required. Wood believes that its Work Program in some way prepares an individual for that day in which he must take his place in the work-a-day world. Because of this philosophy concerning work, most students who receive a scholarship will also have a workshop.

**PELL GRANTS** were initiated by the Federal Government beginning with the 1973-74 school year. Grant amounts vary, and the student should apply directly for this program with the ACT Family Financial Statement. This form may be obtained from the high school. College financial aid offices should also have these. Every student desiring financial assistance should make application for the Pell Grant.

**MISSISSIPPI GUARANTEED STUDENT LOANS.** The Mississippi Guarantee Agency will underwrite loans to eligible students based on their unmet need after other financial aid has been provided. The maximum amount available during any academic year is \$2500. The maximum allowable for any degree program is \$10,000 during a four-year period. Interest rates are significantly lower than standard loan rates. The student must affirm that the proceeds from such loans will be used solely for educational purposes. Information and applications for Guaranteed Student Loans may be obtained from the Financial Aid Office or from the Vice President for Student Services.

**OTHER LOANS.** Wood can also assist students in seeking out loans from other sources. Both the student and parents should contact the Vice President for Student Affairs about such information.

**SCHOLARSHIPS.** Three Methodist Scholarships are awarded each year for Methodist students having a "B" average for seven semesters of high school work.

Valedictorian and Salutatorian scholarships of \$100.00 are awarded to entering



freshmen by having the high school principal certify these honors to the Office of the Vice President for Student Affairs.

Some academic scholarships are also available. Students seeking such aid will complete the application procedures for financial aid (see page 20) with the Vice President for Student Affairs.

The Financial Aid Committee awards sponsored scholarships from friends, groups, and foundations to students depending on need and the conditions laid down by the donor. One scholarship is the Mr. and Mrs. E. H. Summers Foundation Trust Agreement, which makes scholarship aid available to students from the counties of Attala, Webster, Choctaw, Carroll, and Montgomery.

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The college has the responsibility to adjust a student's financial award based on changes in the student's financial situation after the college "award letter" has been sent.

The college assumes that Veterans' Benefits received by the student will be made available for his tuition, fees and housing expenses.

All scholarships are contingent upon the availability of funds.



## Academic Affairs

### THE ACADEMIC PROGRAM AT WOOD

Wood Junior College provides students two years of college work in general education in the liberal arts tradition. Wood is making a real effort to be accountable for its instruction. The College recognizes the fact that all students do not learn at the same rate. It is also aware that students learn best when they are provided with alternative modes of instruction.

It is in keeping with this philosophy that Wood has adopted an exciting approach to education. Beginning with the fall of 1973, Wood began a modular system of learning. Instead of a student studying five or more courses at the same time, he concentrates on only one subject at a time. Each three-semester-hour course is studied for three or four weeks. The student registers for an academic year which has been divided into ten modules. The student is assisted in his learning by an instructor whose academic responsibility is to a limited number of students who are concentrating with him in one academic course. Activity courses, such as choir and physical education, meet on a semester schedule.

**CREDIT BY EXAMINATION.** Wood Junior College grants academic credit based on scores on the Subject Examinations of the College Level Examination Program (CLEP). Credit is awarded for those courses offered at Wood which parallel CLEP Subject Examination. Students must score at the 50th percentile to receive credit for the course. Students may earn up to 15 hours toward graduation through Credit by Examination. These tests are administered at any CLEP Examination Center.

### SPECIAL PROGRAMS

**BASIC SKILLS PROGRAM.** In keeping with their desire to insure that all Wood students succeed in college, the Faculty and Administration have instituted a program of courses designed to increase proficiency in basic skills—Basic Reading Skills, Basic Writing Skills, and Basic Mathematics Skills. Placement tests are administered to all new students before registration, and those students found to be deficient in one or more of these areas are required to enroll in the appropriate course(s). Each basic skills course carries three hours of institutional credit.

**CENTER FOR CHURCH LEADERSHIP DEVELOPMENT.** A joint project between Wood Junior College and the North Mississippi Conference of The United Methodist Church is the Center for Church Leadership Development. The purpose is to help develop leadership among pastors and laypersons, especially in the small membership churches. Classes (non-credit) and workshops are held in various parts of the Conference, and the Director is available for speaking or consultation. An Advisory Committee made up of

representatives of Wood Junior College and of the Conference assists the Director in setting policy and in over-all planning.

**ENGLISH FOR INTERNATIONAL STUDENTS.** The English Department offers a series of courses in English as a second language to help international students develop a command of English for academic purposes. These courses comprise nine levels of competence. ENG 0110 (levels 1-3) is a non-credit course taught intensively in three modules. ENG 1133 and 1143 (levels 4-9) are credit courses offered in four modules.

To advance from one course to the other, students must earn a grade of "C" or higher. Students who earn a grade of "D" or lower will be required to repeat the course until they show satisfactory improvement.

Students enrolled in English for International Students may not take any other college courses.

**STUDENT PLACEMENT.** International students are required to take a diagnostic Michigan Test of English Language Proficiency (MTELP) and to write a composition at Wood prior to registration to determine their program of study.

A student who scores 85 or above on the MTELP will be deemed proficient enough to carry a full-time academic program, unless the student's composition shows serious problems, typical of non-native speakers of English.

A student who scores below 85 on the MTELP will not be permitted to register for any courses other than English until he/she completes the English for International Students courses satisfactorily or passes the MTELP given at the end of ENG 1143 with a score of 85 or above.

Regardless of the program they will enter, all nonimmigrant F-1 students are required to pursue a full course of study each semester during their enrollment at Wood.

## GRADES AND REPORTS

**GRADING SYSTEM.** Students at Wood are graded on their academic achievements according to a system of letter grades. To facilitate computation of averages of students' grades, the College assigns numerical values called quality points to all letter grades of passing quality. The various letters used in grading, their meaning, and the quality point value of each are listed below.

- A—denotes work of superior quality, and is assigned four quality points for each semester hour
- B—denotes work of above average quality and is assigned three quality points for each semester hour
- C—denotes work of average quality and is assigned two quality points for each semester hour
- D—denotes work of below average quality and is assigned one quality point for each semester hour

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F—denotes failure. No quality points are assigned for this grade.

I—"I" is not a grade, but a symbol which denotes achievement of less than "D" quality and/or quantity of academic performance. "I" serves as a holding symbol which allows the student to continue to work in the course until his achievement merits "D" or better.

The student who receives an "I" at the end of a grading period is permitted to continue work in the course until his achievement merits "D" or better; however, he must contact the instructor who assigned "I" within one week following the beginning of the next grading period. The student and the instructor will at that time agree upon a schedule for the completion of the course work. The student who fails to contact his instructor will receive an "F" in the course and will be required to repeat the course if credit is to be received.

P—denotes work of passing quality. Quality points are not assigned, and credit hours earned with a "P" are not used to calculate grade point average.

W—indicates official withdrawal with approval of the instructor and the Vice President for Academic Affairs. If withdrawal takes place prior to the fourth class meeting, a "W" is assigned regardless of whether the student is passing or failing. After the fourth class meeting a "W" is assigned only if the student withdraws passing.

