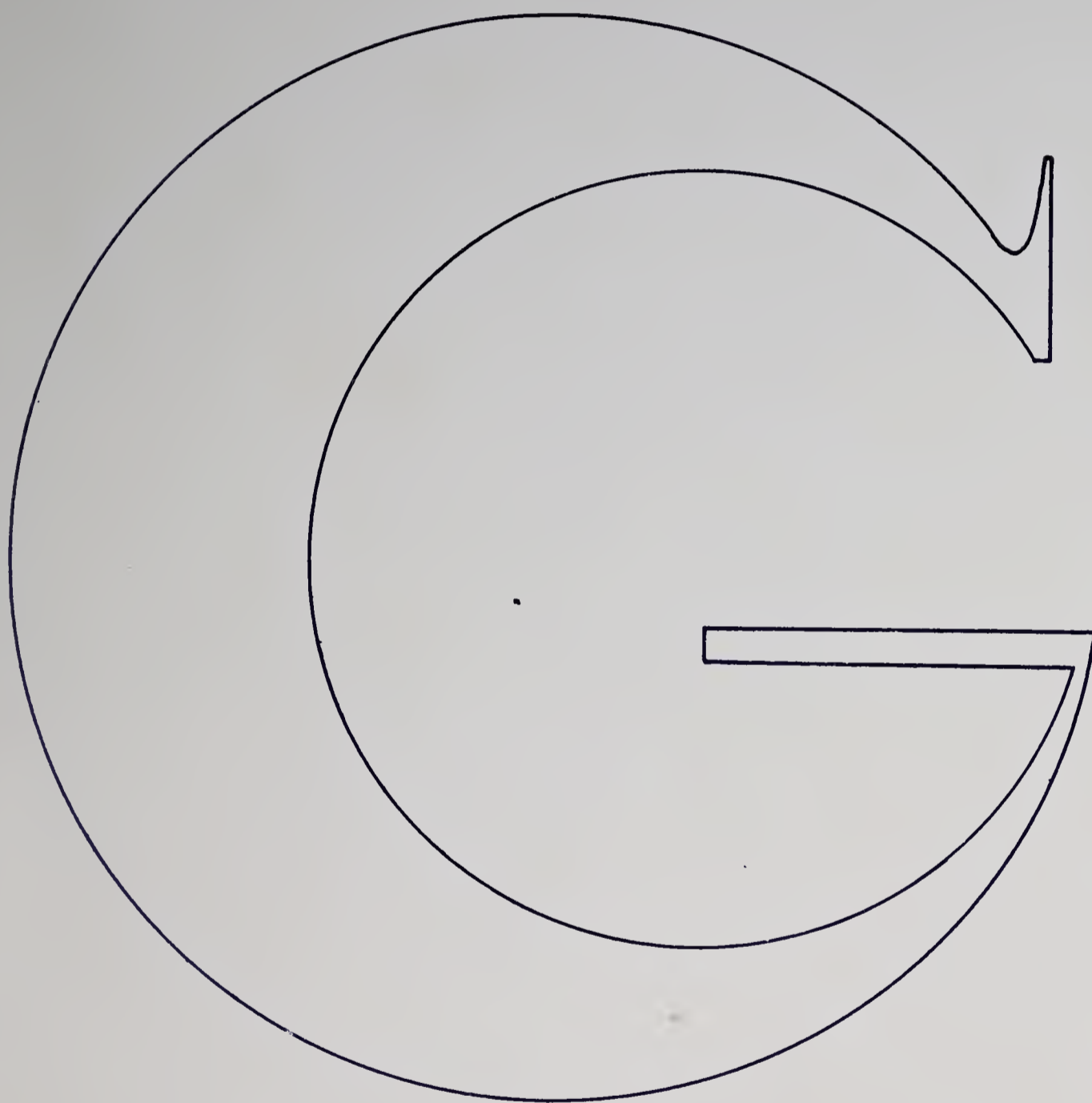


# GASTON COLLEGE

CATALOG



**1965**

**1966**

**GASTONIA, NORTH CAROLINA**



# TABLE OF CONTENTS

	Page
CALENDAR OF EVENTS -----	3
BOARD OF TRUSTEES -----	4
ADMINISTRATION, FACULTY AND STAFF -----	5
GENERAL INFORMATION -----	11
OBJECTIVES -----	13
ADMISSION INFORMATION -----	14
FINANCIAL INFORMATION -----	17
FINANCIAL AID -----	18
ACADEMIC REGULATIONS -----	19
STUDENT ACTIVITIES AND STUDENT SERVICES -----	22
PROGRAMS OF STUDY -----	24
COURSES OF INSTRUCTION -----	26
INDEX -----	39

# 1965

JANUARY 1965							MAY 1965							SEPTEMBER 1965						
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
					1	2							1				1	2	3	4
3	4	5	6	7	8	9	2	3	4	5	6	7	8	5	6	7	8	9	10	11
10	11	12	13	14	15	16	9	10	11	12	13	14	15	12	13	14	15	16	17	18
17	18	19	20	21	22	23	16	17	18	19	20	21	22	19	20	21	22	23	24	25
<sup>24</sup> <sub>31</sub>	25	26	27	28	29	30	<sup>23</sup> <sub>30</sub>	<sup>24</sup> <sub>31</sub>	25	26	27	28	29	26	27	28	29	30		
FEBRUARY 1965							JUNE 1965							OCTOBER 1965						
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
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7	8	9	10	11	12	13	6	7	8	9	10	11	12	3	4	5	6	7	8	9
14	15	16	17	18	19	20	13	14	15	16	17	18	19	10	11	12	13	14	15	16
21	22	23	24	25	26	27	20	21	22	23	24	25	26	17	18	19	20	21	22	23
28							27	28	29	30				<sup>24</sup> <sub>31</sub>	25	26	27	28	29	30
MARCH 1965							JULY 1965							NOVEMBER 1965						
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
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21	22	23	24	25	26	27	18	19	20	21	22	23	24	21	22	23	24	25	26	27
28	29	30	31				25	26	27	28	29	30	31	28	29	30				
APRIL 1965							AUGUST 1965							DECEMBER 1965						
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
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# 1966

JANUARY 1966							MAY 1966							SEPTEMBER 1966						
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
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9	10	11	12	13	14	15	15	16	17	18	19	20	21	11	12	13	14	15	16	17
16	17	18	19	20	21	22	22	23	24	25	26	27	28	18	19	20	21	22	23	24
<sup>23</sup> <sub>30</sub>	<sup>24</sup> <sub>31</sub>	25	26	27	28	29	29	30	31					25	26	27	28	29	30	
FEBRUARY 1966							JUNE 1966							OCTOBER 1966						
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
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6	7	8	9	10	11	12	5	6	7	8	9	10	11	2	3	4	5	6	7	8
13	14	15	16	17	18	19	12	13	14	15	16	17	18	9	10	11	12	13	14	15
20	21	22	23	24	25	26	19	20	21	22	23	24	25	16	17	18	19	20	21	22
27	28						26	27	28	29	30			<sup>23</sup> <sub>30</sub>	<sup>24</sup> <sub>31</sub>	25	26	27	28	29
MARCH 1966							JULY 1966							NOVEMBER 1966						
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5						1	2			1	2	3	4	5
6	7	8	9	10	11	12	3	4	5	6	7	8	9	6	7	8	9	10	11	12
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20	21	22	23	24	25	26	17	18	19	20	21	22	23	20	21	22	23	24	25	26
27	28	29	30	31			<sup>24</sup> <sub>31</sub>	25	26	27	28	29	30	27	28	29	30			
APRIL 1966							AUGUST 1966							DECEMBER 1966						
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
					1	2		1	2	3	4	5	6					1	2	3
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10
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17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24
24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29	30	31

# CALENDAR OF EVENTS

## FALL SEMESTER—1965-66

September 7-9, Tuesday-Thursday—Orientation of Freshmen, tests, and counseling.

September 10, Friday—Registration.

September 13, Monday—Classes begin.

September 17, Friday—Last day to change courses and last day for late registration.

October 15, Friday—Last day to drop courses without penalty.

November 24, Wednesday—Thanksgiving Recess begins at close of classes.

November 29, Monday—Thanksgiving Recess ends at 8:30 a. m.

December 17, Friday—Christmas Holidays begin at close of classes.

January 3, Monday—Christmas Holidays end at 8:30 a. m.

January 18, Tuesday—Fall Semester classes end.

January 24, Monday—Fall Semester exams end.

## SPRING SEMESTER—1965-66

January 26, Wednesday—Registration.

January 27, Thursday—Classes begin.

February 2, Wednesday—Last day to change courses and last day for late registration.

April 1, Friday—Last day to drop courses without penalty.

April 6, Wednesday—Easter Holidays begin at close of classes.

April 12, Tuesday—Easter Holidays end at 8:30 a. m.

May 9-13 Monday-Friday—Pre-registration for Fall semester.

May 23, Monday—Spring semester classes end.

May 24-27, Tuesday-Friday—Spring semester final exams.

May 29, Sunday—Graduation exercises.

