1958

Hollins Handbook (1958)

Hollins College

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Hollins Handbook

HOLLINS COLLEGE
VIRGINIA

1958-1959

Editor
Anne Stewart Fiske

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Gay Wilson
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Business Manager
Gail Savage
HISTORY OF THE COLLEGE

Hollins College moves forward with vision along the road of development it has coursed from its beginnings in 1842 as the Valley Union Seminary, one of the nation's pioneer enterprises in the education of women.

In 1842, the Roanoke Female Seminary had just closed its gates after several years of existence as an academy at Botetourt Springs, formerly a resort for Western Virginia's pioneer gentry. It was centered around mineral springs located in the northern part of the new county of Roanoke.

The Valley Union Education Society in 1842, consisting of a group of local citizens organized by the Reverend Joshua Bradley of New York, purchased the facilities and grounds of the old Female Seminary, and immediately opened the Valley Union Seminary.

In 1846, Charles Lewis Cocke began his fifty-five years of guidance and service to the Valley Union Seminary. The trustees brought the young Mr. Cocke to take charge of their infant institution, from his post as professor of mathematics and business assistant to the president of Richmond College. He was a man of clear perception and vision, whose deep convictions about the ideals and aims of liberal education, and about the higher education of women, made him an early leader in those movements. He brought to the region his family name which through history has become nearly synonymous with the college.

The Seminary was incorporated in 1855 under a self-perpetuating Board of Trustees. The name was changed to Hollins Institute, honoring two generous donors to the school's early building program, Mr. and Mrs. John Hollins of Lynchburg, Virginia. The institution's name became Hollins College in 1911, by another charter amendment.

Due to financial difficulties following the War Between the States, the trustees in 1900 accepted an offer by Mr. Cocke and other members of his family who had already devoted so much to building the college into a solid structure, educationally and financially. Hollins passed into private ownership of the Cocke family in a move daringly conceived to buttress its economic foundations.
In 1901, Charles Lewis Cocke died, and his daughter Matty L. Cocke assumed the responsibility of maintaining the institution which had flourished so well under her father’s wisdom and guidance.

In 1925, another plan was offered by the Cocke family and other loyal friends who were the institution’s nominal owners. This plan, which was accepted by a new Board of Trustees chartered as the Hollins College Corporation in 1926, was for the owners to deed the college property to this new corporation.

On the death of Miss Matty L. Cocke in 1933, Dr. Bessie Carter Randolph was elected president of the College. Miss Randolph retired on June 30, 1950, and Dr. John Rutherford Everett assumed the presidency on July 1, 1950.

TRADITIONS

Hollins has many traditions which the community observes during the year. One such tradition is Tinker Day, a free day which occurs sometime in October. The students never know when until the campus bell rings, announcing a day of real fun. The entire college community climbs Tinker Mountain for a picnic lunch, singing and skits, and a wonderful time.

Each November, the Freshman Class performs for the College in several one-act plays, showing the originality and talents of the youngest Hollins members.

The Traditional Christmas Dinner occurs on the Sunday before Christmas vacation. The students have sandwiches for lunch, and the money thus saved is given to charity.

A Christmas Tea is given on Sunday afternoon and a Christmas story is read. Sunday evening, the White Gift Service is held, at which time the choir presents a program of special Christmas music. The students, dressed in white, bring gifts, which are given to various charity organizations.

A Christmas party is given for the Hollins Elementary School sometime during the week before vacation.

During mid-year exams, Miss Maddrey entertains the students every afternoon at a tea.

Founder’s Day, February 21, is observed in remembrance of Charles Lewis Cocke, founder of Hollins. The day is given over to outstanding speakers who are invited to the campus for the special occasion.

In the late spring, each Senior Applied Music Major gives her recital in the Little Theatre.

On May Day, an early morning mock celebration called Nixie-Pixie May Day takes place on front quadrangle, followed in the afternoon by the crowning of the Queen. The Queen is a Senior and all four classes are represented in her court.

Class Night is the occasion when the Seniors are introduced formally on the old Library steps. A Daisy Chain is presented to the Senior Class by its sister class.

Inter-class singing occurs on occasional nights throughout the school year.
THE ALMA MATER

THE GREEN AND THE GOLD
(Words by Phoebe Hunter, 1909; Music by Alma McConihay, 1911)

I.

O fair maiden Spring, what hue will you bring
To our cause from your own sunny sheen?
You have brought for your part the hue nearest your heart
And spread Hollins' hillsides with green.
And you, frosty Fall, the most brilliant of all,
What color for us do you hold?
You have laid your fair hand with its touch on our land,
And set our trees flaming with gold.

II.

The Green and the Gold, we have loved it of old,
And to it we will ever be true.
For the memory will last of the days that are past,
And linger, dear Hollins, with you.
For life, when we're young, is a song that is sung,
And must pass as a tale that is told,
But honor and praise, to the end of our days,
We will render the Green and the Gold.

III.

And still at the thought of the good she has wrought,
Each heart must with gratitude thrill—
So to Hollins we'll sing till the mountainsides ring,
Our jewel of woodland and hill.
There are true, loyal friends that our college life lends,
And treasures of life manifold,
And may kind fortune bless with eternal success
Our Hollins, the Green and the Gold.

COLLEGE CALENDAR
1958-1959

FIRST SEMESTER

September 15, Monday .... New students arrive by 8:00 p.m.*
September 16-17 .......... Special Examinations
September 17, Wednesday . Old students arrive by 10:00 p.m.*
September 18, Thursday ... Formal Opening of the College
October (date to be ann.) ... Tinker Day
November 26, Wednesday . Thanksgiving Recess Begins, Noon
December 1, Monday ...... Thanksgiving Recess Ends
          (Students return in time for first class)
December 17, Wednesday . Christmas Vacation Begins, Noon
January 5, Monday ....... Christmas Vacation Ends
          (Students return in time for first class)
January 19, Monday ....... Registration for Second Semester
January 20-28 ............. Mid-Year Examinations

SECOND SEMESTER

February 2, Monday ...... Second Semester Begins
February 21, Saturday .... Founder's Day
March 26, Thursday ...... Spring Vacation Begins at Noon
April 6, Monday ........... Spring Vacation Ends
            (Students return in time for first class)
May 18-26 ................. Final Examinations
May 30-31 ................. One Hundred and Seventeenth
            Commencement.

*Rooms will be ready for occupancy after 9:00 a.m.
Our college community happily anticipates the arrival of the Class of 1962. As individuals, you will bring us eager minds and new ideas. As a group, your enthusiasm and fresh approach to things will be a vital contribution to the campus.

Reciprocally, we will offer you a chance to participate intellectually, spiritually, and socially in a community which exists, not as an end in itself, but for the purpose of molding its students into valuable citizens for all communities.

This Handbook outlines life at Hollins and will be an invaluable source of information, but it leaves you to discover the total picture for yourself. Finding this will be at once a challenge and a deeply rewarding experience.

A sincere welcome to each of you,

MIMSY WOOD

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The Student Government Association of Hollins College is composed of all students, and is founded upon the principles of honor and self-reliance. It purposes to represent and to further the best interest of the student body, to secure cooperation among the different organizations, and to promote responsibility, self-control, and loyalty among the students.

Because the Association is not static, but dynamic in its attempt to achieve a more ideal government, responsibility rests on each student to make a conscious and continuous effort to uphold and improve it. Individual responsibility for oneself and for the entire group necessitates a clear and comprehensive understanding of the ideals of a student group thus organized. It implies a recognition of the spirit as well as the letter of our laws, and a thoughtful and sympathetic consideration of all phases of student life. From this will follow an active cooperation and a sincere interest in upholding the history, ideals and spirit of our college.


### B. OFFICERS OF THE STUDENT GOVERNMENT ASSOCIATION FOR 1958-1959

#### EXECUTIVE COUNCIL

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>Mimsy Wood</td>
</tr>
<tr>
<td>Vice President</td>
<td>Mary Riddle</td>
</tr>
<tr>
<td>Secretary</td>
<td>Kit Harner</td>
</tr>
<tr>
<td>Treasurer</td>
<td>Fritzi Greul</td>
</tr>
<tr>
<td>Senior Class President</td>
<td>Susie Eaves</td>
</tr>
<tr>
<td>Senior Representative</td>
<td>Diana Dowler</td>
</tr>
<tr>
<td>Junior Class President</td>
<td>Caroline Arnold</td>
</tr>
<tr>
<td>Junior Representatives</td>
<td>Maria Hall</td>
</tr>
<tr>
<td>Sophomore Class President</td>
<td>Laura Hay</td>
</tr>
<tr>
<td>Sophomore Representatives</td>
<td>Libbie Gummey</td>
</tr>
<tr>
<td>Freshman Class President</td>
<td>To Be Elected</td>
</tr>
<tr>
<td>Freshman Representatives</td>
<td>To Be Elected</td>
</tr>
<tr>
<td>N. S. A. Coordinator</td>
<td>Barbara Griffin</td>
</tr>
</tbody>
</table>

#### JOINT LEGISLATIVE COMMITTEE

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chairman</td>
<td>Sally Durham</td>
</tr>
<tr>
<td>Secretary</td>
<td>Frances Pedigo</td>
</tr>
<tr>
<td>Senior Representative</td>
<td>Carolyn Skruk</td>
</tr>
<tr>
<td>Junior Representatives</td>
<td>Harriet Cotten</td>
</tr>
<tr>
<td>Sophomore Representatives</td>
<td>Lynn Nebhut</td>
</tr>
<tr>
<td></td>
<td>Barbara Lane</td>
</tr>
<tr>
<td></td>
<td>Nancy Slaughter</td>
</tr>
</tbody>
</table>

#### FACULTY REPRESENTATIVES

<table>
<thead>
<tr>
<th>Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Miss Beatrice Gushee</td>
<td>Miss Carolyn Moseley</td>
</tr>
<tr>
<td>Mr. Kermit Hunter</td>
<td>Miss Mary Thompson</td>
</tr>
<tr>
<td>Miss Louise Maddrey</td>
<td>Mr. Lowell Wine</td>
</tr>
</tbody>
</table>

#### EX-OFFICIO REPRESENTATIVES

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>President of Student Government</td>
<td>Mimsy Wood</td>
</tr>
<tr>
<td>Chairman of Honor Court</td>
<td>Eleanor Oppenhimer</td>
</tr>
<tr>
<td>Chairman of House Board</td>
<td>Val Jackson</td>
</tr>
</tbody>
</table>

#### HONOR COURT

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chairman</td>
<td>Jane Wyatt</td>
</tr>
<tr>
<td>Senior Representatives</td>
<td>Barbara Baker</td>
</tr>
<tr>
<td>Junior Representatives</td>
<td>Beth Kidd</td>
</tr>
<tr>
<td>Sophomore Representatives</td>
<td>Annabelle Campbell</td>
</tr>
<tr>
<td>Freshman Representatives</td>
<td>Mary Margaret Hardy</td>
</tr>
<tr>
<td>Freshman Representatives</td>
<td>To Be Elected</td>
</tr>
</tbody>
</table>

#### HOUSE BOARD

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chairman</td>
<td>Val Jackson</td>
</tr>
<tr>
<td>House President of West</td>
<td>Marjem Jackson</td>
</tr>
<tr>
<td>House President of East</td>
<td>Shannon Ravenel</td>
</tr>
<tr>
<td>House President of Main</td>
<td>Nancy Roe</td>
</tr>
<tr>
<td>House President of Turner</td>
<td>Elise Robinson</td>
</tr>
<tr>
<td>House President of Randolph</td>
<td>Ann Harrington</td>
</tr>
<tr>
<td>House President of Sandusky</td>
<td>Betsy Perkins</td>
</tr>
<tr>
<td>House President of Senior House</td>
<td>Mary Page Hilliard</td>
</tr>
<tr>
<td>House President of Rosehill</td>
<td>Sally Graf</td>
</tr>
<tr>
<td>House President of Carvin House</td>
<td>Margaret Kohn</td>
</tr>
<tr>
<td>Senior Representative from Honor Court</td>
<td>Jane Wyatt (first semester)</td>
</tr>
<tr>
<td></td>
<td>Barbara Baker (second semester)</td>
</tr>
</tbody>
</table>

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C. CONSTITUTION OF THE STUDENT GOVERNMENT ASSOCIATION

"We, the students of Hollins College, organized as the Student Government Association and desiring to assume along with the administration and faculty, our proper share of responsibility in advancing the educational program of the College, have adopted the following Constitution, By-Laws and Regulations with that end in view."