**REPORTS.** Reports of each student's scholastic achievement are given to the student at the end of each semester.

**CLASS ATTENDANCE.** Attendance at all academic functions such as classes, laboratories, field trips, rehearsals, etc., is the privilege and obligation of each student. The college maintains a system of no "cuts." Any unexcused absence will result in the student being dropped from the course with the appropriate grade of "W" or "F".

**RETAKE POLICY.** A student is permitted to retake any course as many times as he wishes; however, all grades earned in the course, including grades of "F" and "D" remain on the student's completed transcript and will be used in the computation of the student's grade point average.

## ACADEMIC CLASSIFICATION

All students are classified at the beginning of each semester according to the following standards:

- Freshmen—those who have completed fewer than 26 semester hours
- Sophomores—those who have completed at least 26 semester hours
- Part-time—those who carry up to twelve semester hours of credit during the semester
- Full-time—those who carry twelve or more semester hours of credit during a semester
- Unclassified—those students who are taking courses on a non-credit basis.

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## TRANSFER

Almost all courses offered at Wood Junior College will transfer to senior institutions. Students planning to transfer to a senior institution should contact the institution to determine that the courses taken will be accepted by that institution in his chosen field.

## CHANGING SCHEDULE

After a student has completed his registration for a given semester, permission to drop, add, or change a course must first be obtained from the student's academic advisor. After this permission is secured, the student then requests permission from the Vice President for Academic Affairs. The changing of one's schedule is governed by the following regulations:

1. A fee of \$5.00 will be assessed against the student for changing from one course to another. There will be a fee of \$5.00 for dropping or adding a course, unless requested to do so by the college.
2. Three- or four-hour courses must be entered by the beginning of the second class meeting.
3. A student must make all schedule class changes prior to the second class meeting unless he withdraws from the course as discussed on page 25.

## WITHDRAWING FROM THE COLLEGE

There is a prescribed and proper manner to be followed by a student leaving the college either voluntarily or involuntarily during a semester or at the end of a semester. The procedure is described below and must be followed.

The student gets the Departure Permit Card in the Registrar's Office and takes it to the following persons for their signatures:

1. The Librarian, who determines that all materials and fines due by the student to the school library are cleared.
2. The Work Supervisor (if the student has a job), who signs his work slip and takes note of the loss of a worker.
3. The Vice President for Academic Affairs, who notifies the teachers of his classes that he has dropped.
4. The Dormitory Hostess (in the case of a boarding student), who signs the card after the student is moved out of the room and the room is inspected. The Business Office is notified of any damage caused by the student.
5. The Vice President for Business Affairs, who clears all financial records—fines, damages, refunds, etc.—and notifies the Food Service (in the case of a boarding student).

The Departure Permit Card is returned by the student to the Registrar for inclusion with the student's permanent record.

Failure to withdraw in this manner will be penalized as follows:

1. No refund of unused fees will be made until the procedure is followed.
2. No transcript of credits will be issued until the procedure is followed.
3. A student who leaves the College without signing an official withdrawal form shall receive a grade of "F" in each of the courses in which he was enrolled.

If the student signs the official withdrawal form and is passing in his work, provided there are satisfactory reasons for his leaving school, his official record sheet will show a "W."

## ACADEMIC LOAD

The standard load for a student during a regular semester is from 12 to 18 hours of credit. Permission to carry more than 18 hours must be received from the Vice President for Academic Affairs. The minimum load that a student can carry and be considered a full-time student is 12 academic hours per semester.

## ACADEMIC PROBATION

A first semester freshman must earn a 1.50 grade point average (GPA). A second semester freshman or a sophomore must earn a 2.00 GPA. Failure to do so will result in the student's being placed on academic probation.

## ACADEMIC FAILURE

A full-time student becomes an academic failure when he passes no courses in any one semester. A student on probation becomes an academic failure if he fails to meet the academic requirements during the semester he is on probation. Academic failure may result in the student's being suspended from school for one semester.

## GRADUATION REQUIREMENTS

Wood Junior College offers the degrees of Associate of Arts and Associate of Applied Science. Graduation exercises are held once a year in the spring. The requirements for graduation are that the student must:

1. Complete the core curriculum for his degree.
2. Elect courses to complete 64 semester hours.
3. Have a cumulative grade point average of 2.00 (C) for all courses presented for graduation.
4. Complete a minimum of 30 semester hours at Wood.
5. Have been enrolled in Wood for the last semester of his academic work.

### PRESIDENT'S AND DEAN'S LIST

The college recognizes scholastic achievement by publishing the President's and the Dean's Lists at the end of each semester. The President's List includes the names of students carrying 15 or more semester hours who have a grade point average of 3.80 or more. The Dean's List includes the names of students carrying 15 or more semester hours who have a grade point average of 3.30 or more. A student who maintains an over-all grade point average of 3.30 will be graduated with honor; an average of 3.80, with highest honor.

### ASSOCIATE DEGREE PROGRAM

The primary curricular offerings at Wood Junior College are within the framework of a Liberal Arts institution. If a student plans to continue his education in a senior college, his program should parallel as nearly as possible that of the freshman and sophomore years of the college or university to which he plans to transfer. The following core curricula are outlined to assist the student in transferring and to give him the opportunity to study broadly. These core programs of study at Wood have been planned with great care, and each student is urged to select additional courses from the curriculum to meet his personal needs and interests.



"Generation" performs popular music both on campus and off.

### ASSOCIATE OF ARTS CORE PROGRAM (A.A. DEGREE)

COURSES	HRS
English Composition	6
History	6
Laboratory Science	6
College Algebra or higher math level	3
Literature	6
Fine Arts*	3
Bible	3
American Government	3
Bible, Philosophy, Psychology, or Sociology	3
Physical Education	3
Activity Courses	2
Orientation	1
Oral Communications	3
TOTAL CORE CURRICULUM	45
ELECTIVE OR MAJOR COURSES	19
TOTAL REQUIRED FOR GRADUATION	64

### ASSOCIATE OF APPLIED SCIENCE CORE PROGRAM (A.A.S. DEGREE)

COURSES	HRS
English Composition	6
History	3
Laboratory Science	6
College Algebra or higher level math	3
Literature	3
Fine Arts*	3
Bible	3
American Government	3
Physical Education	3
Activity Courses	2
Orientation	1
Oral Communications	3
TOTAL CORE CURRICULUM	36
ELECTIVE OR MAJOR COURSES	28
TOTAL REQUIRED FOR GRADUATION	64

\*any 3 hour art, music, or theatre arts course

### REPRESENTATIVE PROGRAMS OF STUDY

Through careful selection of core programs and electives at Wood, with advice of faculty advisors, a student may earn a degree in any one of many fields of study. If graduation from Wood is to be followed by college, university, or professional school training, the specific institution should be selected as soon as possible, since scarcely any two have identical prerequisites or requirements for graduation. Proper planning will insure the selection of courses which will apply towards the final degree.



The following programs are listed as being representative only.

