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Spring 1969

## summer catalog 1969

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## FACULTY

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Floyd Van Wert Anderson, M.A. ....	Associate Professor of Health, Physical Education and Recreation
David Gene Baarda, Ph.D. ....	Associate Professor of Chemistry
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Maribel Benton, M.M. ....	Assistant Professor of Music
Larsen Zirkle Bosserman, M.Ed. ....	Instructor in Health, Physical Education and Recreation
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John A. Britt, Jr., Ed.D. ....	Professor of Education
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Bobby Joe Dooley, Ed.D. ....	Assistant Professor of Business Administration and Economics
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Donald C. Fuller, Ed.D. ....	Professor of Business Administration
George Herman Gaines, B.F.A., M.Ed. ....	Associate Professor of Art
Floride Moore Gardner, Ph.D. ....	Professor of Education

Dick L. George, Ph.D. ....	Professor of Mathematics
Gladys Gilbert, M.Ed. ....	Associate Professor of Home Economics
Helen Ione Greene, Ph.D. ....	Professor of History and Political Science
John P. Hargaden, Ph.D. ....	Assistant Professor of Chemistry
Ralph William Hemphill, Jr., M.A. ....	Assistant Professor of History and Political Science
Dean Russell Hokanson, M.S. ....	Instructor in Art
Mary Joyce Ireland, M.A. ....	Associate Professor of Health, Physical Education and Recreation
Rosaline Ivey, M.A. ....	Associate Professor of Home Economics
Charles O. Jackson, Ph.D. ....	Assistant Professor of History and Political Science
Franklin Eugene Jordan, M.ACC. ....	Assistant Professor of Business Administration and Economics
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JoAnne Walker Mayberry, M.Ed. ....	Instructor in Mathematics
Ruth Maynard, M.S. ....	Associate Professor of Home Economics
Louise Hatcher Nelson, M.A. ....	Associate Professor of Mathematics
Bebe Ethel Parker, M.Ed. ....	Instructor in Education
Charles Allen Parker, Ed.D. ....	Associate Professor of Education
Dorothy E. Pitman, Ph.D. ....	Professor of Sociology
Sara Mooney Riggs, Ed.D. ....	Assistant Professor of Education
Marlin C. Sanders, Ed.D. ....	Professor of Education
Robert Liston Sears, Ed.D. ....	Assistant Professor of Education
John Michael Sharp, M.A. ....	Instructor in Sociology
Allen B. Skei, Ph.D. ....	Associate Professor of Music
Ruth Sneed, Ed.D. ....	Professor of Home Economics
Mary Elizabeth Venable, M.A. ....	Associate Professor of Home Economics and Education
Maxine Wells, M.Ed. ....	Instructor in Education
Robert W. Wildman, Ph.D. ....	Associate Professor of Psychology

## PURPOSES

The summer quarter at Georgia College at Milledgeville is operated for three basic purposes. These purposes are to provide an opportunity for graduate work leading toward a degree, to re-instate and renew certificates, and to allow undergraduates who wish to pursue a year-round course of study to get a full quarter of work during the summer.

## ADMISSION

Requirements for admission to Georgia College are stated in the general catalogue. Application forms may be obtained from the Director of Admissions, and should be returned with a fee of \$10.00 if the applicant has never attended Georgia College, or a deposit of \$25 if the applicant is a former Georgia College student. Admission forms are attached in the back of this catalogue.

Transient students planning to return to their own college in the fall are accepted for summer study. They must secure from their Dean or Registrar a statement of good standing and of approval for specific courses and have it forwarded to the Office of Admissions of Georgia College.

Currently enrolled students will be notified by the Dean of Student's Office when to submit a summer housing form if they register during May for the summer quarter.

## CLASSES

Classes are kept small enough for efficient instruction, but cannot be too small. The College reserves the right to cancel any course for which there is not sufficient demand.