ARTICLE I—Object

While recognizing the college administration and the Board of Trustees as final authority on all matters pertaining to student welfare, this organization shall have as its primary concern the physical, cultural, intellectual, and spiritual development of the student. We shall encourage and strengthen the spirit of unity in every phase of the community life of Hollins College, by fostering in its members an active understanding of individual and group responsibility and a loyalty to the ideals upon which our philosophy is based.

ARTICLE II—The General Association

Section 1.—All students shall be members of the Student Government Association.

Section 2.—The members shall be responsible for knowledge of this constitution, of all Student Government regulations, and of all action taken at the meetings of the Association.

Section 3.—Regular meetings will be held weekly, with the following exception: The President, with the consent of the Executive Council, may cancel a meeting; two successive weekly meetings, however, shall not be cancelled. The business of the Association pertaining to all matters not reserved to the faculty, the administration, or delegated to the Joint Legislative Committee by the Association, shall be transacted in these meetings. Special meetings may be called by the President or upon the request of five members of the Association. Two formal meetings of the Association shall be held. The first of these shall be in the fall, at which time the Association shall be formally opened. The second of these shall be held in the spring, at which time the new officers of the Association shall be installed.

Section 4.—Attendance at all meetings of the Association is compulsory. In exceptional cases, however, the President has the power to excuse a member.

Section 5.—A simple majority of the members of the Association shall constitute a quorum. A simple majority vote of the members present shall be required to make decisions.

Section 6.—Dues shall be assessed and collected as provided in the By-Laws, Article III.

Section 7.—The meetings of the Association shall be conducted according to Roberts' Rules of Order, Revised.

ARTICLE III—Officers of the Association

Section 1.—The officers of this Association shall be a President, a Vice-President, a Secretary and a Treasurer.

Section 2.—The officers shall be nominated and elected as provided in Article IX.

Section 3.—The general duties of the officers shall be as follows: the President shall call and preside over meetings of the Association, and shall call special meetings when necessary. She shall perform all duties usually pertaining to the office of President. The Vice-President shall assume the duties of the President in the absence, or at the request, of the President. She shall act as Recorder for the Association. The Secretary shall keep a record of all meetings of the Association, and shall perform all other duties usually pertaining to the office of Secretary. The Treasurer shall collect all revenue of the Association and supervise the use of the funds of the Association as provided in Article V, and By-Laws, Article I. She shall make a semi-annual report to the Executive Council and shall perform all other duties usually pertaining to the office of Treasurer.

Section 4.—Other executive duties of the Officers of the Association shall be as provided in Article V.

ARTICLE IV—The Legislative Department

Section 1.—The legislative power of the Association shall be vested in the Joint Legislative Committee.
Section 2.—Any member of the college community may petition the Committee and the Committee must consider such petitions when presented on forms and at times prescribed by the Committee. But no petition may be considered by the Committee sooner than two weeks after its submission to the Steering and Drafting Committee. Any petition passed by the Committee and signed by the President of the College goes into effect the following year. If the legislation is submitted as an emergency petition and passed by the Committee and the President of the College, it may go into effect immediately.

Section 3.—The Committee shall be composed of seven faculty members and eleven students. Of the faculty representation, two shall be ex-officio members: the Associate Dean and the Assistant to the Dean. The additional faculty representatives, serving for a period of two years, shall be appointed by the Faculty Committee on Committees from suggestions presented to said committee by the Executive Council. The terms for these members shall be overlapping, three being appointed in the odd year, two in the even years.

Of the student representation three shall be ex-officio: the President of the Association, the Chairman of the Honor Court, and the Chairman of the House Board. The additional student representation shall be two representatives from each class elected by the Association. One of the Senior members will be elected to serve as Chairman or Secretary of the Committee.

Section 4.—The voting members of the committee shall be the five appointed faculty representatives, the eight elected student representatives, and the three ex-officio student members. The Associate Dean and the Assistant Dean shall alternate one vote between them from year to year. During the year in which one of the Senior representatives serves as Chairman, she shall not vote. The alternating year when a faculty member shall be Chairman, he or she shall not vote.

A three-fourths majority of the entire voting membership of the Committee shall constitute a quorum. Any legislation passed by a three-fourths majority of the voting membership present shall become law upon the approval of the President of the College.

Section 5.—The officers of the Committee shall be a Chairman, a Secretary, and a Chairman of the Steering and Drafting Committee. Every other year the Association shall elect one of the Senior representatives to be Chairman of the Committee. During the year when the Senior elected by the Association shall be Chairman, the Secretary shall be a faculty member of the Committee. In the alternate year when a faculty member of the Committee shall be Chairman, the Secretary shall be a Senior elected by the Association. The May meeting of the Committee shall be called by the outgoing Chairman. Prior to this meeting she shall have appointed a sub-committee, from the incoming Committee, which shall present a slate for the election of the faculty Chairman or Secretary (depending upon the year), and for the election of the Chairman of the Steering and Drafting Committee. In addition to the names presented by the sub-committee nominations may be made from the floor. A three-fourths majority of the entire voting membership shall be required to elect.

Section 6.—The duties of the officers shall be as follows:

a. The Chairman of the Committee shall call all meetings and preside thereat, receive in writing petitions and suggestions for all legislation from members of the campus community, appoint all temporary sub-committees, and serve ex-officio on all sub-committees.

b. The Secretary shall make complete files of all proceedings of the Committee's meetings, of all petitions proposed to the President, and of those that become incorporated into the body of campus law, and serve ex-officio on the Steering and Drafting Committee.

c. The Chairman of the Steering and Drafting Committee, having determined with this group the agenda of the Joint Legislative Committee, shall announce it in the college newspaper, or in an Association meeting, or on the bulletin board. She shall post on the bulletin board for a period of one week a copy of each petition before it is deliberated by the Committee, and also a summary of the Committee's discussion on any petitions which it rejects.

Section 7.—There shall be two scheduled meetings of the Committee, the first no earlier than May, the other no later than the following October. The exact dates of these meetings are to be left to the discretion of the Chairman of the Committee each year. The Chairman shall have the power to call additional
meetings at any time during the year and upon the request of any member of the Committee. Meetings shall be conducted according to Roberts’ Rules of Order.

The following standing committee shall be maintained:

The Steering and Drafting Committee shall receive in writing from the Chairman of the Joint Legislative Committee petitions and suggestions for legislation. Working with the appropriate sub-committee, the Steering and Drafting Committee shall also prepare the agenda of the Joint Legislative Committee.

This Committee shall be composed of the chairman and Secretary of the Joint Legislative Committee and one other representative elected by the Joint Legislative Committee to serve as Chairman of this sub-committee.

ARTICLE V-The Executive Department

Section 1.-The executive duties of the Association shall be performed by the officers of the association as provided in Article III.

Section 2.-The officers of the Association shall be: the President, the Vice-President, and the Secretary of the Association, respectively. The President shall perform all other duties usually pertaining to the office of President. The Vice-President shall act as Chairman, and the Secretary shall act as Secretary. All other officers shall be nominated and elected as provided in Article X.

Section 3.-The political duty of the Council shall be as follows: the President of the Council shall be the President of the Association. The members of the Council shall constitute a quorum. A simple majority of those present shall be necessary to make decisions.

Section 4.-The members of the Council shall be the officers of the Association, the Class Presidents, two representatives from each of the Senior, Sophomore, and Junior classes, and the N.S.A. Coordinator. All members shall be nominated and elected as provided in Article X.

Section 5.-The President, the Vice-President, and the Secretary shall be as follows: the President of the Council shall be the President of the Association. The members of the Council shall constitute a quorum. A simple majority of those present shall be necessary to make decisions.

Section 6.-The members of the Council shall be the officers of the Association, the Class Presidents, two representatives from each of the Senior, Sophomore, and Junior classes, and the N.S.A. Coordinator. All members shall be nominated and elected as provided in Article X.

ARTICLE VI-The Legislative Department

Section 1.-The legislative duties of the Association shall be performed by the officers of the association as provided in Article III.

Section 2.-The legislative duties of the officers of the Association shall be as follows: the President of the Association shall be the President of the Council. The members of the Council shall constitute a quorum. A simple majority of those present shall be necessary to make decisions.

Section 3.-The political duty of the Council shall be as follows: the President of the Council shall be the President of the Association. The members of the Council shall constitute a quorum. A simple majority of those present shall be necessary to make decisions.

Section 4.-The members of the Council shall be the officers of the Association, the Class Presidents, two representatives from each of the Senior, Sophomore, and Junior classes, and the N.S.A. Coordinator. All members shall be nominated and elected as provided in Article X.

ARTICLE VII-The Academic Department

Section 1.-The academic duties of the Association shall be performed by the officers of the association as provided in Article III.

Section 2.-The academic duties of the officers of the Association shall be as follows: the President of the Association shall be the President of the Council. The members of the Council shall constitute a quorum. A simple majority of those present shall be necessary to make decisions.

Section 3.-The political duty of the Council shall be as follows: the President of the Council shall be the President of the Association. The members of the Council shall constitute a quorum. A simple majority of those present shall be necessary to make decisions.

Section 4.-The members of the Council shall be the officers of the Association, the Class Presidents, two representatives from each of the Senior, Sophomore, and Junior classes, and the N.S.A. Coordinator. All members shall be nominated and elected as provided in Article X.
Section 10.—All business shall be conducted according to Roberts' Rules of Order, Revised.

ARTICLE VI

Section 1.—The Judiciary Branch of the Student Government Association shall be divided into two sections: the Honor Court and the House Board.

Section 2.—a. The Honor Court shall be the higher court, and shall deal with the more serious violations of the Honor System.

b. The Honor Court shall have jurisdiction over the following:
   1. Breaches of academic honesty
   2. Lying
   3. Stealing
   4. Serious social violations

c. The Honor Court shall have the authority to impose appropriate penalties for violations of the above. The Court also has the power to suspend or expel a student with the approval of the President of the College. It shall be the duty of this department to grant and observe the privilege of Association members to demand a hearing before the Court, and to consider all cases brought to it by the Association members. The Honor Court shall also consider cases referred to it by the House Board.

d. The members of the Honor Court shall be:
   A Chairman, two representatives from the Senior, Junior, Sophomore, and Freshman classes respectively. These members shall be nominated and elected as provided by Article IX.

e. The Officers of the Honor Court shall be a Chairman, a Vice-Chairman, and a Secretary.

f. The duties of the officers shall be as follows:
   1. The Chairman shall call and preside over meetings of the Court and announce decisions on cases to the Association if the Court so desires.

2. The Vice-Chairman shall be a Senior representative to Honor Court and shall perform the duties of the Chairman in the absence or at the request of the Chairman.

