Texarkana College

TEXARKANA, TEXAS

Announcements for

1955 -:- 1956

Catalogue Number 25 May, 1955

EXHIBIT A
Part of Negotiated Contract V3050V-867

Texarkana College

Texarkana, Texas

FOUNDED SEPTEMBER, 1927

Catalogue

1954-1955

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Announcements

1955-1956

A PUBLIC JUNIOR COLLEGE OWNED AND OPERATED

by the

TEXARKANA COLLEGE DISTRICT

A JUNIOR COLLEGE OF THE FIRST CLASS

APPROVED AND ACCREDITED

by

THE ASSOCIATION OF TEXAS COLLEGES

THE SOUTHERN ASSOCIATION OF COLLEGES
AND SECONDARY SCHOOLS

TEXAS EDUCATION AGENCY

THE SOUTHERN ASSOCIATION OF JUNIOR COLLEGES

THE AMERICAN ASSOCIATION OF
JUNIOR COLLEGES

TEXAS ASSOCIATION OF JUNIOR COLLEGES

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COLLEGE CALENDAR

1955-1956

September 1 ..... 9:00 A.M. Meeting of the Faculty
September 5 ..... Labor Day
September 6-9 ..... Registration
September 12 ..... Official Opening Date, Classes Begin
November 11 ..... Veteran's Day
November 24-25 ..... Thanksgiving Holidays
December 19-31 ..... Christmas Holidays
January 2 ..... Classes Resumed
January 21 ..... End of First Semester
January 19-21 ..... Registration for Second Semester
January 23 ..... Official Opening Date Second Semester
April 9-12 ..... Easter Holidays
May 20 ..... Baccalaureate
May 25 ..... Commencement. End of Regular Session

Night classes run concurrently with the day classes for the regular session except that night classes may be organized at such times as the demand justifies. The Veterans Administration will be notified of the beginning and closing dates of classes so organized.

SUMMER SESSION 1956

First Term Day Classes

June 4 - July 13

Second Term Day Classes

July 16 - August 24

Night Classes

June 4 - August 2

Last day on which registration may be made for full credit in the terms indicated:

September 26 ..... First Semester 1955-1956 (Day and Night Classes)
February 13 ..... Second Semester, 1955-1956 (Day and Night Classes)
June 11 ..... First Term Summer Session, 1956
July 23 ..... Second Term Summer Session, 1956
June 18 ..... Night Classes Summer Session, 1956

BOARD OF REGENTS
and
OFFICERS OF ADMINISTRATION

BOARD OF REGENTS

Thomas A. Bain.....President
Aubrey D. Wood.....Vice-President
W. R. Kelly.....Secretary

John E. Haltom
W. L. Williams
Burnham P. Jones
E. Hale Parker

OFFICERS OF ADMINISTRATION

H. W. Stilwell.....President
W. P. Akin.....Dean and Registrar
Lucile Couch.....Dean of Women
Beatrice Murphy.....Librarian

BUSINESS OFFICE STAFF

G. D. Moss.....Business Manager
Wilene Dixon.....Accountant
Jetta Wade.....Secretary
Mrs. E. L. Goodroe.....Clerk

FACULTY COMMITTEES

Curriculum Committee

Claude O. Pinkerton.....Chairman
John L. Shipley
Edith Larson
C. O. Fowler
M. A. Meals

Catalogue Committee

Betty L. Carter.....Chairman
C. C. Burrus
Walter E. Willis

Student Interest, Activities, and Organizations Committee

Lucile Couch .....Chairman
C. C. Burrus
James W. Jones
J. H. Calvert
Grace Fredrick
Frank H. McLain
D. L. Kinnaird

Public Relation and Adult Education Committee

Roy L. Glass.....Chairman
Murray Gordon
Dell Jacobs
M. A. Meals
Henry Boyles
George Lake

Library Committee

Beatrice Murphy .....Chairman
Edith S. Larson
Lucile Cunningham

BULLDOG SNACK BAR

E. Hale Parker.....Chairman
G. D. Moss
J. H. Calvert

FACULTY 1954 - 1955

H. W. STILWELL.....President
B.A., M.A., University of Texas
LL.D., Southwestern University

COLLEGE DIVISION

W. P. AKIN.....Dean and Registrar
B.S., Southern Methodist University; M.A., University of Texas, University of Minnesota, University of Colorado

C. C. BURRUS.....Physics and Chemistry
B. A., Howard Payne College; M.A., East Texas State Teachers College, University of Texas

BETTY L. CARTER.....Foreign Language-English
B.A., Lambuth College
M.A., Louisiana State University

LUCILLE L. CUNNINGHAM.....Foreign Language-Psychology
B.S. and M.S., Texas Christian University

J. H. CALVERT.....Business Administration
B.S., M.S., East Texas State Teachers College

LUCILE COUCH.....Dean of Women, Sociology
B.A., Baylor University; M.A., University of Texas, University of Chicago.

JIMMIE DEONES.....Music
B.M., Louisiana Polytechnic
M.M., George Peabody College for Teachers

GRACE FREDRICK.....Physical Education
B.S., Texas State College for Women

C. O. FOWLER.....Mathematics
B.S. and M.S., East Texas State Teachers College

ROY L. GLASS.....Mathematics
B.S., East Texas State Teachers College;
M.A., M. ED., Peabody College

T. A. HAENDSCHKE.....Music
B.A., University of Wisconsin
B.M., Wisconsin Conservatory
Graduate Work, University of Texas

HELEN HARKNESS.....Speech
B.S., M.A., West Virginia University

DELL JACOBS.....Secretarial Business
B.B.A., University of Texas
M.A., East Texas State Teachers College

JAMES W. JONES.....Coach and Physical Education
B.S., Stephen F. Austin State Teachers College

D. L. KINNAIRD.....Science
B.A., Hardin-Simmons
M.A., North Texas State College

GEORGE LAKE.....English
A.M., University of Michigan
A.B., Michigan State Normal College

EDITH S. LARSON.....Government, History, Economics
B.A., Carlton College; M.A., University of Minnesota, University of California

FRANK W. McLAIN.....Social Science
B.A., M.B.A., North Texas State College

(FACULTY 1954-1955 CONTINUED)

MAURICE A. MEALS.....Business Administration
B.S. and M.B.A., East Texas State Teachers College

BEATRICE MURPHY.....Librarian
B.S., M.S., Library Science, East Texas State Teachers College

CLAUDE O. PINKERTON.....English
B.A., M.A., East Texas State Teachers College, University of Texas, University of Colorado

*FRED SHORT.....Speech
M.A., West Texas State University

NORMAN H. WEEMS.....Biology
B.S., Middle Tennessee State College
M.A., George Peabody College for Teachers

WALTER E. WILLIS.....English and Journalism
B.A., Southwest Texas State Teachers College;
M.A., University of Texas, Columbia University, Northwestern University.

* Here for only one semester.

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PART TIME AND EVENING INSTRUCTORS

L. J. AYCOCK.....Business Administration
B.B.A., University of Texas

GEORGE P. BARLOW.....First Aid
B.S. in Education, Temple University, Philadelphia, Pennsylvania
Certification in Physical Therapy, Mayo Clinic, Rochester, Minnesota

CLAUDE D. FRANKS.....Education and Psychology
B.S.E., Arkansas State Teachers College
M.S., East Texas State Teachers College

FRED GANTT, JR.....Social Science
B.A., M.A., Southern Methodist University
Graduate Work, University of Texas

ROSELYN HIRSH.....Business Administration
M.A.E., Pennsylvania State University
B.S., Pennsylvania State University

CHARLES JACOBS.....Journalism
B.A., Columbia University
M.S., Columbia University

ROBERT L. SANDERS.....History
B.S., M.S., East Texas State Teachers College

GROVER D. SAWYER.....Sociology
B.S., Southwestern State College
M.S., East Texas State Teachers College

CHARLES W. SURBEY.....Engineering
B.C.E., University of Akron

ESTUL L. WILLIAMS.....Industrial Problems
B.S., East Texas State Teachers College

ED YATES.....Personnel
M.B.A., Indiana University

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COLLEGE PREPARATORY AND BASIC INSTRUCTION DIVISIONS

MURRAY GORDON.....Co-ordinator
B.C.S., College of the City of New York

GENERAL INFORMATION

FOUNDING

Texarkana College was founded in 1927 as a public junior college and a part of the Texarkana, Texas public school system. Under the leadership of H. W. Stilwell, Superintendent of the Texarkana, Texas Public Schools, the Board of Trustees and a group of other citizens worked throughout 1926 and most of 1927 to develop and bring to fruition the idea of a junior college for Texarkana.

When the College was ready for occupancy in 1927, Mr. Stilwell was named as its first president, a position which he still holds. W. P. Akin was chosen for the position of Dean of the College, and he likewise is still serving in that capacity.

Members of the Board of Trustees who worked during 1926 and 1927 for the establishment of the College were: C. C. Bounds, President; Mrs. H. T. Fewell, Secretary; G. D. Garrett, Elmer L. Lincoln, E. M. Watts, H. M. Prator, and G. W. Middleton. The terms of Mr. Bounds and Mrs. Fewell expired in April, 1927, before the College was opened, and they were replaced by G. D. Nichols and T. E. Fuller, who were members of the Board when the college opened its doors in September, 1927.

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GOVERNMENT

The government of Texarkana College is vested in a Board of Regents consisting of seven members. Administration of the policies of the Board is delegated to the President of the College.

