



CHRISTOPHER NEWPORT COLLEGE
OF THE COLLEGE OF
WILLIAM AND MARY
P. O. BOX 1518
NEWPORT NEWS, VIRGINIA 23601

EVENING COLLEGE

ANNOUNCEMENT OF
COURSES
SPRING SESSION
1969



Vol. 8 No. 3
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GENERAL INFORMATION:

The curriculum of the Evening College is similar to that offered in the Day College. It includes a few non-credit courses designed to prepare adults for more rigorous credit classes in English and Mathematics. The major portion of course offerings are at the Freshman and Sophomore levels with a few Junior courses available. The instructors used to teach are for the most part members of the regular day faculty. It is planned to increase the number of classes in the Evening College as growth to the third and fourth year is accomplished in the Day College.

FINANCIAL INFORMATION:

A tuition fee of \$15.00 per credit hour is charged for all credit courses. A flat fee of \$45.00 is charged for non-credit courses. Tuition fees must be paid in full or satisfactory arrangements made, in the case of tuition assistance papers, with the Business Office BEFORE class attendance is permitted. Audit students will be charged a fee of \$5.00 per credit hour. If registration is completed by mail, make check or money order payable to CHRISTOPHER NEWPORT COLLEGE and send in a SEPARATE ENVELOPE to the BUSINESS OFFICE.

ADMISSION AND REGISTRATION PROCEDURES:

Most students attending Evening College classes are non-matriculated students. A few successfully complete the requirements for the Associate of Arts degree and are graduated. To enroll, a student must be a high school graduate or have earned a GED certificate. All students enrolling for the FIRST time must provide a CERTIFICATE OF GOOD STANDING—See last sheet of this bulletin.

Any former Christopher Newport College or new student, in good standing, may register by MAIL, following these steps:

1. Complete application for admission form (page 5 and 6 of this bulletin) and send to the Evening College office or deliver in PERSON. ALL MAIL REGISTRATIONS SHOULD BE POST-MARKED NO LATER THAN MONDAY, JANUARY 27th.

2. Mail check to BUSINESS OFFICE in a separate envelope!

For more complete description of course, either call or mail requests to the Evening College office.

Upon receipt of application and/or check an ACCEPTANCE LETTER WILL BE SENT TO ALL REGISTRANTS indicating their status as either FULLY or CONDITIONALLY accepted.

FULL ACCEPTANCE means the student is in good standing and/or has a Certificate of Good Standing on file.

CONDITIONAL ACCEPTANCE means the student may attend classes but will NOT receive grades or credits until a Certificate of Good Standing is on file in the Evening College office. Deadline for this is the end of the semester. It is the responsibility of the student to provide a CGS form.

In recent sessions, over half of the Evening College enrollment is accomplished in this way.

Military personnel on active duty are urged to contact their education officers for tuition assistance and information about the Evening College BEFORE coming to register.

Veterans in the local area wishing to use their GI Bill benefits, should call 245-3521, the local VA office, for information about this.

Students may register for a maximum of 12 semester hours of credit if the schedule of classes permits.

ACADEMIC ADMINISTRATIVE PROCEDURES AND POLICIES:

ALL STUDENTS ACCEPTED INTO THE EVENING COLLEGE ARE EXPECTED TO BE FAMILIAR WITH THE FOLLOWING POLICIES AND PROCEDURES:

ACCREDITATION:

The Evening College operates as a function of Christopher Newport College which is currently offering courses accredited by the College of William and Mary. In the 1970-71 session, it is planned for Christopher Newport College to become a four-year degree granting institution.

ATTENDANCE:

Good attendance is necessary to academic achievement. After three consecutive unexcused absences a student may be dropped from the College.

AUDIT STUDENTS:

A student who formally enrolls in a class but NOT for credit. Neither grades nor credits are earned. An audit student may not change to credit status after the SECOND meeting of the class.

BOOKSTORE HOURS:

- a. Registration night, 7:00-9:00 P.M.
- b. February 3, 4, 5 and 6—6:00-7:00 P.M.
- c. The Bookstore will be open Mondays through Thursdays from 6:30-7:00 P.M. for the remainder of the semester.
- d. Day hours are Mondays through Fridays—9:30 A.M.-1:30 P.M.