The Vice-Chairman shall be Secretary to House Board.

3. The Secretary shall be the other Senior Representative to Honor Court. She shall keep a record of all cases and file all cases considered by the Court together with the decisions made.

The Vice-Chairman and Secretary shall alternate their jobs after the Christmas vacation of each year.

g. Regular meetings shall be held weekly except when cancelled by the Chairman. Additional meetings shall be held when called by the Chairman. All members of the Court shall vote unless disqualified.

   1. Six members shall constitute a quorum, until Freshman representatives are elected, after which seven members shall constitute a quorum.

h. The procedure of Honor Court in considering cases shall be as follows:
   1. Rule violations shall be reported by the offender to the class representative or to the Chairman.

   2. The reasons for the existence of the rule, the degree of seriousness of the offense, and the implications of the violation for the girl as well as for the whole student body are explained to the offender.

   3. The case is then brought before Honor Court for consideration. The offender may either meet with the Court and consider her case, or she may rely on the Chairman or her class representative to present the case.

   4. If necessary, the case shall be conducted in a session open to the offender. Both sides of the case must be given a hearing. Witnesses may be called by either side.

   5. The decision shall be rendered by the Court by a simple majority vote, except in cases of suspension or expulsion where a three-fourths majority of the Court is required.
6. All decisions shall be written and filed. In cases of suspension or expulsion the reasons for each decision, including majority and minority opinions shall be included in the written report.

7. No case shall be discussed by members of the Court outside the meetings until after the decision has been reached. Then the Honor Court may, if it deems advisable, answer questions concerning the case.

Section 3.—a. The jurisdiction of the House Board shall extend over cases arising from misdemeanors other than the violations which come under the jurisdiction of Honor Court.

b. Members of the Board shall be the House Presidents of Turner Hall, Main, West, East, Randolph Hall, the student houses of Sandusky, Senior House, Rosehill, and Carvin House, a senior representative from Honor Court, and an elected Chairman of the group.

The officers of the House Board shall be a Chairman elected from the Student Body, by the Student Body, and a Secretary who shall be the Senior Representative from Honor Court.

The Chairman shall preside over meetings of the Board, represent the Board on the Joint Legislative Committee, and will represent the Board to the students and to the Administration.

The Secretary shall record and file all cases of the House Board and shall act as a correlator between House Board and Honor Court.

c. Regular meetings shall be held weekly except when cancelled by the Chairman. Additional meetings shall be held when called by the Chairman. All members of the Board shall vote, unless disqualified. Seven members shall constitute a quorum.

d. The procedure for House Board shall be:

1. The offender shall report her violation to her House President.

2. The girl who violated the rule and the President of the House shall meet together to decide on a penalty or a reminder.

3. The President of the House shall have the right to bring any case before the entire House Board.

4. The offender shall have the right to appear before House Board to present her case before or after the decision has been made.

5. Any House Board case may be referred or appealed to Honor Court.

ARTICLE VII—Organization of Classes

Section 1.—The student body shall be organized into four classes: Freshman, Sophomore, Junior, and Senior.

Section 2.—The purpose of the class organizations shall be to provide a vehicle for the unified expression of group interests.

Section 3.—Membership in the classes is determined by the year in which the student will be graduated.

Section 4.—The officers of the class shall be a President, a Vice-President, a Secretary, a Treasurer, a Song Leader, one representative to the Christian Council, one to the Campus Activities Committee, one to the Athletic Association, two representatives to Joint Legislative Committee, and two to Executive Council, with the exception of the Senior Class which shall have one.

Section 5.—The specific duties of the class officers are determined by the activities of the class.

Section 6.—Meetings of the classes are called by each President when necessary. Attendance at all meetings is compulsory.

Section 7.—A two-thirds majority of the class members shall constitute a quorum. A simple majority of the members present shall be required to make decisions.

Section 8.—All meetings shall be conducted according to Roberts' Rules of Order, Revised.

ARTICLE VIII—Organization of Residence Halls

Section 1.—Each student residence hall shall be organized with a House President, who shall be elected as provided in Article IX. There shall also be a faculty resident as head of each building.
Section 2.—The House Presidents shall call and preside over meetings of their respective dormitories and shall call special meetings when necessary. Each President, with the advice of the faculty resident of her dormitory, shall decide on the method of selecting Assistants. In addition to these duties, the House Presidents shall represent their dormitories on the House Board, as provided in Article VI.

ARTICLE IX—Nominations and Elections

Section 1.—Nominations:

The academic requirements for office holding are stated in the special regulations of the Recording System. All nominations shall be submitted to the Recorder and shall be posted at least twelve hours before the election. Petitions for nomination of officers shall be signed by at least 1/6 of the members of the body that will elect them, and shall be handed in to the Recorder at least 48 hours before the election.

a. Student Body-elected candidates shall be nominated by the student members of the particular organization or branch of student government concerned, by the Student Body, and in the case of class representatives, by the class.

(1) Executive Council shall make one nomination for President, Vice-President, Secretary, Treasurer, and each class representative to Executive Council. The Student Body by secret ballot shall nominate two candidates for President, Vice-President, Secretary, Treasurer, and one for each class representative. One nomination for each class representative to Executive Council shall come by secret ballot from the class.

The President and Vice-President shall be rising Seniors; the Treasurer shall be a rising Junior; the Secretary shall be a rising Sophomore.

(2) Honor Court shall make one nomination for Chairman and each class representative. The Student Body by secret ballot shall nominate two for Chairman and one for each class representative. Two nominations for each class representative to Honor Court shall come by secret ballot from the class.

The Chairman shall be a rising Senior.

(3) House Board shall nominate one for Chairman of House Board and one for each House President. The Student Body by secret ballot shall nominate two for Chairman and each House President.

The Chairman and the House Presidents of Randolph and Turner Halls shall be rising Seniors; the House Presidents of Main, West, and East dormitories shall be rising Juniors.

(4) Joint Legislative Committee (student members) shall nominate one for student Chairman (or student Secretary) and one for each class representative to Joint Legislative Committee. The Student Body by secret ballot shall nominate two for student Chairman (or student Secretary) and one for each class representative. One nomination shall come by secret ballot from the rising Senior class for class representative; two nominations shall come from each of the three remaining classes for class representatives.

The student Chairman (or student Secretary) shall be a rising Senior.

(5) Christian Council shall nominate one for Chairman, Vice-Chairman, Secretary-Treasurer, and Study, Worship, and Activities Chairmen. The Student Body by secret ballot shall nominate two for these offices.

The Chairman shall be a rising Senior. The Vice-Chairman shall be a rising Junior or Senior. The Secretary-Treasurer shall be a rising Sophomore. The Study, Worship, and Activities Chairmen shall be rising Juniors or Seniors.

(6) Athletic Association shall nominate one for Chairman of Athletic Association. The Student Body by secret ballot shall nominate two for Chairman.

The Chairman shall be a rising Junior or Senior.

(7) Campus Activities Committee shall nominate one for Chairman and Vice-Chairman of Campus Activities. The Student Body by secret ballot shall nominate two for Chairman and Vice-Chairman.

The Chairman shall be a rising Senior and the Vice-Chairman shall be a rising Junior.
b. Class-elected candidates with the exception of class representatives shall receive one nomination from the class executive council (or nominating committee) and two nominations by secret ballot from the class. Nominations for class representatives to Christian Council, Athletic Association, and Campus Activities shall come one from the class executive council (or nominating committee), one from the class, and one from the particular group concerned, the exception being that the freshman class shall nominate two representatives to Christian Council.

c. Other campus groups and clubs shall nominate their officers as they see fit.

Section 2.—Elections:

a. All regular elections shall be held before May first. These elections shall be conducted according to a plan drawn up by the Executive Council.

b. A two-thirds majority of the electing body shall constitute a quorum for the election of officers. Officers shall be elected by simple majority, and secret ballots shall be used.

c. The Freshman class shall be organized and the officers shall be elected within three weeks after the eight week's grades are issued (Nov. 15).

d. When a vacancy occurs in the office of President the Vice-President shall succeed to the office of President. When a vacancy occurs in any office other than the presidency the President shall call a special meeting to elect an officer to the vacant position.

Section 3.—

a. No student may hold the same office both in her freshman and sophomore year.

b. No student may hold two Student Body-elected offices at the same time.

**ARTICLE X—Finance**

The financial system of the Association shall be organized and operated as provided in By-Laws, Article III.
BY-LAWS OF THE STUDENT GOVERNMENT ASSOCIATION

ARTICLE I—Committees

Section 1.—The Executive Council shall establish and maintain all committees necessary for carrying on the business of the Association.

Section 2.—The following standing committees shall be maintained:

a. The Budget Committee shall draw up the budget of the Association. This committee shall be composed of the Treasurers of all organizations under the Budget System, the student Auditor, the College Business Manager, and either the Associate Dean or the Assistant to the Dean. The Auditor, who acts as chairman of the committee, is appointed by the Executive Council to audit the Treasurer’s book of each organization on dates fixed by the Budget Committee. The Treasurer of the Association shall expend the funds under the supervision of this committee.

b. The Fire Committee shall collaborate with the administration in calling and supervising all fire drills. The chairman of this committee shall be appointed by the Executive Council. The members of the committee shall be appointed by the Chairman and approved by the Executive Council.

c. The Handbook Committee shall edit and publish the Handbook. The chairman and members shall be appointed by the Executive Council.

d. The Committee on Campus Activities shall plan and coordinate school and dormitory parties. One member shall be elected from each dormitory. The chairman shall be elected by the Student Body. The member in each dormitory shall plan parties for her building and the committee shall work together in planning school parties. The term of office of the members shall be one year.

e. The Committee on Points shall enforce the point system. Upon receiving an appeal, however, the committee may, if it deems it advisable, make exception to the rules governing the point system, with the exception of scholastic regulations. The chairmen of all non-recorded committees must be approved by this committee.

The committee shall be composed of the secretaries of all classes and one additional member appointed by Executive Council from the Junior Class. The Vice-President of Student Government shall act as chairman.

f. The Committee for Coordination of Campus Organizations shall be composed of the heads of all campus organizations. The purpose of this committee shall be to coordinate campus activities. The chairman of this committee shall be the Vice-President of Student Government.

g. The Social Activities Committee shall approve parties sponsored by Hollins students at which alcoholic beverages, other than those which can be purchased on the premises of public establishments, are served. For all such parties, Hollins students must be escorted and/or chaperoned, and must submit requests for approval to the chairman of the committee at least one week in advance. Each case will be considered separately and the committee reserves the right to withhold permission.

The committee shall be composed of the Vice-Presidents of all classes, and the Vice-President of Student Government shall act as chairman.

ARTICLE II.—Recording System

The recording system, a method of classifying the officers of campus organizations, is governed according to the Point System for Recorded Student Offices.

ARTICLE III.—Budget System

A budget system shall be maintained by the Student Government Association to control the expenditures of the Association. Money for this fund shall be collected through compulsory student budget dues, paid by November first, and from advertising in the publications procured by the Advertising Board, which shall be composed of the editor, the business manager, and the assistant business manager of each student campus publication. A student not paying her student government fee by the end of the second week of November will go on automatic strict campus until the fee is paid. The budget is operated according to the special regulations of the budget system.
ARTICLE IV.—Amendments

Any amendment to these By-Laws shall be presented in writing to the President of the Student Government Association, and shall lie upon the table at least one week before being voted upon. Any such amendment shall become effective after a simple majority vote of all the members of the Association. If such an amendment exceeds the rights of the Student Government Association, its approval by the President of the College is required. Revision of these By-Laws shall be considered by the Association at least once in every four years.