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CLASSIFICATION, AFFILIATION, STANDING

Texarkana College is approved and accredited as a two-year college by the Texas Education Agency. The Association of Texas Colleges, and The Southern Association of Colleges and Secondary Schools. The College is also a member of The Texas Association of Public Junior Colleges, The Texas Association of Junior Colleges, The Southern Association of Junior Colleges, The Texas Junior College Athletic Conference, and The National Commission on Accrediting. With careful planning, all credits earned at Texarkana College are transferable to all senior colleges and universities.

LOCATION

The new Texarkana College is located on the northwest border of the city of Texarkana, Texas, at the junction of Robison Road and Tucker Street, about three miles from the downtown business district. The campus adjourns the Oaklawn and Westlawn Additions to the city, and is near the Beverly, Broadmoor, Brookhaven, Avondale, Brown, and Watts additions.

The twin cities of Texarkana, Arkansas-Texas, serving a four-states area and popularly referred to as the Gateway to the Southwest, have a combined population of approximately 55,000. Widely known as a manufacturing, shipping, transportation, and railroad center, Texarkana is also noted for its lumber and dairy products. Located near the city is the U. S. Army Lone Star Ordnance Plant and the Red River Arsenal, second largest arsenal in the nation. Texarkana is also known for its many schools and churches, many of them conforming to the very latest ideas in school and church construction.

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BUILDINGS AND GROUNDS

The buildings and grounds of the new Texarkana College are valued at more than half a million dollars. The 30-acre campus is on a gently sloping hillside which furnishes an excellent view of a wide area. There are already many native trees on the site, and when the landscaping is complete the College will have an unusually imposing appearance.

The buildings are of brick, tile, and reinforced concrete. The Administration Building contains offices, classrooms, laboratories, the library, music studios, and faculty lounge, and is built around a patio with retaining wall, thus affording a sheltered access to all rooms. The recreational facilities, gymnasium, student lounge and snackbar are located in another building and are likewise accessible through a sheltered passageway.

The Agriculture and Home Making departments are housed in a separate building on the campus. The Automobile Mechanics Shop is located at Boulevard and New Boston Road.

HOUSING

An athletic dormitory for housing athletes has recently been provided. Other dormitories are not available. Low rent apartments are available near the college in the Robison Courts Housing Units. These should be especially attractive to married veterans. Some are available for rental as low as twelve dollars and fifty cents per month.

Students desiring private board and room in Texarkana will be assisted in securing desirable accomodations.

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LIBRARY

The beautiful and well-equipped library has approximately 6000 volumes, especially selected and recommended for junior college students. Three daily newspapers are available to the students in the reading room. The periodical library contains approximately 60 current subscriptions and more than ten per cent are bound for permanent reference material.

The reading room is equipped with comfortable chairs and tables to serve 100 students at one time. Special features for the comfort and convenience of the students are the conference rooms for individual and group study and the browsing corner for recreational reading.

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BUS TRANSPORTATION

Bus transportation will be provided without additional charge where it is feasible to establish bus routes. Highway conditions and connections and the number of students who desire to ride the bus will be determining factors in establishing routes. In some cases it may be possible to run feeder cars to connect with regular bus routes.

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SOME ADVANTAGES OF JUNIOR COLLEGE TRAINING

1. In a junior college, students can complete two full years of the regular four-year college course, or of the specialized professional courses of engineering, law, medicine, and other pre-professional courses and get full credit for two years of work when they transfer to any senior college or university.

2. Students in the junior college are afforded the continued influence of the home, community, and church for two more years after their graduation from high school. Certainly students who have had this extra advantage can adapt themselves to their new surroundings when they do go away for their last two years of college work.

3. In a junior college which has a rather small enrollment, young students have an opportunity for very close contact with their instructors, who counsel with them and give them the individual attention they need during their first two years in college.

4. Students in a junior college also have much better opportunities to participate in student activities, make names for themselves, and to assume responsibilities, where they are not overshadowed by the upper classmen of a four-year institution.

5. Certainly the expense of attending a junior college is far less than that of attending a large college or university away from home.

6. Statiscal surveys prove that junior college graduates do as good as or better work than students who have had their first two years in senior college or universities.

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OBJECTIVES OF TEXARKANA COLLEGE

The objectives of Texarkana College are comparable with those of all other first-class public junior colleges in the United States and may be briefly summarized as follows:

1. To make American higher education more practical. Texarkana College recognizes that education should help one both to "make a life" and to "make a living."

2. To offer students who desire to enter the professions or to pursue a liberal education in a senior college or university their first two basic years at home.

3. To offer terminal courses for equipping young people in two years to earn a living and to be good citizens. Texarkana College offers the high school graduate a program which he can complete satisfactorily in the time he has available.

4. To make available an extensive program for adult education and evening classes for those who are employed. Classes on both the college level and in basic education are offered.

This adult education program is planning with the view of meeting the various needs of our people in this vicinity. The present trend is toward a demand for more courses of a cultural and citizenship type than for purely vocational work.

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STUDENT ACTIVITIES

Texarkana College encourages and fosters worthwhile student activities under the direction of competent faculty advisers. This is done in the belief that students should experience the opportunity to realize their aspirations and cultivate their interests in popular lines of endeavor outside the the classroom.

A general calendar for all student functions should be made up in consultation with the Dean of Students during the first two weeks of each semester. No student activity will be approved later than two weeks prior to the date on which this activity is to be held.

All recognized student organizations must have faculty sponsorship.

All funds of every organization must be deposited in and disbursed from a central student activity account. Disbursement will be made on the presentation of properly executed vouchers.

The expense of social affairs given by various clubs, unless open to the entire student body, must be paid by the organization sponsoring the function.

Each year the College sponsors programs presented by outstanding artists in different fields. These programs are brought to the students and their guests so that a wider cultural background may be gained.

Student Council. — The Student Council of Texarkana College is composed of a group of students elected by their classmates and a faculty representative selected by the Dean of the College. The Student Council is a civic organization

which assumes leadership in promoting worthwhile student enterprises. It also serves as an advisory organization representing the student body in its relations with the faculty and administration. Students who are elected to serve on the Student Council receive invaluable training and experience in civic leadership.

The Kennel.—The Kennel is the College newspaper, published by and for the students. Students who are interested in journalism find the opportunity of serving on the staff of The Kennel a real chance for practical experience in the field of their interest.

The Bulldogs.—An organization for men of the college who desire to render service to both the college and the community. There is also opportunity for social contacts among the men and an opportunity for the development of leadership among them.

103 Workshop.—This is the College dramatic and speech organization which gives practical outlet to students who are interested in play production and other dramatic activities. Usually two full-length plays and a number of one-act plays are presented during the year.

Delta Psi Omega.—Students who meet the requirements may become members of this national dramatic fraternity.

College Chorus and Ensembles—The Texarkana College Chorus provides worthwhile training in choral singing for interested students and presents a number of public programs during the year.

Blue Jackets.—A service organization of young women who are chosen on the basis of scholarship, leadership and service. The membership is limited. This is a young women's civic organization which makes an unusual contribution toward the enrichment of college life.

Future Teachers of America.—A professional organization, the membership of which is composed of students who think they may want to become teachers. Its objectives are to interest the best young men and women in education as a life career.

The Bulldog.—The Bulldog is a college annual presenting a pictorial review of the year's activities. This publication gives opportunity for application in many fields of student interest. Experience in advertising is provided as well as

in editorial and art work.

Phi Theta Kappa. — National Junior College Honorary Scholastic Society which has as its aims the promotion of scholarship, the development of character, and the cultivation of fellowship among the students. To be eligible for active membership, a student must be of good moral character and must possess recognized qualities of citizenship as judged by a faculty committee. At the time of election, he must be within the upper scholastic ten per cent of the regularly enrolled student body. The chapter endeavors to send every year a delegation to the national convention. This contact with outstanding college students throughout the United States is a stimulating and worthwhile experience.

Speech Club.—Students enrolled in speech courses and all those interested in original oratory, extemporaneous speech, poetry interpretation, dramatic monologue, and radio speech are eligible for membership in this club. Active participation throughout the year is required of all members.

The Forensics Club.—The Forensics Club is for those students who are interested in debate and public discussion. It should appeal particularly to economics, government, and pre-law students. Members of the debate teams to represent the College in the district and state junior college forensics meets are selected from the Forensics Club.

Athletics and Sports.—Texarkana College encourages the physical and social development of students by sponsoring a program of intramural athletics to meet the desires and needs of its students. At various times campus groups have participated in tennis, basketball, archery, and track and field events. Facilities for these sports are available for students who wish to participate in them. Inter-Collegiate and Conference competition are scheduled in Football, Basketball (men and women), Track, Golf, Tennis (Men and Women) and Baseball. The Texarkana College is a member of the Texas Junior College Athletic Conference.

Music Club.—A national organization for student musicians affiliated with the National Federation of Music Clubs. This club sponsors higher type musical programs at the college.

Dollars and Sense Club.—A social and professional organization whose membership is open to all students taking business administration courses. The club promotes interest

in the commercial department and aids students who are interested in a secretarial, clerical, or business career. Social gatherings and educational field trips are among the club's activities.

College Allied Youth.—An organization whose purpose is to seek the truth concerning alcoholic beverages and the best way of life in relation to this problem. Membership in this organization is open to any student in Texarkana College. This was the first College Allied Youth post in existence. Representatives are sent to the Southwestern convention every year.

