



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

EVENING COLLEGE

ANNOUNCEMENT
EVENING COURSES
FALL SESSION
1968 - 1969



Vol. 8 No. 2
July, 1968

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 SEPTEMBER 9TH.
2. Mail check to BUSINESS OFFICE in a separate envelope!

For more complete description of courses, 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 1970-1971 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—6:00-9:00 p. m.
- b. September 16, 17, 18 and 19—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.

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 September 27th.
- 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 October 25.
- 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!

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:

- a. A FULL refund (less \$5 processing fee) will be given to students who withdraw OFFICIALLY before the first meeting of the class.
- b. FULL refunds WILL NOT BE MADE AFTER THE FIRST MEETING OF THE CLASS!
- c. 75% refund for students who OFFICIALLY withdraw on or before Friday, September 27th.
- d. 75% of difference in tuition when changing from Credit to Audit.
- e. No refunds will be made to auditors who withdraw.
- f. For the purpose of determining eligibility of refunds, the decision will be based upon the date notification was made to the Evening College rather than the last date of class attendance. Notification must be made in person or in writing. NO REFUNDS WILL BE MADE TO A STUDENT WHO WITHDRAWS UNOFFICIALLY, OR HAS BEEN REQUIRED TO WITHDRAW BY THE COLLEGE, REGARDLESS OF THE DATE OF WITHDRAWAL!

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 Fall Semester with a grade notation of "W" is FRIDAY, NOVEMBER 8th.
- 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

FALL SESSION — SEPTEMBER 16 - JANUARY 23

1968-1969

SEPTEMBER

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					

MONDAY—SEPT. 9

THURSDAY—SEPT. 12

MONDAY—SEPT. 16

FRIDAY—SEPT. 27

MAIL REGISTRATIONS MUST BE POSTMARKED NO LATER THAN Sept. 9

REGISTRATION—6:00-9:00 P.M. Ratcliffe Gymnasium
CLASSES BEGIN!

Last date for withdrawal with 75% refund

Last date to change from credit to audit with refund

OCTOBER

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—OCT. 25

Last date to drop **ONE** of two or more courses without penalty!

NOVEMBER

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

FRIDAY—NOV. 8

WEDNESDAY—NOV. 27

Last date to withdraw from college with grade notation of "W"