Date of Adoption:
May 5, 1952

D. POINT SYSTEM FOR RECORDED STUDENT OFFICES
(As Revised, 1957)

The Recording System is a method of classifying the offices of the campus organizations. Each student’s cooperation is necessary for the proper functioning of this system. No student shall accept offices exceeding her particular academic qualifications. This sometimes entails refusal of nominations. The Recording System exists for two reasons: (1) to keep any one girl from being overburdened, and (2) to divide responsibility among a larger group of students.

1. Permanent Offices
   a. The offices are divided into the following five groups according to time, work, and responsibility required:
      - 10 points
      - 7 points
      - 5 points
      - 3 points
      - 2 points

      No student may hold more than ten points at one time.
   b. To be eligible for office a student must meet and maintain, during her term of office the following academic standard:
      - to hold 7-10 points, an average of 1.5 merit points for the two preceding semesters.
      - to hold 6 or less points, an average of 1.0 merit points for the two preceding semesters.
   c. Offices with classifications
      1. Student Government Association
         a) President .................................. 10
         b) Vice-President .............................. 7
         c) Secretary .................................. 7
         d) Treasurer .................................. 7
         e) Class Representatives to Exec. Council 5
         f) N. S. A. Coordinator ........................ 3
         g) Auditor .................................... 3
         h) Fire Captain ............................... 3
      2. Honor Court
         a) Chairman .................................. 10
         b) Class Representatives ..................... 5
3. House Board
   a) Chairman ................................ 10
   b) Presidents of Dormitories ............ 7
      West
      Main
      East
      Randolph
      Turner
   c) Presidents of Student Houses ........ 3
      Senior House
      Sandusky
      Rosehill
      Carvin House

4. Joint Legislative Committee
   a) Chairman ................................ 7
   b) Secretary ................................ 5
   c) Class Representatives ................. 3

5. Classes
   a) Senior
      1. President ............................ 7
      2. Vice-President ....................... 5
      3. Secretary ............................ 3
      4. Treasurer ............................ 3
      5. Song Leader .......................... 5
   b) Junior
      1. President ............................ 10
      2. Vice-President ....................... 5
      3. Secretary ............................ 2
      4. Treasurer ............................ 2
      5. Song Leader .......................... 2
   c) Sophomore
      1. President ............................ 7
      2. Vice-President ....................... 5
      3. Secretary ............................ 2
      4. Treasurer ............................ 2
      5. Song Leader .......................... 2
   d) Freshman
      1. President ............................ 7
      2. Vice-President ....................... 5

3. Secretary ................................. 2
4. Treasurer ................................ 2
5. Song Leader ............................... 2
6. Chairman of Follies ........................ 5
7. Editor of Freshman Paper ............... 3

6. Christian Council
   a) Chairman ............................... 10
   b) Vice-Chairman ......................... 5
   c) Secretary-Treasurer ................... 5
   d) Worship Chairman ..................... 7
   e) Study Chairman ....................... 7
   1. Chapel Discussion Leader ........... 3
   f) Activities Chairman ................... 7

   1. Hollins Elementary School
      (a) Lunches ............................. 3
      (b) Crafts ............................... 3
      (c) Games ............................... 3
      (d) Music ............................... 3
   2. Mercy House Chairman ................ 3
   3. Detention Home Chairman ............. 3
   4. Veteran's Hospital Chairman ......... 3
   g) Class Representatives ................. 2
   (plus 3 points when they assume re-
   sponsibilities of an activity in addition
   to their class representation)
   h) Social Chairman ...................... 3
   i) Funds Committee Chairman .......... 3
   j) Dorm Representatives ................. 2
   k) Publicity Chairman ................... 2

7. Campus Activities Committee
   a) Chairman ............................... 10
   b) Vice-Chairman ......................... 5
   c) Class Representatives ................. 2
   d) Dorm Representatives ................. 2

8. Athletic Association
   a) President ............................. 7
   b) Vice-President ......................... 3
<table>
<thead>
<tr>
<th>Section</th>
<th>Positions</th>
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<tbody>
<tr>
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<td>d) Treasurer</td>
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<tr>
<td>e) Class Representatives</td>
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<tr>
<td>f) Chairmen of Sports</td>
<td>1. Chairman of Basketball</td>
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<td></td>
<td>2. Chairman of Hockey</td>
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<td>3. President of Archery Club</td>
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<td></td>
<td>4. President of Golf Club</td>
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<td>5. President of Swimming Club</td>
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<td></td>
<td>6. President of Tennis Club</td>
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<td>7. President of Riding Club</td>
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<td>8. Chairman of Lacrosse</td>
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<td>9. Chairman of Recreational Sports</td>
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<td>g) Chairman of Publicity</td>
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<td>9. Cotillion</td>
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<td>b) Vice-President</td>
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<td></td>
<td>c) Secretary</td>
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<td></td>
<td>d) Treasurer</td>
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<td>10. Drama Association</td>
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<td>b) Vice-President</td>
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<td></td>
<td>c) Secretary</td>
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<tr>
<td></td>
<td>d) Treasurer</td>
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<td>11. Orchesis</td>
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<td>b) Secretary</td>
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<td>12. Handbook</td>
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<td>b) Assistant Editors</td>
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<td></td>
<td>c) Business Manager</td>
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<td>13. Cargoes</td>
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<td>b) Sophomore Associate Editor</td>
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<td></td>
<td>c) Senior Associate Editor</td>
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<td></td>
<td>d) Art Editor</td>
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<td></td>
<td>e) Copy Editor</td>
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<td></td>
<td>f) Business Manager</td>
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<td></td>
<td>g) Exchange Editor</td>
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<td></td>
<td>h) Circulation and Publicity</td>
<td>2</td>
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<tr>
<td>14. Hollins Columns</td>
<td>a) Editor-in-Chief</td>
<td>10</td>
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<tr>
<td></td>
<td>b) News Editor</td>
<td>7</td>
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<td></td>
<td>c) Feature Editor</td>
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<td></td>
<td>d) Make-up Editor</td>
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<tr>
<td></td>
<td>e) Business Manager</td>
<td>7</td>
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<td>f) Advertising Manager</td>
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<td></td>
<td>g) Rewrite Editor</td>
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<td></td>
<td>h) Sports Editor</td>
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<td></td>
<td>i) Reporters</td>
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<td></td>
<td>j) Distribution Manager</td>
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<td>k) Exchange Editor</td>
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<td>15. Spinster</td>
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<td></td>
<td>b) Assistant Editor</td>
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<td></td>
<td>c) Business Manager</td>
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<td></td>
<td>d) Art Editor</td>
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<td></td>
<td>e) Photography Editor</td>
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<tr>
<td></td>
<td>f) Copy Editor</td>
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<tr>
<td></td>
<td>g) Advertising Editor</td>
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<tr>
<td>16. Choral Club</td>
<td>a) President</td>
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<tr>
<td>17. Music Association</td>
<td>a) President</td>
<td>5</td>
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<tr>
<td></td>
<td>b) Vice-President</td>
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<tr>
<td>18. Philosophy Club</td>
<td>a) President</td>
<td>3</td>
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<tr>
<td></td>
<td>b) Secretary</td>
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<tr>
<td>19. Student Guides</td>
<td>a) Chairman</td>
<td>3</td>
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<tr>
<td>20. Choir</td>
<td>a) President</td>
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<tr>
<td></td>
<td>b) Secretary</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>c) Business Manager</td>
<td>3</td>
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<tr>
<td>21. Undertones</td>
<td>a) President</td>
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</tr>
</tbody>
</table>
2. Non-Recorded Extra-Curricular Activities
   **Definition**
   A non-recorded extra-curricular activity is defined as participation in any organized athletic, dramatic, musical or social (or other) function, not included in the recording system which consumes time and energy outside of academic pursuits and preparation.

   **Eligibility**
   Eligibility for participation in non-recorded extra-curricular activities is to be determined on the basis of the student’s physical and academic welfare. Students are expected to regulate and plan the time spent in extra-curricular activities in such a way that their whole college performance may be of high standard.

3. Student Marshals
   Student Marshals are appointed by the President of the College. These appointments are not subject to the point system. While the office of a marshal does not fall under the point system, the office does require a certain amount of time and responsibility. Especially is this true of the Chief Marshal.

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E. **BUDGET FOR 1958-1959**

Compulsory dues are paid on Pay Day in accordance with the following budget scheme for 1958-1959.

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<th>Organization</th>
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<td>Cargoes</td>
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<td>Handbook</td>
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**Per Capita**

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II. - FACULTY AND ACADEMIC RULINGS

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   2. Procedure for Adding and Dropping Courses
A. MATRICULATION

1. Opening Week

All new students are required to be at the college on Monday evening, September 15. They report first to Main Building to meet Miss Moseley and to receive room assignments and preliminary information about the opening week.

Through group discussions with representatives of the Student Government Association the new students are introduced to the ideals and regulations governing college residence. During the opening week, all new students take language placement tests, have medical and physical examinations, and are given some instructions in the use of the Library. Every effort is made to adjust new students to the College before the work of the academic year begins. A more detailed program of opening week is mailed to students about the first week in September.

2. Faculty Advising

Each new student is assigned to a faculty advisor who meets with his advisee not only at the opening of the college when the advisors help with the selection of courses, but also frequently throughout the year in social as well as official capacities. The advising system is thus one of the ways in which Hollins faculty maintain close personal relationships with the students.

3. All old students must be on campus and signed in by Wednesday, September 17, at 10:00 p.m.

4. The final day for completing matriculation is Thursday, September 18.

B. ACADEMIC STANDARDS AND GRADES

1. Classification in the College and the requirements for graduation are determined by a dual standard, one of quantity, which is expressed in semester hours, and the other of quality of work completed, which is expressed in merit points.

2. Grading System

   A indicates conspicuous excellence in scholarship and learning at the undergraduate level.

   B indicates competence in the attributes of scholarship; for example, in sustained and effective use of ma-
terials of the course, in independent thinking, in accuracy
of knowledge, and in originality.

C indicates the minimum or acceptable standard of
work for graduation from Hollins. It involves attainment
in familiarity with the content of the course, methods of
study and participation in the work of the class.

The grades B+ and C+ may be used to indicate su­
perior work in either of the two immediately preceding
categories.

D indicates work which is passing but is below stand­
ard. It shows achievement of sufficient quality and quan­
tity to be counted for graduation if balanced by above aver­
age work in other courses.

E indicates conditioned failure. A condition may be re­
moved by examination, or otherwise, on the recommenda­
tion of the instructor. The grade E becomes D on the
record when the condition is removed.

F indicates failure without privilege of re-examination.

I indicates work which, for good reason, has not been
completed at the close of the semester. Unless otherwise
excused, all incompletes should be made up within the
first month of the semester following that in which they
are incurred.

In estimating merit points the following system is
used:

1 semester hour with grade A counts 3 merit points
1 semester hour with grade B+ counts 2.5 merit points
1 semester hour with grade B counts 2 merit points
1 semester hour with grade C+ counts 1.5 merit points
1 semester hour with grade C counts 1 merit point

Grades of D, E, and F carry no merit point credit.

3. General Regulations

In courses which are continuous for the session, credit is
allowed only for the full year’s work.

All semester grades are announced to students through
the Registrar’s Office and not by individual instructors.

A student in any full year course, whose grade is
E on the first semester, but whose second semester grade is C,
or better, may be given credit for the course at the discretion
of the instructor.

