

Ed Miller

Student's Handbook



1941 - 1942

Bryan University

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William Jennings Bryan University
Bryan Hill Dayton, Tenn.

The President's Message

PRESIDENT JUDSON A. RUPP

*Grace be to you and peace from God
our Father, and from the Lord Jesus
Christ.*

From the first handshake we want you to feel yourself a welcome and appreciated member of the "Bryan University Family." We want to be a real blessing in your life, and we want you to be a blessing to the other students and to the members of the staff. If you really "come with us," as we strive to obey and serve Christ, "we will do thee good." We can't offer you extravagant buildings and equipment, but we do offer you an opportunity to secure a thorough college education under distinctly Christian auspices and in an environment deeply reverent and spiritual. Bryan University is noted for Christian fellowship, and our students are known for their growth in the Christian graces.

The privileges offered you are accompanied by responsibilities. Each member of the "Bryan University Family" is a part of the environment and is obligated to be a blessing while being blessed. God is not the author of confusion. He is a God of system and order. It is His will that we do everything decently and in order. This Handbook is prepared for

I. Introduction

A. HISTORY AND TRADITION

William Jennings Bryan University was founded in 1930 in memory of the Great Commoner. Original plans envisioning a center of Christian education in the United States, promotion work began on a large scale and, as funds flowed in, concrete was poured for the 440-foot foundation of the Administration Building.

With the business crash of 1929, the great drive for funds, started after Mr. Bryan's death in 1925, lost momentum. Work was halted, field workers were recalled, plans were laid by. Nevertheless, in a spirit of faith and trust in God's will the school opened in borrowed quarters and through these years has moved ahead, until now all of its students and faculty members are housed on the campus. That same spirit of faith has inspired students and faculty members alike to sacrifice many comforts obtainable elsewhere in order to share in a work and fellowship where there is a harmony of love and devotion to God.

Bryan University has been particularly favored in that a majority of her students have sensed a God-given call to attend here. The resultant camaraderie makes the atmosphere spiritually and scholastically outstanding. That inter-student association plus a sound education under Christian professors is Bryan's offer to Christian young people.

B. STATEMENT OF BELIEF

Although no statement of belief shall be required of any matriculating student, no one shall be placed in a position of leadership or authority either as Trustee, Officer, or mem-

your use so that you will know the University, its history, its organization, and its administration—thus enabling you to live and work harmoniously with fellow students and staff members.

Certain rules and regulations are not only helpful but necessary. If you are annoyed by some regulations it is a good sign that you need such discipline to reveal your need of self-discipline. Only Christ can enable you to abide by all regulations with a truly Christ-like spirit. Remember the danger of allowing some insignificant incident or issue to frustrate you in achieving a most cherished and worthwhile objective. You are not at all mature spiritually until you can abide by rules and regulations, and if found in error, accept discipline graciously.

As in nature, the most worthwhile growth comes over a period of time and under conditions that test and distress. Do not expect an easy time while training for such a world as we live in nor for the world to come. Welcome opportunities to show your mettle, knowing that the results are being recorded in you and by the Heavenly Father, if not by your fellow-men. Nothing is little or insignificant in God's sight nor in the development of your character.

May God lead and strengthen you and may you be conscious of His presence.

ber of the Faculty who does not subscribe with us to the following statement of belief:

1. I believe that the Holy Bible, composed of the Old and New Testaments, is of final and supreme authority in faith and life, and being inspired by God, is inerrant in the original writings.

2. I believe in God the Father, God the Son, and God the Holy Ghost, this Trinity being one God, eternally existing in three persons.

3. I believe in the virgin birth of Jesus Christ, that He was born of the Virgin Mary and begotten of the Holy Spirit.

4. I believe that the origin of man was by fiat of God in the act of creation as related in the Book of Genesis; that he was created in the image of God; that he sinned and thereby incurred physical and spiritual death.

5. I believe that all human beings are born with a sinful nature, and are in need of a Savior for their reconciliation to God.

6. I believe that the Lord Jesus Christ is the only Savior, that He was crucified for our sins, according to the Scriptures, as a voluntary representative and substitutionary sacrifice, and that all that believe in Him and confess Him before men are justified on the ground of His shed blood.

7. I believe in the resurrection of the crucified body of Jesus, in His ascension into Heaven, and in "that blessed hope," the personal return to this earth of Jesus Christ, where He shall reign forever.

8. I believe in the bodily resurrection of all persons, judgment to come, the everlasting blessedness of the saved, and the everlasting punishment of the lost.

The statement above is subscribed to annually by all members of the faculty to guard against a person's remaining on the faculty who for any reason has changed his convictions.

C. GENERAL PRINCIPLES

Those associated with Bryan University believe that this school has one definite purpose: to supply a spiritual, God-centered college education in the liberal arts to deserving young people at absolutely minimum costs.

In an effort to accomplish this objective, the school has established certain academic and social principles. Science is taught with the

Bible, not the theory of evolution, as its foundation. Courses in the study of the Bible are required of all regular students. Smoking, drinking of alcoholic beverages, dancing, and gambling are prohibited any student registered at the University.

D. STANDARDS OF CONDUCT

The following standards of conduct were approved by the staff and the students in April, 1940:

The William Jennings Bryan University is a thoroughly Christian institution, supported by Christian people of all denominations throughout the country. It therefore owes to contributors and students the maintenance of such standards as will be a testimony to the world and a source of strength and guidance for its constituency and students. Only those students who maintain standards that will bring credit to the University and glory to the Lord will be happy in the University. They, alone, will be an asset to the institution.