BRIDGE AND TUNNEL TICKETS:

Students using bridge or tunnel facilities for which a toll is charged may purchase ticket books at reduced rates from the Business Manager between the hours of 8 and 5 on weekdays. Students are eligible for the privilege only if they use toll facilities when commuting from home to the college on the evening of a scheduled class. Identification cards to be used with the tickets are issued by the Registrar after the student has registered.

CANCELLATION OF CLASSES:

May occur when an insufficient number of students enroll, in which case, a full refund will be made.

On an emergency basis, classes may be cancelled due to inclement weather. Information will be given to radio stations WGH and WVEC to be announced between 5:00-6:30 p. m. Such information can be obtained by calling 596-7611 before 5:00 p. m.

CERTIFICATE OF GOOD STANDING:

A CGS is required of ALL students enrolling in the Evening College for the first time in credit or non-credit courses or as auditors.

CHANGE IN PROGRAM:

- a. Must be done in writing in the Evening College office to be considered OFFICIAL.
- b. Class changes can be made on the night of registration.
- c. The deadline for making a class change is any time before the SECOND meeting of the class.

CHANGE OF STATUS:

- a. Deadline for changing from CREDIT to AUDIT with a partial refund is Friday, February 14th.
- b. Deadline for OFFICIALLY changing from AUDIT to CREDIT is BEFORE THE SECOND MEETING OF THE CLASS.

DEGREE-CANDIDATE STATUS:

Evening College undergraduate students will be considered unclassified (non-matriculated) students prior to acceptance as degree candidates. Non-matriculated students who wish to earn a degree at Christopher Newport College must make application for admission as degree candidates prior to the completion of thirty credits of undergraduate work (including acceptable transfer credit). Forms for this purpose are available from the Coordinator of Admissions and Financial Aids. Degree candidates must furnish official transcripts of secondary school and college work.

DROPPING ONE OF TWO COURSES:

- a. Deadline for dropping one of two courses without penalty is Friday, March 14th.
- b. The student must notify the Evening College office in WRITING if he wishes to drop a course.
- c. A grade of "F" is assigned to courses dropped after the deadline.

EVENING COLLEGE OFFICE HOURS:

- a. Mondays through Fridays—8:30 a.m.-4:30 p.m.
- b. EVENING HOURS—6:00-9:00 p.m. MONDAYS BY APPOINTMENT ONLY!

LATE REGISTRATIONS:

Students may with permission of the Evening College Coordinator enroll late. All such late registrations must be completed before the second meeting of a class.

LIBRARY HOURS:

Mondays through Thursdays—8:00 a. m.-9:45 p. m.; Fridays—8:00 a. m.-5:00 p.m. Saturdays—8:00 a. m.-12:00 noon; Sundays—1:00 p. m.-5:00 p. m.

PARKING:

Students will park in the two large areas in front of the gymnasium. Parking around or near the Library, Christopher Newport or Gosnold Hall is reserved for Faculty, Staff and Guests. Periodic checks will be made for violators and parking tickets issued if necessary.

REFUND POLICIES:

Refunds are not automatically made when a student withdraws from the Evening College or drops a course. Application to withdraw or drop a course must be made in writing in the Evening College Office. Refunds may be made in the following situations and in the amounts indicated:

A. A FULL REFUND

1. Will be made if a class is cancelled by the College because of insufficient enrollment.

B. A FULL REFUND LESS \$5 PROCESSING FEE if a student withdraws prior to the first week of classes.

C. 75% REFUND will be made to a student who officially withdraws during the first or second week of classes.

1. A refund of 75% of the difference in tuition will be made to a student changing from credit to audit status during the first or second week of classes.

D. NO REFUND will be made to:

1. A student who withdraws unofficially or has been required to withdraw by the College regardless of the date of withdrawal.
2. An auditor who withdraws or drops a course.

E. Refund checks will be sent to the student's address from the Treasurer's Office in Richmond, Virginia.

TRANSCRIPTS:

Transcripts are required of all veterans receiving G. I. Bill benefits and ALL classified degree candidates.