## SUMMER SESSION

June 6, Monday—First Summer session begins.

# GASTON COLLEGE

## BOARD OF TRUSTEES

Ray P. Craig-----Chairman  
J. Edward Stowe-----Vice-Chairman  
H. S. Mackie-----Secretary  
R. P. Caldwell-----Treasurer

### APPOINTED BY GASTON COUNTY BOARD OF EDUCATION

**Term Expires**

D. R. Mauney, Jr., 500 Old Post Rd. Cherryville, N. C. 6-30-69  
Ray P. Craig, P. O. Box 308, Stanley, N. C.-----6-30-69

### APPOINTED BY GASTONIA BOARD OF EDUCATION

J. Edward Stowe, 409 Thomas Trail, Gastonia, N. C.----6-30-69  
H. S. Mackie, 403 W. Fifth Ave., Gastonia, N. C.-----6-30-69

### APPOINTED BY GASTON COUNTY COMMISSIONERS

Gene Froneberger, Gold St., Bessemer City, N. C.-----6-30-67  
R. P. Caldwell, 1208 E. Franklin Ave., Gastonia, N. C.---6-30-67

### APPOINTED BY GASTONIA CITY COUNCIL

Robert M. Howard, 407 S. Hanna St., Gastonia, N. C.----6-30-67  
Leon I. Schneider, 1030 S. Belvedere, Gastonia, N. C.----6-30-67

### APPOINTED BY GASTON COUNTY BOARD OF EDUCATION

J. Bart Hall, McAdenville Rd., Belmont, N. C.-----6-30-65  
David F. Mason, 147 N. Main St., Mt. Holly, N. C.----6-30-65  
Charles A. Glenn, 310 S. Chester St., Gastonia, N. C.----6-30-65  
James H. Atkins, 1114 Scotch Dr., Gastonia, N. C.-----6-30-65

Dr. C. Robert Benson, Jr., President

## OFFICERS OF ADMINISTRATION

Dr. C. Robert Benson, Jr.	President
W. Robert Halstead	Vice-President and Director of Technical Education
Dr. Theodore B. Wilson	Dean of the College
Dr. John E. Roueche, Jr.	Administrative Assistant- Student Personnel
Harry E. Varney	Administrative Assistant- Business Affairs
J. Bruce Trammell	Registrar and Director of Admissions
Jimmie W. Babb	Director of Adult Education
John M. Jenkins	Director of Vocational Education
Horace L. Cline	Director of Extension

## GASTON COLLEGE STAFF

Norma Alexander	Secretary to Technical Division
Helen Babington	Secretary to Adult Education Division
Martha Barker	Secretary to the Librarian
Dr. Frank C. Cain	College Physician
T. B. Carpenter	Manager of Dining Room, Technical Division
Linda Cloniger	Bookkeeper
Pat Garrison	Secretary to the Business Manager
Harley Gaston, Jr.	Legal Counsel
Edward A. Jackson	Maintenance Supervisor
Randi Jarrett	Secretary to the Dean
Estelle Lane	Dining Room Cashier, Technical Division
Carolyn Mathis	Switchboard Operator
Mary McQuere	Secretary to the Vice President
Jeanette Schultz	Bookkeeper, Vocational Division
Charles Setzer	Bookstore Manager
Joyce Shelton	Secretary to the President
Beth Thornburg	Secretary to the Registrar
Dorothy Woody	Bookkeeper, Technical Division

# FACULTY

- Armstrong, Jasper Leonard, Jr.----Electronics Engineering Technology  
B.S., North Carolina State.
- Babb, Jimmie W.-----Director of Adult Education  
A.B., Lenoir Rhyne College; M.A., Appalachian State Teachers  
College; Additional Graduate Work, North Carolina State, Uni-  
versity of North Carolina.
- Ball, Roland Robert-----Engineering Drawing  
B.S., Berry College
- Beam, Leslie Berge-----English  
A.B., Lenoir Rhyne College; M.A., Additional Graduate Work, Ap-  
palachian State Teachers.
- Benson, C. Robert, Jr.-----Psychology  
A.B., Catawba College; M.A., Ph.D., University of North Carolina.
- Buchanan, James Wesley-----Chemistry  
A.B., University of North Carolina; M.S., University of Florida;  
Additional Graduate Work, Duke University.
- Carden, Gary Neil-----English  
A.B., B.S., M.A., Western Carolina College; Additional Graduate  
work, University of Georgia, Georgia State.
- Carpenter, Rebecca Wells-----Librarian  
A.B., Salem College; M.A., Florida State University; Additional  
Graduate work, University of North Carolina, University of Miami.
- Chapman, Edwin Robert-----Biology  
A.B., Lenoir Rhyne College; M.A., Appalachian State Teachers Col-  
lege; Additional Graduate Work, University of Tennessee.
- Cline, Henry Carrol-----Physics  
B.S., M.A., Appalachian State Teachers College.
- Cline, Horace L.-----Director of Extension  
B.S., East Carolina; M.A., Appalachian State Teachers College.
- Crawford, Richard Neel-----Engineering Drawing  
A.A.S., Gaston Technical Institute.
- Culp, Helen Ratchford-----English  
A.B., Erskine College; M.A., University of North Carolina; Addi-  
tional Graduate Work, Duke University.
- Davis, Claude-----Psychology and English  
A.B., Elon College; M.A., Additional Graduate Work, University of  
North Carolina.



- DeVaughan, Imogene Spiegle-----Guidance and Business Education  
A.B., Athens College; M.A., Appalachian State Teachers College.
- Duarte, Hugo Alberto-----Spanish  
B.A., Furman University; M.A., Duke University.
- Duarte, Gwendolyn Normesia-----Business Education  
B.S., Winthrop College; M.A., Furman University.
- DuBose, Margaret E.-----Assistant Librarian  
A.B., University of North Carolina at Greensboro; B.S., University  
of North Carolina at Chapel Hill.
- Durrance, Samuel P.-----Language and Music  
A.B., Harding College; A.M., Duke University; M. Mus., University  
of Michigan.
- Eckard, Miles Lafayette-----Math  
B.S., Appalachian State Teachers College; M.A.T., University of  
North Carolina; Additional Graduate Work, Duke University, East  
Tennessee State University.
- Efird, Anne Wrightson-----Social Studies  
A.B., Converse College; M.A., UNC at Greensboro.
- Ethridge, William Alvin-----Physics and Math  
B.S., Atlantic Christian College.
- Fuhrer, Raymond A.-----Electrical Engineering Technology  
B.S.E.E., University of Pittsburgh.
- Galanti, Philip Joseph-----Math  
B.S., University of Alabama; M.A.T., Duke University; Additional  
Graduate Work, New York University.
- Gallagher, Patrick L.-----Political Science  
A.B., Loyola University, Montreal; M.A., Fordham University.
- Garrison, James Earl-----Hygiene and Physical Education  
A.B., Erskine College; M.A., Western Carolina College.
- Griffin, Grady Morris-----Machine Shop  
Gaston Technical Institute; Burton Institute.
- Hagen, Milton Martin-----Guidance and Psychology  
B.S., University of North Dakota, M.S., Indiana University, Ad-  
ditional Graduate Work, University of North Carolina at Raleigh.
- Halstead, W. Robert-----Director of Technical Education  
B.E.E., Georgia Institute of Technology, P.E., Georgia.
- Harmon, R. Carolyn-----Business Education  
B.S., Additional Graduate Work, Appalachian State Teachers Col-  
lege.

- Harmon, Sue Jane-----Biology  
B.S., M.A., Appalachian State Teachers College.
- Hartung, Arthur Bruce-----Math  
A.B., Catawba College; M. Ed., Additional Graduate Work, Duke University.
- Heywood, Carl Winslow-----Physics  
B.S., U. S. Naval Academy; M.P.A., Harvard University.
- Heywood, Caroline P.-----Director of Learning Lab  
B.A., Furman University; M.A., The American University; Additional Graduate Work, Appalachian State Teachers College, University of North Carolina.
- Horton, Benjamin Carl-----Electronics Engineering Technology  
B.S., University of Kansas City; Graduate Work, Penn State University.
- Howard, Gail W.-----English  
A.B., Oglethorpe University; M.A., Duke University.
- Jenkins, John Mack-----Director of Vocational Education  
B.S., M.E.D., North Carolina State.
- Jolly, Jane Putnam-----Practical Nursing  
Gardner-Webb College; R.N., North Carolina Baptist Hospital School of Nursing.
- Killian, Donald-----Social Studies  
B.A., Davidson College; M.A., Appalachian State Teachers College.
- Leong, Vincent Weng Seng-----Math  
B.A., High Point College; M.A., Appalachian State Teachers College.
- Lunsford, Paul Cecil-----Physics and Math  
B.S., M.A., Appalachian State Teachers College.
- Marvin, Helen Rhyne-----Social Studies  
B.A., Furman University; M.A., Louisiana State University; Additional Graduate Work, University of North Carolina.
- McArver, Eleanor Moore-----English  
B.S., Madison College; Graduate Work, William and Mary, North Carolina State, ASTC.
- McAteer, Porter Lee-----Industrial Engineering Technology  
B.S., North Carolina State.
- McCants, Clyde T.-----English  
A.B., Erskine College; M.A., Duke University; Additional Graduate Work, Colorado, UNC, University of Georgia.