General Conduct

WE believe in—

1. The highest grade of scholastic attainment
2. Christian honesty in all dealings both on and off the campus
3. Full co-operation with University officials and respect for the law and authority of the institution and of civil government
4. Constructive criticisms, complaining being un-Christian
5. Regular chapel and church attendance
6. Good sportsmanship in all contests and courtesy towards opponents
7. Respect for private and public property and for the rights of others

8. Disapproval of hazing
9. Christian fellowship within the University personnel
10. Proper regard for University obligations and careful use of money
11. Avoidance of undesirable and harmful practices
12. Neatness and cleanliness of person and room
13. First, a desire to uphold the standards ourselves and, second, the will to admonish others who fail to do so

Social Relations

WE believe in—

1. The observance of refined social etiquette, such as proper attire* at all times, good manners in the dining room, dormitories, and elsewhere
2. Courtesy towards fellow students and faculty, especially towards the opposite sex
3. Recognition of scholastic work as the major interest of the student
4. Close observance of social proprieties and Christian standards in relations between those of opposite sex
5. The choice of wholesome and profitable recreation to the exclusion of objectionable and worthless pleasures
6. A recognition of the Christian testimony of the school at all times

**Proper attire* for young ladies is to be interpreted as meaning dresses of modest length and style. Students will be requested not to wear dresses which are not considered sufficiently modest. This applies to evening dresses as well as to every-day wear. Though it is advisable that slacks or similar clothes be

worn for mountain hiking, their use is limited to occasions of this sort.

Bryan University believes that the highest type of young man or woman will cheerfully accept and uphold as his own these standards. It further believes that only such young people are worthy of the opportunity offered by the institution. Willful disregard of these standards may be considered sufficient grounds for asking that a student withdraw from the University.

E. RULES AND THE STUDENT

Because any student body is composed of different personalities, restrictions are necessary for the group and its minorities. Thus there has been worked out a system of rules here incorporated. Every rule has been the answer to a general problem and, although there is constant change as needs vary, the considerate student will realize that each has its purpose. He will be eager to conform to the spirit of the rules—not merely to the letter—to further the well-being of the whole college community.

To one unused to dormitory life, these regulations may sometimes seem unnecessarily confining; and some rules applying mainly to limited parts of the student group will seem overly restrictive to particular individuals. We invite of such individuals the cheerful sacrifice of those personal privileges affected, and the realization that such a loss is necessarily incidental to the rich possibilities here for those who honestly seek preparation for life.

Each applicant for admission is requested to become familiar with the contents of this handbook. Keep it for future reference.

F. CALENDAR

1941-1942

Fall Quarter

September 23, 9:00 a.m. Freshman Placement Test
2:00 p.m. Freshman Conference Hour
8:00 p.m. Freshman Social Hour
(All Freshmen and new special students must be present)

September 24 and 25, 8:00 a.m. to 5:00 p.m. Registration daily Reception
September 25, 8:00 p.m. Registration
September 26 Last Day for Change in Schedule
October 6 Class Organization Day
October 11 Bible Conference Opens
October 12 Bible Conference Closes
October 19, 7, 8 Mid-Quarter Examinations
November 7, 8 Thanksgiving Day (Holiday)
November 27 Annual Christmas Banquet
December 8 Last Day of Fall Quarter
December 17 Last Day of Fall Quarter

Winter Quarter

January 2, 8:00 a.m. to 5:00 p.m. Registration
January 3 Classes Begin
February 6, 7 Mid-Quarter Examinations
February 19 William Jennings Bryan Birthday Banquet
March 19 Last Day of Winter Quarter
March 20-22 Spring Holidays

Spring Quarter

March 23, 8:00 a.m. to 5:00 p.m. Registration
March 24 Classes Begin
April 16, 17, 18 Sophomore Testing Program
April 24, 25 Mid-Quarter Examinations
May 4, 9 Senior Comprehensive Examinations
June 7 Baccalaureate Sunday
June 8 President's Reception for the Seniors
June 9 Annual Meeting of the Board of Trustees
June 10 Ninth Annual Commencement

II. Academic Administration

The Dean, under the President, supervises such matters as relate to student life and to the administration of student curriculum, class schedule, scholastic and attendance records, and credits.

A. PROGRAM OF STUDIES

Student Load

1. A minimum schedule of work for a regular student shall be 12 quarter hours; a maximum regular schedule, 18 quarter hours. Additional quarter hours of work may be taken only with permission of the Dean and will be charged for at the rate of \$2.00 for each quarter hour. No student will be permitted to carry in excess of 21 quarter hours of work.

Incomplete

2. Grades of "Incomplete" are given when students, because of sickness or other unavoidable reasons, do not complete their work by the end of the quarter. Such a grade becomes a "failure" if not removed during the first six weeks of the next quarter in which the course is given. In no case can removal be delayed more than two quarters.

Failure

3. A student failing to pass in a quarter of any required subject must first register for that quarter of work at the beginning of the quarter in which it is next offered. No student, excepting by special vote of the faculty, shall be granted a degree who has failed to pass any subject taken during his senior year. A grade of failure remains a part of the permanent record of the student.

Re-Examination

4. At the discretion of the instructor a student whose course average for any quarter is

not less than 65% may be granted a re-examination. Regardless of the results, his quarter grade for such a course shall not be higher than 80%. Prior to taking the examination, which must be given within two weeks after the beginning of the next quarter in which the student is in residence and not delayed more than two quarters, the student must pay a cash fee of \$2.00 to the University treasurer, presenting the receipt to the instructor.