### BUSINESS

COURSES	HRS	COURSES	HRS
ENG 1113, 1123	6	Literature	3
HIS 1123, 2213	6	Fine Arts	3
MAT 1313, 1333	6	Bible	3
PSC 1113	3	Psychology or Sociology	3
Laboratory Science	6	ACC 1213, 1223	3
SPT 1113	3	BAD 2413	6
EPY 1311	1	ECO 2213, 2223	3
Physical Activity Courses	2	Elective	6

TOTAL HOURS 64

### ELEMENTARY EDUCATION

COURSES	HRS	COURSES	HRS
ENG 1113 and 1123	6	Literature	6
HIS 2213 or 2223	3	BIO 1113	3
PSC 1113	3	MAT 1313	3
SPT 1113	3	Physical Science	3
GEO 1123	3	HPR 1213	3
HPR 2123	3	Fine Art	3
CSC 1113 or 1213	3	Bible	3
Science Elective	3	Electives	8
Physical Activity Courses	2	SOC 2113	3
Orientation	1		

Total hours 65

### SECONDARY EDUCATION

COURSES	HRS	COURSES	HRS
ENG 1113 and 1123	6	Literature	3
MAT 1313	3	PSC 1113	3
SPT 1113	3	HPR 1213	3
Bible	3	Physical Science	3
History	3	Biological Science	3
CSC 1113 or 1123	3	Fine Art	23
Physical Activity Courses	3	Electives	
Orientation	1		

Total hours 65

### PHYSICAL EDUCATION

COURSES	HRS	COURSES	HRS
ENG 1113 and 1123	6	Literature	3
History	3	Physical Science	3
SPT 1113	3	Bible	3
SOC 2133	3	PSC 1113	3
CSC 1113 or 1123	3	BIO 1514	3
HPR 1123	3	HPR 2123	4
HPR 1213	3	HPR 2213	3
HPR 1313	3	HPR 2223	3
MAT 1313	3	BIO 1113	3
Physical Activity Courses	2	Electives	3
Orientation	1		4

Total Hours 65

### SPECIAL EDUCATION

COURSES	HRS	COURSES	HRS
ENG 1113 and 1123	6	Literature	3
HIS 1113 or 1123	3	BIO 1113	3
HIS 2213 or 2223	3	Bible	3
Physical Science	3	PSC 1113	3
SPT 1113	3	MAT 1313	3
SOC 2113	3	CSC 1113 or 1123	3
GEO 1123	3	HPR 1213	3
Fine Art	3	Math/Science Electives	6
Physical Activity Courses	2	Electives	8
Orientation	1		

Total hours 65

### LIBERAL ARTS

COURSES	HRS	COURSES	HRS
ENG 1113, 1123	6	Literature	6
Foreign Language	6	SPT 1113	3
Fine Arts	3	MAT 1313	3
PSC 1113	3	EPY 1513	3
ECO 2213 or 2223	3	HIS 1113, 1123	6
Bible	3	SOC 2113	3
EPY 1311	1	Physical Activity Courses	2
Laboratory Science	6-8	Elective	7

Total Hours 64-66

### MUSIC

COURSES	HRS	COURSES	HRS
ENG 1113, 1123	6	Literature	3
History	3	Laboratory Science	3
MUS 1214, 1224	8	MUS 2214, 2224	6
MUS 1312, 1322	2 or 4	MUS 2312, 2322	8
or 1331, 1341		or 2331, 2341	2 or 4
MUS 1412, 1422	2 or 4	MUS 2412, 2422	2
or 1431, 1441		or 2431, 2441	2 or 4
MUS 1611, 1821	2	MUS 2811, 2821	2
MAT 1313	3	Bible	3
EPY 1311	1	Sociology or Psychology	3
Physical Activity Courses	2	SPT 1113	3

TOTAL HOURS 65

### HORSEMANSHIP

COURSES	HRS	COURSES	HRS
ENG 1113, 1123	6	MAT 1313	3
History	3	Literature	3
HPR 1753	3	Bible	3
Biology	8	Fine Arts	3
HPR 1731, 1741, 2731	3	ACC 1113	3
EPY 1311	1	HPR 1711, 1721, 2711, 2721	4
HPR 1783	3	Horsemanship Electives	18
HPR 2213	3	HPR 2753	3
SPT 1113	3	PSC 1113	3

TOTAL HOURS 76

### SECRETARIAL SCIENCE

COURSES	HRS	COURSES	HRS
ENG 1113, 1123	6	Shorthand*	6
Typewriting*	4	EPY 1513	3
Filing	2	Literature	3
Electives	1	Bible	3
History	3	Secretarial Practice	3
Fine Arts	3	Accounting	6
Office Appliances	3	Physical Activity Courses	2
PSC 1113	3	Laboratory Science	6
EPY 1311	3	SPT 1113	3
MAT 1313	3		

TOTAL HOURS 64

\*Students not having had typewriting and shorthand will have to take one extra course in each.

### PRE-MINISTERIAL

Pre-ministerial students should follow the Liberal Arts program, or choose some specific major, as perhaps Psychology, Sociology, History, or Educational Psychology under the Liberal Arts or Education programs.

### RURAL MINISTRY

COURSES	HRS	COURSES	HRS
EPY 1311	1	SPT 2143	3
ENG 1113, 1123	6	ENG 2113	3
SPT 1113	3	THE 2113	3
PHI 1113, 1133	6	MIN 2113	3
HIS 1113	3	MIN 2123	3
EPY 1513	3	SOC 2113, 2133	6
ACC 1113	3	PSC 1113	3
MUS 1103 or 1612	2-3	Laboratory Science	6
MIN 1113	3	MAT 1313	3
THE 1113	3	MIN 2111	1

TOTAL HOURS 68

### PRE-NURSING

COURSES	HRS	COURSES	HRS
CHE 1213, 1211, 1223, 1221	8	BIO 2924	4
MAT 1313	3	EPY 1513	3
SOC 2113	3	ENG 1113, 1123	6
History	3	Literature	3
SPT 1113	3	Bible	3
Fine Arts	3	PSC 1113	3
EPY 1311	1	Physical Activity Courses	2
3 courses from the Natural Sciences	9-12	3 courses from Fine Arts, Humanities, and Psychosocial Sciences	12
(with labs) and Math		with a minimum of 3 hrs in Fine Arts and Humanities and 6 hrs in Psychosocial Sciences	
Orientation	1		

TOTAL HOURS 63-66



# PRE-DENTAL or PRE-MEDICAL\*

COURSES	HRS	COURSES	HRS
ENG 1113, 1123	6	BIO 2414, 2924	8
CHE 1213, 1211, 1223, 1221	8	MAT 1313, 1323	6
PHY 2373, 2383, 2393	9	SPT 1113	3
Literature	6	History	6
Fine Arts	3	Bible	3
PSC 1113	3	Elective from Sociology,	3
EPY 1311	1	Psychology, Philosophy, History,	
Physical Activity Courses	2	Geography, Math, Biology, Foreign	
		Language	

TOTAL HOURS 67

\*Prospective medical and dental students will need to complete four years of college, to major in a specific discipline, and to earn a Bachelor's Degree. As long as entrance requirements are met the specific major is left to the choice of the student. In addition to good grades and good test scores medical schools are looking for students who write well, speak well, who have a pleasing personality and who have participated in extracurricular activities.