- McCartney, Thomas C.-----Social Studies  
B.S., M.A., Appalachian State Teachers College.
- McDaniel, John Henry-----English  
A.B., Wittenberg University; Graduate Work, ASTC.
- McKenzie, Leo R.-----Tool and Die  
Talon, Inc. - Journeyman, Tool and Die Maker.
- McNeely, Harold L.-----Air Conditioning  
Nashville Technical Institute; Air Conditioning Training Corporation.
- Medford, Ray L.-----Engineering Drawing  
B.S., Western Carolina.
- Merritt, John C.-----Fine Arts  
B.S., M.A., East Carolina College.
- Michael, Robert Milton-----Technology and Engineering  
B.M.E., North Carolina State.
- Puett, Annie C.-----Math  
A.B., Queen's College; M.A., University of North Carolina.
- Rivers, Anne Vanderford-----French  
A.B., Furman University; Candidate for M.A.T. at University of North Carolina.
- Robinson, Clyde Hoffman-----Civil Engineering  
B.G.E., North Carolina State; Graduate Work, West Virginia University, P.E., North Carolina.
- Roueche, John Edward, Jr.-----Social Studies  
A.B., Lenoir Rhyne College; M.A., Appalachian State Teachers College; PhD., Florida State University.
- Roueche, Nelda Watts-----Business Education and Math  
B.S., Appalachian State Teachers College; Graduate Work, Florida State University.
- Royall, Hardin Joseph-----Industrial Arts  
B.S., M.A., Appalachian State Teachers College.
- Royall, Sylvia Sue-----English  
B.S., M.A., Appalachian State Teachers College.
- Sanders, Mary Clare-----English  
A.B., University of North Carolina at Greensboro.
- Smith, Lloyd Benton, Jr.-----Math  
B.S., Southwestern at Memphis; M.S., Louisiana State University; Additional Graduate Work, University of North Carolina.
- Snyder, Joseph F.-----Guidance and Psychology  
B.A., Nebraska Wesleyan University; M.A., Northwestern University; Additional Graduate Work, New York University, University of Maryland.

- Stamey, Ruth Huss-----Practical Nursing  
Lenoir Rhyne College; R.N., Shelby School of Nursing.
- Stewart, Carl J., Jr.-----Business Law  
A.B., L.L.B., Duke University.
- Stewart, Jacob Lee-----Physics and Math  
B.S., Western Carolina; M.S., University of Mississippi.
- Stirewalt, Maurice Ray-----Social Studies  
B.S., M.A., Appalachian State Teachers College.
- Taylor, Lucille Fairchild-----Assistant Registrar  
University of Chattanooga; Carson-Newman College.
- Trammell, J. Bruce-----Business Education  
B.S., M.A., Appalachian State Teachers College.
- Trammell, Sybille R.-----Biology  
B.S., M.A., Appalachian State Teachers College.
- Vance, John David-----Civil Engineering Technology  
B.C.E., North Carolina State, P.E., North Carolina.
- Varney, Harry E.-----Hygiene and Physical Education  
A.B., M.A., University of North Carolina; Additional Graduate  
Work, Western Carolina, Appalachian State Teachers College.
- Walsh, Ylia Puig-----Spanish  
B.S.M., University of North Carolina; Additional Graduate Work,  
Appalachian State Teachers College.
- Ward, John Everett, Jr.-----Biology  
B.S., High Point College; M.A., Wake Forest College.
- White, Claud Edwin-----Physics and Math  
B.S., North Carolina State.
- White, Wade Durham-----Electrical Engineering Technology  
The Citadel.
- Willis, Robert Lee-----Mechanical and Production Engineering  
B.S.M.E., North Carolina State.
- Wilson, Theodore B.-----Social Studies  
A.B., University of Kansas City; M.A., University of Missouri;  
PhD., University of Florida.
- Wood, Jean Knox-----Business Education  
A.B., Erskine College; M.Ed., University of North Carolina; Addi-  
tional Graduate Work, Newberry College, Columbia University.

# GENERAL INFORMATION

## HISTORY OF GASTON COLLEGE

Gaston College, chartered by the State of North Carolina on January 10, 1963, had its beginning three years earlier. The first tangible evidence of interest in a community college occurred when a committee of the Gastonia Chamber of Commerce attended groundbreaking ceremonies at Wilmington College on April 1, 1960. The next major step was taken in June of 1961 when the Gaston County Board of Education began consultations with the director of the State Board of Higher Education. On September 5, 1961, the Gastonia Chamber of Commerce and the Gaston County Commissioners jointly sponsored a dinner meeting at the Gaston Country Club for 40 county and city citizens interested in establishing a community college in Gaston County. Dr. William C. Friday, President of the University of North Carolina, gave an inspired address at this meeting on the need for a community college in Gaston County. Mr. C. Grier Beam, Chairman of the Board of County Commissioners, was asked to appoint a committee of 15 to further study the need of a community college for Gaston County. On October 5, 1961, this community college committee was formed with Dr. Woodrow Sugg, Superintendent of Gastonia City Schools, as acting chairman. The committee was composed of the following: Hunter Huss, Bill Brown, D. R. Mauney, John Rankin, Pat McSwain, Steve Dolley, J. E. Stowe, Clyde Dietz, A. R. England, Robert Stine, Bill Alligood, Ray P. Craig, Max Childers, Gene Froneberger, and Dr. Woodrow Sugg.

At its first meeting the committee chose Ray P. Craig as chairman and Duke England as secretary. Three sub-committees were appointed, headed by Ed Stowe, Steve Dolley, and Duke England, and charged with the responsibility to investigate the needs and possibilities of a community college for Gaston County.

On November 15, 1961, the committee met and heard reports from its three sub-committees urging a continuation of efforts to secure a community college. The committee reports were accepted with some revisions and submitted to the commission of 40 at a dinner meeting held at Charlotte College on December 11, 1961. This meeting was arranged by the Chamber of Commerce on an invitation from Dr. Bonnie Cone, President of Charlotte College. During the meeting, the final revised committee report was approved by a majority of the commission of 40.

During the next few months, led by Ray P. Craig and Ed Stowe, members of the study committee and the Chamber of Commerce appeared before practically every civic, religious, and educational organization in Gaston County discussing the need for a community college. Real progress began to be made. In April of 1962 the Gaston

County Board of Education and the Gaston County Commissioners secured an option to purchase land on U. S. Highway 321 for a community college. Following approval by the County Board of Education, the Board of Higher Education of North Carolina, petitioned for a community college for Gaston County in May of 1962, gave tentative approval. In June the Advisory Budget Commission of North Carolina approved the plans for a community college in Gaston County.

The citizens of Gaston County then voted on December 11, 1962, a tax levy for Gaston College. The levy carried by a two to one majority. On January 10, 1963, a charter was issued to Gaston College by the State of North Carolina.

The first Board of Trustees of Gaston College, appointed in the manner prescribed in "The Community College Act of 1957," was composed of D. R. Mauney, Jr., Ray P. Craig, J. Edward Stowe, H. S. Mackie, Gene Froneberger, R. P. Caldwell, Robert M. Howard, Leon I. Schneider, J. Bart Hall, David F. Mason, Earl M. Price, and James H. Atkins. The Board met for the first time on February 11, 1963, and elected the following officers: Ray P. Craig, chairman; J. Edward Stowe, vice-chairman; H. S. Mackie, secretary; and R. P. Caldwell, treasurer. In addition to expressing its gratitude to the committee of 15 and the commission of 40, the Board of Trustees at its first meeting cited Dr. William Friday, President of the University of North Carolina, Dr. William Archie, Director of Board of Higher Education, and Dr. Bonnie Cone, President of Charlotte College, for their assistance in making Gaston College a reality. At its second meeting on February 25, 1963, committees of the Board of Trustees were named, and a bond election for capital outlay funds was tentatively set for September, 1963.

On April 1, 1963, Dr. Robert Benson, then President of College of The Albemarle in Elizabeth City, was selected the first President of Gaston College.

The first classes of Gaston College began September 28, 1964, in the Educational Building of the First Methodist Church of Gastonia, North Carolina. During the Thanksgiving recess the move was made to the new permanent buildings on Highway 321.

In accordance with plans worked out during the previous year, July 1, 1965, marked the merging of Gaston College, Gaston Technical Institute, and the Industrial Education Center into one comprehensive institution known as Gaston College and under the Board of Trustees of Gaston College.

Pending the construction of new facilities on the permanent Gaston College campus during the 1965-66 school year, Gaston Technical Institute and the Industrial Education Center continue to operate on the campus of Gaston Technical Institute in Gastonia.