The French Club.—Each year the thirteen students making the highest grades in Beginner's French are invited to join **Les Treize Jeunes Francais,** a French club, based on the principals of **L'Alliance Francaise.** All second year students are members.

FEES AND REFUNDS

The school year is divided into two semesters of eighteen weeks each. The students are charged accordingly for all fees.

An entrance fee of $50.00 is required for all students registering for more than 9 semester hours. The entrance fee required for all students who registeer for nine or fewer semester hours is $5.00 for each semester hour. This entrance fee includes all course fees except applied music; the library fee, the student activity fees excepting athletics, and the publication fee. No other course fees are charged except for applied music as listed below. An athletic fee of $5.00 is required of all students registered for more than 9 semester hours or $3.00 for all students registered for nine semester hours or less, which is not a part of the general admission fee but is used entirely for athletics and which admits students to all athletic events without further charge. This fee is collected the first semester only.

A graduating fee of $10.00 is charged graduating students.

A transcript fee is charged for any transcript requested after the first transcript has been issued according to the request of the student.

Out of state students must pay the tuition charge required under the Texas law, which is the tuition that comparable institutions of those states charge Texas residents. A minimum charge of $75.00 is made those students carrying 12 semester hours or more of work, or $6.25 per semester hour for those students registered for fewer than 12 semester hours who do not qualify under regulation.

Tuition for private music is in addition to regular course charges. Tuition each semester for students paying full regular fees:

Two 30-minute lessons per week	$50.00
One 45-minute lesson per week	37.50

Tuition each semester for students registered for private music only:

Two 30-minute lessons per week	$75.00
One 45-minute lesson per week	57.00

All private students are entitled to participate in choral and ensemble groups without extra charge.

The above charges include textbooks, but do not cover expendable supplies. Fines and breakage, loss of books, and damage to property will be charged extra and the student will be required to pay these before credit is allowed.

All charges are due at the beginning of each semester. Permission to defer payment of any part of the semester charge must be secured at the time of registration. A minimum payment of one-half the semester charge is to be paid at registration. The balance is payable not later than November 1 for the first semester and April 1 for the second semester.

No transcript of work done in Texarkana College will be issued for any student who does not have a clear financial record.

Refunds:

Students attending the long session who withdraw within one week from date of registration will be refunded the full amount of the payment made. Students withdrawing within three weeks will be refunded 80% of the tuition and fees; five weeks 60%; nine weeks 40%; twelve weeks 20%. A student withdrawing after twelve weeks from enrollment will receive no refund.

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SCHOLARSHIPS AND LOANS

The college cannot guarantee to find part-time work for those students who wish to work for a part of their College expense, but everything possible will be done to assist worthy students to find such work. The office of the Dean has information concerning these opportunities.

Scholarships which are good for one regular session are awarded by the Texarkana College to the first honor graduate of affiliated high schools.

The Alpha Pi chapter of Delta Kappa Gamma society, an honorary organization of women teachers, offers a scholarship to a young woman of ability who is especially interested in teaching.

The Altrusa Club of Texarkana grants each year a two-year scholarship to an outstanding girl from both the Texas Senior High School and the Arkansas Senior High School.

The Homer Vaughn Scholarship—Mrs. Thel Hervey has set up the Homer Vaughn Scholarship in honor of her father. This scholarship is awarded annually to a graduate of the St. Edwards Academy; the recipient to be selected by the faculty of the Academy.

Business Men's Scholarships—The business and professional men of Texarkana have provided a number of scholarships for students of the high schools of this area. These students are to be deserving students whose need and qualifications are decided by the faculties of their respective schools. These scholarships are subject to cancellation for any student who does not maintain a satisfactory college record.

Scholarships were provided in 1954-1955 by Creekmore Motor Company, Carter Service Station, Butternut Bread, State National Bank, Dillard's, Incorporated, The Melody Shop, K. C. M. C., Schnipper Meats, Red River Chemical Company, Dunklin Motors, The Texarkana Gazette, The Texarkana Lions Club, The Junto Club, Delta Kappa Gamma, Hardy Construction Company, King Construction Company, Mrs. C. E. Hervey, Nelson Huckins Laundry, General Finance Company, Lavender Radio Supply, Texarkana National Bank, Cargile Motor Company, C. C. Bounds, Pafford Distributing Company, Sain Wholesale Grocery, Dr. N. B. Daniel, The Altrusa Club, Borden Milk Company, McWilliams Stationery, The Atlanta Rotary Club, Ragland Office Equipment Company.

The Junto Club awards a scholarship to a girl from both the Texarkana, Arkansas, and the Texarkana, Texas, high schools.

Several sources of loans are available. The most active of these agencies are the Rotary Club, the Business and Professional Women's Club, the P.E.O. Sisterhood, and the Lone Star Chapter of the Daughters of the American Revolution. These funds are obtainable at a low rate of interest and repayment is not expected until the student has an opportunity to begin earning, after completing the college course.

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STUDENT PLACEMENT BUREAU

The Student Placement Bureau is a recently formed department of Texarkana College. Its primary purpose is to help students secure part-time employment.

The Service of the Bureau includes personal interviews, counselling, the maintenance of personnel records, and the listing of employment opportunities.

A further service of the Bureau is to assist the graduates and ex-students of Texarkana College in finding employment in their chosen fields of work.

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PRIZES AND AWARDS

The Rotary Club Good Citizen Award is presented to the student chosen by the faculty for outstanding citizenship qualities during the year.

The Blue Jacket Award goes to the student selected by the students as the best all-round student for the year.

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REQUIREMENTS FOR ADMISSION

Students will facilitate registration by sending their entrance credits at least two weeks before opening of the semester.

Hazing.—The student pledges himself neither to encourage nor take part in hazing in the college.

Vaccination.—All students are expected to present evidence of successful vacination against smallpox.

For Admission Without Condition.—For full admission without condition to academic or commercial courses for credit, graduation from a standard, affiliated high school with at least fifteen units of high school credits, including three units in English, is required. Electives must be chosen from the list approved by State Departments of Education. For students who expect to continue work toward a degree the following prescribed units are recommended:

English—3 units.
Mathematics—2 units.
Social Science—2 units. (At least one unit is history.)

Language—2 units, or Science—2 units.

Not more than four units in Vocational courses are usually acceptable.

Surplus Admission Units.—Only in foreign languages and mathematics may surplus high school units be converted into college credit.

A student having entrance credit in solid geometry in excess of full admission will receive two hours of college credit, provided six hours of mathematics are completed in college with an average grade of C. Under similar conditions two semester hours of college credit may be granted for trigonometry.

A student with credit for more than two units in a foreign language and a total credit of more than 15 admission units may receive college credit at the rate of three hours of credit for each excess foreign language unit by completing six hours of the next higher course in college with a grade of C or better.

Admission by Examination.—Students who are not high school graduates may absolve deficiencies in entrance requirements by taking examinations.

Admission by Individual Approval.—Any person over twenty-one years of age, or any student who has served in the Armed Forces of the United States, provided he is at least 18 years of age, may, at the discretion of the college, be admitted without examination to any class below the Sophomore level. Satisfactory completion of college work carried, together with tests and other devices will be used for satisfying the 15 units entrance requirement. Students admitted in this manner must satisfy the entrance requirements before graduation.

Admission to Vocational and Non-Credit Courses.—Any person who shows a need for these types of courses will be admitted.

Advanced Standing.—Students presenting a satisfactory transcript of credits and an honorable dismissal from a recognized and approved college will be allowed credits toward graduation for the work satisfactorily completed.

REQUIREMENTS FOR GRADUATION

Sixty semester hours of work, exclusive of Physical

Training, are required for graduation. Since most college degrees require more than 120 semester hours of work and since senior college usually accept 66 semester hours, or one-half the number of hours required for a degree, it is recommended that students complete at least this amount of work in their two years at junior college.

For the Associates in Arts Degree required courses are:

English 12 hours. (Three hours of Speech may be substituted for three hours of English.)

Mathematics, Foreign Language, and/or laboratory science 12 hours.

Social Sciences, nine hours, three of which must be American Government.

Students whose major field is business may graduate with an Associate in Business Degree by substituting 12 hours of business courses for the mathematics, science, foreign language requirements.

A Junior College Certificate will be issued those students completing 60 hours of work and maintaining 60 quality points.

Other substitutions must be approved by the Dean and the faculty.

The remaining hours may be chosen to meet the needs of the student.

Eighteen semester hours must be of sophomore standing. The student must complete a minimum of fifteen semester hours in residence at the Texarkana College in the second year.

In addition to the quantitive requirement, a student must have a total of 60 grade points on all work presented for graduation. Grade points are awarded on the following basis:

Grade of A—3 points for each semester hour.

Grade of B—2 points for each semester hour.

Grade of C—1 point for each semester hour.

Grade of D—0 points for each semester hour.

RULES AND REGULATIONS

Late Registration.—A fee of $1.00 will be charged all students who enroll after the last registration day of any term.

Change of Course.—After a student is once registered he may not change any of his courses except upon the permission of the Dean. A fee of $1.00 will be charged for the change of any course. Ordinarily, a course may not be begun after the second week of school.

Transcripts.—A transcript of credits will be issued free of charge after each period of attendance. A charge of 50c will be made for each additional transcript.

Adding and Dropping Courses.—After the first registration for the session a student may add a course only upon securing the approval of the Dean and the payment of a fee of $1.00.