## GRADUATION

Students expecting to graduate from Georgia College in August must be personally responsible for filing a Degree Application by the deadline stated in the catalogue. They must also take the initiative in seeing that all transfer credits are on file in the Registrar's Office and that all subject matter requirements for the degree sought are completed by the end of the summer quarter. Graduation cannot be permitted until all credits are officially complete and on file in the Registrar's Office. *Every student who graduates in August is expected to be present for graduation exercises.*

## THE NURSERY SCHOOL

The Georgia College Nursery School will provide an educational program for three and four-year-olds during the summer school. The Nursery School will operate from 8:30 A.M. to 12 noon June 17 through August 14. Adjustments of arrival and dismissal times needed because of parents' college classes will be considered upon request.

Enrollment of five-year-olds, whose parents are summer school students, will be considered.

Application should be made immediately to Miss Mary E. Venable, director of the Nursery School. Enrollment for children of summer school students will be open, to the extent of the Nursery School capacity, through May 17. After that date, openings will be made available to other children on the waiting list.

## SUMMER DAY CAMP

A Summer Day Camp for elementary age children will be provided if interest warrants. The Camp will provide opportunities for swimming, dancing, games, crafts, music, reading and science instruction. A tuition fee will be charged for the camp, which will operate from approximately 7:45 a.m. to 12:30 p.m. Students who wish to enroll their children should contact Director, Peabody Laboratory School.

## REGISTRATION

Currently enrolled students will be given an opportunity to register during May, 1969. Students not enrolled in the Spring quarter may come to the campus for registration in May, but should make an appointment with a faculty advisor in their major departments before coming. Course planning cannot be accomplished in the office of the Registrar. Early registration is encouraged if a faculty adviser is available.

## FEES, LIVING EXPENSES AND SERVICES

As a unit of the University System of Georgia, Georgia College is a state-supported college. As such, it makes no tuition charge for residents of the State of Georgia.

Basic charges for the summer session of 1969 are:

Matriculation	\$ 85.00
General Services	22.00
Total — Day Student	<u>\$107.00</u>
Board	140.00
Room	75.00- 90.00
Laundry	15.00
Total — Dormitory Student	<u>\$337.00-352.00</u>
Out-of-State (Additional)	\$110.00
Private Dormitory Room (Additional)	\$ 16.00

### NOTES:

Students permitted to register for fewer than twelve quarter hours, with or without credit, will pay a matriculation fee of \$7.00 per quarter hour. Students who are not residents of Georgia who are permitted to register for fewer than twelve hours will pay an additional fee of \$9.00 per quarter hour.

Students should deduct advance deposits from total expenses when paying charges. The \$10.00 application fee for first-time applicants is not deductible.

General Service Fees, paid by all students taking courses for credit, include Health Services, Student Union and Activities.

Auditors pay a course fee at the same rate as students registered in credit courses.

Graduation Fee of \$10.00 is charged at beginning of final quarter of the year in which student plans to graduate.

**LATE REGISTRATION FEE AND LATE PAYMENT OF COLLEGE ACCOUNTS** — Students who fail to register and pay fees and living expenses at the time provided in the College calendar will be charged a late fee of \$3.00 for the first day and \$1.00 for each additional day to a maximum of \$5.00.

Fees and expenses shall be paid by the student as part of the registration procedure on June 16, 1969, or at the time of registration if earlier.

**REGISTRATION IS NOT COMPLETE AND STUDENTS WILL NOT BE ADMITTED TO CLASSES UNTIL FEES ARE PAID.**

## REFUND OF COLLEGE FEES AND EXPENSES

A student who registers in the College and withdraws within the first five (5) days of the session shall forfeit not less than the amount of the published Registration Deposit (\$25.00) and the General Services Fee (\$22.00). No refund of fees will be made after five (5) days. Formal withdrawal shall begin with a written approval from the Dean of Students. At the time this approval is granted, specific instructions will be given for completion of formal withdrawal.

A student who elects to discontinue a portion of the course work for which he has registered and paid fees shall receive a refund of fees only if notice of discontinuance is given to the Registrar within five (5) days following the registration date. Such student shall then be charged at the per quarter hour rate applicable to the remaining number of quarter hours for which he is registered.