# OBJECTIVES

Gaston College provides two years of accredited courses leading to the Associate in Arts degree and paralleling the freshman and sophomore years at most colleges and universities, and two years of liberal arts, technical and vocational courses terminating in Associate in Arts degrees. In addition, it provides employed adults with opportunities for continued education to increase occupational competency, aid personal growth, and contribute to cultural enrichment through organized study in general and vocational education.

Gaston College emphasizes educational potentialities and aspires to develop individuals mentally, morally, socially, and physically through guidance, instruction, and experience, in order that they may find a fruitful and satisfying place in the complexities of modern society.

## LOCATION

Gaston College is located approximately three miles north of Gastonia just outside Dallas, North Carolina, on Highway 321. The mailing address is Post Office Box 1397, Gastonia, North Carolina.

## FACILITIES

There are on the permanent campus 19 classrooms, 5 science laboratories, a learning laboratory, a language laboratory, art studios, a completely furnished library, administrative offices, student and faculty lounge areas, a snack bar, and a bookstore.

The one million dollar inter-connected technical and vocational buildings under construction will vastly increase the classroom, laboratory, and administrative space.

## LIBRARY

Gaston College has a basic collection of approximately 9,000 volumes. A carefully selected group of approximately 100 periodicals is received regularly. In addition to the general circulating collection, the library supplements classroom instruction with reserve collections in each subject field especially selected and kept up to date. Reference and research materials are available on the under-graduate level.

## **INSTITUTIONAL MEMBERSHIP**

Gaston College is an associate member of the American Association of Junior Colleges. Appropriate action has been taken to achieve "early recognition" by the Southern Association of Colleges and Schools in order to obtain the earliest possible accreditation by that body and to make that accreditation retroactive to the first graduating class.

Credits earned at Gaston College in college-parallel courses are transferable to senior colleges and universities.

## **ADULT EDUCATION**

Gaston College has established evening classes, offering the liberal arts program on a regular, credit-bearing, semester basis. Classes are held from 7:00-9:45 o'clock each evening, Monday through Friday. Ordinarily a class meets one night a week.

In addition, the College has an extensive fine arts program offering drawing, painting, sculpturing, and ceramics. Information concerning the meeting hours and duration of these non-credit, personal enrichment courses may be obtained by calling the office of the Registrar.

## **NURSING EDUCATION**

Gaston College cooperates with the Gaston Memorial Hospital in a program of Nursing Education. Student nurses come to the campus for courses in Microbiology, Human Anatomy and Physiology, Chemistry, Psychology, English, and Sociology. College credit is granted for these courses.

# **ADMISSION INFORMATION**

## **STATEMENT OF POLICY**

Gaston College has been established to serve the community by providing college level courses for all who are able to profit by post-high school education.

## **BEGINNING STUDENTS**

Admission to credit courses is open to all persons who are graduates of accredited high schools or who possess a high school equivalency certificate (or diploma) issued by the North Carolina State Department of Education or by the Department of Education of any one of the United States.



Adults who have not completed high school and who do not possess a high school equivalency certificate may be admitted on a special trial basis, earning admittance as a regular college student and receiving full college credit by maintaining a "C" (2.0) average, or higher, for the first 12 hours of degree-level courses attempted.

## TRANSFER STUDENTS

Transfer students are admitted from all accredited colleges and universities. However, a transfer student whose status with the institution he last attended is other than "good standing" or whose accumulative grade average is below "C" (2.0) may be admitted only on probation.

## VETERANS

New students eligible to enter with veterans benefits should apply to the Veterans Administration for certificates or supplemental certificates of entitlement. This should be done some weeks in advance in order to have the certificates ready for registration. Veterans transferring from other colleges or universities should make their applications before leaving their former schools.

## STEPS IN ADMISSION PROCEDURES

At the time of his first application for admission to Gaston College, each prospective student should submit an application form (secured from the Office of the Director of Admissions) properly executed and accompanied by a \$10.00 application fee. This fee will be applied toward the tuition for the first semester of attendance. It is refundable only in case the student is not accepted by the College. The application fee is not required for subsequent applications.

Students who have never before attended a college should request their high school registrar to forward a transcript of their work to the Gaston College Admissions Office.

College transfer students should request official transcripts of all work attempted from each of the colleges or universities previously attended. Such transcripts must be sent directly to the Gaston College Admissions Office.

Any student who submits false information with regard to his application for admission is subject to immediate exclusion and loss of all credits.

## **PHYSICAL EXAMINATION FOR ADMISSION**

Each full-time student is required to have a physical examination prior to registration in the fall.

## **APPLICATION FOR RE-ADMISSION**

Currently enrolled students who plan to continue for the next semester will be given priority for admission. A previously enrolled student who has been out of college for part or all of the previous semester must re-apply for admission, fill out the appropriate application form, and pay the \$2.00 registration fee.

## **APPEALS COMMITTEE**

The Faculty Affairs Appeals Committee considers appeals of students who are denied admission under regular college policy or who have been suspended from Gaston College in an earlier semester for academic deficiencies.

## **GUIDANCE TEST BATTERY**

Each full time student entering Gaston College is required to take the Guidance Test Battery. These tests do not affect eligibility for admission to the college; they are chiefly of value to the Guidance Department in assisting a student to plan his educational and vocational goal. They are also used for placement in certain specialized courses and programs.

Notification of the time and place to report for the Guidance Test Battery will be mailed each applicant by the office of the Director of Student Personnel.

## **ADMISSIONS ADVISEMENT**

Trained personnel are available to discuss with prospective applicants the various programs and courses offered by Gaston College. However, it is to the advantage of the prospective student to defer conferences with admission advisors until after his transcripts have been received at the College and he has taken the College Guidance Test Battery. After the applicant's tests have been scored and analyzed, he will be mailed an appointment to confer with a guidance counselor. Applicants unable to keep that appointment should telephone the office of the Director of Student Personnel to arrange another appointment.

# **FINANCIAL INFORMATION**

(All fees are subject to change without prior notice.)

## **REGISTRATION FEES**

An annual registration fee of \$2.00 will be charged for each full-time and part-time student when he first enrolls. Upon his continued enrollment this fee will be charged at the student's first registration following July 1st of each year. It will not be charged again during the year except for students who drop out of school during a semester and then re-enroll the next term or later.

The registration fee is not refundable. Exceptions to the registration fee may be made in certain special, short, non-credit seminars.

## **TUITION**

Tuition fees for full-time students (12 semester hours or more) in college parallel programs is \$60.00 per semester. For part-time students the charge is \$4.00 per semester hour of credit.

## **STUDENT ACTIVITY FEE**

The Student Activity Fee for each full-time student is \$10.00 per semester. Part-time students may elect to pay the Student Activity Fee and enjoy its benefits.

## **SUMMER SCHOOL TUITION**

Tuition for summer school is charged at the rate of \$4.00 per semester hour of credit.

## **OUT OF STATE STUDENTS**

Students whose legal residency is out of the state of North Carolina shall be charged two and one-half times the above rate.

## **REFUND POLICIES**

A refund shall be allowed of two-thirds of the tuition fees paid when withdrawal occurs before the end of twenty school days (the first school month) of a regular term, or before the end of six days of a summer session.

Refund for the part-time and extension courses is not allowed.

## **TRANSCRIPT OF RECORDS**

Upon request of the student, academic credit earned in Gaston College will be transferred to any college or university.

Each student is entitled to one official transcript of his work, provided all accounts with the College have been settled satisfactorily. A student requesting an additional transcript should enclose one dollar for this service.

# **FINANCIAL AID**

## **SCHOLARSHIPS**

Scholarships are awarded in limited numbers to students whose academic record demonstrates above average ability and whose family or personal circumstances make financial assistance desirable.

Applicants for scholarships through the College must first be officially admitted to the College before any action upon scholarship requests can be taken. Applications for scholarships should be submitted to the office of the Director of Student Personnel.

## **VOCATIONAL REHABILITATION AID**

By act of Congress, any physically handicapped student may be eligible for scholarship assistance under the provisions of Public Law 565. Applications for this scholarship aid should be processed through the District Vocational Rehabilitation Office, Room 206, 517 Insurance Lane, Charlotte, North Carolina, or through the District Vocational Rehabilitation Office nearest the applicant. Inquiries may be directed to the Rehabilitation Office or to the Director of Student Personnel at Gaston College.

## **STATE OF NORTH CAROLINA TEACHING SCHOLARSHIPS**

A State Scholarship Loan Fund is available for Prospective Teachers. For detailed information concerning the State loan and scholarship program, write to the Prospective Teachers Scholarship Loan Fund, State Department of Public Instruction, Raleigh, North Carolina.

## **STUDENT EMPLOYMENT AND PLACEMENT**

Students are assisted in securing part-time or full-time employment both on and off campus during their enrollment. The College also maintains a Placement Service for its graduates. Applications should be made in person at the office of the Director of Student Personnel.

## **STUDENT LOANS**

Both long term and short term loans are available to needy students. All applications for loans should be submitted to the office of the Director of Student Personnel.

# ACADEMIC REGULATIONS

## COURSE LOAD

A student who carries a 12 semester-hour load is considered a full-time student. The normal load is 15 to 17 hours. No student may carry in excess of 18 hours except with the permission of the Dean.