A Senior who has a semester grade of E on any subject
may, upon recommendation of her instructor, be granted a re­
examination before the end of the session at a time appointed
by the Dean and the Registrar.

A “C” average in all work in the major field is required
for graduation.

Instructors may report to the Dean at any time the name
of any student doing unsatisfactory work. This student will
be notified promptly by the Registrar; the responsibility for
improving her work rests with the student.

The College reserves the right to exclude at any time stu­
dents whose conduct or academic standing is unsatisfactory.

C. RESPONSIBILITY FOR ACADEMIC WORK AND
CLASS ATTENDANCE

The educational plan of Hollins College depends upon the
cooperation of students and faculty. Students are held respon­
sible for the full work of the courses in which they are reg­
istered, including participation in the discussion and work of
the class day by day. Therefore, the importance of regular
class attendance for all students is emphasized. Students are
responsible for any work missed because of absence for any
reason.

D. REGULATIONS GOVERNING CLASS ATTEN­
DANCE

The regulations for class attendance are made by the fa­
culty and administered by the Dean.

1. Committee on Absences

A Committee on Absences composed of the Dean, the Reg­
istrar, and three members of the faculty assists in the adminis­
tration of the regulations. A permanent record of the rulings
of this Committee is kept and referred to whenever necessary.
Through the Executive Council students participate in the interpretation of the policies of the Committee on Absences. These students are not active members of the Committee but serve in the capacity of advisory representatives of the student body.

Each student whose case is dealt with by the Committee on Absences must present a statement in writing explaining in detail the reasons for her absence. She may also, if she wishes, appear before the Committee on Absences to present her case before a decision has been reached.

2. Regulations Affecting Students of All Classes

a. For the following reasons a student may take as many absences as are deemed necessary:

   (1) Illness of student. Written confirmation must be presented by the college infirmary or the attending physician. (Appointments with dentists, oculists, and physicians for general physical examinations will not be accepted as adequate excuses.)

   (2) Serious illness or death of a member of the student’s family.

   (3) College business, subject to the regulation concerning scholastic requirements for leaving campus.

   (4) Organized field trips.

b. If a student absents herself, without adequate excuse, from an announced written, she receives the grade of F without the privilege of making it up.

c. If a student absents herself without adequate excuse from laboratory work, she incurs a grade of F on the work missed.

d. Students may, with the permission of the instructor and the Dean, change temporarily from one section to another in order to make up work missed during excused absences. Otherwise students may not attend any section of their class other than their own; they may not do so in order to remove records of absence or to leave college early before a vacation or a recess or to return late therefrom.

e. Classes begin promptly at ten minutes past the hour. Students entering after that time are counted absent. Students are expected to wait for an instructor until twenty minutes past the hour. If an instructor has not arrived by that time and has made no arrangements for the work of the class, students are at liberty to leave.

f. Attendance is required of all students on certain occasions in the collective interest of the college group.

These occasions and the penalties incurred if the student absents herself at such times without adequate excuse as defined in section 2a, are listed as follows:

   One day before and after Thanksgiving Vacation, Christmas Vacation, and Spring Vacation, also the first day of the second semester.

   Twenty-four hours travel time is allowed to students living west of the Mississippi River. This applies only to Christmas and Spring vacations, either to the beginning or to the end of each vacation period, and only to those students going to join their families.

   A student who is absent at these times must send within two days after her return to college a letter to the Dean explaining the reason for her absence. If the excuse is considered inadequate by the Committee on Absences the Committee shall impose one or more of the following penalties:

   (1) A fine of not less than $5.00 for each class missed.

   (2) A deferred examination in the course, or courses, missed.

   (3) A loss, for a specified time, of the student’s privilege to regulate her own class attendance.

   (4) Temporary or permanent exclusion from college.

g. All students are expected to be present on campus and to participate in the celebration of Founder’s Day.

E. CHANGES IN COURSES OF STUDY

1. Close of Registration in Classes

   Registration in all college classes is closed at the end of the second week of regular study in any semester. If for sufficient reason a student desires to enter a class later than this
date, the request is sometimes granted, but with the understanding that the work missed must be made up.

2. Procedure for Adding and Dropping Courses

No course may be added or dropped at any time without the approval of the Dean or of the major professor and written permission of the Registrar’s Office.

A student dropping a course after the first six weeks of each semester automatically receives a grade of F. Only in extreme cases, where the health of the student is involved, is the grade of F waived.

F. EXAMINATIONS AND ANNOUNCED WRITTENS

1. Final Examinations

Examinations (limited to three hours in each course) are held at the end of each semester.

2. Re-Examinations

A student who attains in any course a semester grade of E may be permitted a re-examination immediately following the spring vacation or during the registration week of the following September, according to the recommendation of the instructor. The student planning to take such an examination in September must notify the Registrar by September 1.

3. Examination Regulations

a. Students are required to pledge each examination to the effect that they have neither given nor received help on it.

b. There will be no mutilation of blue books; i.e., pages are not to be torn out or inserted.

c. Students are requested not to leave examinations unless absolutely necessary. Coming and going in the examination rooms is disturbing.

d. There will be no talking after the examinations have been passed out.

e. No books or extra papers are to be taken into the examination buildings except with the permission of the professor concerned.

f. The academic buildings, Presser, Pleasant, and the Art Annex, are open for study until 11:30 p.m. provided there are at least two students in the building. The library will have its regular hours.

g. The social rooms of East, West, Main, Randolph Hall, Turner Hall, and the four student houses may be used for smoking from 7:00 p.m. to 11:00 p.m. Monday through Thursday, midnight Friday and Sunday, and 1:00 a.m. Saturday, for recreation only, and not for study.

h. Overnights during examination week: Any Dean's Slip signed by a student before her last examination has been taken will count in her regular allotment of overnights.

i. All work for a course (this includes term papers) shall be completed by the last class meeting of a semester. Outside examinations shall not consume more than a properly proportionate amount of the examination period. All such papers should be turned in by the end of the examination hour scheduled for that class.

4. Announced Written Exam

If a student is absent from an announced written lesson, without an adequate excuse, she receives a grade of F on that lesson. If her absence is excused by the Dean, she may request permission of the instructor to make up the written.

The date of an announced written must be given to a class at least one week in advance.

G. CLASSIFICATION OF STUDENTS

1. Requirements for Entering Each Class

The minimum requirements for entering the different classes at the beginning of the first semester are as follows:

For Sophomores: Twenty-four semester hours and twenty-four merit points.

For Juniors: Fifty-six semester hours and fifty-six merit points.

For Seniors: At least ninety semester hours must have been completed with at least a C average on the entire college record.
A student who fails to attain her classification at the beginning of a session may enter the next higher class at the beginning of the second semester provided she has completed in the first semester enough hours and merit points to cancel her deficiency and has also completed one-half the hours and merit points required of her in that session to attain promotion to the next higher class by the end of the session. A student who fails to make her class standing will receive a warning from the Dean.

2. Probation

When merit point averages are computed at the end of the session, students who make the following points or below will be placed on probation.

- Freshmen—0.6; Sophomores—0.7; Juniors—0.85.

A post-freshman who at mid-season fails three or more of her courses or whose cumulative average is lower than that of the stated probationary ratio may be put on probation at that time.

Probation will be removed when class standing is attained. The student on probation may not absent herself from academic appointments except by special permission from the Dean.

A student who, at the end of her freshman year is on probation and shows no evidence of ability to do college work at a satisfactory level, or a post-freshman who has been on probation two semesters, will be asked to withdraw from college unless unusual circumstances warrant special consideration.

3. Class Privileges

No student shall be eligible for membership in any class organization or entitled to privileges appertaining to such class until officially informed of her classification by the Registrar.

Exception: Students who fail to maintain a C average are allowed to use the social privileges of their class except that their nights off campus will be limited.

H. HONOR STUDENTS

Students who have a merit point average of at least 2.3 on the work of the previous session are known as Honor Students.

In addition to the academic requirement, an Honor Student must be a good member of the college community.

An Honor Student, upon the advice of an instructor, may secure permission from the Dean before leaving college at Christmas and spring vacations and at midyear and final examination periods to absent herself from classes for academic activities which may not be carried out on the campus or in Roanoke.

I. HOLLINS ABROAD

Hollins Abroad is an integral phase of Hollins College education. It is available to students of the Sophomore Class and extends from the mid-point of this year to the mid-point of the Junior year and includes a summer vacation. It is therefore, an adventure in both study and travel, as well as an adventure in living in a foreign land.

Residence in a French family not only will attune the student's ear to French spoken a la Parisienne but especially will directly confront her with a way of life and points of view far different from her own and those of her American classmates.

Study at the Sorbonne where the nature of the curriculum differs radically from that of all American colleges and universities, inculcates an entirely new attitude toward education and intellectual discipline; and, further, the need to acquire at least a modicum of French as a working tool demands the cultivation of an aptitude which Americans neglect all too frequently.

The itinerary for the summer tour which is based on an extensive survey of cultural, political and social history—both ancient and contemporary—provides an inestimable personal richness for the final semester of advanced study at Hollins and for any subsequent studies or experiences in later life.

Any freshman at Hollins College who has had a good record of study and who is in normal, good health may make application for Hollins Abroad in the second semester.

Hollins College is recognized for its integrated curriculum and its intimate guidance-factors which no large college or university can guarantee. In Hollins Abroad these are assured by the presence at all times of at least two members of the Hollins College Faculty. There is also a panel of student officers working with the student group and the faculty.
During the Fall semester a pro-seminar of three hours a week is given for those girls who plan to go on Hollins Abroad. The aim of these meetings is to prepare the student as fully as possible so that she will be able to get the most out of her experience. The pro-seminar is conducted by the Director of Foreign Studies and various members of the faculty.

J. PHYSICAL EDUCATION REGULATIONS

1. General Regulations

Any regulations not covered in this handbook will be explained by members of the department.

2. Special Regulations *

a. Unexcused Absences

Unexcused absences from more than four classes of a course in a division or six classes in a semester course cause a student to receive a grade of F on the work missed. In the division this means an F for the course and an Incomplete for the semester. In the semester work this means a grade of F for the course.

In the winter division, no more than two absences may be taken until the end of the first semester, and no more than two from the beginning of the second semester to the beginning of the spring division. Disregard of this rule will result in a grade of F.

Note. These absences may not be made up, but the student is held accountable for the work missed.

b. Excused Absences

(1) Students unable to participate in class must file an infirmary excuse in the gym before class begins and observe class. (The infirmary may make exceptions to this rule.)

(2) Students restricted to the infirmary must file excuse within one week following discharge from the infirmary or the absence will stand as unexcused.

* Instructors in Physical Education may or may not follow these absence regulations. Announcements of each policy adopted by the instructor will be made to the students at the first class of the semester or division.

(3) Students excused by the Registrar or the Dean must file excuse in the gymnasium.

c. Make-up Work

Each student is held accountable for work missed. Students with excused absences must work out plan of make-up with the instructor. In case of graded practical work or sports knowledge tests, the privilege of make-up is extended only to students with excused absences. Unexcused absences may not be made up. A grade of F is given on the graded work missed.

d. Physical Education Class Plan

The year's program of Physical Education is divided into two semesters or three divisions depending on the activities elected.

e. Dropping Courses

Semester and division courses in Physical Education may be dropped within six weeks of the beginning date of the class.

f. Competency Tests

Competency tests are given in Physical Education the first Tuesday and Wednesday of each semester. Applications may be made at Registration.
### III. - SOCIAL REGULATIONS

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STUDENT GOVERNMENT REGULATIONS

Upon entrance at Hollins, it is understood that a student represents the College at all times.

