

VOL. 2 No. 3

DECEMBER 1962

EVENING COLLEGE

Residence Courses

SPRING SEMESTER

1963

**CHRISTOPHER NEWPORT
COLLEGE**

NEWPORT NEWS, VIRGINIA

1963

CALENDAR

EVENING COLLEGE CLASSES

All Hours Shown Are Eastern Standard Time

ADMISSION INTERVIEWS

Monday, January 28, through Thursday, January 31, 1-5 p.m. and 6-9 p.m.

REGISTRATION

Tuesday, February 5, 7-9 p.m.

CLASSES BEGIN

Wednesday, February 6

HOLIDAYS

Spring Recess, Monday, April 1 through Thursday, April 4.

LAST CLASS MEETINGS

Monday Classes, May 27
Tuesday Classes, May 28
Wednesday Classes, May 22
Thursday Classes, May 23

FINAL EXAMINATIONS

Monday Classes, June 3
Tuesday Classes, June 4
Wednesday Classes, May 29
Thursday Classes, May 30

For Information, Write or Call:

Mr. James C. Windsor, Coordinator of the Evening College (CH 5-3861)

Christopher Newport College
222 32nd Street
Newport News, Virginia

THE EVENING COLLEGE

The purpose of the Evening College at Christopher Newport College is to provide a program of evening meetings of courses designed to serve the needs of residents of Tidewater communities and military personnel stationed in the area and to enable them to obtain residence credits which might be applied toward a degree at Christopher Newport College or at other accredited institutions.

Class meetings are held at the College in Newport News with members of the College faculty as instructors.

ADMISSION

The principal requirement for admission to the Evening College is graduation from an accredited secondary school with a minimum of sixteen acceptable units or the equivalent of this requirement as shown by examination.

All applicants for admission including candidates who already possess a degree from another institution of higher education must file an application in person at The Evening College office at one of the following times: Monday, January 28, through Thursday, January 31, 1 to 5 p.m., and 6 to 9 p.m.

Transcripts of high school academic records or transcripts of work taken at other colleges must be furnished by all such applicants not later than Monday, January 28. These transcripts must be requested by the applicant and must be mailed directly to the Evening College by the issuing high school or college. An applicant will not be considered for admission to the Evening College unless he is in full academic and social good standing at his previous institution or institutions.

Christopher Newport College will not take action on an application for admission until all application forms, transcripts, and test scores (when required) have been received and processed. Tests of the College Entrance Board may be required at the discretion of the College. Tests may include the Scholastic Aptitude Test, the General Educational Development Test, and other tests deemed appropriate by the College.

Applicants who are eligible for admission to the Evening College will be notified by mail. Applicants whose academic records are deemed unsatisfactory by the College may be permitted to take tests on Saturday, February 2 at 9 a.m. The cost of such tests shall be borne by the applicant. The College reserves the right to reject any applicant whose performance on such tests suggests to the examiners that he is not qualified to engage in the courses in which he wishes to enroll. Such applicants will be advised by mail as soon as practicable after test scores have been reviewed.

Registration in Evening College shall be open only to qualified applicants who enroll for academic credit. Auditors are not permitted to register for evening classes.

Admission to the Evening College shall not be construed as automatically admitting the applicant to the Day Session.

REGISTRATION

Applicants who have been admitted to the Evening College and former students in good standing at Christopher Newport College will register on Tuesday, February 5, between 7 and 9 p.m. Faculty members will be available to assist registrants in the selection of courses and in the planning of degree programs. A veterans' adviser will assist those students who are eligible for benefits.

ACADEMIC CREDIT

Residence credit may be earned by transfer students and secondary school graduates. A student may not assume that credit will be given for work at other institutions until he has a written statement as to what credit will be accepted. Credits carrying a grade of "D" will not be accepted for transfer to Christopher Newport College.

Evening College undergraduate students will be classified as non-matriculated students prior to acceptance as degree candidates. Non-matriculated students who wish to earn a degree at Christopher Newport must make application for admission as degree candidates prior to the completion of 30 credits of undergraduate work. Forms for this purpose are available from the Registrar.

Course numbers indicate the level of instruction as follows: 100 series, Freshman; 200, Sophomore.

Because of the time required for proper preparation of course requirements, the College considers it unwise for Evening students to enroll for more than one course per semester. Registrants who have not attended college previously may not enroll for more than one course except with permission of the Coordinator of the Evening College.

WITHDRAWAL FROM COURSES

Students who desire to withdraw from a course should apply in writing to the Coordinator of the Evening College and state the reason for withdrawal. Withdrawal without such request will result in a notation "Withdrew unofficially" on the permanent record card of the student.

FEES

The tuition fee is \$12 per semester hour, payable in advance to the Business Manager. Students may not attend class until tuition payments have been completed, except that military students enrolling under a plan in which the Armed Services pay part of the costs need pay at registration only that portion of the tuition fee for which the individual is personally responsible.

A late registration fee of \$3 will be payable by each student who completes his registration after the first meeting of the class in which he seeks to enroll.

The cost of text books and other required materials varies with the courses and is in addition to the tuition fee.

REFUNDS

The College considers all tuition fees fully earned upon registration except in the following cases: (1) Students who withdraw officially prior to February 19 will be refunded 75 per cent of the tuition fee; and (2) When the College cancels a course because of insufficient enrollment, a full refund will be made. Refunds will not be granted to a student who withdraws unofficially or who has been required to withdraw by the College, regardless of date of withdrawal.