Students who work more than 15 hours per week should reduce their class load accordingly. The beginning student who has full time employment is urged to limit his class load to 9 semester hours until he has demonstrated his ability to carry a heavier load.

## SCHEDULE CHANGES

At the opening of every semester there is a scheduled period for students to drop and add courses. The time limit for such changes appears in the CALENDAR OF EVENTS published in the front of this catalog. Such course changes require the permission of the Program Advisor and the Dean.

## CLASS ATTENDANCE

Class attendance is regarded as an essential part of the educational process at Gaston College. The student is expected to benefit by classroom discussions as well as by his daily reading assignment. In such an educative process, a student loses an irreplaceable value when he misses class.

Classwork missed while students are away on College-approved business or because of illness, is excusable but should be made up to the satisfaction of the instructor. The responsibility for arranging for the making up of tests or other missed work rests with the student.

Students who miss announced examinations may not make them up except by written permission of the Dean. In regard to permission to make up announced tests, permissible absences will include illness (attested to by a note from a physician), accidents (supported by a note from the police or a court summons), or bereavement in the immediate family.

In the event of excessive unexcused absences, the instructor may (with the permission of the Dean) lower a student's grade or withhold credit for the course.

## GRADING SYSTEM

Each student will receive at mid-term an indication of his progress in each course. A "Satisfactory" will mean that he is doing "C" or better work. An "Unsatisfactory" will indicate "D" work. "Failing" is self-explanatory. These reports are for his information only and are not placed in his permanent file or recorded on his transcript.

At the end of each term the student will receive final grades based on the following system:

<b>Grade</b>	<b>Significance</b>	<b>Quality Points</b>
A	Superior	4 per sem. hr.
B	Good	3 per sem. hr.
C	Average	2 per sem. hr.
D	Poor but Passing	1 per sem. hr.
F	Failure	0
I	Incomplete	0
W	Withdrawal	0

Quality points, the numerical equivalents of the letter grade, are used to determine the student's rank in class and academic honors. A quality point average of 2.0 or better in 62 hours of course work is necessary to meet grade requirements for graduation.

## **INCOMPLETES, FAILURES, AND WITHDRAWALS**

An Incomplete (I) is given only when unusual circumstances, such as illness, prevents a student from completing all the requirements of a course by the end of the regular term. An Incomplete must be removed within the semester following the one in which given. If not removed within this time it becomes a Failure (F).

A Withdrawal (W) for a course is given only under two circumstances.

- (1) The student withdraws from a course before the published "last date to drop without penalty." In this case the student should secure the permission of his program advisor and the Dean.
- (2) Between the "last date to drop without penalty" and the beginning of the last school month (20 days) of a regular term a student may withdraw from a course with a "W" if the instructor certifies that the student is doing passing work at the time of withdrawal. During this period the student should begin the withdrawal process with his advisor, but he must also consult with the instructor concerned before seeing the Dean.

No withdrawals are permitted during the last school month.

A student who withdraws from a class, or classes, without following the prescribed procedure will be given an "F" in the course, or courses concerned.

Any grade, "F" or otherwise, once earned becomes part of the student's record and can never be removed. However, if the student repeats a course and makes a higher grade, the latter also becomes a part of his record and will also appear on his transcript.

## **AUDITING COURSES**

Students who wish to audit courses must register through the College Office. Auditors receive no credit and are not required to attend classes, participate in class discussion, or take tests and exams. The fees are the same as for regular college credit.

## **DEAN'S LIST**

In order to honor outstanding students, the Dean's List will be published after each regular term. In order to qualify for the Dean's List, a student must take a minimum work load of 4 subjects (at least 12 semester hours of work) and maintain at least a "B" (3.0) average with no grade lower than a "C".

## **PROBATION AND SUSPENSION**

In order for a student to remain in good standing, he must achieve a quality point average of at least 2.0. Any student who falls below 2.0 will be placed on probation and remain so until he achieves a cumulative average of 2.0 or better. A probationary student who, in two consecutive semesters, fails to achieve a term average of 2.0 will be suspended from the college.

Any student who, in a given term, earns an average of less than 1.8 but more than 1.0 will be required to reduce his load to 12 credit hours, exclusive of Physical Education for the following term.

Normally a student who, in a given term, earns less than a 1.0 average will be required to take Reading Improvement or Math 90 plus no more than nine credit hours, exclusive of Physical Education, in the ensuing term. If, however, his unsatisfactory average is the result of indifference and is not related to reading or mathematical deficiency, he will be placed on immediate academic suspension.

Even though on academic suspension, a student is eligible to attend a summer session. If he does so, carries a 6-hour load, and earns a 2.0 or better average during that session, he will be permitted to register for the fall term, continuing on probation. Otherwise, a student suspended for academic reasons is not eligible for reinstatement until after the passage of one regular semester. Even then his readmission is contingent upon the approval of the Academic Affairs Review Committee, to which his request for reinstatement should be directed.

Transfer students with less than a 2.0 quality point average may be accepted by the college but will be placed on immediate probation and will be subject to the above probation and suspension policies.

## **DISMISSAL**

The College reserves the right to suspend or dismiss any student when it believes such action is in the best interest of the College or the student. This may be done by the Administrative Committee of the Faculty in executive session.

## **GRADUATION REQUIREMENTS**

A minimum of 62 semester hours of work with at least a 2.0 average and the satisfactory completion of an approved Program of Study is required for graduation and the awarding of the degree of Associate in Arts.

## **COMMENCEMENT MARSHALS**

The rising sophomores who have maintained the highest scholastic averages during their freshman year are honored by being named Commencement Marshals. The marshal who has the best academic record is designated Chief Marshal.

# **STUDENT ACTIVITIES AND STUDENT SERVICES**

## **GUIDANCE AND COUNSELING**

Gaston College emphasizes its Guidance and Counseling program. At an appointed time after the Guidance Test Battery has been taken, the student will have an interview with one of the college's professionally trained guidance counselors. At this interview the student may, if he is undecided as to his future goal, receive the professional advice of the guidance counselor in respect to programs which appear to be appropriate for the student concerned. In addition, the guidance counselor will help the student to select his courses for the first semester of college.

The College provides continuing counseling service by assigning each student to a member of the faculty according to the student's particular field of interest. Subsequently, the faculty advisor helps the student to arrange his program of study and approves the courses to be taken prior to registration each semester. Changes in courses must be made through the advisor.

In addition, professionally trained counselors are available to assist individual students in resolving problems of a more personal nature which may interfere with progress toward their chosen objectives.

## **FRESHMAN ORIENTATION**

Each fall a Freshman Orientation Program serves to introduce the student to the collegiate environment. Orientation informs the student concerning the academic and social policies of the College and acquaints him with the library and other facilities. Throughout the orientation period, a group of upper classmen will be available to make the incoming freshmen feel at home and to answer any questions they may have about the College policies or procedures.

## **STUDENT GOVERNMENT ASSOCIATION**

Students receive practical experience in responsible citizenship through participation in a program of self-government. The Gaston College Student Government Association consists of all full-time students who are registered at the College. Part-time students who elect to pay the student activity fee may also be members of the Association. Officers are chosen each year and each class is represented in the Student Government Association. The purpose of the Association is to regulate all matters of the student community which do not fall under the immediate jurisdiction of the administration and faculty.

## **STUDENT PUBLICATIONS**

A newspaper published by and for the students is issued at regular intervals. The students will also prepare and publish a regular college annual. Students who are interested in any aspect of such publications activities are invited to participate.



## **OTHER STUDENT ACTIVITIES**

The student activity fee provides a package of entertainment, cultural, and recreational activities. The payment of this fee, required of each full-time student, provides free admission to college dramatic productions, Student Government Association activities, socials and entertainment furnished and sponsored by Gaston College, and subscriptions to the college newspaper and annual.

A number of organizations designed for students with a particular interest are open to students at Gaston College. These include, among others, Foreign Language Clubs, the Library Club, Circle K, and the Student Christian Association.

## **CLASS ORGANIZATIONS**

Each class has its own organization, elects its officers and representatives to the Student Government Association each year, and has an advisor from the administration or faculty.

## **ATHLETICS AND INTRAMURAL ACTIVITIES**

Gaston College has an intercollegiate basketball team. Other intercollegiate activities may be organized on a year to year basis according to the interest of the student body in those sports. There are also a number of intramural athletic competitions organized under the auspices of the department of physical education.

## **LIBRARY SERVICES**

The library has a growing collection of materials selected by trained professional librarians in consultation with faculty and administrative personnel.

Attractive exhibits of books, newspapers, and current periodicals encourage students to read. The library hours are from 8:00 a.m. to 9:00 p.m. Mondays through Fridays, and from 9:00 a.m. to 12:00 noon on Saturdays.

## **BOOKSTORE**

The College maintains a Bookstore on the campus. It is operated as a service to the student body, faculty and staff. Textbooks, school supplies and other course-related materials are available at the Bookstore. In addition, the store offers for sale other items which are of especial interest to Gaston College students.