Attention is called to the right of Honor Court to intervene in cases of unbecoming conduct on the part of any student, or conduct which endangers the reputation of Hollins College even when no specific regulation is broken.

THE HONOR PLEDGE

Each student, upon her entrance at Hollins, participates in group meetings led by representatives of Student Government for a period of five weeks. After she has become familiar with the traditions of Hollins and the Student Government regulations, she shall sign the following pledge, thereby becoming a member of the Student Government Association:

I, ________________________,
upon my honor do hereby pledge myself to honesty in academic work and student relations, and also to abide by the regulations of the Student Government Association, in spirit as well as in fact. I further promise to help any other person in the Association by calling to her attention any misconduct on her part.

I understand that a plea of ignorance will not excuse my failure to keep this pledge.

As a member of the Student Government Association, every girl shares its obligations and responsibilities as well as its privileges and therefore must be willing to coordinate her own standards with those of the community as embodied in its regulations. She must accept responsibility for her own conduct and must also cooperate in reminding others of their obligations to Hollins in case of nonconformity.

Although a student is not obligated to do so, she should always feel free to report someone, and should feel a personal responsibility to do so in cases where life and property are endangered.
A. PERMISSION FROM PARENTS AND GUARDIANS

Permission may be standing or specific.

1. Riding in Cars
2. Driving Cars
3. Overnight Absences
4. Flying (Permission for non-commercial flights must be specific.)

B. SOCIAL OFFICE

The Social Office, center of residence and social life, is under the direction of Miss Maddrey, the Assistant to the Dean, and Miss Moseley, the Associate Dean.

Hours: See page 73.

C. SOCIAL ROOMS—KELLER—FIREPLACE

1. Social Rooms and Keller

See Smoking Regulations, Page 56.

a. Students may use Keller and the other social rooms until 11:00 p.m. Monday through Thursday, midnight Friday and Sunday, and 1:00 a.m. Saturday. Parties should be registered in advance.

b. Musical instruments and juke-box may be played in Keller except while programs are being held in the Drawing Room.

c. Social rooms may be reserved for parties and meetings. Reservation books are provided in the kitchen of each dormitory. Pajamas are not to be worn in the Social Rooms at any time.

2. Fireplace

The fireplace may be used until dark.

Groups of six or more persons may use it until 11:00 p.m.

D. SMOKING

1. With the exceptions listed below, students are not allowed to smoke or to light a match for any purpose in the dormitories or houses. Any student violating this regulation faces a penalty of automatic suspension. Students may smoke in the following places:

a. Keller, West Study Smoker, East Smoker, Main Smokers, Turner Hall Study Smoker, Randolph Study Smoker, and social rooms of the student houses from 7:00 a.m. until closing hours which are Monday through Thursday until 11:00 p.m., Friday and Sunday until 12:00 midnight, and Saturday until 1:00 a.m.

b. The card room in Randolph Hall and the back social room in West will be open to students for smoking and relaxation every night from 7:00 p.m. to the closing hours.

c. All social rooms with the exception of the Green Drawing Room until closing hours.

(1) With guests and dates in accordance with social room regulations.

(2) At parties and authorized meetings in the social rooms with special permission from the house president, the head of the building or the Social Office.

d. During the examination period, the social rooms of all student residences may be used for smoking from 7:00 p.m. to 11:00 p.m. Monday through Thursday, midnight Friday and Sunday, and 1:00 a.m. Saturday, for recreation only and not for study.

e. Library smokers

f. During meals in the dining room with the exception of the porch.

g. In the Snack Bar during its regular hours.

2. Students may not smoke in the academic buildings or in the Little Theater. Students may not request smoking permission from professors regardless of the size of the class.

The exceptions to this rule are the permissions for students to smoke in:

a. Faculty offices when faculty member is present.

b. Green room of the Little Theater with specific permission from instructors. This room may not be used as a student smoker or lounge at any time. Smoking is not allowed in the lobby of the Little Theater.

c. Lobby and studio of the Fine Arts Extension under conditions specified at beginning of session by head of department.
3. There may be no smoking on front campus (front campus should include the front quadrangle extending to the stream beyond the Library continuing behind the Beale Memorial Garden and the Chapel to the Little Theater across to the north end of Pleasants and from there to Faculty Row with the exception of the back yards of Sandusky, Rosehill, and Carvin House.)

4. Students may smoke on back campus from 7:00 a.m. until the closing hours of the residences. The boundaries of back campus include the fireplace, the hockey fields, and tennis courts.

5. Students may smoke off-campus at their own discretion. There is no smoking on the city (Red) buses.

E. DRINKING

Drinking at all times and in all places is to be done with discretion and moderation.

1. On Campus

No drinking is permitted on campus, except in faculty homes, provided they are not student residences.

No alcoholic beverages may be kept in dormitories or elsewhere on campus.

2. Off-Campus

a. In Roanoke, Salem, and vicinity, (interpreted to mean approximately a twenty mile radius from the campus) a Hollins student is not permitted to drink except in private homes at the invitation of the host or hostess and in public places when with her escort or when chaperoned.

b. Approval for parties sponsored by Hollins students at which alcoholic beverages not purchased on the premises of the public establishments are served, should be obtained from the Social Activities Committee. Requests for such parties must be submitted to the chairman of the committee at least one week in advance. (For further details see Article I of the By-Laws of the Student Government Association, page 28-29 of the Constitution.)

F. DRIVING REGULATIONS

1. Permission from parents or guardians for riding and driving must be on file in the Social Office. Blanket permission covering all riding and driving may be given. If this is not given, special permission is required for each specific occasion.

   Students, provided that blanket or special permission is granted by parents or guardians, may drive the cars of dates or friends.

   Students may drive their parent's car when parents are visiting them and staying in the vicinity.

2. State Laws and Insurance:

   The law of Virginia requires anyone who drives a car to have a driver's license. Attention is called to the liability of any automobile driver for personal and property damage. In no instance will the College assume any of this responsibility, and it is recommended that those persons who invite students to ride in their cars be adequately protected with liability insurance.

3. Cars at College:

   Cars may be kept on campus or in the vicinity only by Seniors with class standing and with the approval of the College, subject to the following specific regulations:

   a. Credentials of ownership, license, and insurance must be registered immediately in the Social Office each time a car is kept on campus.

   b. A senior may allow other students to drive her car provided her parents' permission to do so is on file in the Social Office.

   c. The parking areas designated by the Administration must be used.

4. Administrative Rules

   The Social Office reserves the right to restrict the driving and riding privilege when weather conditions are doubtful.
G. WALKING REGULATIONS

Off-Campus

No fewer than three students or a student and her date may walk in the area around Carvin's Cove and the dam. After dark no student may walk in this area.

No fewer than four people may walk in the area around Tinker Mountain. After dark no student may walk in this area.

Only students with dates may walk to Howard Johnson's after dark. It is recommended that students carry flashlights when so doing.

H. ABSENCE FROM CAMPUS

1. General Information

Students wishing to remain off-campus after prescribed hours must obtain permission from the Social Office.

a. Hours

(1) Week Days: Students off-campus must return by 7:00 p.m., with the following exceptions: Freshmen, second semester, Sophomores, Juniors and Seniors, in a group of two or more, may go to Roanoke and Salem for lectures, concerts, movies and plays on weekday evenings, provided they return by 11:00 p.m.

During first semester, Freshmen may enjoy the foregoing privilege with special permission from the Social Office.

(2) Saturdays: Students, in groups of two or more, may remain in Roanoke, provided they return by 1:00 a.m.

(3) Fridays and Sundays: A group of two or more students may remain in Roanoke provided they return by Midnight.

b. Daily Registration

Any student who will return later than 7:00 p.m. shall sign out upon leaving campus on the Daily Registration Slip in her own dormitory and shall have signed in by 11:00 p.m. Monday through Thursday, midnight Fridays and Sundays, and 1:00 a.m. on Saturdays. Monday through Friday, first semester Freshmen must be signed in by 7:00 p.m. unless special permission has been obtained.

2. Overnight Absences

Each overnight absence including holiday periods must be registered in the Social Office during regular office hours.

a. Overnight Registration

(1) Permission

Permission from parents or guardians must be secured to cover all overnight absences from campus.

(2) Registration

Complete plans and arrangements for chaperonage must be registered on a Dean's Slip before leaving campus.

BEFORE LEAVING, a student must sign the required information on a pink registration slip.

UPON RETURNING to campus a student must sign a blue slip as soon as possible.

(3) A student registered for an overnight absence must telephone or telegraph the Social Office of any change, intentional or otherwise, in:

(a) the time of her return to campus (before the time that her registration expires).

(b) the place she is staying.

(c) her transportation if it involves change to plane or car.

b. Nights Allowed

(1) First semester Freshmen may take eight overnights. Second semester Freshmen with a C average for the previous semester may take ten overnights.

(2) Sophomores, Juniors, and Seniors who maintain at least a C average each semester may in the follow-
ing semester take overnight absences at their discretion.

(3) Any student who does not maintain a C average in any semester may in the following semester be away only eight nights.

Freshmen may not take overnight absences during the first three weeks of the session, i.e., until October 9, 1958.

(4) The nights during the weekend between semesters are not counted as overnights.

(5) Until a student has completed all of her examinations, each overnight absence shall count as one of her allotted nights.

c. Christmas and Spring Vacations

When the holiday begins at noon, the student residences should be vacated by 9 p.m. on that same day.

Following the vacations, the student residences will be open to students beginning at 9:00 a.m. on the morning prior to the day classes reconvene.

Following the vacations, students returning the night before classes start must sign in by 12 Midnight. The student residences will be closed between midnight and 6 a.m., so that all other students must make their plans to arrive on the campus between 6 a.m. and the hour their classes start.

I. DATES AND GUESTS

Girls are responsible for the conduct of their dates and guests on campus.

1. All dates and other guests should call for students at the Main Social Office except dates and guests of students living in West Building and Randolph who may call for these students in the entrance halls of these buildings beginning at noon Saturday and 1:00 p.m. Sunday.

2. Every student must sign a Daily Registration slip within a half hour after her date's arrival whether she leaves campus or not.

3. Students may entertain guests and dates on campus or in Roanoke until the following hours:

   a. ALL STUDENTS may date on Saturday until 1:00 a.m., and on Sundays until midnight.

   b. UPPERCLASSMEN may date on weeknights until 11:00 p.m. and on Fridays until midnight.

   c. UNDERCLASSMEN may date on weeknights until 7:00 p.m. and may have the following privileges:

      1. Sophomores may date Friday nights until midnight and one night a week until 11:00 p.m.

      2. Second semester Freshmen may date once a week until 11:00 p.m. or Friday night until midnight.

4. Special Hours:

   a. Underclassmen may entertain dates from over 150 miles Monday through Thursday until 11:00 p.m. or Friday until midnight with special permission from the Social Office.

   b. All students remaining on campus during Thanksgiving vacation have 12:00 Midnight permission every night except Saturday when they must be in by 1:00 a.m. Exception for later hours on special occasions will be made by permission of the Social Office.

5. Students may use their discretion in choosing where to go with dates, with the following exceptions:

   a. In Roanoke and vicinity, students may stay in and/or attend parties in hotels and motels only when chaperoned.

   b. In Lexington, Charlottesville, Blacksburg, and Natural Bridge, students may stay in motels and may attend parties in hotels or motels only when chaperoned.

   c. Loch Haven: the use of Loch Haven is limited to the lake, the large pavilion, and the big cabin at the lakeside.