For sufficient cause, a student may drop a course at any time upon securing the consent of the Dean.

On the recommendation of the instructor concerning, and on the approval of the Dean, a student may be required to drop a course because of neglect or lack of preparation.

To drop a course without permission of the Dean means to sever one's connection with the College. Persistent absence from class amounts to dropping the course.

Student Load.—The normal load for a student is five courses. Less work usually leads to laxity of study habits, and a greater number of courses is likely to be an overload and result in the lowering of the standard of work. Students who desire to take either less or more than the normal load must secure the approval of the Dean, who will be governed entirely in the permission given for an irregular load by the requirements which may be approved from time to time by standard college practices.

Class Attendance and Absence.—Regular and punctual attendance upon classes, laboratories, assemblies, conferences, and other exercises which the student is due, is required.

Absences are reported weekly by the instructor to the Dean. Absences are also recorded by the instructor on his class report, which is filed with the Registrar at the end of the semester. Errors in the records of the absence of student may be corrected in writing by the instructor concerned, if done promptly.

For reasons deemed justifiable by the Dean, students'

absences may be excused. When absences are excused, the student is given the privilege of making up the work missed.

Dropping From Roll Because of Absence. — Persistent absence from classes, laboratories or other exercises, including assemblies and conferences at which the student is due, shall be sufficient cause for dropping him from the rolls of the College.

A student who is absent during any semester for more than one-fifth of the total number of exercises at which he is due during the semester is dropped from the rolls of the College for the remainder of the session, unless the Dean shall allow him to continue upon such conditions as the Dean may specifically set forth.

Marking System.—The following marks will be used in estimating the quality of work of the student:—A (excellent), B (good), C (fair), D (pass), E (failure), F (bad failure with privileges of continuing in course).

A student who makes the grade of E on any subject may secure credits for that subject without taking the subject over, provided he is able to pass a second examination. The examination may be taken with the next examination of the same class or at special examinations set by the Dean and published by being posted on the official bulletin board. The second examination must be taken not more than twelve months after the student has received the grade of E. In order to be entitled to take the second examination a student must petition the Dean for the examination at least seven days before the time set for it.

In a course continuing beyond one semester, the instructor, at the end of the following semester, may, if in his opinion the circumstances warrant, raise an E of an earlier semester to a D because of good work done during the following semester by sending the Dean the proper credit notice for approval.

The satisfactory completion of special assignments submitted in writing by the instructor and approved by the Dean may remove a condition grade of "E."

The grade of a student who removes a condition by any method other than repeating the course becomes "D" in the course in which the condition has been removed.

In order to receive credit for a course upon which a student has made F, the course must be repeated.

Reports.—Reports on the work of students will be issued at the end of the ninth week and at the end of the semester. It is to be understood that the report at the end of the ninth week covers the instructor's estimate of the student's work for the first nine weeks of the semester. It does not indicate that a student is certain to pass or to fail the course, but does enable the parent and student to judge the quality of work during the first half of the semester. This mid-semester report will enable parents to know when students need extra attention in order to pass or to make better grades at the end of the semester.

In addition to these reports, the College will at the end of the fifth and at the end of the fourteenth weeks notify all parents when the work of the student is not satisfactory.

Students who are over twenty-one years of age and who are attending college at their own expense, by applying to the Dean, may receive their reports.

Quizzes and Tests.—Quizzes and tests will be given at such times and in such a manner as the instructors deem advisable. These should be of such nature as to stimulate the student in his work and should have a diagnostic function as well as being used for the purpose of giving marks. All tests and quizzes should be based on sound educational practices.

Semester Examinations.—At the end of each semester there will be given a semester examination of two hours in length. The purpose of this examination is to lead the student to make a general review of the whole course, and to reveal how well he can use the knowledge which he has obtained of the course. The examination given at the end of the year may cover the work of both semesters. This means that examinations, as well as class tests and quizzes, may be cumulative. On all written examinations, either term or monthly, the student's use of English as well as the general form of his paper will be taken into account in making up the grade.

Absence From Term Examination.—Any student absent from a semester examination will not receive credit for the course whose examination he misses. If his absence has been due to sickness or to other imperative causes, upon the approval of the Dean, he may be permitted to take a postponed

examination. The permission of the Dean should be secured for the postponed examination before the absence, if at all possible, and if not possible then immediately after the examination. The postponed examination will be given either at a time set by the Dean and advertised on the official bulletin board, or at the time of the next regular examination period. A postponed examination must be taken within one year after the first examination was missed. Students expecting to take postponed examination at any time must notify the Dean at least seven days ahead of the scheduled examination of their specific intention to take the examination.

Incomplete Class Work.—If a student is unable on account of sickness or other imperative causes to complete the class work of any course before the term examination, he may petition the Dean to permit him to complete the course after the examination. If this petition is granted, the work must be completed within one year, and credit will be allowed at the discretion of the instructor. When students are granted permission to postpone the completion of the class work in any subject, they must take the examination at the regular time scheduled unless in the opinion of the Dean the examination ought also to be postponed. At no time should an "Incomplete" be given as a substitute for a Failure.

Special Observation.—Any student who fails at the end of any term to pass in at least 50 per cent of his work will be readmitted in the succeeding terms only after special conference of the student and parents with the President and Dean, and only upon approval of both President and Dean. When students are so readmitted, they will be placed under special observation for such length of time as the Dean may think necessary. During the time of this special observation weekly reports will be mailed to parents of the student's progress in his college courses. During this time, if a student is absent from class without excuse or in any wise neglects his work, at the discretion of the President and Dean, he may be immediately dropped from the roll.

For neglect of work, absence, or other causes deemed admissible, students may, at the discretion of the President and Dean, be placed on special observation, and may remain in school on condition that they meet the special requirements which the Dean and the President deem advisable.

General Regulations.—In general, students will be ex-

Pre-Engineering

FRESHMAN

First Semester Course	Hours	Second Semester	
English 1a	3	English 1b	3
Chemistry 801a	4	Chemistry 801b	4
Mathematics 300 or 301	3	Mathematics 308	3
Mathematics 302	3	Speech 303 or Math 301	3
Drawing 301	3	Drawing 302	3
Mathematics 206ab	2	Mathematics 205	2
P. E.	1	P. E.	1

SOPHOMORE

First Semester		Second Semester	
English 313	3	English 317	3
Economics 312	3	Economics 313	3
Government 310	3	Government 311	3
Mathematics 12a	3	Mathematics 12b	3
Physics 801a	4	Physics 801b	4
P. E.	1	P. E.	1

Pre-Law

First Semester Course	Hours	Second Semester	
English 1a	3	English 1b	3
History 4a	3	History 4b	3
Mathematics	3	Mathematics	3
Science	3	Science	3
Speech 303	3	Speech 304	3
P. E.	1	P. E.	1

SOPHOMORE

First Semester		Second Semester	
English 12a	3	English 12b	3
History 15a	3	History 15b	3
Government 310	3	Government 311	3
Economics 312	3	Economics 313	3
Psychology 310	3	Sociology 310	3
Accounting 811a	4	Accounting 811b	4
P. E.	1	P. E.	1

Pre-Medical

FRESHMAN

First Semester Course	Hours	Second Semester Course	Hours
English 1a	3	English 1b	3
Chemistry 801a	4	Chemistry 801b	4
French	3	French	3
Biology 801a	4	Biology 801b	4
Elective	3	Elective	3
P. E.	1	P. E.	1

SOPHOMORE

First Semester		Second Semester	
English 12a	3	English 12b	3
Physics 801a	4	Physics 801b	4
Government 310	3	Government 311	3
French	3	French	3
Psychology 310	3	Bacteriology 412	4
Chemistry 810a or 812a	4	Chemistry 810b or 812b	4
P. E.	1	P. E.	1

Elementary Education

FRESHMAN

First Semester		Second Semester	
Course	Hours	Course	Hours
English 1a	3	English 1b	3
Education 305	3	Education 301	3
Education 306	3	Education 307	3
Education 308	3	Education 309	3
Science (Biology)	3	Science (Biology)	3
P. E.	1	P. E.	1

SOPHOMORE

First Semester		Second Semester	
English 12a	3	English 12b	3
Government 310	3	Government 311	3
History 15a	3	History 15b	3
Education 315	3	Education 310	3
Education 302	3	Psychology 310	3
Science or Elective	3	Science or Elective	1
P. E.	1	P. E.	1

Secondary Education

(Junior High or Senior High)
FRESHMAN

First Semester		Second Semester	
Course	Hours	Course	Hours
English 1a	3	English 1b	3
Science	3	Science	3
Mathematics	3	Mathematics	3
Education 305	3	Education 301	3
History	3	History	3
P. E.	1	P. E.	1

SOPHOMORE

First Semester		Second Semester	
English 12a	3	English 12b	3
Government 310	3	Government 311	3
Psychology 310	3	Education 313	3
Sociology 310	3	Sociology 311	3
Education 312	3	Elective	3
P. E.	1	P. E.	1

Business Administration

One Year Terminal—Secretarial

First Semester Course	Hours	Second Semester Course	Hours
English 1a	3	Business English 306T	3
Mathematics 305	3	Office Practices 306A	3
Bookkeeping 5a	3	Bookkeeping 5b	3
Office Practice 306	3	Commercial Law 305	3
Typing	2 or 4	Typing	2
Shorthand 301 or 302	3	Shorthand 302 or 303	3