Re-admission After Failure

5. A student failing to receive a passing grade in a majority of his quarter hours of work may be re-admitted to the school only by special action of the faculty in response to his written request presented before the beginning of the quarter in which he wishes to continue his studies. He will be considered on Probation until he has met the special requirements under which he was re-admitted.

Withdrawal from a Course

6. Registered for a course, a student may not discontinue it without permission from the Dean. Failing to comply with this regulation, he shall be given a grade of 25% on his permanent record in the course discontinued and shall not be permitted to register for any new course during that quarter.

Dropping or Changing a Course

7. In order to drop or add a course the student must report to the Dean's office. Permission to drop one course in order to take up another will not be granted after the first ten days of any quarter.

Holding Campus Office

8. No student is permitted to hold an office in a University or student organization while on Probation. Each organization is responsible for having a student's eligibility for office passed upon before his installation.

Work Schedule and Studies

9. It should be remembered that all obligations to the University are due and payable in cash or equivalent. Therefore, in giving preference to student workers, the University expects from them work of a quality comparable to that expected of any other paid employee. This means efficient work in the assigned amounts and at the assigned times. The University must reserve the right to adjust the scholastic load, the work load, or both, of any student whose academic standing falls below a satisfactory level.

B. WITHDRAWAL FROM SCHOOL

In order to withdraw from school, the student must first obtain permission from the office of the Dean.

C. CHAPEL AND CLASS ATTENDANCE

1. Students are expected to be present at all chapel and class exercises, but in order to provide for necessary absences, students may, without penalty, absent themselves during a half-quarter as follows:

Those on the Dean's List may have two cuts per course.
Those on the Middle List, one cut per course.

Those on Restriction or Probation Lists, no cuts.

All students are limited to two chapel cuts per half-quarter.

2. Students who exceed the cut limit for their classification shall have 2% deducted from the final quarter grade for each excess cut in each course.

3. Tardiness in arriving at chapel is counted an absence.

Three tardies to a class constitute one absence. One absence is registered for a student over five minutes tardy to class and for

one who must leave class over twenty minutes early.

4. Students leaving the University over a vacation period cannot be excused from absences from classes immediately preceding or following that period, excepting when absent because of death in the family or because of serious illness, certified to in writing by a licensed physician. Cuts may be taken at these times if available. (See regulation on late registration.)

Students are expected to make up, in accordance with catalogue regulations, the work missed when absent.

5. A student absent from any course for more than 20% of the meetings during a quarter will be automatically dropped from the course and will be given 25% as his permanent mark for that course. He can be readmitted only through written application to and favorable action by the Academic Committee.

6. Excuse for a necessary absence, regardless of reason, must be obtained from the Dean by the student immediately after his return, and this excuse must be signed by each teacher involved and returned to the Dean within one week. Excuse for sickness will be issued only on written authority of the college physician. *convention*

7. Students are warned that absences carelessly acquired during the early part of the quarter may result in a penalty for unavoidable absences later in the quarter, since it is impossible to excuse them except as provided above.

D. CLASSIFICATION OF STUDENTS

To be classified as a regular student, one must be enrolled for a minimum of 12 quarter hours; to be classified as a Sophomore, he must have 36 quarter hours of credit; to be

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classified as a Junior, ⁸⁴90 quarter hours of credit; to be classified as a Senior, he must be able to schedule a number of hours of work sufficient to enable him to meet the requirement of ¹⁸⁶190 quarter hours for graduation.

E. GRADING SYSTEM

1. General

The passing grade is 70%. In courses requiring more than one quarter for completion, credit will be granted for the entire course if the general average is 70%, with the following exceptions:

(1) A grade of less than 65% for any quarter of work automatically discontinues the student in that course, except that freshmen* and first-year special students who have had no previous college training may continue in any course in which the grade is not less than 60%.

(2) Credit will not be given for any course in which a student has a grade for the final quarter of work of less than 65%.

2. Quarter Hours

The unit of credit is the quarter hour: Except as indicated in the catalogue, one quarter hour is given for every hour per week a course meets during the quarter of twelve weeks. Two or three hours in the laboratory are the equivalent of one hour in the recitation room.

3. Dean's List

To be eligible for the Dean's List a student must have a general average during the preceding half-quarter of not less than 90%, with no grade lower than 85%.

4. Restriction List

A student shall be placed on the restriction list at the discretion of the Dean or of the Academic Committee or when his grades at

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the conclusion of any half-quarter average less than 80%. Students on restriction are not to be used for unscheduled work after 8:00 p.m. and are not permitted to attend organization meetings after 8:00 p.m.

Such students will not be permitted to be absent from the campus after supper on any night other than Saturday and Sunday nights.

5. Middle List

Students not on the Dean's List, Restriction List, or Probation, are on the Middle List.

6. Probation

Students who because of academic or other reason have made themselves ineligible to remain in school, but who have been permitted through special committee action to do so, shall be on Probation until reinstated to good standing. Such students shall not represent the University in any function, contest, or program and shall not hold office in any University organization.

7. Grade Reports

At the conclusion of each half-quarter except the fifth a grade report is sent to the student's parent or guardian. Reports will indicate the student's grade in each course, his general average, and his rank in his own class.

F. SOPHOMORE TESTING PROGRAM

During the final quarter, sophomores will participate in the three-day testing program of the American Council on Education.