VETERANS:

Veterans who plan to apply for benefits under the G. I. Bill must furnish official transcripts from all colleges attended or, if freshman applicants, complete secondary school records.

WITHDRAWAL FROM THE COLLEGE:

a. Students who desire to withdraw from the College should apply IN WRITING to the Evening College office. Withdrawals made without this notification are considered "UNOFFICIAL" and a grade notation of "F" is assigned from each course.

b. The DEADLINE for withdrawing from the College for the Spring Semester with a grade notation of "W" is FRIDAY, APRIL 11th.

c. Withdrawal after this date will result in a grade notation of "WP" if the student withdrew passing, or "WF" if the student withdrew failing. Individual instructors will determine whether the withdrawal is "Passing" or "Failing."

ACADEMIC CALENDAR

SPRING SESSION — FEBRUARY 3 - MAY 22

1969

JANUARY

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

MONDAY—JAN. 27
THURSDAY—JAN. 30

LAST DAY to Register by Mail
REGISTRATION 7-9 P.M. Ratcliffe Gymnasium

FEBRUARY

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

MONDAY—FEB. 3rd
FRIDAY—FEB. 14th
FRIDAY—FEB. 14th

CLASSES BEGIN
Last date to withdraw with 75% REFUND
Last date to change from CREDIT to AUDIT with refund

MARCH

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

FRIDAY—MARCH 14th

MONDAY—MARCH 31st

Last day to drop ONE OF TWO or more courses without penalty
Last date to change from CREDIT to AUDIT
SPRING VACATION BEGINS 10:30 P.M.

APRIL

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

TUESDAY—APRIL 8th
FRIDAY—APRIL 11th

SPRING VACATION ends 7:00 P.M.
Last date to withdraw from college with grade notation of "W"

MAY

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FINAL EXAM SCHEDULE

MONDAY CLASSES	May 19th
TUESDAY CLASSES	May 20th
WEDNESDAY CLASSES	May 21st
M-W CLASSES	May 21st
T Th CLASSES	May 22nd

June 12, 1969

Tentative Registration date for 1969 Summer Session

EVENING COLLEGE

SPRING SEMESTER, 1969

SCHEDULE OF CLASSES

CLASSES BEGIN MONDAY, FEBRUARY 3, 1969

MONDAY CLASSES	BEGINNING	FEBRUARY 3	WILL END MAY 19
TUESDAY CLASSES	BEGINNING	FEBRUARY 4	WILL END MAY 20
WEDNESDAY CLASSES	BEGINNING	FEBRUARY 5	WILL END MAY 21
THURSDAY CLASSES	BEGINNING	FEBRUARY 6	WILL END MAY 22
M - W CLASSES	BEGINNING	FEBRUARY 3	WILL END MAY 21
T - TH CLASSES	BEGINNING	FEBRUARY 4	WILL END MAY 22