Two-Year Terminal

FRESHMAN

First Semester		Second Semester	
English 1a	3	English 1b	3
Mathematics 303	3	Mathematics 304	3
Business Principles 304	3	Commercial Law 305	3
Bookkeeping 5a	3	Bookkeeping 5b	3
Elective	3	Office Practices 306	3
or		Elective	3
Typing and Shorthand	5	or	
		Typing and Shorthand	5

SOPHOMORE

First Semester		Second Semester	
English 313	4	English 317	3
Accounting 811a	4	Accounting 811b	4
Economics 312	3	Economics 313	3
Government 310	3	Government 311	3
Psychology 310	3	Elective	3

Leading to Four-Year Course

FRESHMAN

First Semester		Second Semester	
English 1a	3	English 1b	3
Mathematics 303	3	Mathematics 304	3
Science	3	Science	3
History	3	History	3
Elective	3	Elective	3

SOPHOMORE

Second Semester		Second Semester	
English 12a	3	English 12b	3
Accounting 811a	4	Accounting 811b	4
Government 310	3	Government 311	3
Economics 312	3	Economics 313	3
Psychology 310	3	Elective	3

Music

Leading to A.B. Degree with Major in Music

FRESHMAN YEAR

First Semester Course	Hours	Second Semester Course	Hours
English 1a	3	English 1b	3
History 15a	3	History 15b	3
Music Theory 406	4	Music Theory 407	4
Music Literature 310	3	Speech 303	3
Applied Music	2	Applied Music	2
Chorus	1	Chorus	1
*Ensemble	2	Ensemble	2
P. E.		P. E.	

SOPHOMORE YEAR

First Semester Course	Hours	Second Semester Course	Hours
Literature	3	Literature	3
Government 310	3	Psychology 310	3
Harmony 410	4	Harmony 411	4
Applied Music	2	Applied Music	2
Chorus	1	Chorus	1
*Ensemble	2	Ensemble	2
Education 305	3	Elective	3

For the A.B. Degree with a Major in Music, Foreign Language (French) should be taken in both Freshman and Sophomore years.

*Enrollment as approved by the Department.

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For B.S. Degree

Science, Mathematics, and Electives may be substituted for Foreign Languages.

Journalism and Library

The requirements for the Journalism and Library Courses are the same as for Arts and Science Courses in the Freshman and Sophomore year.

COURSE DESCRIPTION BY DEPARTMENTS

The college year is divided into two semesters for the long session and two terms of six weeks each for the summer session. In no case will a course be offered for which there is not sufficient demand. As a rule, registration of ten students will be required in any course for it to be offered.

Explanation of Numbering.—The first digit of a three-digit course indicates the value of the course in semester hours, but when the value of a course is six semester hours, the first digit is omitted. Courses numbered 0 to 9 are primarily freshman courses. Second-year students may be allowed to take some courses in this group. However, the major portion of a second-year student's work should include courses numbered from 10 to 19. In general, these courses are for second-year students and are not open for freshmen. However, in special cases where the prerequisites have been met, first-year students may be permitted to take such courses upon the recommendation of the instructor in the course and with approval of the Dean.

Terminal Courses.—Courses designed primarily to meet the vocational and cultural needs of students who do not plan to work for a degree are designated as terminal courses. Courses designated by a number with a T are ordinarily not transferable for college credit but do carry terminal credit towards a junior college diploma.

DEPARTMENT OF AGRICULTURE

Agriculture 301. — Fundamentals of Crop Production. Classification and distribution of farm crops; importance of good varieties and good seed; crop improvement; preparation of seed bed; commercial fertilizers; manures and lime; seeding practices; crop tillage; harvesting; meadow and pasture management; weeds; crop rotation; diseases and insect enemies. Two lectures, two laboratories.

Agriculture 302.—General Animal Husbandry. An introductory survey course stressing the importance of livestock and livestock farming. General factors influencing efficiency in feeding, market value, breeding, health, and adaptability of various species to geographical and climatic regions are em-

phasized. Two lectures, two laboratories.

Agriculture 303.—Poultry Production. The breeds and types of poultry, culling poultry for egg production, incubation, brooding and feeding for growth and egg production, winter and summer management, housing and hygiene, preparing poultry for market, methods of marketing, practical application of these subjects to general farm conditions. The practice consists of identification of breeds and varieties, judging poultry for egg production, plans for poultry farms and poultry houses, feed identification. Two lectures, two laboratories.

Agriculture 204.—Farm Shop—A course involving carpentry and woodwork, tool sharpening, preparation of simple drawing and bills of materials, blueprint reading, and rafter cutting. 1 hour lecture; 3 hours laboratory.

Agriculture 310.—Dairying—A survey of the dairy industry; dairy breeds, standards for selection and culling, herd replacements, feeding, management, and health maintenance. Food value of milk, tests for composition and quality, utilization and processing of market milk and dairy products. 2 hours lecture; 2 hours laboratory.

Agriculture 312.—General Entomology—A study of the principal orders of insects; the relation of anatomy and physiology of insets to control methods; the principal insecticides and their uses; the development, habits, and economic importance of the more common insects with control methods for the injurious species. 2 hours lecture; 2 hours laboratory.

Agriculture 313.—General Horticulture—A survey of the general field of horticulture; the growth and fruiting habits of horticultural plants; a study of the principles and practices of propagation, including seedage, cuttage, graftage, and special methods; a study of the planting, care, culture, harvesting, handling, and utilization of fruit and vegetable crops. 2 hours lecture; 2 hours laboratory.

4. Agricultural courses offered the student during his Freshman and Sophomore years at the Texarkana College are arranged so as to provide the student with a choice of one of nine (9) groups of studies in which to pursue his major work.

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DEPARTMENT OF BUSINESS ADMINISTRATION

301.—Elementary Typewriting.—An intensive course in touch typewriting. Stress is placed upon accuracy and speed. For credit an attainment of 30 words per minute with accuracy of 90% is required.*

302.—Intermediate Typtwriting.—A course designed to develop both speed and accuracy in typing. Stress is placed upon the proper set-up of letters and business and legal papers. For credit the attainment of 45 words per minute with accuracy of 90% is required.*

303.—Advanced Typewriting. — An advanced course in typewriting with special emphasis on business correspondence and legal forms. Mimeograph work will be introduced. For credit the attainment of 60 words per minute with accuracy of 90% is required.*

301.—Beginners' Shorthand.—Emphasis is placed on brief forms and the most frequently used phrases. A reading knowledge of shorthand must be developed.

302.—Intermediate Shorthand.—Emphasis is placed on vocabulary building and development of speed. A minimum of 80 words per minute in dictation with rapid transcription acceptable for mailing.

303—Advanced Shorthand.—Development of a minimum speed in dictation of 100 words per minute with stress placed on rapid and accurate transcription. Special attention is given to advanced phrasing and to scientific and legal vocabularies.

4-AB—Business Principles. — An orientation course designed to acquaint the student with the modern business world. The course includes a brief presentation of characteristics of business organization, business records, financial organization, risks, personnel, marketing, business association, and business and its public.

305—Commercial Law.—A terminal course in business law on such subjects as contracts, negotiable instruments, insurance, agency bailments, property, and carriers. The case-discussion-lecture method is used in teaching the course. Actual law cases are used as a basis for all subjects covered.

306 and 306-A—Office Practice.—A course designed for students who are interested in clerical or secretarial office work. Office ethics, grooming for business, proper work habits and attitudes, telephone techniques, receptionist duties, secur-

ing employment, filing, simple machines, functional operation of the adding and caluclating machines, transcribing machines, and duplicating machines are taught. Three semester hours each semester.

308T—Business Correspondence and English.—Attention will be given to the composing of the different types of business letters and forms. The fundamentals of English mechanics—grammar, production, spelling, sentence structure, paragraphing, and vocabulary building are included.

307T—Industrial Safety. — A study of accident costs, causes of accidents, fundamentals of accident prevention, and the planning and operating of industrial plants for safety.

310—Office Management and Practices.—This course is a survey of the office from the standpoint of: Organization, Practices, Building and Equipment, Personnel and Supervision, and Executive Control of office work.

311—Industrial Supervision and Foremanship.—The aim of this course is two-fold: first, to train students in the principles, methods, and techniques of industrial supervision; and second, to offer students training in the principles, methods, and techniques for training supervisors and foremen. Students are given actual practice in group discussion methods for solving supervisory problems. Thirty-two phases of the supervistory job are considered, including giving of orders, safety and accident prevention; reducing wastes, discipline, orientation, planning, job instruction, improving processes and methosd, labor problems.

312—Retail Selling. — Participation of each student in demonstration sales and analysis of practical selling cases. Study of selling principles. Includes what salespersons should know about customers; development of sales talks.

314—Credits and Collections. — Types of credit, credit terms, credit department organization and operation, source of credit information, credit appraisal, collection devices, creditor's legal aids, handling embarrassed and insolvent accounts. Emphasis on practical applications of credit and collection principles.

319—Fundamentals of Advertising.—Relationship of advertising to other business functions; economic and social influence of advertising; study of campaigns, appropriations, and media; survey of activities of those engaged in advertising work.

811ab — Principles of Accounting. — The analysis and recording of business transactions; business vouchers and books controlling accounts; proprietorship; partnership, and simple corporation accounting; financial statements. Three discussions and three laboratory hours.