## **SNACK BAR**

The College offers a Snack Bar which is located adjacent to the Student Lounge. The Snack Bar supplies sandwiches, hamburgers, hot-dogs, confections, soft drinks, and other related items in demand by the students, faculty and staff.

# PROGRAMS OF STUDY

Gaston College programs of study are classified as "College Transfer" or "Special." Those in the former category are intended for students who plan to transfer to a senior college or university after completion of lower division work at Gaston College. Those in the second category are intended for students who do not plan to enter senior institutions, but wish to gain the best possible training in specific fields during two years of college and to enter their chosen vocation upon graduation from Gaston College.

Recommended programs of study have been carefully prepared for each category, and prospective students may secure a copy of the program of interest to them by writing, calling, or visiting the Office of the Director of Admissions. Also, copies of all programs are in the hands of the high school guidance counsellors of this area.

## SPECIAL PROGRAMS

The Department of Business at Gaston College has developed very effective two-year Special Programs in the areas of business and industry. One is "Secretarial Science," for the training of secretaries and other office workers. The other is "Business Science," for the education of those interested in sales, administration, supervision, or management.

## TRANSFER PROGRAMS

Any of the academic courses offered by the College for credit, if properly selected, should be accepted for transfer to a senior institution and should count, without loss of credit hours, toward a bachelor's degree. However, the student should realize that every senior institution determines its own program requirements and that these often differ considerably from one institution to another.

In the preparation of recommended pre-professional transfer programs, careful consideration has been given to the program requirements of the senior educational institutions of this area. The resulting programs are designed to assist the student in the selection of courses which will facilitate his smooth transfer to the senior institution of his choice without loss of credit. However, the requirements of the senior institutions are sufficiently varied that it is impossible

to design any program which will articulate perfectly with the programs of every senior institution. Therefore, the student should study the catalog of the institution to which he expects to transfer; it is his responsibility to arrange for a suitable modification of the recommended program when that is desirable.

Recommended college-transfer programs of study have been prepared for those who wish to major in Liberal Arts or the professional areas of Business Administration, Elementary Education, Secondary Education, Engineering, Law, Medical Science (medicine, dentistry, or veterinary medicine), Pharmacy, Science (astronomy, biology, chemistry, geology, mathematics, meteorology, physics, or psychology), and Social Work (attendance workers, recreation leaders, religious workers, district welfare visitors, and workers in related fields).

The student whose transfer needs require the modification of a recommended program or who wishes to major in an area for which no recommended program has been prepared should apply to the appropriate department head at Gaston College for assistance in working out a program tailored to his individual needs. The student whose needs require program modification or creation should initiate the procedure during his first semester if possible. The new or modified program, when approved by the Dean, will be placed in the student's permanent folder in the Office of the Registrar and will constitute the student's course requirements for graduation. The approved program must be on file prior to the semester of graduation.

# COURSES OF INSTRUCTION

Courses numbered below 100 are non-credit courses and should be taken in summer school whenever possible. Freshman level courses are numbered 100 through 199, sophomore courses 200 through 299.

## ART

101.     **Art Appreciation**                             **3 semester hours**  
Illustrated lectures and research problems for the beginning student. Introduction to the elements and principles of design and their application to art in general. Special emphasis will be placed on art in relation to religion, industry and commerce, the home, and the fine arts of painting, architecture and sculpture.
111.     **Color and Design**                             **3 semester hours**  
An investigation of the elements and principles of two and three dimensional design and theory. A basic course for painting and drawing designed to meet state requirements for teacher certification.
113.     **Drawing I**                                     **3 semester hours**  
Introduction to drawing in various media.
114.     **Drawing II**                                    **3 semester hours**  
Continuation of Drawing 113. Exercises in specific techniques with emphasis on abstraction. Prerequisite: Art 113.
115.     **Painting I**                                    **3 semester hours**  
A beginning course involving introduction of two dimensional design and theory, methods and techniques of water paint and execution of various problems.
116.     **Painting II**                                 **3 semester hours**  
Continuation of Art 115. Prerequisite: Art 115.
121.     **Sculpture I**                                   **3 semester hours**  
A beginning course involving the introduction of three dimensional design and theory, methods and materials of sculpture, and execution of various techniques and media.
122.     **Sculpture II**                                **3 semester hours**  
Continuation of Art 121. Prerequisite: Art 121.
131.     **Ceramics I**                                   **3 semester hours**  
A beginning course involving introduction to the total ceramic process as a fine art. Emphasis on the potter's wheel and glaze preparation.

132. **Ceramics II** 3 semester hours  
Continuation of Art 131. Prerequisite: Art 131.
141. **Jewelry Design I** 3 semester hours  
Design and production of jewelry including lapidary and casting.
142. **Jewelry Design II** 3 semester hours  
Continuation of Art 141. Prerequisite: Art 141.
213. **Figure Drawing** 3 semester hours  
Exercises in various media, leading to an understanding of the human figure.
215. **Painting III** 3 semester hours  
Continuation of Art 116. Prerequisite: Art 116.
216. **Painting IV** 3 semester hours  
Continuation of Art 215. Prerequisite: Art 215.
221. **Sculpture III** 3 semester hours  
Continuation of Art 122. Prerequisite: Art 122.
222. **Sculpture IV** 3 semester hours  
Continuation of Art 221. Prerequisite: Art 221.
231. **Ceramics III** 3 semester hours  
Continuation of Art 132. Prerequisite: Art 132.

## BIOLOGY

111. **General Biology** 4 semester hours  
A survey course presenting fundamental principles of Biology. Cell biology, histology, classification, survey of plant and animal phyla. 3 class hours, 2 laboratory hours.
112. **General Biology** 4 semester hours  
A continuation of Biology III. Emphasis on plant anatomy and physiology, structure, function, and development of vertebrates; genetics; evolution; and ecology. 3 class hours, 2 laboratory hours. Prerequisite: Biology III.
113. **Microbiology** 3 semester hours  
Sterile techniques, staining processes, and culturing methods applied to bacteria; molds, protozoa, and parasitic metazoa; introduction of viruses and rickettsiae; clinical aspects, laboratory diagnosis; and therapy of pathogens. 2 lecture hours, 3 laboratory hours.

- 114-115. **Human Anatomy and Physiology** 4 semester hrs. ea.  
Cell types, tissues, clinical vocabulary, systematic anatomy and physiology combined. 3 class hours, 3 laboratory hours.
221. **Invertebrate Zoology** 4 semester hours  
Taxonomy, morphology, physiology, ecology and selected life histories of the invertebrates. 3 class hours, 3 laboratory hours. Prerequisite: Biology 111-112.
222. **Vertebrate Zoology** 4 semester hours  
Morphology, physiology, embryology, life history and classification of the vertebrates. 3 class hours, 3 laboratory hours. Prerequisite: Biology 111-112.

## BUSINESS

- 111-112. **Beginning Typewriting** 2 semester hrs. ea.  
The work in beginning typewriting includes learning the keyboard, operating the parts of the machine, care of the machine, writing simple letters, simple tabulations, continuity writing.
- 113-114. **Advanced Typewriting** 2 semester hrs. ea.  
The work includes study of different styles of business letters, manuscript copy, making carbon copies, tabulations, business reports, legal documents, effective display of typed matter.
115. **Beginning Shorthand** 3 semester hours  
Presentation of shorthand theory with drill in rapid execution and recall. Designed for those having no previous experience in shorthand classes. A consistent speed of 60 words a minute on new material with 95 per cent accuracy is required.
116. **Intermediate Shorthand** 3 semester hours  
Rapid review of shorthand theory with the major portion of the course spent in building skill and rapid recall and execution. Designed for those presenting high school units in shorthand.
117. **Shorthand Transcription** 3 semester hours  
Dictation and transcription development to employable level. Intensive drill in the production of mailable transcripts. Prerequisite: Typewriting 113.
118. **Speed Building** 3 semester hours  
A course designed to raise shorthand take to the maximum of the students' ability.

119.       **Introduction to Business**                               **3 semester hours**  
A general business course covering modern business activities as a whole, including a study of basic industries, forms of organization, marketing, finance, credit, problems of management, business risks, and the relation of government to business.
120.       **Office Machines**   **2 semester hours**  
A basic course in the operation, use and care of office machines and equipment, including filing; stencil and fluid process duplicators; and adding, calculating, and posting machines.
121.       **Mathematics of Business**                               **3 semester hours**  
Problem solving, equations, application of per cent, simple and compound interest, bank discounts, payrolls, insurance, depreciation, discounts, mark-up, and graphs. Each topic is presented with emphasis on business application.
122.       **Office Management**   **3 semester hours**  
Designed to enable students to understand and apply the basic principles relating to efficient office management, this course includes organization, planning, and control of physical factors, and personnel practices.
123.       **Business Communications**                               **3 semester hours**  
A study of the fundamentals of grammar with specific application to business letters, reports, business documents, and other business papers. A study of business terminology and its use.
221.       **Principles of Accounting, Introductory**       **3 semester hours**  
An introductory course in standard accounting practice. Recognized procedures and conventions are explained and used for recording, analyzing, and interpreting the records for the corporation, partnership, and proprietorship types of business organization.
222.       **Principles of Accounting**   **3 semester hours**  
A continuation of Business 221 with emphasis on Liabilities, Manufacturing Operations, Payrolls, and Income Tax considerations. Problems of departments and branches, statement analysis, and consolidated statements are considered.
223.       **Principles of Economics**   **3 semester hours**  
This course provides a micro-analysis of the economic institutions and problems of the American capitalistic system. It concentrates on basic economic principles and concepts, national income, and the determination of national income and its fluctuations.