COURSE & NUMBER	DESCRIPTION	PREREQUISITES	CREDIT HOURS	TIME	DAYS	ROOM NUMBER
Biology 101	Principles (1st Semester)	None	4	7:00-10:30 P.M.	M W	*G106
Biology 102	Principles (2nd Semester)	Biol. 101	4	7:00-10:30 P.M.	T Th	G104
Biology 314	Biological Evolution	Biol. 101 or consent of Instr.	3	7:00-10:00 P.M.	M	G103
Business 102	Introduction to Business	None	3	7:00-10:00 P.M.	Th	**C209
Business 202	Principles of Accounting (2nd Semester)	Bus. 201	3	7:00- 8:30 P.M.	M W	G211
Business 302	Intermediate Accounting (2nd Semester)	Bus. 301	3	7:00- 8:30 P.M.	M W	C209
Chemistry 101	General Chemistry (1st Semester)	Placement Test	4	6:00- 9:30 P.M.	T Th	G103
Cooperative Distribution 101	Principles of Salesmanship (1st Semester)	None	3 or 5	7:00-10:00 P.M.	M	C101
Economics 202	Principles (2nd Semester)	Econ. 201	3	7:00-10:00 P.M.	Th	G101
English 101-1	Freshman (1st Semester)		3	7:00-10:00 P.M.	T	C201
English 101-2	Freshman (1st Semester)		3	7:00-10:00 P.M.	Th	C202
English 102-1	Freshman (2nd Semester)	Eng. 101	3	7:00-10:00 P.M.	M	C202
English 102-2	Freshman (2nd Semester)	Eng. 101	3	7:00-10:00 P.M.	T	C203
English 202	English Literature (2nd Semester)	Eng. 102	3	7:00-10:00 P.M.	M	C107
History 102	European (2nd Semester)	Hist. 101 or consent of Instr.	3	7:00-10:00 P.M.	W	C203
History 202	U. S. (2nd Semester)		3	7:00-10:00 P.M.	Th	G211
Mathematics 102	College Algebra, Trig. & Anal Geometry (2nd Semester)	Math. 101	3	7:00-10:00 P.M.	W	G103
Mathematics 103	Pre-Calculus Math (Accelerated Version of Math 101-102)	2 Units of H. S. Alg. & ½ Unit Trig.	3	7:00-10:00 P.M.	Th	G205
Mathematics 106	Fundamental Concepts (2nd Sem.)	Math. 105	3	7:00-10:00 P.M.	W	G205
Mathematics 202	Calculus (2nd Semester)	Math. 201	3	7:00-10:00 P.M.	W	G207
Mathematics 230	Elementary Computer Programming	None	3	7:00-10:00 P.M.	M	C103
Physics 202	General Physics (2nd Semester)	Physics 201	4	7:00-10:00 P.M.	T Th	G202
Psychology 201	Principles (1st Semester)	None	3	7:00-10:00 P.M.	M	C110
Psychology 202	Principles (2nd Semester)	Psych. 201	3	7:00-10:00 P.M.	W	C107
Psychology 305	Abnormal Psychology	Psych. 201	3	7:00-10:00 P.M.	Th	C107
Sociology 202	Principles (2nd Semester)	Soc. 201	3	7:00-10:00 P.M.	T	G101
Speech 101	Public Speaking	None	3	7:00-10:00 P.M.	T	C208
French 102	Elementary French (2nd Semester)	French 101	4	7:00- 9:00 P.M.	M W	G102
German 102	Elementary German (2nd Semester)	German 101	4	7:00- 9:00 P.M.	M W	G202
Spanish 102	Elementary Spanish (2nd Semester)	Spanish 101	4	7:00- 9:00 P.M.	T Th	G102

* Gosnold Hall

** Christopher Newport Hall

*** APPLICATION FOR ADMISSION TO EVENING COLLEGE, CHRISTOPHER NEWPORT COLLEGE**

Newport News, Virginia

***TO BE COMPLETED BY NEW (FIRST-TIME) STUDENTS ONLY!**

DATE: _____

PRINT (Mr.)

FULL (Mrs.)

NAME (Miss)

(Last)

(First)

(Middle)

(Maiden Name)

HOME ADDRESS: _____

(Street & No.)

(City)

(State)

(Zip)

LOCAL MAILING ADDRESS: _____

(If not at home)

LOCAL TELEPHONE NUMBER(S): BUSINESS: _____

HOME: _____

OCCUPATION: _____ NAME OF EMPLOYER: _____

ARE YOU RECEIVING TUITION ASSISTANCE FROM EMPLOYER: _____

DATE OF

PLACE OF

SOCIAL

BIRTH _____

BIRTH _____

SECURITY # _____

LIST **ALL** EDUCATIONAL INSTITUTIONS (H. S. & COLLEGES) YOU HAVE ATTENDED:

HIGH SCHOOLS/COLLEGES ATTENDED

CITY & STATE

DATES

YR. GRAD.—DIPLOMA/DEGREE

IF YOU HAVE EARNED A G. E. D. CERTIFICATE, WHEN? _____

WHAT TYPE? _____

(Military/State)

IF ON ACTIVE DUTY, WHICH BRANCH OF SERVICE? _____

RANK/RATE: _____

WHERE STATIONED? _____

RECEIVING GOVERNMENT TUITION ASSISTANCE? _____

IF A VETERAN, ARE YOU RECEIVING BENEFITS UNDER G. I. BILL? _____

(If yes, please see section on veterans under Admission and Registration Procedures).