## COURSES OF INSTRUCTION

In the following section, course descriptions are listed alphabetically by area. Numbers from 1000 to 1990 designate courses especially for freshmen, and those from 2000 to 2990 are courses especially for sophomores. The semester hours credit received for each course is in parentheses after the course title.

### ACCOUNTING Chancellor

**ACC 1113—Fundamentals of Accounting (3).** Fundamentals of accounting and their application to various types of business as to ownership, organization, and functions. Includes the full accounting cycle for double-entry accounting. Provides a basic accounting knowledge for prospective office workers and bookkeepers of small businesses.

**ACC 1213—Principles of Accounting I (3).** Meaning and purpose of accounting; journalizing, posting, trial balance; worksheet; financial reports; periodic summary; and voucher system as applied to a single proprietorship. High school bookkeeping desirable.

**ACC 1223—Principles of Accounting II (3).** Accounting for payroll and taxes; partnership accounting, elementary principles of accounting to a corporation and other types of business organizations such as branch offices. Prerequisite: ACC 1213.

**ACC 1311—Accounting Practice Case I (1).** Single proprietorship practice case with emphasis on use of business papers—recording transactions. Practice and problem assignment. Prerequisite: ACC 1213.

**ACC 1321—Accounting Practice Case II (1).** Sole proprietorship practice case with emphasis in use of the voucher system. Problem assignment and practice. Prerequisite: ACC 1213.

### ART Dorsey

**ART 1113—Art Appreciation (3).** Deals with the characteristics and scope of the visual arts; treatment of both the contemporary scene and aspects of our heritage.

**ART 1313—Drawing I (3).** A studio course designed to familiarize the student with the fundamental elements of drawing and to develop in the student a visually creative vocabulary.

## BIOLOGICAL SCIENCES

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**BIO 1113, 1123—General Biology (3).** A general survey course including a study of biological principles, processes of living organisms and the interrelationship of these organisms to their environment. Presented in general sequence in which 1113 is prerequisite to 1123. Provides six hours of biological sciences to meet general education requirements. 2 hours lecture, 2 hours laboratory.

**BIO 1163—Bee Culture (3).** Taxonomy of the honey bee; internal and external anatomy; modern beekeeping equipment; proper hive management; swarm control; queen and package bee production; extraction and sale of honey; pollination of fruits, vegetables, and crops; products of the honey bees (honey, beeswax, pollen, propolis, and royal jelly).

**BIO 1213—Environmental Science (3).** This course deals with the problems facing man and his everchanging environment. Problems, laboratory exercises, and field trips support lectures on pollution, populations, radiation hazards, and energy.

**BIO 1313—General Botany I (3).** Consideration of the plant as a whole. Treatment of structure, physiology, growth and differentiation of plant and genetic principles. 2 hours lecture, 2 hours laboratory. Prerequisite: High School Biology, BIO 1113:1123, or consent of the instructor.

**BIO 1323—General Botany II (3).** A general survey of the plant kingdom including morphology, habitat, economic importance and ecological relationships. Laboratory includes a study of representative types. 2 hours lecture, 2 hours laboratory. Prerequisite: High School Biology, BIO 1113, 1123, or consent of the instructor.

**BIO 1514—Anatomy and Physiology I (4).** Anatomical and physiological study of the human body. Systems studied include: integumentary, skeletal, muscular, nervous, and circulatory. 3 hours lecture, 2 hours laboratory.

**BIO 1524—Anatomy and Physiology II (4).** Continuation of BIO 1514. Systems studied include: respiratory, digestive, excretory, endocrine, and reproductive. 3 hours lecture, 2 hours laboratory. Prerequisite: BIO 1514.

**BIO 2414—General Zoology I (4).** Survey of invertebrate phyla. 3 hours lecture, 2 hours laboratory. Prerequisite: High school biology, BIO 1113 and 1123, or consent of the instructor.

**BIO 2424—General Zoology II (4).** Survey of vertebrate phyla. 3 hours lecture, 2 hours laboratory. Prerequisite: BIO 2414.

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**BIO 2924—Microbiology (4).** Survey of microscopic organisms with emphasis on cell structure, metabolism, nutrition, and growth. Laboratory consists in culturing, transferring, sterilization, and staining techniques. Prerequisite: High school biology, BIO 1113 or BIO 1514.

## BUSINESS ADMINISTRATION

McKee

**BAD 2323—Business Statistics (3).** Introduction to statistical methods of collecting, presenting, analyzing, and interpreting quantitative data for business management and control.

**BAD 2413—Business Law (3).** An introduction of law and society followed by a study of the legal aspects of individuals and business transactions and fundamental legal principles. Contracts, negotiable instruments, real and personal property, employer-employee relationships, individual legal rights, and insurance treated within the framework of the Uniform Commercial Code where applicable.

## CHEMISTRY

Mac Neill

A scientific calculator is required for chemistry courses.

**CHE 1211—General Chemistry Laboratory I (1).** Selected experiments to illustrate the principles taught in CHE 1213. 3 hours laboratory. Prerequisite: CHE 1213 or concurrent enrollment.

**CHE 1213—General Chemistry I (3).** Studies stoichiometry, atomic and molecular structure, bonding, chemical reactions, and gas laws. Prerequisite: MAT 1313 or concurrent enrollment, high school chemistry.

**CHE 1221—General Chemistry Laboratory II (1).** Selected experiments to illustrate the principles taught in CHE 1223. 3 hours laboratory. Prerequisite: CHE 1211 and CHE 1223 or concurrent enrollment.

**CHE 1223—General Chemistry II (3).** Continuation of CHE 1213. Studies solutions, acids and bases, kinetics and equilibria, thermodynamics, and electrochemistry. Prerequisite: CHE 1213.

**CHE 1311—Principles of Chemistry Laboratory I (1).** Selected experiments to illustrate the principles taught in CHE 1313. 3 hours laboratory. Prerequisite: CHE 1313 or concurrent enrollment.

**CHE 1313—Principles of Chemistry I (3).** Studies measurement, basic concepts of matter, atomic structure and the periodic table, nomenclature, and

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stoichiometry. Designed primarily for students in nursing, home economics, and agriculture.

**CHE 1321—Principles of Chemistry Laboratory II (1).** Selected experiments to illustrate principles taught in CHE 1323. 3 hours laboratory. Prerequisite: CHE 1311 and CHE 1323 or concurrent enrollment.

**CHE 1323—Principles of Chemistry II (3).** Continuation of CHE 1313. Studies bonding, gas laws, solutions, acids and bases, oxidation-reduction chemistry, kinetics and equilibrium. Prerequisite: CHE 1313.

**CHE 2111—Elementary Organic Laboratory (1).** Selected experiments to teach the principles taught in CHE 2113. 3 hours laboratory. Prerequisite: CHE 2113 or concurrent enrollment.