G. REQUIREMENTS FOR A DEGREE

1. Hours

The degrees of Bachelor of Arts and Bachelor of Science are offered. To receive either degree a student must have been in residence for his senior year and must have acquired a total of ~~198~~ ¹⁸⁶ quarter hours of credit. His general average for all his college work must

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not be less than 80%. His general average for his senior year must also not be less than 80%.

2. Senior Comprehensive Examinations

Seniors are required to pass both oral and written comprehensive examinations on their majors.

H. THE LIBRARY

The Library of the University is made up of some 30,000 volumes, including complete sets of the works of outstanding writers. The reference collection consists of the most important encyclopedias, dictionaries, and reference works on special subjects. Several current periodicals and a large number of bound periodicals are available for reference work. Because it can be a very important factor in his college life, the student is urged to make the fullest use of the opportunity and privilege of the library.

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III. Student Personnel Administration

Responsibility for student affairs is vested in the Office of the Dean, which is assisted by the faculty committee on Discipline, Student Organizations and Government, and by a Women's Counselor and a Men's Counselor responsible for the two dormitories respectively. A student council, elected from the student body, assists in regulation of dormitory life and student activities.

A. THE COUNCIL

The student council is composed of a man and a woman from each class and one non-resident representative, all elected from candidates nominated by the faculty. The council's duties are neither academic nor disciplinary. Its aim shall be to represent the student body before the faculty and to lead in establishing and maintaining a high student morale.

B. RELIGIOUS ACTIVITIES

It is required of all students that they attend each Sunday morning a church service at the church of their own choosing. Any exception to this requirement may be made only by explicit advance permission from the Counselor.

Students at Bryan University have considered it one of their great privileges to take part in spreading the Gospel to unchurched communities in the vicinity of the school. A score or more meetings are held weekly. The University encourages students who have the time and ability to take part in some phase of this work.

C. MORAL STANDARDS

Each individual is expected to live up to the moral laws of God as set forth in the Bible. It is understood that students are on their honor, and that, in applying for admission, they agree to abide by the regulations of the college. Students are expected to conform their conduct to the rules whether their activities are supervised or not.

Cheating is not tolerated. The first offense will result in the loss of all credit for the current session and suspension for the balance of that session. A second offense will result in dishonorable and final dismissal from the University with loss of credit earned during that session.

D. HOME STUDENTS

A non-resident student receiving aid or concession of any nature from the University, including accepting notes for expenses, scholarships, self-help, reductions, or any other similar concession, must room in the dormitory or with close relatives. Students not receiving such concessions may room in town only when written approval of their place of lodging has been filed in the Office of the Dean by their parents or guardians.

Students living at home are bound by the same standards of conduct as other students.

E. FRESHMAN WEEK

Early in the school year the sophomore class, under supervision, conducts a week of freshman activities. Hazing is contrary to the spirit of the University and is to have no part in this program nor to be carried on at any other time of the year.

F. ATHLETICS

As yet the University does not have inter-collegiate athletics. New students are assigned to one of the two divisions in the student body—the Scarlet and the Gold. Through-

out the year these two groups compete in athletics, forensics, and other fields, a trophy being awarded the winning side at commencement. In previous years the University has been given the use of the high school gymnasium, a kindness very greatly appreciated by University officials and students.

G. LEAVING TOWN PERMITS

Before leaving town, other than for regular religious appointments, each student must fill out, have signed, and leave in the office of the Dean a regular "Leaving Town Permit." Those students not going with faculty members must have in addition the personal permission of the Dean before leaving.

H. SPENDING NIGHTS WITH FRIENDS

Students desiring to spend the night away from the campus must obtain a permit for each visit from the Office of the Dean, which permit must be signed by the parent or guardian and filed in the office of the Dean before the visit is made.

I. ENGAGED COUPLES

Engaged couples will be granted no privileges which are not allowed to others.

Students wishing to marry during the school year must secure faculty and parental approval. There are no facilities on the campus for housing married couples.

J. REGULATIONS GOVERNING STUDENT LIFE

These regulations, based on the past years of experience which have shown the need for them to assure certain benefits for all, are not to be set aside by any authority other than the Discipline Committee or the Dean of the University.

I. General

1. No man or woman shall enter any dormitory room for students of the opposite sex

unless accompanied by a faculty member and then only with permission from the Counselor of that dormitory.

2. Students of the opposite sex may visit a student on sick list only after the third day of confinement and when accompanied by a faculty chaperon. The chaperon will remain in the room during the visit. This regulation applies to related students as well as to others. (See Section I, above.)

3. Men are not to be in the vicinity of the Octagon except

(a) In performance of assigned work
(b) At dating hours
(c) For use of the tennis court

4. Women not engaged in self-help duties will leave the Administration Building, unaccompanied by men students, immediately following the evening meal, but may return for study in the library or for organization meetings at 7:00 o'clock. They must not be at the Administration Building in the afternoon except for classes, work, study in the library, or when there with special permission from the Women's Counselor.

(a) Class rooms are not open for study use after supper, unless an instructor is in attendance. The typing room is open each evening, Sunday excepted, until 7:30 for a laboratory period. Only those students taking typing or other secretarial courses are permitted to use the typewriters at this or any other time.

5. Women must not sit or ride in cars with men unless with a faculty chaperon. They may, however, accept rides to and from town with men students, provided such rides have not been pre-arranged.