ABSENCE FROM CLASSES

Regular attendance is necessary for satisfactory academic achievement and orderly classroom procedure. Instructors make weekly reports of attendance to the Evening College office. The College reserves the right to determine whether

an absence shall be considered excused or unexcused. Absences exceeding twenty per cent of class or laboratory time may warrant the withholding of academic credit for the course.

Students who have been absent from a regularly-scheduled class meeting must report to the Coordinator of the Evening College prior to the following meeting of the course. The Evening College office is open from 6:00 to 9:00 p.m. on Monday through Thursday evenings during the registration period and from 6:30 to 8:30 p.m. on Tuesday and Thursday evenings thereafter. One unexcused absence will result in a student being placed on *absence probation*. A student who has been placed on *absence probation* in a given course will be subject to *suspension* from the Evening College if another unexcused absence occurs.

A faculty member may recommend that a student be dropped from a class at any time that the instructor considers irregular attendance sufficient cause for failure.

DEFERRED FINAL EXAMINATIONS

Deferred final examinations will be given during the week of June 10 to students who have been excused in advance by the Coordinator from taking their examinations at the regular time. Such permission will be granted only upon written application accompanied by a copy of military orders or a physician's certificate justifying absence from scheduled examinations.

THE HONOR SYSTEM

The Honor System, which was established at Christopher Newport College when the College was founded, places upon each student the responsibility to maintain the honor of the student body. Lying, cheating, stealing, and failure to report any Honor System violations constitute unacceptable conduct.

LIBRARY FACILITIES

The College Library is open Monday through Friday between the hours of 8 a.m. and 5 p.m.; Saturday from 8 a.m. to Noon. Under the Honor System, Christopher Newport College students are privileged to go freely to the stack rooms to select books they need or to browse at leisure. The privilege of borrowing books is granted to all students.

BOOKSTORE

Textbooks and other supplies may be purchased at the College Bookstore located in the basement of the College building from 7 p.m. to 10 p.m. on Registration Night, Tuesday, February 5. The store will be open from 6 to 7 p.m. on the evening of the first meeting of each Evening College class.

BRIDGE AND TUNNEL TICKETS

Evening students using bridge or tunnel facilities for which a toll is charged may purchase ticket books at reduced rates from the Business Manager. Evening students are eligible for this privilege only if they use toll facilities when commuting from home to the College on the day of a scheduled class.

COURSES NOT LISTED

The College will make an effort to provide additional courses not listed in this bulletin if a sufficiently large number of students request such courses and if qualified instructors are available. Application should be made to the Coordinator of the Evening College for other courses.

CANCELLATION OF COURSES

The College reserves the right to cancel courses for which there is insufficient enrollment.

The College does not authorize re-examinations.

EVENING CLASSES

MONDAY

Beginning February 11

ECONOMICS 202: Principles of Economics 3 sem. hrs.
7-10 p.m. Room 208

This course deals with the theory of distribution, distribution of income, foreign trade and foreign exchange and current economic problems. Prerequisite: Economics 201 or permission of instructor.

ENGLISH 102. Grammar, Composition and Literature 3 sem. hrs.
7-10 p.m. Room 212

The course covers the writing of themes and a research paper, the reading and discussion of selected prose and analysis of the literary types of the short story, the novel, the drama, and poetry. Prerequisite: English 101 or permission of instructor.

TUESDAY

Beginning February 12

HISTORY 202: American History 3 sem. hrs.
7-10 p.m. Room 200

The development of the United States from the Civil War to the present.

WEDNESDAY

Beginning February 6

ENGLISH 101: Grammar, Composition and Literature 3 sem. hrs.
7-10 p.m. Room 203

This course and English 102 cover a careful review of central principles of grammar and rhetoric, the writing of themes and a research paper, the reading and discussion of selected prose and analysis of the literary types of the short story, the novel, the drama and poetry.

ENGLISH 202: English Literature 3 sem. hrs.
7-10 p.m. Room 212

Second half of a course covering a survey of English literature with collateral readings, discussions, and reports. Open to students who have not taken English 201.

MATHEMATICS 104: Freshman Mathematics 3 sem. hrs.
7-10 p.m. Room 208

Common logarithms. Trigonometric functions. Complex numbers. Probability, permutations and statistics. Derivatives of polynomials. Recommended for prospective teachers and students not majoring in mathematics or science.

THURSDAY

Beginning February 7

SOCIOLOGY 202: General Sociology 3 sem. hrs.
7-10 p.m. Room 208

The basic concepts of society, culture, and personality and their relationships to one another are used to examine and analyze the major social institutions in human society. Political, economic, religious, and familial institutions are studied

as well as additional concepts of social class, caste, and social change. Prerequisite: Sociology 201 or permission of instructor.

TUESDAY AND THURSDAY

Beginning February 7

BUSINESS 202: Principles of Accounting 3 sem. hrs.
7-9 p.m. Room 203

A study of the elementary principles and procedures of individual proprietorship, partnership and corporation accounting. Prerequisite: Business 201 or permission of instructor.

GRAPHIC ARTS 102: Descriptive Geometry 3 sem. hrs.
7-10 p.m. Room 309

Continuous course; laboratory six hours; three credits. Fundamentals of Descriptive Geometry. Graphic representation and solutions of space problems. Successive auxiliary views. Intersection of planes and surfaces. Development of surfaces.

PHYSICS 102: General Physics 4 sem. hrs.
7-10 p.m. Room 103

The second half of the beginning course in College Physics covering electricity, light and modern physics. Prerequisite: Physics 101 or permission of instructor.