**CHE 2113—Elementary Organic Chemistry (3).** An introduction to organic chemistry. Focus is on common aliphatic, aromatic, and heterocyclic compounds. Prerequisite: CHE 1213 and 1223 or CHE 1313 and 1323.

#### COMPUTER SCIENCE Shaw

**CSC 1113—Introduction to Computer Concepts (3).** A basic course that advances concepts, terminology, and theory of modern computers and provides a background in programming languages.

**CSC 1213—Basic Computer Programming (3).** The writing of programs using the BASIC computer language.

#### ECONOMICS McLaughlin

**ECO 2213—Principles of Economics I (3).** Introduction to a study of economics. Survey of American economic institutions. Fundamental concepts, national income, and distribution, production, prices, banking, trade and current problems.

**ECO 2223—Principles of Economics II (3).** A continuation of ECO 2213 with emphasis on price analysis and the allocation of production services and international trade.

#### EDUCATION AND PSYCHOLOGY Haney, S. N. Brown, Hawkins, and Wilson

**EPY 1311—Orientation (1).** Designed to help the freshman adjust to college life.

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**EPY 1513—General Psychology (3).** A study of the factors of human behavior. Major topics: human needs, nature of learning, dynamics of adjustment, feelings and emotions, individual differences, motivation, personality, intelligence, mental health, and psychotherapy.

**EPY 2533—Human Growth and Development (3).** Physical growth, acquisition of motor skills, development in perception, language reasoning, processes of social maturation, and change in abilities, interests, and human behavior. Designed especially for students in nursing.

#### ENGLISH Davis, Heller, Wightman, Armstrong, Imogene Brown, Hugh Ector, McCaffery, Richardson, and Rouse

Each freshman at Wood is expected to be enrolled in English Composition until he fulfills the requirements of his core curriculum. A diagnostic test given to all entering freshmen before registration is used to determine the course with which each student should begin English Composition. Students who are determined by consensus of English department members to be deficient in basic writing skills are required to take ENG 0113. Other students will go directly into ENG 1113.

**ENG 0110—Intensive Basic English for International Students.** Little or no previous knowledge of English required. Introduction to basic features of English grammar and pronunciation. Emphasis on spoken language. Laboratory required.

**ENG 0113—Basic Writing Skills (3).** Designed to help students learn to write clear and effective sentences within the context of controlled paragraph assignments. Intensive practice in skills related to sentence sense, verbs, word use, punctuation, and spelling, with traditional grammar terms being kept to a minimum. Includes both individual and group instruction. Institutional credit.

**ENG 0123—Intensive English for International Students (3).** Intensive practice in pronunciation and listening comprehension; high-beginning grammatical structures and vocabulary; adapted readings and controlled writing. Laboratory required. Prerequisite: ENG 0110 or satisfactory score on placement test.

**ENG 1113—English Composition I (3).** Emphasis on writing skills through the writing and revision of paragraphs and short compositions.

**ENG 1123—English Composition II (3).** A continuation of ENG 1113 with emphasis on the whole composition. Readings. Themes and instruction in the use of library materials. Prerequisite: ENG 1113.

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**ENG 1133—English Composition for International Students I (3).** Same as ENG 1113. Focuses on problems specific to non-native speakers of English. Prerequisite: ENG 0123 or satisfactory score on placement test.

**ENG 1143—English Composition for International Students II (3).** Same as ENG 1133. A continuation of ENG 1133, focusing on problems specific to non-native speakers of English. Prerequisite: ENG 1133 or satisfactory score on placement test.

**ENG 2113—Introduction to Literature (3).** Survey of techniques and terminology of literary analysis, including practice with poetry, fiction, and drama. Prerequisite: ENG 1113.

**ENG 2223—American Literature I (3).** A survey of American Literature from the beginning to Walt Whitman. Prerequisite: ENG 1113.

**ENG 2233—American Literature II (3).** A continuation of ENG 2223 from Walt Whitman to the present. Prerequisite: ENG 1113.

**ENG 2323—English Literature I (3).** A survey of English Literature from the beginning to the Romantic Period. Prerequisite: ENG 1113.

**ENG 2333—English Literature II (3).** A continuation of ENG 2323 from the Romantic Period to the twentieth century. Prerequisite: ENG 1113.

#### **GEOGRAPHY**

Curry

**GEO 1123—Principles of Geography (3).** An introduction to the study of geography. People and nations, climate and soils, natural resources, politics, topography, trade routes, population trends.

#### **HEALTH, PHYSICAL EDUCATION & RECREATION**

Kennedy and Lay

**HPR 1123—History and Appreciation of Dance (3).** A course designed to acquaint students with the history of dance and to develop a greater sensitivity to and appreciation and understanding of this art. 2 hours lecture, 2 hours laboratory.

**HPR 1213—Personal and Community Health (3).** Application of principles and practices of healthful living to the individual and community; major health problems and the mutual responsibilities of home, school and health agencies.

**HPR 1313—Introduction to Physical Education (3).** A survey of physical education covering the historical, philosophical, psychological, and biological

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foundations of physical education. An orientation to all aspects of the field and the career possibilities, certification, and requirements for the careers; and possible salaries and advancements; an investigation of the nature, scope and purposes of physical education, including an examination of the four areas of most vital concern to the physical educator: recreation and leisure, sports, curriculum, and research and evaluation.

**HPR 1441—Tennis (1).** Theory and practice in the fundamentals of tennis.

**HPR 1511—Volleyball (1).** Theory and practice in the fundamentals of volleyball.

**HPR 1521—Basic Gymnastics (1).** Designed to develop basic tumbling including rolls, balances, stunts, and beginning acrobatics; also, beginning vaulting horse, trampoline, uneven parallel bars, parallel bars, balance beam, mini-tramp, rings, and floor exercise.

**HPR 1531—Exhibition Gymnastics (1).** Designed to instruct the student in gymnastics showmanship and to give the student experience in performance and traveling with a team.

**HPR 1582—Square Dance and Folk Dance (2).** Designed to introduce rhythms through square and folk dances. No experience or knowledge of dance necessary.

**HPR 1711—Horsemanship I (1).** Basic equitation: English pleasure; timed events.

**HPR 1721—Horsemanship II (1).** Intermediate equitation: beginning jumping and dressage; conditioning.

**HPR 1731—Horse and Stable Care I (1).** Involves care and cleaning of stables, feeding and grooming horses, basic hoof care.

**HPR 1741—Horse and Stable Care II (1).** A continuation of HPR 1731.

**HPR 1753—Introduction to Stable Management (3).** The study of the planning and operation of horse stables, feed programs, pest control, stall care, tack care, grooming, clipping, bandaging, braiding, leading and shipping.

**HPR 1763—Breeds and Breeding (3).** The study of various popular breeds historically and functionally, breeding records, registration research, breeding as a business.

**HPR 1773—Horse Showing (3).** Planning and conducting a show. Rules of AHSA and AQHA.



**HPR 1783—Introduction to Equestrian Instruction (3).** Basic methods of instruction, techniques, visual aids, bibliography.