11ab—Survey Course in Accounting.—For engineering, medical, home economics and other professional groups. Basic principles of commercial accounting and the fundamentals of cost accounting.

5a — Bookkeeping. — Elementary accounting covering a study of the basic principles of double entry bookkeeping and their application to business, including the organization of accounts and the preparation of accounting statements. Recommended for all business administration students who have not had one unit credit in high school bookkeeping.

5b—Bookkeeping.—A course in practical bookkeeping designed to aid an owner or an employee of a small business in installing and maintaining a bookkeeping system. Also systems of bookkeeping for secretarial positions. Primary a terminal course. Prerequisite B.A. 5a or one year of high school bookkeeping.

***Note:** Credit in typewriting and bookkeeping as a rule is not transferable to senior colleges. Usually it is acceptable only in the school of Business Administration.

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DEPARTMENT OF EDUCATION

305—Introduction to Education. — Brief survey of the field of Education. The teacher and the profession, The American school system, including the background, development, administrative organization, and supervision.

301—Introduction to Educational Psychology.—A brief summary of the psychological principles underlying the learning and teaching processes.

302—Classroom Organization and Control.—Study of the problems of the management of the school, schedules, tests and measurements, and discipline. Special emphasis placed on rural conditions. Observations.

303—Methods in Elementary Physical Education.—The

principles of physical education; the theory and practices in graded activities for the elementary school.

304—Health Problems in the Elementary School.—Personal and Community Hygiene. Methods and materials for the health program and teaching of health in the elementary grades.

306-07—Public School Art.—The teaching of public school art in the elementary grades. Training in writing and drawing as requested by the State Department of Education; construction work; elementary free-hand and mechanical perspective; elementary design and color; lettering and poster work; art appreciation in elementary grades.

308—Public School Music.—The same as Mu. Ed. 308.

309—Music Teaching in the Elementary Grades.—Same as Mu. Ed. 309.

310—Handwriting Methods.—This is a laboratory course in both cursive and manuscript writing designed particularly for students who want to learn how to write correctly through proper observance of muscular movement, slant, letter formations, alignment, and spacing. Methods for teaching penmanship in the grades are stressed.

312—Adolescent Psychology.—A study of the changes in development and behaviour during the adolescent years. Special emphasis on psychological and sociological needs of the student in junior and senior high school level.

313—Introduction to Secondary Education.—A study of the development and organization of secondary education. Basic principles of high school teaching and management.

314—Child Psychology and Development.—A study of the development and behavior of the young child. Emphasis is given to the study of physical, psychological, and sociological needs for the child.

315—Children's Literature.—A survey of the field of children's literature and proper placement for creative reading in the various grade levels. Methods of teaching literature in the elementary grades.

DEPARTMENT OF ENGINEERING

301—Engineering Drawing.—Technical drawing, including free-hand lettering, theory of orthographic projections, auxiliary views, sections, revolutions, intersections and development of surfaces. Axonometric projection, working drawings, tracings and duplication. Nine hours lecture, supervised study, and individual instructions.

302—Descriptive Geometry.—Principal views, auxilairy and oblique views, visualization of plans, insection of lines and planes, surfaces and developments, surface and intersections, and warp surfaces. Nine hours lecture, supervised study, and individual instruction. Prerequisite Engineering Drawing 301.

303—Architectural Drawing.—Standard architectural details, conventional representation and practice, detail and assembly drawing. The course includes the planning and execution of simple and practical architectural projects. Topographical drawing, tracing, and free-hand lettering constitute a part of this course. Prerequisite Drawing 301.

305T — Shop Drawing. — Principles mechanical drawing with applications to shop problems.

DEPARTMENT OF ENGLISH

1a—Composition and Rhetoric.—This is a practical course in the study of grammatical construction and writing for the purpose of teaching clarity and correct expression and to afford adequate practice in all forms of prose discourse. Since the main purpose of the course is to develop the ability to write with clarity, force, and correctness, many short themes are written both in and outside of class. A formal research paper is required of each student before completion of the course.

1b — Composition with Rhetoric. — Vocabulary building. Creative writing through an analytical study of the modern short story. The novel. Argumentation through the development of a complete brief. Collateral reading.

12a—English Literature.—A general survey course of English literature from "Beowulf" to the Romantic movement, as it relates to the people and the country from which it comes. A comprehensive study of an English novel.

12b—English Literature.—A study of the English litera-

ture from the Romantic movement to the present time. A research paper on some phase of the English mode of life as it is reflected in the literature.

313 - 314—English and American Literature.—A study of the masterpieces that have contributed to the formation of present-day American and English culture. Representative types of English and American Literature.

14ab—World Literature.—A study of the basic ideas in the world's greatest heritages, with emphasis on the common bonds of humanity, the common problems in living, and the interrelations of literary thought. English 14b and 314 may not both be counted.

317—Composition and Report Writing.—Composition and report writing with emphasis on clear and logical writing. Designed primarily for Engineering, Science, and Business Administration students. Practice in clear and concise reporting of facts.

5ab—Journalism, News Gathering and Reporting.—Instruction and practice in interviewing and writing; discussion of news sources, news values, and various types of news stories. Laboratory work on college paper.

308T—Business English.—Same as Business Administration 308T.

DEPARTMENT OF FOREIGN LANGUAGES

Many students overlook the fact that practically all universities require a foreign language for Liberal Arts degrees. Moreover, the leading universities require one or two languages for higher degrees. Today, with the increasing closeness of communication among different parts of the world, an elementary knowledge of the leading foreign languages has become more than an important part of an educated person's equipment.

401—Beginners' French.—The work comprises pronunciation, fundamentals of grammar, easy reading, and simple conversation. Five class periods per week.

402—Beginners' French.—Continuation fo French 401.

1ab—Composition, Conversation, and Reading.—Review of essentials of grammar, oral and written compositions, French expressions in English, selections from representative French writers. Prerequisite: one year of college or two

years of high school French.

401—Beginners' Spanish.—The work comprises pronunciation, fundamentals of grammar, easy reading based on Latin America, and simple conversation. Five class periods per week.

402—Beginners' Spanish.—Continuation of Spanish 401.

1ab—Composition, Conversation, and Reading.—Review of essentials of grammar, oral and written compositions, reading from Spanish newspaper, short stories from Spanish or Latin American writers. Prerequisite: one year of college or two years of high school Spanish.

12ab—Composition and Reading.—Novels and plays by modern Spanish and Latin American writers, oral and written compositions. Prerequisite: two years of college or three years of high school Spanish.

Spanish 300-301—Practical Spanish.—A course designed for those with little or no knowledge of Spanish and who wish to become acquainted with the practical side of the language rather than grammar. Emphasis on pronounciation, conversation, and practical easy reading. Vocabulary building.

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DEPARTMENT OF HOME ECONOMICS

301—Introduction to the Study of Clothing.—Selection, care, hygiene of clothing, construction problems in cotton and linen; personal budgets and accounts.

302—Food Composition and Principles of Cookery.—Fundamental principles in selection and preparation of foods.

303—Design.—An introduction to the study of art in everyday life. Through various expressions, this course aims for a few fundamental principles that will promote culture growth. Arts in the home, furniture, costumes, textiles, pottery, graphic arts, and civic arts. Three lectures and three laboratory hours.

102—Home Nursing.—A thirty-hour course which meets the requirements for Red Cross Certificate in Home Nursing. Acceptable in lieu of one semester of physical training for women. A general review of public health, care of patient in

bed, mother and baby care, communicable diseases, and care of isolated patients, and the convalescent. One semester hour terminal credit.

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DEPARTMENT OF MATHEMATICS

206ab—Engineering Problems.—Use of the slide rule in the solution of problems involving various fields of engineering and trigonometry. This course may be taken as an elective and should be taken by students majoring in mathematics, science, or engineering. Two class periods each week.

205—Solid Geometry.—The elements of solid geometry with applications. This course is offered as an elective and should be taken by students majoring in mathematics or engineering. Two class periods each week.

300 — Intermediate Albegra. — Thorough review of the fundamental processes. Emphasis on factoring, equations and their solution, graphs and function, system of equations, quadratics, ratio and proportion, progression, and logarithms. Solution of practical problems. Designed for those students who have only one year of high school algebra.

301—College Algebra.—Brief review of high school algebra, equations and their solution, function and graphs, system of equations, ratio, proportion, and variation, progressions, mathematical induction and the binominal theorem, inequalties, complex numbers, theory of equation, logarithms, permutations, combinations, and probabilities and determinants.

302—Plane Trigonometry.—Functions of the acute angles, logarithms, logarithmic solution of right triangles, trignometric functions or any angle, radian measure, variations and graphs of the functions, the fundamental identities, addition formulas and related topics, oblique triangles, polar-co-ordinates, and inverse trigonometric functions.

303—Mathematic of Finance. — Review of the fundamental operations, application of equations, functions and graphs, ratio proportion and variations, simple interest, discounts, partial payments, logarithms, statistics, compounding interest. annuities, amortization and sinking funds, valuation of bonds, and depreciation.

305—Business Mathematics. — This course covers the

simpler exercises and everyday business calculation: drill in fundamentals, short methods, fractions, percentage, proportion, interest and discount, stocks and bonds, depreciation, taxes, and insurance are included.

308.—Analytic Geometry. — Prerequisite: Mathematics 300 or 301 and 302. Co-ordinates and loci, the straight line, transformation of co-ordinates, the circle, tangents, equations of loci, parametric equations, polar co-ordinates, properties of the conic sections, transcendental curves.