6. Only pre-arranged, chapersoned hikes are permitted for mixed groups.

7. Swimming in Lake Chickamauga is not permitted. Women students shall not swim without a faculty chaperon who can swim, and men students are not to swim, unless accompanied by an experienced swimmer. Swimming alone is absolutely prohibited.
8. Only those women who are on the special approved list and who have filed in the office written permission from parents to do so may accompany the University physician on medical cases. Excuses from classes cannot be granted for this purpose.
9. One extra night out until 10:30 is permitted weekly to those on the Dean's list. Any student not on Restriction or Probation may attend religious services one week-night a week, but must be back in the dormitory not later than 9:00 p.m. Dating is not permitted.
10. Social functions not a part of the University program and chaperons for them must be approved by the Counselor and the Dean.

2. Dormitory

a. GENERAL

Lights in both dormitories shall be controlled as follows:

- (a) Monday through Friday and on Sunday: Ceiling light in the bedroom shall be out at 10:30 p.m.; all lights shall be out from 11:00 p.m. to 5:00 a.m.
 - (b) Saturday: Ceiling light in bedroom shall be out at 10:30 p.m.; all lights shall be out from 11:30 p.m. to 5:00 a.m.
1. Quiet will be maintained in the buildings between 8:00 p.m. and the sounding of the rising bell on Monday through Friday nights and between 10:15 p.m. and the rising

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- ing bell on Saturday and Sunday nights. Quiet includes typewriters, musical instruments of all kinds and radios. It permits visiting but not loud talking or other disturbances.
2. Sunday is the Lord's Day, a day when boisterousness and noise are considered out of place. Sunday afternoon is a time when special quiet is expected.
 3. Students are required to spend the nights in their own rooms and are not permitted to sleep together.
 4. Cooking and ironing are not to be done in the rooms in the Octagon, and cooking is not to be done in the men's dormitory.
 5. Rooms must be kept clean and neat at all times, and beds must be made by 9:30 a.m. Rooms will be inspected daily.

b. MEN

1. Men are expected to be in the Administration Building by 7:45 p.m. on Monday through Friday, unless granted special permission by the Counselor. On Saturday nights men will be in by 11:00 and on Sunday nights by 10:30.
2. Men must check out with the Counselor before leaving the campus to go other than to the city of Dayton. This would include swimming, hiking, etc., but does not include regular religious assignments.

c. WOMEN

1. Women leaving the campus for any reason must personally sign out and immediately upon returning personally sign in.
2. When necessary, they may go to the city of Dayton, but must not loiter and must be back by sundown and in time for the evening meal. If going or returning after dark without a male escort or faculty chaperon, there must be at least three women in the group.

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3. Women may not wear each other's clothing; changes in ownership must be reported to the Counselor.

3. Dormitory Government

a. COUNSELOR AND COUNCIL

Supervision of student dormitory life is delegated by the Dean to the Counselors, who are assisted by the respective Dormitory Committees of the Student Council and duly appointed Proctors.

b. THE PROCTOR

1. Students who fail to co-operate with the Proctor will be subject to action of the Discipline Committee or of the Dean.
2. The Proctor is responsible for ringing the bells needed to control dormitory activities.
3. The Proctor shall maintain quiet and order in the dormitory, investigating and reporting to the Dormitory Committee in writing all disturbances and infractions of regulations.
4. The Proctor must inform the offender that he or she is being reported.
5. The Women's Proctor must see that a new check-out sheet is posted and the used one given to the proper authority.
6. The Proctor will remain on duty at all times during the evening in the dormitory from the beginning of the study period at 8:00 o'clock until the time for all lights to be turned out. All outside and unneeded lights are to be turned out by the Proctor, who is responsible for dormitory order during the night.

c. PENALTIES

Students found guilty by the Dormitory Committee of infraction of dormitory regulations will be penalized by that committee as follows:

First offense: one Saturday on Campus
Second offense: Saturday and Sunday on Campus.

Third offense: Saturday, Sunday and Monday on Campus.

Further offense will result in action by the Discipline Committee or the Dean.

It is understood that the penalty for the second offense under any one regulation will be the regular third offense penalty, and that a third offense under any one regulation will bring the student before the Discipline Committee or the Dean.

Infraction of regulations other than those supervised by the Dormitory Committee will be handled by the Discipline Committee or the Dean.

d. MEANING OF "CAMPUS"

When "campused" a student is denied all social privileges such as parties, games, concerts, going out of town, going downtown (except in the case of necessity, with the permission of the Dean), dating, studying in the evenings in the library, taking part in games, debates, or programs, actively holding office in any society or organization.

The "campus" does permit attendance at church services on Sunday morning.

It is to be noted that students brought before the Discipline Committee or the Dean may be placed on *special campus*, for which restrictions may be different from those listed above.

4. Dating

In order to encourage a wider and more healthful fellowship, especially among the newer students, freshmen are not permitted to date the same person twice in succession.

Hours and regulations for dating shall be as follows:

a. Hours

*Saturday: 7:00 p.m. to 10:15 p.m.
Sunday: 3:30 p.m. to 5:00 p.m. and for couples attending young people's meetings and church services from 5:50 p.m. until their return to the Octagon immediately after the last service attended.

Wednesday* After supper until 7:30 p.m.