**HPR 1793—Supervised Practice Teaching (3).** Instructing beginning students, keeping records, and evaluating results.

**HPR 2123—Principles and Methods of Elementary School Health and Physical Education (3).** Principles and methods of teaching health and physical education to elementary children.

**HPR 2213—First Aid and Civil Defense (3).** Offers instruction in first aid treatment and safety education based on the principles set forth and practices by the American Red Cross. Includes lecture, demonstrations, and laboratory practice. Teaches personal and family survival under nuclear attack and natural disaster.

**HPR 2223—Consumer Health (3).** A study of consumer health problems. Designed to acquaint students with junk foods, drugs, health laws, and health services.

**HPR 2441—Teaching Tennis (1).** Course designed to prepare the student with the knowledge and techniques of teaching tennis.

**HPR 2511—Teaching Volleyball (1).** Course designed to prepare the student with the knowledge and techniques of teaching volleyball.

**HPR 2521—Intermediate Gymnastics (1).** Designed to offer advanced instruction in tumbling and apparatus with the opportunity for specialization. Prerequisite: HPR 1531 or the equivalent.

**HPR 2531—Advanced Gymnastics (1).** Continuation of HPR 2521. Prerequisite: HPR 2521 or consent of instructor.

**HPR 2541—Teaching Gymnastics (1).** Designed to provide the student with methods of teaching gymnastics, coaching, and setting up demonstrations, meets, and teaching units. 1 hour lecture, 1 hour laboratory. Prerequisite: HPR 2521.

**HPR 2571—Intermediate Rhythms (1).** Continuation of HPR 1582. Prerequisite: HPR 1581 or consent of instructor.

**HPR 2581—Advanced Rhythms (1).** Continuation of HPR 2571. Prerequisite: HPR 1581 or consent of instructor.

**HPR 2591—Teaching Rhythms (1).** Instruction, demonstration, skills and teaching techniques in areas of modern, square, folk, and ballroom dance.

**HPR 2711—Horsemanship III (1).** Advanced intermediate equitation: hunting; stadium jumping, dressage.

**HPR 2712—Horsemanship III (2).** Advanced intermediate equitation, preparation for hunter competition, jumping, dressage, eventing.

**HPR 2731—Horse and Stable Care III (1).** A continuation of HPR 1741.

**HPR 2741—Horse and Stable Care IV (1).** A continuation of HPR 2731.

**HPR 2713—Teaching Horsemanship (3).** A course designed to prepare the student with the knowledge and techniques of teaching horsemanship.

**HPR 2753—Equine Nutrition (3).** Nutritional requirements of horses, types of feeds, functions, sources, deficiency symptoms, nutritional diseases and ailments.

**HPR 2763—Equine Illnesses and Injuries (3).** Prevention and treatment of common illnesses and injuries, parasite control; lecture and laboratory.

**HPR 2773—Training the Young Horse (3).** A laboratory and lecture experience where the student accepts the responsibility of training a young horse. Written report required.

**HPR 2783—Advanced Projects in Equitation (3).** Requires the student to select a project, have it approved, carry it to completion, and write a report.

**HPR 2793—Advanced Projects in Equitation II (3).** Second project similar to HPR 2783.

**HPR 2813—Horse Showing (3).** The rules of the American Horse Shows Association. Requires attendance at and participation and assistance in horse shows and equestrian events.

**HPR 2853—Stable Management (3).** A study of stable designs, fundamentals of stable organization and operation, disease and parasite control, equine records, and business aspects of horse establishments.

#### **HISTORY** Curry

**HIS 1113—Western Civilization I (3).** An introduction to the significant ideas and people of Western European civilization, concentrating on the transmission and modification of ideas and institutions up to the Reformation.

**HIS 1123—Western Civilization II (3).** A continuation of HIS 1113, concentrating on the development of "modern" ideas and institutions and on the people who created and used them.

**HIS 2213—United States History I (3).** A general survey of the political, economic, cultural, and social development of the United States through the Civil War.

**HIS 2223—United States History II (3).** A continuation of HIS 2213, beginning with the Reconstruction and continuing to the present day. Special emphasis on twentieth century problems.

#### HOME ECONOMICS

**HEC 1253—Nutrition (3).** Food and eating habits in relation to adequate nutrition. Application of nutrition to the life cycle, digestion, metabolism and body functions.

#### JOURNALISM

Grych

**JOU 1011—College Publications (1).** A laboratory only for students who are on the staff of the *Breeze* and who have taken JOU 1113.

**JOU 1013—Practical Journalism (3).** A laboratory course devoted to practical journalistic methods as exemplified in the student newspaper, yearbook and off-campus publications. Offers experience in make-up, headlining, copyreading, proofreading, page proofreading, and news evaluation.

**JOU 1113—Principles of Journalism (3).** Introductory course to journalism including language of the newsman, reporting, editing, editorial writing, make-up and paste-up. Laboratory work including publishing the *Breeze* and *Chips-O-Wood*.

**JOU 2112—Advertising for Small Businesses and Organizations (2).** Designed to introduce the student to a variety of advertising outlets and help the student develop advertising campaigns suitable for small businesses and organizations.

#### MATHEMATICS

Shaw, Ellis, Hawkins, McCulloch, D. Spears, Wilson

A scientific calculator is required for MAT 1323, 1823, 1833, 2263, 2273.

**MAT 0113—Basic Mathematics Skills (3).** Designed to develop strength in computational skills, to strengthen skills in solving reading problems in

mathematics, and to provide an overview of use of algebraic methods of problem solving. Includes both individual and group instruction. Institutional credit.

**MAT 1313—College Algebra (3).** A rapid review of fundamentals with emphasis on linear and quadratic functions and their zeros, simultaneous equations, theory of equations, permutations, combinations, probability, mathematical induction, partial fractions. Prerequisite: two years high school algebra, MAT 1733, or consent of instructor.

**MAT 1323—Trigonometry (3).** Trigonometric functions and applications, reduction formulas, solution of triangles, inverse functions, identities and equations, complex numbers, logarithms.

**MAT 1333—Finite Mathematics (3).** Introduction to symbolic logic, set theory, probability theory, difference equations, linear programming, and game theory with applications oriented toward business decisionmaking and behavioral sciences. Prerequisite: MAT 1313 or consent of instructor.

**MAT 1733—Algebra and Geometry (3).** Intermediate algebra and geometry. Algebraic operations, factoring, problem solving techniques, linear and quadratic functions, roots and radicals, simultaneous systems, formulas in geometry, similar and congruent figures, reasoning and proof.

**MAT 1743—Modern Mathematics (3).** Elementary logic, sets, numeration systems, elementary number theory, structure and development of the real number system, finite number systems. For education majors with the exception of science and math majors.

**MAT 1823—Calculus I (3).** The real number system; plane analytic geometry; functions; limits; continuous functions; derivatives of algebraic functions, with applications. (prerequisite: MAT 1313 and 1323 or consent of the instructor).

**MAT 1833—Calculus II (3).** Integration; the definite integral; logarithmic and exponential functions; differentiation of transcendental functions, with applications. Prerequisite: MAT 1823.