12ab—Calculus.—Functions and their graphs. Slope of a curve. Increments and limits. Derivatives and applications of derivatives. Integration. The definite integral. Applications. Double and triple integrals.

307T—Basic Technical Mathematics. — Includes a thorough review of arithmetic; basic algebra and trigonometry with the solution of problems related to shop mechanics. Slide-rule, logarithms, and vectors introduced.

*Recommended for Business Administration and General Education students.

DEPARTMENT OF MUSIC

The Music Department is equipped to provide the basic music-academic courses which will enable candidates for any music degree to transfer (with junior standing) to any accredited senior college or university. In addition, study in piano, voice and violin are available, both for potential music majors and minors, and for those interested only in improving their ability in one of these applied music fields. Study in one of these areas is expected of those planning to work toward a music degree. In addition, practical musical experience is available in vocal and instrumental ensembles.

101—Mixed Chorus.—Part singing of classical, and semi-classical music. Open to both trained and untrained voices.

102—Mixed Chorus.—Advanced four-part singing. Ensemble work. Program music.

406—Music Theory.—Fundamental principles of music theory, sight singing, ear training, manuscript writing. Credit may not be given for both Music 306 and Music Education 308.

407—Music Theory.—Continuation of Music 306. More advanced study of the elements of rhythm, chord structure

and tonality through ear training and harmonic dictation.

403—**Harmony.**—Four part writing and harmonization of choral melodies. Advanced harmonic dictation and keyboard work.

404—**Harmony.**—Aural and written study of the higher harmonic forms. Seventh chords, modulation, and altered chords. Continuation of sight singing and keyboard harmony.

308—**Music Education.**—A study of the elements and materials of music, singing, sight reading, and tone thinking. Basic course designed to give teachers a foundation for teaching music in the elementary grades.

309—**Music Education.**—Methods and materials for teaching public school music. A study is made of the characteristics of children at each age-level, the musical results which may be expected of them, and various suitable materials and methods for teaching music in the public school.

310—**Introduction To Music Literature.**—A course designed to introduce the student to a broad world of music and establish a philosophy and practice of study for use in listening. Methods in presenting the listening lesson to classes from kindergarten through high school are studied.

201-02—**Freshman Voice.**—Principles of correct breathing; proper use of organs of articulation; study of words and fundamentals of tone production. Simple songs in English and Italian; Sieber and Lutgen I studies. Two 30-minute private lessons per week; six hours' practice.

210-11—**Sophomore Voice.**—Studies in velocity, flexibility, staccato, legato scales. Vaccai studies; classic songs and arias by Bach, Handel, Schubert, Schumann. Two 20-minute private lessons per week; six hours' practice.

201-02—**Freshman Piano.**—All major and minor scales in comfortable tempo, in parallel and contrary motion. Tonic chards and arpeggios: Bach two-part Inventions; Czerny Op. 299; Hanon studies; Mozart and Haydn sonatas; Schubert Impromptus; Mendelssohn Songs without words. Two 30-minute private lessons per week; six hours' practice.

210-11—**Sophomore Piano.**—Scales (4 notes to 112); dominant and diminished seventh chords and arpeggios; Bach Three-part Inventions and French Suites; Cramer; Pichna studies; easier pieces of Chopin, Schumann, Schubert and

modern composers. Two 30-minute private lessons; six hours' practice.

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Music 201-202—Freshman Violin.—All Major and Minor Scales in three octaves. Selections from Kreutze Studies, exercises from Auer; solos by Leonard, DeBeriat, and Bohn.

Music 311—Music Appreciation.—A course designed for non-music majors for the development of a genuine appreciation and enjoyment of outstanding music of all types. The emphasis is placed on listening supplemented by a minimum of discussion and reading.

For those students not qualified to carry College level applied Music, preparatory courses in violin, piano and voice are available. Placement in applied Music will be made on individual basis.

Private Instruction.—Individual and group instruction in voice and piano will be arranged for as many students as the instructor has the time for. There will be special fees for this type of instruction.

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DEPARTMENT OF PHILOSOPHY AND PSYCHOLOGY

310—Introduction to Psychology.—A survey of the field of general psychology. Prerequisite: Sophomore standing.

313—Industrial Psychology.—Principles of applied psychology; personality development; the adjustment concept—direct attack, substitution, evasion, and retreat; psychology applied to hiring, rating, promoting, and supervising of workers; scientific testing; employee morale; principles of psychological research.

314—Personnel Administration.—A course in the principles and prevailing procedures in the selection, employment, placement, pay, training and separation of workers; problems in the administration of the personnel program; personnel accounting; employee incentives, etc.

315—Ethics: Personal and Social Conduct.—Origin and growth of moral ideas; the search for a moral standard; some

of the historical moral philosophies; a theory of right and wrong, good and evil; ethical method; applications. Prerequisite: Sophomore standing.

316—Adjustments in Daily Living.

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DEPARTMENT OF SCIENCE

413—Comparative Vertebrate Anatomy. — Comparative anatomy and physiology of vertebrate organ systems; adaptations; evolutionary history of vertebrate. Three lectures and three hours laboratory a week.

412—General Bacteriology.—A study of the characteristics and activities of micro-organisms and their relation to health and disease. An introduction to pathogenic organisms with major emphasis on history; morphology, infection, control, immunization and laboratory techniques.

1ab—Biology.—Less technical than Biology 801ab. Two lectures, quizzes; three hours laboratory each week.

801ab—General Biology. — An introductory course designed for those who wish to meet the medical and degree requirements in biological science. The morphology and physiology of representative plants and animals. General biological problems. Principles of hygiene and sanitation. Study of local flora and fauna. Three lectures, recitations, and quizzes; four hours laboratory each week. For medical and science students.

403—Physiology and Hygiene. — A study of physiology and hygiene, designed particularly for nurses, medical technicians and physical education majors. Three lectures and three hours of laboratory.

404—General Biology.—A general introduction into the history and branches of the biological fields. A brief survey of animal kingdom. Emphasis on human reproduction and principles of heredity. Three lectures and three hours of laboratory.

1ab—General Chemistry.—The fundamental principles of general chemistry. Emphasis on application to daily living. For the general student. Two hours lecture and three hours laboratory each week.

306—General Botany of Seed Plants. The seed plant as a living unit; external and interal structures in relation to life processes; reproduction and life history; economic and ecological significance. Two hours lecture, three hours laboratory.

801ab—General Inorganic Chemistry.—The fundamental principles of pure chemistry. Applied and descriptive chemistry. Qualitative analysis. (**Note:** Chemistry 801ab satisfies the requirements for general chemistry for admission to Class A medical colleges.) Three lectures, recitations, quizzes; four hours laboratory each week.

810ab—Principles of Organic Chemistry. — Three hours lecture and fours laboratory each week. Prerequisite: Chemistry 801ab.

812ab—Quantitative Chemical Analysis. — Quantitative chemical analysis and its theory. Prerequisite: Chemistry 801ab. Two hours of lecture and six hours of laboratory per week for two semesters.

2ab—Physical Science.—Survey of the field of Physical Science. Special emphasis on principles and application. Will not meet prerequisite requirements for physics or chemistry is taken. Lectures, recitations, quizzes, and laboratory.

3ab—General Science, Nature Study, and Conservation.—Survey course in science and nature study designed to give elementary teachers background in scientific methods and materials for use in elementary grades. Specific emphasis on plants, animals, natural resources.

801ab—General Physics.—General course in Physics designed for pre-engineering and science majors. Three lectures and four hours of laboratory.

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DEPARTMENT OF SOCIAL SCIENCE

1ab—Survey of Western Civilization.—Historical survey of the origin and development of institutional cultural life from earliest times to the present. Movement of universal significance and the continuity of human history are emphasized. The course is designed primarily to stimulate the student's ability to understand modern problems.

4ab—History of England.—A general survey of the social, economic, constitutional, and educational development of Great Britain. Recommended for pre-law students and those expecting to major in English.

15ab—History of the United States.—First semester: History of the United States to the end of the Civil War. Discovery, exploration, and settlement. Political and economic development. The Revolution and the formation of the nation. The Constitution. Territorial expansion. The Salvery controversy. The Civil War. Second semester: Reconstruction. monetary problems. Commerce, trusts, and the tariff. Industrial expansion. The United States as a World Power. The World War. The progressive movement, domestic problems of the twenties, the depression, and the New Deal. The Second World War and the problems of peace.

310—American Government —Basic ideas of government federal-state and interstate relations; individual rights; and political parties. Political structures of the national, state, and local governments as outlined in the Federal and Texas Constitutions. This course satisfies the statutory requirements for teacher certification.

311—American Government.—Legislative, executive, and judicial functions in federal, state, and local governments. Survey and appraisal of such problems as civil service, taxation, fiscal policy, foreign relations, national defense, business and labor problems, welfare and social security, agriculture, and conservation.

312—Comparative Governments.—A study of the governments of Great Britain, France, Russia, and other foreign countries with some comparisons with the government of the United States. A practical, up-to-date application of the workings of these governments will be made.

313—World Affairs.—Chief problems confronting the world today. Relations with other nations. International trade. The United Nations, its organization, accomplishments, associate organizations, potentialities. Designed to give adults a comprehensive view of present world problems.