J. DORMITORY REGULATIONS

Dormitory rooms are available to unmarried students. Any requests for exception to this rule must be directed to
the Associate Dean and the decision will be made by the Administration of the College.

1. Rooms

All rooms shall be kept neat throughout the day. In case of continuous untidiness, the matter will be brought up for consideration and remedy by House Board.

A student should note that a fine will be imposed upon her for any unnecessary damage to the dormitories.

Every student must have a room or closet key for which a deposit of 50 cents is required. The deposit will be refunded at the end of the session when the key is returned.

a. Electrical Attachments

(1) No electrical attachments are to be used in the dormitory rooms. Exceptions to this rule are television sets and electric blankets which must be registered in the Business Office.

(2) Irons, hairdryers, etc., must be used in the bathrooms, and percolators in the kitchenettes in all student residences.

(3) Sunlamps may be used only in the Infirmary under the supervision of the Infirmary staff.

b. Laundry Facilities: Washing machines are provided in the laundry rooms of Randolph Hall and Turner Hall and are available to all students at a price of 25 cents per load.

Laundry racks are to be used in the rooms, not in the bathrooms or halls, with the exception of Randolph and Turner Hall where laundry rooms are provided.

c. Telephones: Students may make arrangements with the telephone company and the college Business Office to have private telephones installed in their rooms.

d. Pets: No pets are permitted in the student residences except goldfish.

e. No scotch tape may be used on the walls or woodwork of the dormitories. The use of masking tape is permissible.

f. In Randolph Hall and Turner Hall all pictures, pennants, etc., may be hung only from the wooden strips provided for that purpose.

g. Pictures should be hung with the proper picture hangers.

h. Student Concessions: Any student who wishes to represent a business concern on campus, either to sell a product or to circulate information regarding a product, must first secure the approval of the Business Office.

2. Guests

Students entertaining guests overnight in the dormitories must register each guest before arrival with her House President.

Guests of college age may be entertained in the dormitories with the understanding that they comply with dormitory regulations. Payment for lodging must be made at the time the guest is registered.

Charges: 50 cents per night; breakfast, 60 cents; lunch and Sunday night supper, 75 cents; dinner, $1.25. Students sign for guests at meals with the head waiter and are billed at the end of the semester.

3. Closing Hours for Residences

All students must be in their buildings by 11:30 p.m., Monday through Thursday, midnight Sunday and Friday, and 1:00 a.m. Saturday.

Any student finding it necessary to be out of her building after closing hours must secure permission from the head resident or the house president.

No student may unlock a door to admit anyone after closing hours.

A student returning late must register her name with the night watchman who will admit her to her building.

4. Maintenance of Quiet

a. Quiet Hour Schedule

Quiet hour begins:
at 7:00 p.m. Monday through Friday
at 1:00 a.m. on Saturday
at 8:00 p.m. on Sunday
During examinations: All day and all night except from 4:30 p.m. to 7:30 p.m. This schedule begins on the day before examinations.

It is expected that consideration will be shown for others at all times.

Complaints about undue noise are directed to the House President and are dealt with by her and House Board.

b. Typewriters and Radios

Typewriters, radios, and phonographs are to be used with consideration for quiet at all times. Radios must be kept turned low enough not to be heard outside of the room in which they are played.

c. Signs

There must be absolute respect for "Busy" signs at all times. However, they may be broken for phone calls.

K. FIRE REGULATIONS

The Fire Captain shall be appointed by the Executive Council from the incoming Senior Class. The assistants and captains shall be appointed by the Captain after the approval of the Executive Council, during the opening week of the college year.

There shall be a system of fire drills under the direction of the Fire Captain. Fire drills shall be supervised by the Fire Captain, one captain in each building, and assistants on each floor.

L. STANDARDS OF DRESS

Skirts must be worn at all times in the following places:

1. The dining room: There will be no socks and loafers worn during the evening meal; no kerchiefs, rolled hair or raincoats over shorts and blue jeans at any time.

2. Social Rooms: no blue jeans or Bermuda Shorts except for private parties Monday through Thursday inclusive.

3. Classrooms: except studio classes, production courses and field trips with the permission of the instructor.

4. Little Theatre: except for student government meetings.

5. Library.

Shorts may not be worn at any time at any place except back campus.

M. REQUIRED COLLEGE FUNCTIONS

Week Night Chapel: Permission for absence must be secured from the Social Office.

A student may be excused from week night chapel by special permission if she is entertaining a date from a distance greater than 150 miles, with the understanding that the chapel be made up within a week's time. Chapel excused when parents are visiting does not have to be made up. Week-night chapel missed while the student is on a Dean's Slip does not have to be made up.

Sunday Evening Church Service: Seniors are allowed five absences from Sunday night service a semester; Juniors are allowed five a semester; Sophomores and second-semester Freshmen are allowed four a semester. First semester Freshmen are allowed three absences. Students must sign for each chapel cut on Main bulletin board. If chapel service is missed while on a Dean's Slip, it is counted as a cut.

A student desiring to attend a special church function interfering with chapel or Sunday night church service can secure occasional permission for absence from the Social Office. This will not be counted as a chapel cut; week night chapel will not have to be made up.

Convocations: All students are required to attend convocations. A system for regulation of attendance will be announced in the Fall.

Student Government and Class Meetings: Permissions for absence must be secured from the Student Government President or class president respectively.
## IV. - GENERAL INFORMATION

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<td>3. Group Leaders</td>
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<td>5. Campus Activities</td>
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</table>
A. STUDENT RESIDENCES

Each dormitory is presided over by a member of the faculty or an officer of the college who is adviser to the students in residence.

WEST BUILDING
Head Resident ............................. Miss Susie Blair
House President .......................... Marjem Jackson

MAIN BUILDING
Head Resident ............................. To Be Announced
House President .......................... Nancy Roe

EAST BUILDING
Head Resident ............................. Miss Mary Louise Maddrey
House President .......................... Shannon Ravenel

TURNER HALL
Head Resident ............................. Miss Sarah Jane Dillon
House President .......................... Elise Robinson

RANDOLPH HALL
Head Resident ............................. Miss Carolyn Moseley
House President .......................... Ann Harrington

SANDUSKY
Head Resident ............................. To Be Announced
House President .......................... Betsy Perkins

SENIOR HOUSE
House President ............................. Mary Page Hilliard

ROSE HILL
House President ............................. Sally Graf

CARVIN HOUSE
Head Resident ............................. To Be Announced
House President .......................... Margaret Kohn

Room Assignments

All four classes live in each of the student residences with the exception of Senior House and Rose Hill (all seniors), and Carvin House and Sandusky (sophomores and juniors).

Selection of rooms by upperclassmen is done in the Spring. Seniors have first choice; juniors, second; sophomores,
third. The order of choice within the class is determined by the number which is drawn by each student. After definite room assignments have been made, changes can be allowed only under exceptional circumstances.

Freshmen and transfer students are placed during the summer and are notified of their assignements, both room and roommate, UPON THEIR ARRIVAL AT COLLEGE.

Changes in rooming during the year for all classes are allowed at the end of the first six weeks and at the end of the first semester ONLY. All requests must be made to and approved by the Associate Dean.

B. OFFICES AND HOURS

<table>
<thead>
<tr>
<th>Office</th>
<th>Mon.-Fri.</th>
<th>Sat.</th>
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</thead>
<tbody>
<tr>
<td>Alumnae Office</td>
<td>8:30 a.m. to 5:00 p.m.</td>
<td>8:30 a.m. to 12:00 noon</td>
</tr>
<tr>
<td>Assistant to the Dean</td>
<td>9:00 a.m. to 5:00 p.m.</td>
<td>9:00 a.m. to 12:00 noon</td>
</tr>
<tr>
<td>Associate Dean</td>
<td>9:00 a.m. to 12:00 noon</td>
<td>1:00 p.m. to 5:00 p.m.</td>
</tr>
<tr>
<td>Bank</td>
<td>8:40 a.m. to 12:00 noon</td>
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</tr>
<tr>
<td>Beauty Shop</td>
<td>9:00 a.m. to 5:00 p.m.</td>
<td>9:00 a.m. to 12:00 noon</td>
</tr>
<tr>
<td>Book Store</td>
<td>8:45 a.m. to 12:00 noon</td>
<td>1:00 p.m. to 3:00 p.m.</td>
</tr>
<tr>
<td>Business Office</td>
<td>8:30 a.m. to 5:00 p.m.</td>
<td>8:30 a.m. to 12:00 noon</td>
</tr>
<tr>
<td>Dean</td>
<td>9:00 a.m. to 12:00 noon</td>
<td>1:00 p.m. to 5:00 p.m.</td>
</tr>
<tr>
<td>Dining Room</td>
<td>7:15 a.m. to 9:00 a.m.</td>
<td>11:30 a.m. to 1:15 p.m.</td>
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<td>5:30 p.m. to 6:30 p.m.</td>
<td>8:00 a.m. to 9:00 a.m.</td>
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<tr>
<td></td>
<td>11:30 a.m. to 12:30 p.m.</td>
<td>5:30 p.m. to 6:30 p.m.</td>
</tr>
<tr>
<td></td>
<td>8:00 a.m. to 9:00 a.m.</td>
<td>12:00 noon to 1:15 p.m.</td>
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<tr>
<td></td>
<td>5:00 p.m. to 6:30 p.m.</td>
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C. FISHBURN LIBRARY

The Library, which contains over 58,000 volumes and receives around 272 periodicals and newspapers, is fully classified and catalogued.

Hours of Service:
The Library will be open approximately 75 hours per week.

Circulation Regulations: All books taken from the Library must be charged at the Load Desk and returned to that desk when the student is through using the books. The books, under most circumstances, may be borrowed for a period of one month, and are automatically renewed for the same period of time, provided no other person has requested the book. Renewal is the responsibility of the borrower. Those books needed for classwork are reserved for use within the
Library, kept on special shelves and marked with colored cards. Reserved books may be withdrawn from the Library only when the Library is closed. Students may sign up to borrow overnight books on the day on which they want them, and they may sign to use reserve books within the Library not more than a week in advance. A fine of five cents a day is charged for overdue books and a fine of twenty-five cents which doubles every four hours is charged for each overnight book not returned on time.

The Use of Books Within the Library: Books are to be used, whenever possible, in the room in which they are shelved, and to avoid misplacement, books must never be returned to the shelves except by members of the Library staff.

Rental Library: In order to supplement our material for recreational reading, the Library maintains a small rental library of some of the more significant popular books of current interest. The rental fee is two cents a day or a minimum of five cents.

No student receives her final grades or has her credit transferred elsewhere who has not paid all her fines and returned all books and other materials borrowed from the Library.

Library Hours: Mon.-Fri. 8:30 a.m. to 5:30 p.m.
7:00 p.m. to 11:00 p.m.
Sat. 8:30 a.m. to 5:30 p.m.
9:00 a.m. to 12:00 noon
2:30 p.m. to 5:30 p.m.
8:30 p.m. to 10:30 p.m.

D. HEALTH SERVICE

The health of the student is under the care of the College Physician, the nurses and the members of the Department of Physical Education. General supervision is exercised to foster intelligent health habits in the lives of the students.

Other physicians, dentists, and specialists may be consulted by students. Appointments with them must be made through the Infirmary in order that the campus health service can carry out its responsibility in regard to the health of the students.

Emergencies are handled at any time. Except in case of emergency, students are expected to make visits to the Infirmary to see doctor or nurses during the regular office hours, which are held daily.

Absence from academic work on account of illness must be excused by the physician or the nurse. Even slight illness must be reported to the nurse in order that the college may know that students are receiving proper care and that other students are protected from possible danger.