224. **Principles of Economics** **3 semester hours**

A continuation of Economics 223 with emphasis on the problems of pricing the national productive output and the production factors, international trade and finance, and alternate economic systems.

225. **Business Law** **3 semester hours**

A study of contracts, sales, bailments, negotiable instruments, the law of employment, partnerships and corporations, and risk-bearing devices. Several digests of decided cases are studied with each topic to make the discussion of principles specific and meaningful.

226. **Business Law** **3 semester hours**

A continuation of Business Law 225. It includes agency and employment; business organizations; real property, leases, and mortgages; insurance; trusts, decedents estates, and bankruptcy. Prerequisite: Business 225.

231. **Introductory Cost Accounting** **3 semester hours**

A study of the theory and practice of accounting for the costs of manufacturing and selling. The treatment of labor, material, and overhead are given detailed consideration. Designed to develop an appreciation of the uses of cost information in the administration and control of business organizations.

241. **Income Tax Procedure** **3 semester hours**

A study of the Internal Revenue Code, regulations, and cases which apply to the determination of taxation for individuals, partnerships and corporations. Consideration is given to income, deductions, and filing.

## CHEMISTRY

111-112. **Introductory Chemistry** **4 semester hrs. ea.**

A largely descriptive introduction to the fundamentals of chemical science, designed for the non-science major. This course will fulfill the requirement for a laboratory physical science. 3 class hours, 2 laboratory hours.

113. **Chemistry for Nurses** **4 semester hours**

The theory, practice, nomenclature, and principles of inorganic, organic, and biochemistry with emphasis on application and physiological relationships. 3 class hours, 2 laboratory hours.



121-122. **General Chemistry** 4 semester hrs. ea.

A thorough, non-descriptive treatment of modern chemistry, designed for the science or engineering student, or anyone wishing a more detailed treatment of chemistry than that provided by chemistry 111-112 above. This course will prepare the student for more advanced work in the technical fields. 3 class hours, 3 laboratory hours.

221. **Qualitative Analysis** 4 semester hours

The reactions and principles underlying analytical processes, the systematic methods for the separation and identification of basic and acid constituents, and the application to various analyses. Prerequisite: Chemistry 121-122. 3 class hours, 3 laboratory hours.

222. **Quantitative Analysis** 4 semester hours

Important gravimetric and volumetric methods of analysis. Prerequisite: Chemistry 121-122. 2 class hours, 6 laboratory hours.

## EDUCATION

(See Psychology and Education)

## ENGLISH

90. **Reading Improvement**

This course is designed for those whose degree of reading proficiency is inadequate for the successful pursuit of a college career. The students will work individually with programmed instructional material in the Learning Laboratory. It is the load equivalent of a three-hour course but is for self improvement only and does not carry college credit.

111-112. **Freshman English** 3 semester hrs. ea.

A review of correct usage in grammar, mechanics, punctuation, spelling, and the writing of numerous themes. English 112 will include an introduction to the types of literature and a study of the library research paper.

127. **Public Speaking** 3 semester hours

Speech preparation, composition, and delivery. Practical training in the presentation of short speeches.

131. **Introduction to Theatre Practice** 3 semester hours

A practical study of the art of the theatre with emphasis on acting; design, construction, and lighting of stage settings; and planning and execution of effective costumes and make-up. Students are expected to participate in the production and performance of one play.

221-222. **English Literature Survey** 3 semester hrs. ea.

A study of selected works from the major British writers, including discussion of the milieu in which they wrote and the preparation of critical papers. English 221 includes literature through Milton; English 222 continues the study to the twentieth century. Prerequisite: English 111-112.

223-224. **American Literature Survey** 3 semester hrs. ea.

A study of important American authors, their literary works and environment, from the late Colonial period through the present. English 223 covers literature through Melville; English 224 begins with Whitman and continues through the contemporary writers. Critical and research papers are required in both semesters. Prerequisite: English 111-112.

## FRENCH

111-112. **Elementary French** 3 semester hrs. ea.

An introduction to the essentials of French grammar, pronunciation, composition, conversation and civilization. Students who have acquired two high school units in French may not take French 111-112 for credit.

221-222. **Intermediate French** 3 semester hrs. ea.

A systematic review of grammar with attention to correct pronunciation, oral drill, composition, and special emphasis on the development of reading skills. Prerequisite: two years of high school French or French 111-112.

231-232. **Survey of French Literature** 3 semester hrs. ea.

Selected readings from typical literature and prominent authors from the Middle Ages through the nineteenth century. Collateral readings, reports, and lectures. Prerequisites: French 221-222.

## GEOGRAPHY

221. **Physical Geography** 3 semester hours

A study of the physical world and its relation to man, with special emphasis upon the effects of climatic differences on population distribution and human occupations. Required for certification for elementary school teachers.

222. **Geography of North America** 3 semester hours

A consideration of the geographical regions of the continent—its climates, industries, natural resources, and the human response to environment. Geomorphology provinces, urban pattern, and political geography of the United States are treated. The student prepares numerous maps and tables.

225. **Economic Geography** 3 semester hours  
A study of the economic, social, and political aspects of the distribution of natural resources and their utilization. The influence of climate on population density is emphasized.

### GERMAN

- 111-112. **Elementary German** 3 semester hrs. ea.  
An introduction to the essentials of German grammar, pronunciation, conversation, composition, and civilization. Students who have acquired two high school units in German may not take German 111-112 for credit.
- 221-222. **Intermediate German** 3 semester hrs. ea.  
A systematic review of grammar, with attention to correct pronunciation, oral drill, composition, and emphasis on rapid reading for comprehension. An introduction to German culture and civilization. Prerequisite: 2 years of high school German or German 111-112.

### HISTORY

- 111-112. **History of Western Civilization** 3 semester hrs. ea.  
The history of Western Civilization from the era of prehistory to the present. The cultural and social development of the various ancient and European cultures is given equal emphasis with the course of events in political and economic spheres.
- 221-222. **American History** 3 semester hrs. ea.  
American History from the period of discovery and colonization to the present. Emphasis is upon certain fundamental themes in American history and forces that have shaped American life. History 221 covers the period from discovery to 1865; History 222, the years from 1865 to the present.
224. **North Carolina History** 3 semester hours  
The history of North Carolina from its discovery by the French and Spanish to the present. Political, agricultural, industrial, religious, educational, literary, and social developments receive proper attention.

### MATHEMATICS

90. **Basic Mathematics**  
A study of algebra from the contemporary viewpoint for those students whose mathematical background is not strong enough to enable them to begin a study of college algebra. Does not satisfy degree requirements in mathematics.

111. **College Algebra** 3 semester hours  
A study of the real numbers and their properties. Selected basic topics of algebra are approached axiomatically.
112. **Trigonometry** 3 semester hours  
A study of the trigonometric functions, complex numbers, and logarithms.
114. **Topics in Mathematics** 3 semester hours  
A continuation of the study begun in Math 111 including an introduction to probability and statistics. This course is designed for students who do not plan to continue their formal study of mathematics past the freshman year.
117. **Engineering Graphics I** 2 semester hours  
A study is made of the graphical methods and techniques used in expressing, interpreting and communicating engineering ideas. Practical introductory engineering design problems to develop the students imagination and creative abilities will be considered. 1 class hour, 3 laboratory hours.
118. **Engineering Graphics II** 2 semester hours  
Procedures used in representing and solving spatial problems graphically are covered. Emphasis is placed upon visualization of the relationship of objects in space through graphical analysis. Application of spatial techniques are made through the solutions of practical engineering problems. Prerequisite: Math 117. 1 class hour, 3 laboratory hours.
119. **Introduction to Mathematical Analysis** 3 semester hours  
A modern extension of the topics of algebra and trigonometry for the more advanced student. Included are such topics as: the algebra of sets, logic, mathematical induction, functions, systems of linear and quadratic equations, inequalities, logarithms, the trigonometric functions, trigonometric identities and equations, triangle solution, and trigonometric representation of complex numbers.
120. **Analytic Geometry and Calculus** 4 semester hours  
The first course in a three semester sequence. This course provides most of the plane analytic geometry in the sequence and deals with straight lines, conic sections, translation of axes, families of curves, etc. In addition, the basic elements of both differential and integral calculus are presented with applications. Prerequisite: Math 119 or equivalent.
219. **Analytic Geometry and Calculus** 4 semester hours  
A continuation of Math 120. Further topics considered include: differentiation and integration of trigonometric, logarithmic, and exponential functions; special methods of integration, indeterminate forms, improper integrals, polar coordinates, infinite series, and use of vectors in two dimensions, Prerequisite: Math 120.