Thursday* b. RECURATIONS

1. Dating will be permitted only at the times stated and in the dating areas specified. Couples may obtain permission to go to the city of Dayton on Saturday nights but must be on the campus and within the dating area by ~~9:30~~ 9:00 o'clock.
2. Each couple is responsible for seeing that the campus lights are on.
3. The after-supper dating area is considered to be the Octagon lobby and the area encircled by lights near the Octagon. Wednesday night dating is permitted only in the chapel, excepting as the Dean or Discipline Committee approves other areas because of seasonal changes. Couples shall separate before leaving the approved area.
4. Women leaving the campus at night with or without a male escort must have personal permission from the Counselor.
5. Only the shortest way up the hill is to be used.
6. Dating with other than Bryan students is permitted only after the escort has the personal approval of the proper authorities.
7. Women may have male escorts to and from church on Sunday mornings, but couples must meet and separate at the gate without loitering.
8. Standing around in halls and constant association of couples during vacant periods

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is considered detrimental to the students' and school's interests and a violation of the spirit of the dating regulations.

5. Library Regulations

The library will be open between the following hours:

Tuesday through

Saturday

Monday

7:45 a.m.--12:30 p.m. 8:00 a.m.--12:00 m.

1:10 p.m.-- 5:00 p.m. 7:00 p.m.--10:00 p.m.

7:00 p.m.--10:30 p.m.*

*Except Saturday.

It will be closed during chapel.

Open to those who come for that purpose, the library is a place of study and reading. For the benefit of all, whispering and other disturbing acts are prohibited.

Women using the library at night are expected to go directly to their rooms after leaving the library.

K. TRANSPORTATION TO CAMPUS

The campus is approximately a mile and a half from both railroad and bus stations. Incoming students should inform the Office of the Dean as to time and means of arrival so that transportation from the station to the campus can be provided, if desired.

A charge of 10c will be made for each passenger with one suitcase. Extra bags and large parcels will be transported at the rate of 5c each, trunks for 10c each.

Local taxi service is also available.

L. SOCIAL EVENTS

Permission for all social events, *including* must be secured in advance from the Office of the Dean. This is to prevent conflicts in activities as well as places.

All social, forensic, class, and other functions should begin promptly at the time announced, and, with the exception of Saturday

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evening, should adjourn at or before 8:00 p.m. unless special permission, for a later closing has been previously obtained from the Dean.

M. USE OF AUTOMOBILES

Students are permitted to use automobiles between the college and Dayton, but permission must be obtained from the Dean before they are taken outside of the city, except for regular religious assignments.

N. VACATION RULES

1. General

The attention of students is called to the fact that all rules, unless otherwise noted, are enforced as long as the student remains at the University. This includes commencement week.

2. Traveling

All students going home over vacation must sign out at the Dean's office before leaving. Upon application to the Dean and his receipt from the parent or guardian of the regularly approved Travel Permit, women students may travel in automobiles to a designated destination. It is understood that groups will not be permitted to leave in cars unless the driver is considered to be in good physical condition, nor will they be permitted to leave between the hours of sundown and 4:00 a.m.

3. Visiting Friends

Students, other than men twenty-one or more years of age, wishing to visit friends over vacation must have permission from parents sent directly to the Dean on the blank provided before official approval will be granted.

O. HEALTH SERVICE

1. General

All matriculating students are expected to have a physical examination before coming to

or when going to + from home

school, a report of which is to be sent to the office of the Dean by the physician. Forms are provided by the University. The University will furnish medical service for minor ailments, but for a serious illness it is expected that the student, on his own responsibility or that of his family, will use the hospital resources of the city of Dayton.

The University cannot assume financial responsibility for injuries to traveling groups representing the University or for illness on the road, and expenses incurred for such illness or injury must be cared for by the student as stated in the paragraph above. Everything, however, that can be done to protect such representatives will be done, and every possible aid will be rendered by those in charge of the group.

2. Illness Regulations

The following recommendations were adopted by the Health Committee of William Jennings Bryan University on January 13, 1940. It is believed that observing them will result in direct benefit to the University and its personnel.

1. Any sickness or injury must be reported to the Counselor immediately. *Sickness* includes any disability resulting in absence from classes, meals, or work.
2. All occupants of a student room are responsible for making this report.
3. Meals will be provided for the sick only if the report is made to the Counselor in time to notify the kitchen in writing not later than fifteen minutes prior to the serving of the meal.
4. Trays are to be served to those on the sick list, on the written authority of the Counselor, by the students designated to carry the trays to and from the patients.

5. Students missing classes, meals, or work on account of sickness are to remain in bed until released by Dr. McMurry. In releasing students that have been sick, Dr. McMurry will issue an illness report, which will authorize the Dean to excuse absences from classes, the work directors to excuse the absences from work, and the dining room director to admit the student to dining room service.
 - a. Upon receiving the illness report the student should promptly have it initiated by the ones in charge of the kitchen and by his work supervisor before presenting it to the Dean.
 - b. Students will be charged for trays prepared unnecessarily because of failure to observe these regulations.

IV. Business Administration

The Business Administration, headed by the Treasurer, has responsibility for all financial and business matters. All student accounts, including those of student organizations, are handled by this division. Among the other divisions responsible to Business Administration are the Building and Grounds Operation, Bryan Boarding Club, Farm, Laundry, Print Shop, and Bookstore.

A. SETTLEMENT OF ACCOUNTS

All expenses are payable in advance each quarter. However, for the convenience of students who so desire, a deferred payment plan is available. There are two modifications of this plan, the first being for non-working students, and the second for working students.

Plan 1—After crediting scholarship, grant, or loan aid for the quarter, divide the balance of the enrollment invoice into three equal parts, payable as shown in the table below.