A student ill enough to be in bed is not allowed to remain in her residence hall, but is required to enter the Infirmary where she can be carefully supervised.

Any student needing medical attention after 8:30 p.m. must report to her Head Resident or House President who will call the Infirmary and make the necessary arrangements. Under no circumstances is a student to go alone to the Infirmary after 8:30 p.m.

A complete list of Infirmary rules, including a schedule of office hours, will be posted in each dormitory, and every student is expected to acquaint herself promptly with these rules.

E. CAMPUS ORGANIZATIONS

1. Class Officers

<table>
<thead>
<tr>
<th>Senior</th>
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<tbody>
<tr>
<td>President</td>
<td>Susie Eaves</td>
</tr>
<tr>
<td>Vice-President</td>
<td>Lee Campbell</td>
</tr>
<tr>
<td>Secretary</td>
<td>Beverly Britt</td>
</tr>
<tr>
<td>Treasurer</td>
<td>Polly Barksdale</td>
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</table>

<table>
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<tr>
<th>Junior</th>
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</thead>
<tbody>
<tr>
<td>President</td>
<td>Caroline Arnold</td>
</tr>
<tr>
<td>Vice-President</td>
<td>Ellen Kalbach</td>
</tr>
<tr>
<td>Secretary</td>
<td>Betty Anne Grant</td>
</tr>
<tr>
<td>Treasurer</td>
<td>Peggy James</td>
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</table>

<table>
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<tr>
<th>Sophomore</th>
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</thead>
<tbody>
<tr>
<td>President</td>
<td>Laura Hay</td>
</tr>
<tr>
<td>Vice-President</td>
<td>Barbara Smith</td>
</tr>
<tr>
<td>Secretary</td>
<td>Carol Laird</td>
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<tr>
<td>Treasurer</td>
<td>Jane Stevens</td>
</tr>
</tbody>
</table>

2. Student Marshals—1958-1959

Chief Marshal: Catherine Gibbs
Assistant Chief Marshals: Caroline Shutt, Margaret Tally, Elaine Wilcox
3. Group Leaders

These students are chosen by Executive Council to introduce the Freshmen and Transfers to Hollins. Each leader acts as general helper and adviser to four or five new students.

4. Athletic Association

The purpose of this Association shall be:

To encourage all the members to participate in some form of athletic activity.

To develop skill and good form in all sports.

To maintain a high standard of sportsmanship in all activities sponsored by the Association.

**Athletic Board**

President .................................... Gail Savage
Vice-President .................................. Judy Knights
Secretary ....................................... Gretchen Walker
Treasurer ...................................... Mina Hohenberg
Publicity Director ............................ Nora De Branges
Senior Representative ......................... Rivers Yerger
Junior Representative ......................... Harriet Cotten
Sophomore Representative .................... Kitty Parsons
Freshman Representative ..................... To Be Elected
President of Monogram Club ................. To Be Elected
President of Golf Club ....................... Rivers Yerger
President of Riding Club ..................... Barbara Close
President of Swimming Club ................. Catherine Gibbs
President of Tennis Club ..................... Marjem Jackson
Chairman of Basketball ...................... Marty Giles
Chairman of Hockey .......................... Anne English
Chairman of Recreational Sports ............ Sallie Millis Hunter
Chairman of Lacrosse ....................... Libbie Gummey

5. Campus Activities

The members of Campus Activities act as a committee to provide various forms of entertainment for the Hollins student body. Their program includes the annual Freshman dance, the Fall Fashion Show, informal dances with neighboring men's colleges and universities, Saturday night movies on campus, the annual Christmas party, and musical groups from the surrounding areas. The Committee also cooperates with other campus organizations to sponsor events that are of interest to the student body.

Another activity of the Committee is the second hand book agency which operates at the beginning of each semester. The proceeds go to the building fund of the Lodge, which will be a student recreation center.

The Committee is composed of class representatives, dorm representatives, a Vice-Chairman, and a Chairman.

**Chairman:** Bunny Jones

6. Christian Council

The Christian Council aims to help each girl at Hollins realize a full and creative life, through a growing knowledge of God, through more meaningful worship experience, and through unselfish service to others.

Faith expresses itself in worship, thought, and deed. To foster this faith, the worship chairman guides the devotional life of the students; the study chairman sponsors study programs to encourage the intellectual expression of faith; and the activities chairman plans service projects on the campus and in the community.

**Christian Council**

Chairman .................................... Phyllis Brooks
Vice-Chairman ................................ Carol Carothers
Church Relations ............................ Jane Lineberger
Publicity ..................................... Betsy Harbin, Anne McAlister
Senior Representative ...................... Jo Ann Alves
Junior Representative ...................... Mary Crouse
Sophomore Representative .................. Margaret West
Freshman Representative .................... To Be Elected
West Representative ........................ Mary Bruce Featherstone
East Representative .......................... Jane Nichols
Main Representative ....................... Frances Mitchell
Turner Representative ....................... Mima Tally
Randolph Representative ................... Totsie Fowler
Student House Representative ............. Carol Hughes
Secretary-Treasurer ........................ Mary Boyle
Worship Chairman ........................... Meriwether Tannahill
Assistant Worship Chairman ............... Jo Ann Alves
Study Chairman ............................. Kaye Taylor
Assistant Study Chairman .................. Mary Rose Russell
Activities Chairman ..... Mariah Jane Parker
Elementary School
Lunches ......................... Gail Galway
Crafts ......................... Anne Rosenbaum
Music ......................... Sue Thompson
Games ......................... Kristin Patrick
Mercy House .................... Margaret West
Detention Home ................. Nancy Eason
Veterans’ Hospital ............. Eleanor Boylin
Social Chairman ................ Eleanor Hawkins
Funds Chairman ................. Mary Crounse

7. The Cotillion
   In the Fall of 1955 Cotillion held its first big Dance Weekend. This was so successful that it shows promise of becoming an annual affair. Other smaller dances are given throughout the year. Membership is gained by invitation and is open to second semester Freshmen and all Sophomores, Juniors, and Seniors.
   President: Beverly Britt

8. Freya
   Freya was founded in 1903 by a group of Hollins girls who felt the need of some organization which would embody the high ideals by which they sought to live. It still retains as a heritage from the past the legend of the Norse Goddess, Freya, who was lovely with the beauty which comes from a beautiful heart—hers was the spirit of truth, honor, and, above all, love.

   Freya exists both as an ideal and as an honorary organization. It chooses for members those girls who seem most nearly to embody the ideals for which Freya stands. Membership in Freya is not an end in itself, but a challenge and a conferring of higher responsibilities on students who seem to be fulfilling, as far as any of us can, the really unattainable ideals of Hollins.
   Chairman: Diana Dowler

9. The Hollins Dramatic Association
   The Hollins Dramatic Association presents three or four plays each year. Its purpose is to stimulate interest in the art of acting and in backstage work, and to sponsor the dramatic convocations which come to the Little Theater. Each student who desires to become a member of the Association is required to earn fifty hours a year in backstage work or in acting. All students are eligible to take part in the plays, though the heads of the backstage committees are usually elected from the Association members.
   President: Jeanne Kinstler

   a. Ye Merrie Masquers

   Ye Merrie Masquers is the honorary dramatic organization on campus. Each year a few new members from the Dramatic Association who have revealed their dedication to the life of footlights and grease paint are invited to join and are presented with the highly coveted Masquer’s Key.
   Chairman: To be Elected

   b. Orchesis

   The purpose of Orchesis, the college dance organization, is to stimulate interest and appreciation in the art of the dance, to increase proficiency and to sponsor programs. Membership is based on demonstration of skill, creativity, and interest. The Club’s projects include two annual programs, dramatic functions at Hollins, participation in the Art Forum at the Woman’s College of the University of North Carolina, and public performances.
   President: Julia Hurd

10. Hollins Music Association
    The aim of the Music Association is to strengthen and further all musical undertakings of the college. It supports all artist, faculty, and student performances on the campus, and the two annual concert series in Roanoke. In addition, the Association sponsors projects which supplement the more formal program of the Music Department. Membership includes all Junior and Senior music majors and others showing an active interest in music.
    President: Betty Anne Grant

   a. Hollins Chapel Choir

   The membership of this organization is limited to about forty. New members are accepted by examination
only. The choir sings at all Sunday night chapel services, including special music during the Christmas season and occasional programs off campus.

President: Florence Fowler

b. Hollins Choral Club

Any student with a fair voice, who will meet the strict requirements of rehearsal, is eligible. Membership is limited to about fifty and is selected by competition. The best literature in the field of secular music, both accompanied and a cappella, is performed to give the student a practical and intellectual understanding of choral music through the medium of participation. A formal concert in the spring climaxes the year's activities which include occasional chapel services and performances off-campus.

President: Virginia Turner

11. "Undertones"

The "Undertones" is a small singing group of about a dozen voices which sings for various functions both on and off-campus. Its music is for the most part popular. Entrance is by tryouts, and is based upon sight reading, quality of voice, and ability to blend and harmonize.

President: Anne English

12. Philosophy Club

The purpose of the Philosophy Club is to afford an opportunity for all students to hear and discuss the ideas of several philosophers from many parts of the country. There are also student meetings besides those with the visiting lecturers in which various aspects of all fields are discussed and compared in an informal atmosphere.

President: Polly Barksdale

13. Pi Epsilon Mu

The college honor society, organized by the members of the faculty who are members of Phi Beta Kappa and Sigma Xi, recognizes and encourages sound scholarship in the liberal arts by electing student members from the junior and senior classes. To be eligible for membership a student must have a cumulative scholastic average somewhat higher than that required for graduation with honor.

14. Publications

a. The Spinster

"The Spinster" is the annual publication of the student body.

Editor: Jane Winston Carpenter

b. Hollins Columns

"Hollins Columns" is the college newspaper, published weekly by a staff composed entirely of students. Participation is based on interest as well as on ability. The purpose of the paper is the publication of news of interest to the student body and the expression of constructive criticism and campus opinion.

Editor-in-Chief: Nelle Carter

c. Cargoes

"Cargoes," the student magazine published twice yearly, attempts to bring the best creative work of the Hollins students to the attention of the campus. At present the aim of the Cargoes staff is to publish a magazine which will appeal in some way to everyone's taste. Therefore the staff is interested in reading any kind of creative writing which is submitted—be it witty, tragic or philosophical. Staff members are selected on the basis of their literary talent, previous contributions to "Cargoes" and their ability to work hard.

Editor: Barbara Reid

d. Grapheon

Grapheon's purpose is to recognize substantial contribution to the literary life of the campus, to foster keener interest in creative writing, and to provide a nucleus for the appreciation of literary excellence.

President: Katie Letcher
The purposes for which the Association is formed are to aid, strengthen and expand in every proper and appropriate way, Hollins College and its work, and to develop, strengthen and utilize the bonds of interest, sympathy and affection existing between the College and its alumnae and among the alumnae themselves. In order to achieve these ends the Association shall have all the powers possessed by similar corporations existing under the laws of the State of Virginia, including the power to acquire, purchase, receive, hold, sell and convey property, real and personal; to receive, take and hold donations by way of grant, conveyance, device and bequest and all powers necessary for purchasing or constructing a building, or buildings, on or near the campus of Hollins College for the maintenance of an Alumnae Hall and suitable offices.

ANNUAL MEETING
The Saturday preceding Commencement

PUBLICATIONS
1. Hollins Alumnae Bulletin
2. Handbook for Class Reporters
3. Alumnae Club Handbook
4. Alumnae Funds Reports