220. **Analytic Geometry and Calculus** 4 semester hours  
 A continuation of Math 219. The last course in the sequence deals with such topics as: solid geometry and three dimensional vectors, spherical and cylindrical coordinates, physical applications including moments and centroids, partial differentiation, multiple integrals, and an introduction to differential equations. Prerequisite: Math 219.
221. **Differential Calculus** 3 semester hours  
 Differentiation of functions, with application of the derivative to rates, lengths of tangents, normals and other topics; the subjects of maxima and minima, curvature, rates, and envelopes; drill on curve tracing. Will not be offered after the 1965-66 academic year.
222. **Integral Calculus** 3 semester hours  
 Integration. The constant of integration, the definite integral, drill on the methods of integration. The object is to enable the student to investigate without having to rely on any tables or sets rules, and, having learned the principles of integration, to apply them to such subjects as areas, lengths of curves, volumes solids of revolution, and areas of surfaces of revolution. Will not be offered after 1965-66 academic year.

## MUSIC

- 111-112-  
 211-212. **Mixed Chorus** 1 semester hr. ea.  
 A study of correct singing posture, breathing, and intonation; the proper use of resonance; ear training; sight-singing, and the blending of voices. A survey of the choral repertory from the sixteenth century to the present, with emphasis on selected compositions for public performance. Prerequisite: permission of the instructor.
121. **Music Appreciation** 3 semester hours  
 This course is designed to meet the needs of those not majoring in music. Basic principles of esthetics, folk music, simple form and analysis, and instrumentation will be studied. Required for certification of all elementary education majors.
122. **Music Appreciation** 3 semester hours  
 A continuation of Music Appreciation 121. It includes the study of opera, oratorio, art song, and symphonic masterpieces through directed listening. Prerequisite: Music Appreciation 121 or permission of instructor.

## PHYSICAL EDUCATION AND HEALTH

- 111-112. **Hygiene** 1 semester hr. ea.  
A course designed to present basic personal health knowledge, and to develop proper health habits and attitudes in the individual. Required in all programs.
- 113-114. **Physical Education** 1 semester hr. ea.  
Activity in and study of the rules, strategy, history, and terminology of the following sports: touch football, soccer and speedball, basketball, volleyball, softball, tennis, badminton, archery, golf, field hockey, and gymnastics and tumbling.

## PHYSICS

- 211-212. **Introductory Physics** 4 semester hrs. ea.  
Designed for non-science majors. A study of classical and modern physics in which fundamental principles are emphasized. Demonstration lectures, recitations, problem drill and laboratory work are coordinated to give a working knowledge of basic principles. Physics 211, Mechanics, Heat; Physics 212, Light, Sound, Electricity and Magnetism. 3 hours class, 2 hours laboratory.
- 221-222. **General Physics** 4 semester hrs. ea.  
A thorough and rigorous introduction to the fundamental principles of physics. Especially designed for students intending to major in physics, engineering, chemistry, or mathematics. Physics 221, Mechanics, Heat; Physics 222, Light, Sound, Electricity and Magnetism. Prerequisite or corequisite for Physics 221: Math 120. Prerequisite or corequisite for Physics 222: Math 219 and Math 220. 3 hours class, 3 hours laboratory.

## POLITICAL SCIENCE

221. **Introduction to Federal Government** 3 semester hours  
A basic course dealing with the formal and informal political institutions in the United States in their historical and cultural context, the evolution of the modern constitution, co-operative federalism, and the relationships of the individual to the federal government.
222. **State and Local Government** 3 semester hours  
A study of typical state and local political institutions and practices in America, with special emphasis upon the governmental organization and political problems of the State of North Carolina and its communities.
224. **International Relations** 3 semester hours  
A study of the nature of international relations, an analysis of politics among nations, and a survey of foreign policies and international political problems.

## PSYCHOLOGY AND EDUCATION

221.      **General Psychology**                                 **3 semester hours**  
An introductory course intended to give the student a general knowledge of the phenomena of the mind, to lay the foundation for further psychology work, and to provide a psychological basis for the study of education, sociology, and philosophy.
222.      **Educational Psychology**                                 **3 semester hours**  
A study of inherited tendencies, laws of learning, laws of teaching, habit formation, individual differences, and the formation of ideals and attitudes.
223.      **Child Psychology**   **3 semester hours**  
This course includes a study of the instincts, emotions, and general tendencies of children up to the age of twelve or fourteen. Remedial measures are suggested for dealing with early tendencies that may lead to serious difficulty.
224.      **Adolescent Psychology**                                 **3 semester hours**  
A consideration of the developmental changes and psychological characteristics of adolescence.
241.      **Introduction to Education**                                 **3 semester hours**  
A course designed for students beginning professional training in teacher education. It aims to acquaint the prospective teacher with four major aspects of education: the teaching profession, the school system, the teacher, and the pupil.

## SOCIOLOGY

221.      **Introductory Sociology**                                 **3 semester hours**  
A consideration of the origins and development of culture, the nature of personality and its relation to society, forms of collective behavior, and community and social organization.
222.      **Contemporary Social Problems**                                 **3 semester hours**  
A course designed to study contemporary personal and social disorganization and possible ameliorative action on the part of the community and society. Prerequisite: Sociology 221.
224.      **Sociology of the Family**   **3 semester hours**  
A study of the family as a social institution, and of such related institutional patterns as dating, courtship, marriage, and divorce. Prerequisite: Sociology 221.

## SPANISH

- 111-112. **Elementary Spanish** 3 semester hrs. ea.  
A beginning course emphasizing pronunciation, grammar, oral and written exercises, conversation, dictation and essay, and introductory reading material. Students who have acquired two high school units in Spanish may not take Spanish 111-112 for credit.
- 211-212. **Intermediate Spanish** 3 semester hrs. ea.  
A course for students with two years of high school or one year of college Spanish. A systematic review of Spanish grammar with some written composition and oral practice and with further reading of modern prose by both Spanish and Spanish-American writers. Prerequisite: Spanish 111-112 or two years of high school Spanish.
231. **Survey of Spanish Civilization** 3 semester hours  
A study of Spanish literature and civilization, with attention to the character and psychology of the Spanish people and their contributions to western civilization in all the arts. Prerequisites: Spanish 211-212.
232. **Survey of Hispanic American Civilization** 3 semester hours  
The study of Hispanic American literature and culture. Prerequisites: Spanish 211-212.



# INDEX

	Page
Academic Regulations -----	19
Admission Information -----	14
Admission Procedures -----	15
Admissions Advisement -----	16
Adult Education -----	14
Appeals Committee -----	16
Application for Re-Admission -----	16
Art -----	26
Athletics and Intramural Activities -----	23
Auditing Courses -----	20
Beginning Students -----	14
Biology -----	27
Board of Trustees -----	4
Bookstore -----	23
Business Courses -----	28
Calendar of Events -----	3
Chemistry -----	30
Class Attendance -----	19
Class Organization -----	23
College Staff -----	5
Commencement Marshals -----	21
Counseling -----	22
Course Load -----	19
Courses of Instruction -----	26
Dean's List -----	21
Dismissal -----	21
Education -----	31
English -----	31
Facilities -----	13
Faculty -----	6
Failures -----	20
Financial Aid -----	18
Financial Information -----	17
French -----	32
Freshman Orientation -----	22
General Information -----	11
Geography -----	32
German -----	33
Grading System -----	19
Graduation Requirements -----	21
Guidance and Counseling -----	22
Guidance Test Battery -----	16
History -----	33
History of The College -----	11
Hygiene -----	36

	<b>Page</b>
Incompletes, Failures, and Withdrawals -----	20
Institutional Membership -----	14
Loans -----	18
Location -----	13
Library -----	13
Library Services -----	23
Mathematics -----	33
Music -----	35
Nursing Education -----	14
Objectives -----	13
Officers of Administration -----	5
Other Student Activities -----	23
Out of State Students -----	17
Physical Education and Health -----	30
Physical Examination for Admission -----	16
Physics -----	36
Political Science -----	36
Probation and Suspension -----	21
Programs of Study -----	24
Psychology and Education -----	37
Refund Policies -----	17
Registration Fees -----	17
Schedule Charges -----	19
Scholarships -----	18
Snack Bar -----	23
Sociology -----	37
Spanish -----	38
Special Programs -----	24
Staff -----	5
State of North Carolina Teaching Scholarships -----	18
Statement of Policy -----	14
Steps in Admission Procedures -----	15
Student Activities and Student Services -----	22
Student Activity Fee -----	17
Student Employment and Placement -----	18
Student Government Association -----	22
Student Loans -----	18
Student Publications -----	22
Summer School Tuition -----	17
Suspension -----	21
Transcript of Records -----	17
Transfer Programs -----	24
Transfer Students -----	15
Tuition -----	17
Vocational Rehabilitation Aid -----	18
Withdrawals -----	20