Plan 2—After crediting scholarship, grant, or loan aid, and the estimated work voucher for the third month of the quarter, divide the balance of the enrollment invoice into three equal parts, payable as shown in the table below. The amount estimated for the third month's work voucher is due within five days after the voucher is issued.

PAYMENT SCHEDULE

	<i>First</i>	<i>Second</i>	<i>Third</i>
	<i>Quarter</i>	<i>Quarter</i>	<i>Quarter</i>
First Instalment	Sept. 25	Jan. 2	Mar. 23
Second Instalment	Nov. 1	Feb. 1	Apr. 25
Third Instalment	Dec. 1	Mar. 1	May 25
Third month voucher (under Plan 2)		Within five days after it is issued.)	

B. UNIVERSITY BOOKSTORE

A book store is operated by the University to serve the student's needs for textbooks and

other supplies. Many articles can be ordered through the store at a saving.

C. MAIL

Students may receive mail through the University post office, two deliveries being made daily.

D. LAUNDRY

A student will have the use of the school's laundry if he cares to do his own washing until a school laundry service is established. There are private houses and business establishments in the city which give laundry and dry cleaning service.

E. COLLEGE DINING HALL

1. General

All students who do not live at home are expected to eat in the college dining hall unless other arrangements are made with the Dean.

In keeping with the aim of the University to give its students the best possible cultural training, it is expected that students will be on time to meals, observe rules of good etiquette, and dress in accordance with University custom. Dining hall doors are closed five minutes after the last bell rings.

2. Tray Service

Tray service for students will be provided only on written authority of the Dormitory Counselor or recognized representative and then only through regular channels. No extra charge is made for this tray service. Students absent from meals because of illness will be readmitted to the dining hall only on written request of the physician.

3. Rebates

An absence of seven consecutive days from the University entitles a student to a rebate if arrangements have been made with the Treasurer in advance.

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4. Guests

Students inviting guests for meals are to give advance notice to the dining hall management, and to pay in cash for meals served to those guests.

Occasional overnight guests may, by arrangement with the business office, be entertained in the respective dormitories. However, during examination periods and commencement week, permission to have guests in the dormitories cannot be granted.

Guests are expected to conform to dormitory rules during their stay.

F. ROOMS

A room deposit of \$2.00 is charged each student as he registers. The student is expected to care for his room and its furnishings. No beds, mattresses, or other furniture are to be moved from any dormitory room. At the close of the year, or when the student leaves school, his room deposit will be refunded unless inspection of the room reveals loss or damage to be deducted from the deposit.

Dormitories are not open for occupancy, nor does the dining hall serve meals to students, until the evening immediately preceding the first day of registration. Meal service ends with the morning meal, and dormitory occupancy on the evening of the day immediately following Commencement Day.

G. REBATES TO STUDENT REPRESENTATIVES

SENTATIVES

Students officially representing the University during the regular school session and who are away from the University for periods in excess of three days will be given a credit covering charges for room and board during the absence. This is in lieu of other compensation.

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V. Student Organizations

What to Join

You are going to college to learn how to live, and this learning must include a knowledge of how to get along with your fellow-worker, how to follow his leadership, how to guide him into following yours. In school there are perhaps no more fertile fields from which to glean this knowledge than those offered by student organizations.

Investigate them carefully, being sure that you can serve and be served in each one you join; accept membership in them prayerfully, seeking to contribute to their growth and value; take part in them regularly, knowing that to do otherwise is to prove false both to yourself and to your organization. If membership in an organization adds nothing to your enjoyment and to your mental, social, and spiritual growth, you have joined in vain—withdraw.

Organizations

Archery Club—Open to those interested in this ancient sport. Those owning equipment are urged to bring it with them.

Brass Ensemble—Membership open to students who play brass instruments. Time of meeting not definitely scheduled.

Camera Club—Membership open to those definitely interested in studying photography. Meets ~~seesed~~ and ~~feareth~~ Mondays of each month. ~~1-27~~ 3

Child Evangelism Fellowship—Membership open to those especially interested in doing Gospel work with children. Time of meeting not definitely scheduled.

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Christian Service Association—Membership open to born-again teachers and students desiring to serve the Lord actively. C. S. A. prayer meetings are held every other ~~Thuesday~~ evening. There are two divisions: *George E. Guille Ministerial Association* and *Lay Ambassadors*.

GEORGE E. GUILLE MINISTERIAL ASSOCIATION

a. *Pastors' Fellowship*: Students dedicated to full-time service who believe the Lord is leading them into the ministry. Meets on alternate ~~Thuesday~~ ~~Wed~~ ~~Thurs~~ ~~days~~ from C. S. A.

b. *Foreign Missions Fellowship*: Students who definitely have given their lives for full-time service and who believe the Lord is leading them into foreign fields. Associate membership open to those called to home mission work. Meets on alternate ~~Thuesday~~ ~~Wed~~ ~~Thurs~~ ~~days~~ from C. S. A.

LAY AMBASSADORS

Open to teachers and students, not definitely called to full-time service but seeking to be active in the Lord's service while in school. Meets on alternate ~~Thuesday~~ ~~Wed~~ ~~Thurs~~ ~~days~~ from C. S. A.

Class Meetings—Regular meetings of the ~~Thurs~~ ~~days~~ of the ~~Thurs~~ ~~days~~ of each month.

Debate Squad—Open to students showing interest and aptitude in forensics. Varsity debate teams are ordinarily selected from this group. Meets once a week.