**MAT 2263—Calculus III (3).** Integration of transcendental functions; techniques of integration; polar coordinates; conic sections; two-space vectors; indeterminate forms and improper integrals. Prerequisite: MAT 1833.

**MAT 2273—Calculus IV (3).** Functions of several variables; infinite series; solid analytic geometry; three-space vectors; multiple integrals. Prerequisite: MAT 2263.

**MAT 2913—Differential Equations (3).** Solution of first and higher order



differential equations; existence theorems; solution by series; and application to problems in geometry, physics, and chemistry.

#### MINISTRY Gunter

**MIN 1113—Preaching in a Pastoral Setting (3).** Course dealing with preparing and delivering a sermon in a pastoral setting.

**MIN 2113—United Methodist Church Discipline (3).** Course dealing with *The Book of Discipline of the United Methodist Church* and church policy.

**MIN 2123—Pastoral Ministry (3).** Course dealing with planning and implementing congregational ministry. Includes crisis ministry.

**MIN 2133—Introduction to Christian Education (3).** Study of the historical and theological foundation of Christian education.

**MIN 2411—Supervised Ministry (1).**

#### MODERN FOREIGN LANGUAGES

Wightman

**MFL 1113, 1123—Elementary French I, II (3,3).** An introduction to the basic structures and vocabulary. Development of audio-lingual and written skills. Laboratory required.

**MFL 2113, 2123—Intermediate French I, II (4, 3).** Classroom drills involving increasing complex structural patterns. Equal emphasis placed on reading, writing and speaking the language. Laboratory required. Prerequisite: MFL 1123 or consent of instructor.

**MFL 1212, 1223—Elementary Spanish I, II (3, 3).** An introduction to the basic structures and vocabulary. Development of audio-lingual and written skills. Laboratory required.

**MFL 2213, 2223—Intermediate Spanish I, II (3, 3).** Classroom drills involving increasingly complex structural patterns. Equal emphasis placed on reading, writing and speaking the language. Laboratory required. Prerequisite: MFL 1223 or consent of instructor.

#### MUSIC

Crowley

Students in Music will take an entrance examination in Music Theory (notation, rhythm, scales, keys) and must be auditioned in their applied music major

before they can be registered. These exams are for placement purposes and will be arranged during the registration period.

Entering piano majors must meet the following requirements before being admitted for credit in major courses: knowledge of staff notation and key signatures and sufficient musical and technical background. Students should be able to play all major and minor scales, read hymns fluently at sight, and perform a composition of the difficulty of the sonatinas of Clementi or the Schumann Album for the Young.

Entering voice majors must meet the following requirements before being admitted for credit in major courses: be able to sing songs in English on pitch, with correct phrasing and musical intelligence, and demonstrate sight-reading ability and a basic understanding of the rudiments of music.

Participation of all music majors in appropriate ensembles is required during each fall and spring semester while in residence. Attendance at all repertory classes and campus recitals is mandatory.

**MUS 1103—Fundamentals of Music (3).** A course designed to provide the student with a basic knowledge of notation, rhythm, scales and keys, intervals, chords and their inversions. Emphasis will be placed on singing, playing and listening.

**MUS 1113—Music Appreciation (3).** Listening course, designated to acquaint the music majors and nonmajors with a broad overview of musical style and repertoire from antiquity to the present.

**MUS 1214, 1224—Basic Theory I, II (4, 4).** A composition course of harmony, sight singing, dictation, and keyboard harmony. A study of scale structures, keys, intervals, triads, non-harmonic tones, and harmonization of basses and sopranos.

**MUS 1312, 1322—Piano for Majors (2, 2).** Study of major and minor scales, chords, arpeggios.

**MUS 1331, 1341, 2331, 2341—Piano for Non-Majors (1, 1, 1, 1).** Course of instruction determined by ability and musical background of student. One 30-minute lesson; three hours practice.

**MUS 1412, 1422—Voice for Majors (2, 2).** Emphasis on building the voice, tone production, diction and breathing. Repertoire of the Folk, Old English, modern Italian and French songs. The easier songs of Schubert, Schumann and Franz. One hour private instruction; six hours practice.

**MUS 1431, 1441, 2431, 2441—Voice for Non-Majors (1, 1, 1, 1).** Emphasis on building the voice, tone production, diction, and breathing. Repertoire of the Folk, Old English and modern Italian songs. One 30-minute lesson; three hours practice.

**MUS 1611, 1621—Organ for Non-Majors, I, II, (1, 1).** For nonmajors who desire organ as an elective.

**MUS 1612—Church Music (2).** Provides instruction and opportunities needed by church musicians who have not had previous experience and/or who want further training. Includes study of music fundamentals, choir materials for all ages, elementary conducting, and organization of choirs within the church.

**MUS 1632, 1642—Organ for Majors 1, II (2, 2).** Emphasis on manual and pedal techniques as well as coordination between the two. Study of the Bach Little Preludes and Fugues, the Liturgical Year, and easier literature from the 18th, 19th, and 20th centuries. Two lessons weekly; minimum of 12 hours practice per week.

**MUS 1811, 1821—Choir I, II (1, 1).** Open to all students; performs at community meetings and in special programs on and off campus. Admission by tryout.

**MUS 1841, 1851—Small Ensembles I, II (1, 1).** Provides opportunity for students, development in small vocal ensembles which furnish music for special events in church, in community life, and in statewide travel under the supervision of the music faculty.

**MUS 2214, 2224—Advanced Theory I, II (4, 4).** A continuation of 1224 with further dictation in melody and rhythms, chords of the seventh, harmonization of chorales, modulation, altered chords, harmonic dictation and keyboard harmony.

**MUS 2312, 2322—Piano for Majors (2, 2).** Advanced sight-reading, functional skills such as transposition, study of major and minor scales, chords, arpeggios, more difficult technique, and intermediate literature of the 18th, 19th, and 20th centuries. One hour private instruction; six hours practice.

**MUS 2412, 2422—Voice for Majors (2, 2).** Continued emphasis on building the voice, tone production, diction, breathing, listening, and phrasing. Performance is encouraged. Introduction of operatic literature.

**MUS 2611, 2621—Organ for Non-Majors III, IV (1, 1).** Continuation of MUS 1621.

**MUS 2632, 2642—Organ for Majors III, IV (2, 2).** Introduction to the larger preludes and fugues of Bach, miscellaneous chorale preludes and more difficult literature of the 18th, 19th, and 20th centuries. Two lessons weekly; minimum of 12 hours per week.

**MUS 2811, 2821—Choir III, IV (1, 1).** Continuation of MUS 1821.

**MUS 2841, 2851 Small Ensemble III, IV (1, 1).** Continuation of MUS 1851.

## PHILOSOPHY AND RELIGION

Owen Gordon, Richardson, Jesse Spears, and Sutphin

**PHI 1113—Introduction to Hebrew History and the Old Testament (3).** A study of the historical setting and the literature of the Old Testament including the history of Hebrews.