WERE YOU EVER PLACED ON ACADEMIC PROBATION? _____

IF SO, WHEN? _____

HAVE YOU EVER BEEN SUSPENDED FOR ACADEMIC OR SOCIAL REASONS? _____

IF SO, WHEN? _____

HAVE YOU BEEN REINSTATED? _____

DATE OF REINSTATEMENT _____

ARE YOU CURRENTLY ELIGIBLE TO RETURN TO THE LAST COLLEGE ATTENDED? _____

DO YOU PLAN TO COMPLETE DEGREE REQUIREMENTS AT CHRISTOPHER NEWPORT? _____

(If yes, please see section on degree candidate status under Admission and Registration Procedures).

LIST COURSE(S) YOU PLAN TO ENROLL IN FOR THIS SESSION:

NAME OF COURSE

NUMBER

TIME

DAY(S)

NUMBER OF CREDITS/AUDIT

If you registered by mail was check made payable to Christopher Newport College and sent under separate cover to Business Office _____? In what amount _____?

THE HONOR CODE PLEDGE

I have read the statement of the Christopher Newport College Honor Code.

I know that any act of lying, stealing, cheating or failure to report an infraction is a violation of the Honor Code and is punishable by dishonorable dismissal from the College.

I hereby pledge my full support of the Honor Code.

Date _____

Signature _____

FOR COLLEGE USE ONLY!

ACCEPTED: _____ LETTER: _____ FOR: _____ SEM. _____ SESSION _____

CONDITIONAL: _____ LETTER: _____ REG. CARD: _____

CHANGE CONDITIONAL: _____ LETTER: _____ CERTIFICATE OF GOOD
STANDING REQUESTED: _____

ACC. ON PROBATION: _____ LETTER: _____ H. S. _____

NOT ACCEPTED: _____ LETTER: _____ COLLEGE _____

COMMENTS: TEST RESULTS: _____ RECEIVED: _____

RECORDS TO REGISTRAR: _____ W/D Off./Unoff. _____

*** APPLICATION FOR READMISSION TO EVENING COLLEGE, CHRISTOPHER NEWPORT COLLEGE
* TO BE COMPLETED BY STUDENTS CURRENTLY OR FORMERLY ENROLLED WHO ARE IN GOOD
STANDING ONLY!**

DATE: _____

PRINT (Mr.)
FULL (Mrs.)
NAME (Miss) _____
(Last) (First) (Middle) (Maiden Name)

HOME ADDRESS: _____
(Street & No.) (City) (State) (Zip)

LOCAL MAILING ADDRESS: _____
(If not at home)

LOCAL TELEPHONE NUMBER(S): BUSINESS: _____ HOME: _____

OCCUPATION: _____ NAME OF EMPLOYER: _____

ARE YOU RECEIVING TUITION ASSISTANCE FROM EMPLOYER? _____

DATE OF BIRTH: _____ PLACE OF BIRTH: _____ SOCIAL SECURITY #: _____

IF ON ACTIVE DUTY, WHICH BRANCH OF SERVICE? _____ RANK/RATE: _____

WHERE STATIONED? _____ RECEIVING GOVERNMENT TUITION ASSISTANCE? _____

IF A VETERAN, ARE YOU RECEIVING BENEFITS UNDER G. I. BILL? _____
(If yes, please see section on veterans under Admission and Registration Procedures).

WHEN DID YOU LAST ATTEND CHRISTOPHER NEWPORT EVENING COLLEGE? _____
(Month) (Year)

WHEN DID YOU LAST ATTEND CHRISTOPHER NEWPORT DAY COLLEGE? _____
(Month) (Year)

HAVE YOU ATTENDED ANOTHER COLLEGE SINCE ATTENDING CHRISTOPHER NEWPORT COLLEGE? _____
(If YES, your admission and registration will be "Conditional" until a Certificate of Good Standing from that college is received in this office.)