Forensic Union—Offering excellent opportunity for training in speaking and parliamentary procedure. Meets the third ~~Thurs~~ ~~day~~ ~~of~~ ~~each~~ ~~month~~. ~~Thurs~~ ~~day~~ ~~Wed~~

Gospel Singers—Membership determined by try-out. The first requisite is a strongly manifested testimony for Christ. Gospel

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Singers travel over a large area of the country during summer months and are frequently sent on one or two-week trips during the year.

Gutenberg Club—Open only to those students who are employed in the University print shop. Meets the first ~~Thursday~~ ^{Monday} of each month.

Journalism Club—Composed of students interested in gaining experience in journalistic writing. Meets the fourth ~~Thursday~~ ^{Monday} of each month.

Rifle Club—Although hunting and shooting on University property are prohibited, a small section has been allotted for proper use of small-calibre rifles. Members furnish own equipment.

Scarlet and Gold—Admission to the University automatically gives membership in one or the other. No regular meetings.

University Choir—Membership determined by try-outs, open to all students. Meets each Wednesday night.

A somewhat more comprehensive discussion of the aims and nature of these groups can be found in the University catalogue.

What Should I Bring?

An individual will best know what is needed for personal comfort, but perhaps the lists given will suggest what articles have been found most useful in past years. For nine months you are to be "at home" in the dormitory. You will be your own housekeeper—plan now to be a good one.

Men and Women

BIBLE
Bedding: blankets, comforter, single sheets (at least three), pillow and pillow cases*

Bedroom slippers

Calendar

Camera

Chair cushions

Clothes hangers

Dictionary

Drinking glass

Fountain pen

Iron

Laundry bag

Lamp

Musical instruments

Overcoat

Room accessories

Sewing kit and buttons

School and work clothes

Shoe polish and brush

Sweater or light jacket

Tennis racquet and shoes

Throw rugs

Toilet articles

Towels and wash cloths

Men

Bathrobe**

Good clothes

Hiking clothes and shoes

Raincoat

Women

Evening dress

House coat**

Stacks or culottes—for hiking

Street dresses

Umbrella

*Students should either send linen and towels ahead of them or plan to bring them personally, as the University cannot supply this equipment for incoming students.

**Use in dormitories required.

DAILY SCHEDULE of CLASSES

Period	Tuesday	Wednesday	Thursday	Friday	Saturday
1	Biol. 121 Com. 191 Eng. 221 Eng. 224 Fr. 301 Math. 201	Bible 401 Chem. 101 Com. 91 Com. 191 (lab)	Biol. 121 Com. 191 Eng. 221 Eng. 224 Fr. 301 Math. 201	Bible 401 Chem. 101 Com. 91 Com. 191 (lab)	Biol. 121 Com. 191 Eng. 221 Eng. 224 Fr. 301 Math. 201
2	Com. 201 Eng. 101-101x Gr. 221 Math. 301 Physics 101 Span. 201	Bible 301 Com. 194 (lab) Eng. 101-x Printing	Com. 201 Eng. 101 Gr. 221 Math. 301 Phys. 101 Span. 201	Bible 301 Com. 194 (lab) Eng. 101x Printing	Com. 201 Eng. 101-101x Gr. 221 Math. 301 Physics 101 Span. 201

	C	H	A	P	E	L
3	Bible 203 Eng. 231 Eng. 351 Psych. 101	Bible 102 (103) Com. 81 Fr. 321 Psych. 221	Bible 203 Eng. 231 Eng. 351 Psych. 101		Bible 201 Com. 81 Fr. 321 Psych. 221	Bible 102(103) Com. 97 Eng. 231 Eng. 351
4	Biol. 201 Com. 181 Com. 211 Hist. 101 Mus. 101	Biol. 231 Com. 181 (lab) Math. 101 Psych. 201	Biol. 201 Com. 181 Com. 211 Hist. 101 Mus. 101		Bible 403 Biol. 231 Com. 181 (lab) Math. 101 Phys. 201	Com. 181 Com. 211 Hist. 101 Mus. 101

	L	U	N	C	H
5	Chem. 301 Com. 101 Fr. 101 Gr. 121	Chem. 301 (lab) Fr. 101 Gr. 121 Mus. 301	Chem. 201 Chem. 301 Com. 101	Chem. 301 Fr. 101 Gr. 121 Mus. 301	Com. 101 Fr. 101 Gr. 121
6	Bible 311 Com. 184 Eng. 201 Span. 101	Com. 181 (lab) Chem. 301 (lab) Mus. 311 Span. 101	Bible 311 Com. 184 Eng. 201	Com. 191 (lab) Mus. 311 Span. 101	Bible 311 Com. 184 Eng. 201 Span. 101
7	Biol. 121 (lab) Chem. 201 (lab) Com. 194 Eng. 401 Fr. 201	Art Chem. 101 (lab) Chem. 201 (lab.) Chem. 301 (lab) Com. 194 (lab)	Biol. 121 (lab) Chem. 201 (lab.) Com. 194 Eng. 401 Fr. 201	Art Chem. 101 (lab) Phys. 101 (lab)	Com. 194 Eng. 401 Fr. 201
8	Biol. 121 (lab) Chem. 201 (lab)	Art Chem. 101 (lab) Chem. 201 (lab.)	Biol. 121 (lab) Chem. 201 (lab.)	Art Chem. 101 (lab) Phys. 101 (lab)	

Note: The schedule given above shows only first-quarter classes, but will be followed throughout the year.

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