**PHI 1133—Introduction to the New Testament (3).** A study of the origin and writing of the books of the New Testament.

**PHI 2113—Introduction to Philosophy I (3).** A survey of philosophy from the standpoint of types and problems. Emphasis on understanding the technical vocabulary. Includes study of more recent formulations as well as the main historical views.

**PHI 2123—Introduction to Philosophy II (3).** Course designed to introduce the student to basic theology; consideration of some aspects of philosophy and psychology and their relation to Christian thought; comparison of major areas of thought in the three disciplines. Prerequisite: PHI 2113 and EPY 1513.

## PHYSICAL SCIENCES

Mac Neil

A scientific calculator is required for Physics.

**PHY 2213—Physical Science Survey I (3).** Designed for the nontechnical student. A survey of the fundamental laws of physics and astronomy. 2 hours lecture, 2 hours laboratory.

**PHY 2223—Physical Science Survey II (3).** Designed for the nontechnical student. A survey of the fundamentals of chemistry, meteorology, and geology. 2 hours lecture, 2 hours laboratory.

**PHY 2313—General Physics I (3).** Deals with the laws of mechanics and heat. 2 hours lecture, 2 hours laboratory.

**PHY 2323—General Physics II (3).** Deals with the laws of electricity and sound. Prerequisite: PHY 2313. 2 hours lecture, 2 hours laboratory.

**PHY 2373—General Physics I (3).** For engineering and science students. The mechanics of particles and the forces in nature. Two hours lecture; one hour drill; two hours laboratory. Prerequisite: MAT 1823.

**PHY 2383—General Physics II (3).** For engineering and science students. Conservation laws in mechanics and electromagnetism; simple harmonic motion. Two hours lecture; one hour drill; two hours laboratory. Prerequisite: PHY 2373.



**PHY 2393—General Physics III (3).** For engineering and science students. Wave motion; electromagnetic radiation; atomic and nuclear physics. Two hours lecture; one hour drill; two hours laboratory. Prerequisite: PHY 2383.

#### **POLITICAL SCIENCE**

Bryan

**PSC 1113—American National Government (3).** United States Government. Origins of the national government, structures, functions, powers of Congress, the executive and judiciary branches. Special study of the Constitution.

#### **READING**

McCaferry

**REA 0113—Basic Reading skills (3).** Intensive development of reading and thinking skills. Institutional credit.

#### **RECREATION**

Lay

**REC 1101—Field Experience I (1).** Individual project chosen in consultation with instructor.

**REC 1113—History of Recreation (3).** An introduction to the historical and philosophical foundations of leisure and recreation. Study of the interrelatedness of special agencies and institutions which serve the recreational needs of society. Scheduled field trips for students to observe practical applications of the principles learned in the classroom.

**REC 1213—Recreational Leadership (3).** Designed to aid the student to determine the basic principles of leadership and program planning and show how these serve as guides to intelligent action. Recreational leadership approached by the establishment of goals in recreation from a social and moral standpoint.

**REC 2113—Recreation for the Atypical (3).** A study of the essential principles and elements involved in the organization, supervision and promotion of therapeutic recreation planning. Major emphasis on practical applications in therapeutic recreation.

**REC 2123—Outdoor Education (3).** An overview of the scope and extent of outdoor recreation. The history and development of outdoor recreation, conservation and organized camping. Requires an overnight camping experience.

#### **SECRETARIAL SCIENCE**

Chancellor and Marie Gordon

**SEC 1102—Elementary Typewriting (2).** Keyboard presentation and basic typewriting techniques. Emphasis placed on the correct habits of touch typewriting. Not offered to students who have had one or more years of typewriting in high school.

**SEC 1112—Intermediate Typewriting (2).** Basic typewriting techniques. Development skills in typewriting of letters, tabular reports, legal forms and manuscripts. Improvement in speed and productivity are major factors for satisfactory completion. Open to students who have completed one or more years of high school typewriting or SEC 1102.

**SEC 1203—Elementary Shorthand (3).** Fundamental principles of Gregg Series 90 Shorthand, reading and writing from copy and dictation. Not open to those who have had high school shorthand.

**SEC 1213—Intermediate Shorthand (3).** Theory and practice of Gregg Series 90 Shorthand with emphasis on reading and writing from copy and dictation. Open only to those who have had one or more years of high school shorthand or SEC 1203.

**SEC 1312—Filing (2).** The various systems of filing with sufficient practice in the laboratory to develop skill in the operation of the systems. Emphasis on coding, indexing, equipment, and materials.

**SEC 2112—Advanced Typewriting (2).** A continuation of SEC 1112. Speed drills, letter writing, use of business and legal forms, stencil writing. Prerequisite: SEC 1112.

**SEC 2213—Advanced Shorthand (3).** A continuation of SEC 1213. Review of Gregg Series 90 Shorthand theory. Emphasis placed on transcription and development of dictation speed. Prerequisite: SEC 1213.

**SEC 2413—Secretarial Practice (3).** Course designed to present essential duties and special techniques for a secretarial career at the highest professional level; to acquaint the student with the modern office systems and practices.

**SEC 2512—Office Appliances (3).** Instruction and practice in operation of office appliances, including stencil, offset, and spirit duplicators, word processor, calculator, composer, electric typewriter, transcriber, and photocopier. Open to students who have completed one or more years of high school typewriting or SEC 1102.

## **SOCIOLOGY**

Coskrey, O. Gordon and Wightman

**SOC 2113—Introduction to Sociology (3).** Deals with human relationships. Synopsis of the whole field of sociology, including the social and cultural process with the social world, and the integration of these processes in relation to the individual, the group and the institution.

**SOC 2133—Marriage and Family (3).** A careful study of dating, courtship, sex, married life problems, religion, divorce, and personality problems.

## **SOCIAL USAGE**

**SUS 2111—Social Usage (1).** The essentials of good manners and accepted standards of social usage. Develops knowledge and skills in accepted social usage, primarily of American middle-class society: table setting, manners, conversation, and entertainment.

## **SPEECH AND THEATRE**

Arnett, Grych, Heller

**SPT 1113—Oral Communications (3).** The study, including frequent practice, of the principles of organization, composition, and delivery of various types of speeches, as well as a study of interpersonal communication.

**SPT 1213—Fundamentals of Theatre.** A basic course in the theatre arts. An introduction of the cultural, historical, and social aspects of the drama; investigation of essential elements of play production.

**SPT 1233—Acting (3).** An introduction to the basic concepts and techniques of acting. Designed to develop imagination, self-awareness, and the ability to execute simple stage tasks, to improvise, and to begin script work.

**SPT 1241—Drama Production I (1).** Participation in college drama productions.

**SPT 1251—Drama Production II (1).** Participation in college drama productions.

**SPT 2143—Oral Interpretation (3).** Basic principles of comprehending and communicating literature to an audience. Prerequisite: SPT 1113.

**SPT 2241—Drama Production III (1).** Participation in college drama production.

## **THEOLOGY**

Gunter

**THE 1113—United Methodist History and Doctrine (3).** Doctrinal course on the beliefs of the United Methodist Church.

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