OTHER COLLEGE(S) ATTENDED: _____

WERE YOU EVER PLACED ON ACADEMIC PROBATION? _____ IF SO, WHEN? _____

HAVE YOU EVER BEEN SUSPENDED FOR ACADEMIC OR SOCIAL REASONS? _____ IF SO, WHEN? _____

HAVE YOU BEEN REINSTATED? _____ DATE OF REINSTATEMENT _____

ARE YOU CURRENTLY ELIGIBLE TO RETURN TO THE LAST COLLEGE ATTENDED? _____

DO YOU PLAN TO COMPLETE DEGREE REQUIREMENTS AT CHRISTOPHER NEWPORT? _____
(If yes, please see section on degree candidate status under Admission and Registration Procedures).

LIST COURSE(S) YOU PLAN TO ENROLL IN FOR THIS SESSION:

NAME OF COURSE	NUMBER	TIME	DAY(S)	NUMBER OF CREDITS/AUDIT
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

If you registered by mail was check made payable to Christopher Newport College and sent under separate cover to Business Office _____? In what amount _____?

THE HONOR CODE PLEDGE

I have read the statement of the Christopher Newport College Honor Code.
I know that any act of lying, stealing, cheating or failure to report an infraction is a violation of the Honor Code and is punishable by dishonorable dismissal from the College.
I hereby pledge my full support of the Honor Code.

_____ Date _____ Signature _____

FOR COLLEGE USE ONLY!

ACCEPTED: _____ LETTER: _____ FOR: _____ SEM _____ SESSION _____
CONDITIONAL: _____ LETTER: _____ REG. CARD: _____
CHANGE CONDITIONAL: _____ LETTER: _____ CERTIFICATE OF GOOD
STANDING REQUESTED: _____
ACC. ON PROBATION: _____ LETTER: _____ H. S. _____
NOT ACCEPTED: _____ LETTER: _____ COLLEGE _____
COMMENTS: TEST RESULTS: _____ RECEIVED: _____
RECORDS TO REGISTRAR: _____ W/D Off./Unoff. _____

EVENING COLLEGE
CHRISTOPHER NEWPORT COLLEGE — NEWPORT NEWS, VIRGINIA

CERTIFICATE OF GOOD STANDING

THIS FORM IS REQUIRED OF ANY STUDENT NOT CURRENTLY
ENROLLED IN THE EVENING COLLEGE

NAME (PRINT) Mr.
Mrs.
Miss

ADDRESS _____
(Street) (City) (State) (Zip Code)

PHONE NO. _____ (Home) (Business) SOCIAL SECURITY NO. _____

COMPLETE EITHER 1, 2 OR 3. THE STUDENT WHOSE NAME APPEARS ABOVE:

1. Was a student at, and is entitled to honorable dismissal from _____
_____. (College or University).

2. Is _____ Was _____ a student at _____ and (his) (her) status is as follows:
College or University

_____ Graduated _____ (Date).

_____ Is a student in good standing and is eligible to continue (his) (her) course here.

_____ Is on probation but eligible for readmission on _____
Date

_____ Was academically suspended but has been reinstated _____
Date

_____ Was academically suspended and **IS NOT ELIGIBLE FOR ADMISSION.**

_____ Other, please describe _____

PERMISSION IS GRANTED FOR THIS STUDENT TO TAKE THE FOLLOWING COURSES:

(a) _____ (b) _____

(IF, SUBSEQUENT TO THE ISSUANCE OF THIS CERTIFICATE, THE STUDENT BECOMES INELIGIBLE FOR
RECOMMENDATION, PLEASE NOTIFY THE COORDINATOR OF THE EVENING COLLEGE.)

DATE _____ (Signature of Dean or Registrar)

3. Was graduated from _____ High School on _____

Date _____ (Signature of Principal)

THIS FORM SHOULD BE COMPLETED AND MAILED TO: COORDINATOR OF THE EVENING COLLEGE
CHRISTOPHER NEWPORT COLLEGE
P. O. BOX 1518
NEWPORT NEWS, VIRGINIA 23601