THANKSGIVING HOLIDAY begins at 10:00 P.M. and ends Monday, 7:00 P.M., Dec. 2

DECEMBER

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				

WEDNESDAY—DEC. 18

CHRISTMAS HOLIDAY begins at 10:30 P.M. and ends Monday, 7:00 P.M. January 6

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. 20-
THURSDAY—JAN. 23

FINAL EXAM WEEK

Final examinations will be given this week during the
LAST meeting of each class

EVENING COLLEGE

CHRISTOPHER NEWPORT COLLEGE — Newport News, Virginia

FALL SESSION 1968-69

SCHEDULE OF CLASSES

COURSE AND NUMBER	DESCRIPTION	CREDIT HOURS	TIME	DAY(S)	ROOM NO.	INSTRUCTOR
Biology 101	Principles (1st Semester)	4	7:00-10:30 P.M.	T Th	*G104	Staff
Biology 102	Principles (2nd Semester)	4	7:00-10:30 P.M.	M W	G104	Staff
Biology 201	Embryology	4	7:00-10:00 P.M.	M T W	G110	Staff
Business 102	Introduction to Business	3	7:00-10:00 P.M.	Th	**C209	Mr. Myers
Business 201	Principles of Accounting	3	7:00- 8:30 P.M.	M W	C208	Mr. Lee
Business 301	Intermediate Accounting	3	7:00- 8:30 P.M.	M W	C209	Mr. Riley
Business 303	Cost Accounting	3	7:00- 9:00 P.M.	T Th	C210	Mr. Riley
Chemistry 201	Organic	4	7:00-10:30 P.M.	T Th	G103	Dr. Hammer
Economics 201	Principles of Economics	3	7:00-10:00 P.M.	Th	G102	Col. Breeding
English 001-1	Preparatory English	NC	7:00-10:00 P.M.	W	C201	Mrs. Perry
English 001-2	Preparatory English	NC	7:00-10:00 P.M.	T	C201	Staff
(1) p English 101-1	Freshman English	3	7:00-10:00 P.M.	M	C202	Staff
(1) p English 101-2	Freshman English	3	7:00-10:00 P.M.	T	C202	Dr. Millar
(1) p English 101-3	Freshman English	3	7:00-10:00 P.M.	W	C202	Mr. Wood
(1) p English 101-4	Freshman English	3	7:00-10:00 P.M.	Th	C202	Dr. Millar
English 102	Freshman English (2nd Sem.)	3	7:00-10:00 P.M.	Th	C201	Miss Riddick
English 201	English Literature	3	7:00-10:00 P.M.	M	C107	Dr. Sanderlin
English 203	American Lit. before 1860	3	7:00-10:00 P.M.	M	C201	Staff
English 359	Romantic Period (1798-1832)	3	7:00-10:00 P.M.	M	C203	Mr. Wood
Government 102	American Political System	3	7:00-10:00 P.M.	Th	C208	Mr. Williams
Graphic Arts 101	Engineering Drawing	3	7:00-10:00 P.M.	T Th	C206	Mr. Tabor
History 101	European (1st Semester)	3	7:00-10:00 P.M.	W	C203	Mr. Usry
History 201	American (1st Semester)	3	7:00-10:00 P.M.	Th	C203	Mr. McMurren
Mathematics 001-1	Preparatory Algebra	NC	7:00-10:00 P.M.	M	G103	Col. Kochli
Mathematics 001-2	Preparatory Algebra	NC	7:00-10:00 P.M.	Th	G205	Col. Kochli
Mathematics 011	Intermediate Algebra	NC	7:00-10:00 P.M.	T	G103	Staff
Mathematics 101	Algebra	3	7:00-10:00 P.M.	W	G205	Staff
Mathematics 105	Fundamental Concepts	3	7:00-10:00 P.M.	W	G205	Staff
Mathematics 201	Calculus (1st Semester)	3	7:00-10:00 P.M.	Th	G207	Mr. Tabor
Mathematics 202	Calculus (2nd Semester)	3	7:00 10:00 P.M.	Th	G205	Dr. Raney
Mathematics 230	Elementary Computer Program	3	7:00-10:00 P.M.	W	G103	Mr. Pillow
(2) p Physics 201	General Physics	3	7:00-10:30 P.M.	T Th	G202	Mr. Pillow
Psychology 201	Principles of Psychology	3	7:00-10:00 P.M.	M	G101	Dr. Saucer
(3) p Psychology 202	Contemporary	3	7:00-10:00 P.M.	T	C107	Mrs. Sutton
(3) p Psychology 307	Child Development	3	7:00-10:00 P.M.	Th	C107	Mr. Windsor
Sociology 201	General	3	7:00-10:00 P.M.	T	G101	Staff
Speech 101	Public Speaking	3	7:00-10:00 P.M.	T	C208	Miss Crane
German 001	Reading Requirement	NC	7:00-10:00 P.M.	T	G102	Mr. Guthrie
German 101	Elementary German	4	7:00- 9:30 P.M.	M W	G202	Mr. Guthrie
French 101	Elementary (1st Semester)	4	7:00- 9:30 P.M.	M W	G102	Mrs. Adams
Spanish 101	Elementary (1st Semester)	4	7:00- 9:30 P.M.	T Th	G207	Mrs. Reppen
Spanish 201	Intermediate Readings	3	7:00- 9:30 P.M.	W	G207	Mrs. Reppen

*—Gosnold Hall

**—Christopher Newport Hall

1 p—Prerequisite: English Placement test will be given on first class night.

2 p—1 semester calculus

3 p—Prerequisite: Psychology 201

*** 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
BIRTH

PLACE OF
BIRTH

SOCIAL
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 CHISTOPHER 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 CHISTOPHER NEWPORT?

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

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NAME OF COURSE

NUMBER

TIME

DAY(S)

NUMBER OF CREDITS/AUDIT

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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.

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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 AT OR ADMITTED TO CHRISTOPHER NEWPORT COLLEGE

NAME (PRINT) ^{Mr.} ~~Mrs.~~ _____
^{Miss}

STREET ADDRESS _____

CITY _____ STATE _____ HOME TELEPHONE NO. _____

COMPLETE EITHER 1, 2, 3 or 4. 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