312-313—Principles and Problems of Economics.—A general study of basic principles in economics. Production, distribution, exchange, consumption, business cycles, and their relationships to national annual income. Principles under-

lying monetary and banking systems. Mechanism and economy of international trade. Industrial unrest and conflict, labor unions, and settlement of disputes. Social security. Problems of population. Diffusion of income. The second semester emphasizes the problem aspect.

314—Labor Relations.—Trends in industrial relations; the industrial relations policy; evolution of the management attitude toward labor; trends in labor-management relations; collective bargaining; negotiating a labor contract; administering the labor agreement; labor legislation; labor-management conflict and co-operation; fact-finding and the profit dollar; social, political, and economic significance of labor-management relations.

310—Principles of Sociology. — A general introduction into the behavior of individuals in social groups, particularly a study of important phases of the life as culture, population, institutions, social control, and the major social processes. Analysis of the simpler relations of daily living as illustrative material. Reading, reports, and quizzes.

311—Social Problems.—Survey of some of the major difficulties to which American society is seeking adjustment. A detailed analysis of courses, social significance, and constructive programs pertinent to difficulties. One problem to be selected for intensive study.

312—Marriage and the Family.—A brief summary of the family as an institution. Problems of the marriage relationships and adjustments for a successful marriage.

313—Introduction to Criminology.—Introduction to the study of crime with special emphasis on increasing problems of Juvenile Crime. Theories of Criminology and penology, criminal courts. Punishment and treatment of criminals. Probation and Parole. Special emphasis on local situations.

316—Criminology and Juvenile Delinquency.—Continuation of the study of problems in Socialogy 313 with special emphasis on Juvenile Delinquency. Juvenile courts; extent causes and prevention of Juvenile crime. Punishment, special emphasis and survey of local situations.

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DEPARTMENT OF SPEECH

303—Public Speaking.—Parliamentary Law. Vocabulary

building. Voice and diction. Selection of material for various types of speeches. Methods of speech organization and platform ethics.

304—Public Speaking. — Various types of platform speeches; namely: introductory, informative, entertaining, and persuasive. Public discussion methods.

305—Business and Professional Speech.—Fundamentals of oral communication; study of special types and techniques of speeches most common to business and professional people; practice in business situations; oral reports, sales talks, panel and committee discussions, and occasional speeches.

306-307—Dramatics.—A thorough course in the technique of acting. A study of the fundamental principles of acting, body expression, characterization, dramatic interpretation, pantomime, make-up, lighting, and play production. Practical application through work on scenes and one-act plays in class and public production.

308—Radio.—Microphone technique. Voice, diction and development of radio programs. Script writing, sound effects, and radio production.

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DEPARTMENT OF PHYSICAL TRAINING

101-102—Physical Training for Men and Women.—Freshman physical training course. Exercises, games, and athletics which will contribute to the well being and happiness of the individual; tennis, hiking, bandminton, dancing, golf, swimming, and archery are representative. Two hours per week. One hour credit each semester.

103—First Aid.—The American Red Cross Standard First Aid Course. A twenty-hour course open to all students. Meets requirements for Red Cross Certificate. Acceptable in lieu of one semester of physical training. One semester hour terminal credit.

111-112—Physical Training for Men and Women.—Sophomore physical training with activities similar to P.T. 101-102.

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VOCATIONAL AND TECHNICAL DEPARTMENT

Auto Mechanics.—Theory and practice of the functions of

all parts of the automotive engine with the repair and overhaul of the entire automobile assembly. Fundamentals of the internal combustion engine, electrical data, maintenance charts, lubrication, and the development of power rating. Lecture and laboratory.

Auto Body Repair and Maintenance. — Spray painting, brazing, welding and reconditioning of automobile bodies.

Industrial and Shop Mathematics. — A review of basic arithmetic with application on computation shop problems. Fractions, percentage ratio and proportion, areas, volumes, cutting speeds, gears, pulleys, belts, graphs, and other shop problems will be stressed. Elementary algebra and trigonometry essential to the solution of shop problems.

Mechanic Drawing.—Freehand lettering, use of drawing instruments, elementary projections of various kinds. Basic course for all trades requiring the understanding of plans and blue prints.

Show Drawing.—Applications of drawing problems to shop and machine work.

Blue Print.—Blue print making and reading for shop and building trades in general.

First Aid and Safety.—Study of industrial hazards such as ordinarily occur and are common to all industry. Special emphasis on those particularly applicable to shops. Standard First Aid course leading to a Red Cross safety card will be a part of the course.

Short Term Courses.—Short term courses will be organized as there is a demand. These courses will be organized to meet special needs of the community and business and industrial groups.

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ADULT EVENING PROGRAM

Such courses as are in demand may be arranged to meet in the evening for persons not able to attend regular class work. Cultural and vocational courses will be included. This work may be of either colleges or non-college grade. The needs of adult students will be the basis in arranging this program.

Evening classes will be organized as demand arises and will be conducted for such length of time as is required for the amount of work for credit allowed in the course. Eighteen class hours are required for one semester hour credit.

The Veterans Administration will be notified of the opening and closing dates of any night program. No veteran will be permitted to enroll in two or more night classes that do not have simultaneous beginning dates. That is, a veteran carrying night courses will not be permitted to enroll in other courses beginning at a different date until the courses for which he is enrolled are terminated.

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COLLEGE PREPARATORY COURSE

School Calendar:

The school terms are on the calendar quarter basis and begin July 1, October 1, January 1, and April 1 of each year. The quarters end on September 30, December 31, March 31, and June 30 of each year.

Fees:

A fee of $55.00 per calendar quarter is charged for each student enrolled in the College Preparatory Course.

Outline and Description of Course:

This course is designed specifically for and is open to all veterans and to all adults 20 years of age or over. The purpose of this course is to prepare adult students who lack a high school education to enter college. The classes are on the accelerated plan. Class work is based on individual assignment and the student may set his own pace as to his progress, provided the assignments are completed in a reasonable length of time. The student will be under the supervision of an instructor and will receive individual instruction and assistance. A student may enter the course at any time and any of the below-listed subjects may be completed at any time during his period of enrollment. Upon completion of the particular subjects a new subject is assigned so that the student's work will continue without interruption. Each subject is broken into unit assignments depending upon the nature of the subject. As each unit is completed, a check of the work is made by

the instructor and if saisfactory the student progresses to the next successive unit. Upon completion of the requirements set forth below, the student will be issued a diploma which will be consistent with the provisions as set forth below, the student will be issued a diploma which will be consistent with the provisions as set forth by the accrediting committee of the Division of Supervision and Curriculum of the Texas Education Agency.

Before a student can complete the course, he must have to his credit 16 units of work, five of which must be the following:

Subject:	**Units of Credit**
English	3
Civics	1
American History	1

The remaining 11 units are elective and can be taken from any of the following listed subjects:

Ninth Grade Group

(Junior High Subjects)

English L9—H9
General Mathematics L9—H9

Tenth Grade Group

English L9—H9
General Mathematics L9—H9

Tenth Grade Group

(Sophomore Classification Senior High School)

English L1—H1
Algebra L1
Modern History L & H
World History L-H
Ancient History L—H
Biology L1—H1
Plane Geometry H1—L2
Commercial Arithmetic

Eleventh Grade Group

(Junior Classification Senior High School)

English L2—H2
Civics L2—H2
Typewriting 1 & 2
Bookkeeping 1 & 2
Texas History

Twelfth Grade Group

(Senior Classification Senior High School)

English L3—H3	Physics L3—H3
Algebra H3	Typewriting 3 & 4
American History L3—H3	

Note: The symbols "L1, H1, L2, H2, L3, H3" indicate the first half and the second half of the subject. The "L" before the number indicates the first half, and the "H" before the number represents the second half of the year's work in the year which the subject was taken. The "1" symbolizes sophomore or 10th grade, "2" symbolizes the junior or 11th year, and the "3" symbolizes the 12th grade or senior year.

The 9th grade or freshman grade work is indicated by the symbols of L9 or H9. The subjects of vocational classification are indicated by the digits 1, 2, 3, and 4, and may be scheduled for any student, irrespective of his grade classification. Subjects with no symbol following them are independent one-half unit courses.

Veterans are allowed credit for completion of the course for military service as follows:

Subject	Unit of Credit
Geography	1 (If overseas 6 months or in the Navy and in foreign waters 6 mos.)
Military Science	1 (If in the service 12 months)
Vocational Experience	2 (If in the service 24 months)

Each student is required to take four subjects, or the equivalent in time, and in addition he is required to be in one supervised study period each day. A student, therefore, is required to attend a minimum of five hours of formal study or classroom work per day, five days per week.

Application for Admission
Texarkana College
Texarkana, Texas

Freshman.....
Sophomore.....
Special.....
Male.....
Female.....
Single.....
Married.....
Veteran:
World War II.....
Korean.....

Date.....

Name.....
Last Name First Name Middle Name

Home Address..... County.....

Date of Birth..... Place of Birth.....

High School Attended..... Year Graduated.....

Colleges Attended .....

Name of Parents.....

Indicate below the course in which you wish to enroll (check one):

Arts and Sciences
- Humanities
- Natural Sciences
- Social Sciences

Business and Commerce
- Business Administration
- Business Education
- Secretarial

Education
- Elementary
- Physical Education
- Secondary

Fine Arts
- Music
- Drama

Agriculture

Engineering

Home Economics

Medical Technology

Pre-Dental

Pre-Law

Pre-Medicine

Date you expect to enroll: Fall..... Spring..... Summer.....