A dormitory resident student who formally withdraws from the College before the close of any quarter shall be charged for board, room, and laundry at the rate of \$3.50 per day for the first scheduled registration date. Refund regulations in this section are subject to revision at the beginning of any term.

All approved refunds will be paid within twenty-one (21) days immediately following the date of formal withdrawal.

## CITIZENSHIP CLASSIFICATION

The Board of Regents has adopted the following regulations governing classification of students for fee purposes as residents and non-residents of the State of Georgia.

“ . . . the Board of Regents of the University System of Georgia shall and it does hereby declare that in order to register as a legal resident of Georgia at an institution of the University System, a student must establish the following facts to the satisfaction of the registering officer:

1. A student who is under 21 years of age at the time he seeks to register or re-register at the beginning of any quarter will be accepted as a resident student only upon showing by him that his supporting parent or guardian has been legally domiciled in Georgia for a period of at least twelve months immediately preceding the date of registration or re-registration.
2. In the event that a legal resident of Georgia is appointed as the guardian of a non-resident minor, such minor will not be permitted to register as a resident student until the expiration of one year from the date of appoint-

ment, and then only upon proper showing that such appointment was not made to avoid the non-resident fee.

3. If a student is over 21 years of age, he must show that *bona fide* residence in Georgia was established at least one year prior to the registration date. Any period of time during which a person is enrolled as a student in an educational institution in Georgia may not be counted as a part of the year's residence herein required when it appears that the student came into the State and remained in the State for the primary purpose of attending a school or college."

## TEXTBOOKS AND SUPPLIES

Textbooks and school supplies are available in the college bookstore. The cost of books and supplies will vary with the courses elected by the individual student. A fair estimate of this cost is from \$30.00 to \$50.00.

## HOUSING AND OTHER SERVICES

Only regularly enrolled students may live in the college residence halls and receive the board and laundry services of the College. When accepting a room assignment, students agree to follow regulations established by the College.

Rooms may be occupied only upon assignment by the Dean of Students, and all exchanges, transfers and vacating of rooms must be approved by that office.

Double rooms are to be occupied by two persons. If one of the occupants leaves the room, the student remaining agrees to accept a roommate assigned, or to move to another room upon request. A few single rooms are available at extra cost. The Dean of Students' Office reserves the right to make all final decisions on assignments.

Students furnish their own bed linen, towels, and pillows. Students not living in Milledgeville, or commuting from their homes nearby, are required to live on campus. For special reasons, exceptions may be made by the President of the College.

Residence Halls will open for occupancy in accordance with the following schedule:

Sunday, June 15—Dormitories open after 2:00 P.M.

Because of the limited period between the June graduation and the opening of the summer session, it will not be possible for students to check into the residence halls before 2:00 P.M., June 15. Those who find it necessary to arrive at an earlier time will find accommodations at either motel or hotel in or near the city.

**DINING ROOM:** Meals will be served in the college dining room during the summer session. Breakfast, luncheon and dinner will be available seven days a week except Sunday when a "snack supper" will be provided. Breakfast on Monday, June 16, will be the first meal. The final meal will be luncheon on August 16.

All students residing in college residence halls will be requested to take their meals in the dining room.

**LAUNDRY:** In addition to the laundry service provided for dormitory students, similar service will be available to students residing in the city or community. This service will apply only to the students and will not include family

laundry. Such students will pay cash for laundry service at the laundry and will be required to present their matriculation receipt as evidence of their enrollment in the College.

**DRY CLEANING:** Dry cleaning services will be available but are not included in the laundry fee. All services will be on a cash basis at the laundry.



## SUMMER QUARTER, 1969

### Schedule of Courses\*

Course Number	Title	Periods
Art 103	Introduction to Art	1
Art 315	Public School Art	2-3
Biology 123	General Biology — Section 1 (lecture MTh)	2
	Lab TTh	6-7
	Section 2 (lecture MTh)	5
	Lab T	1-2
Biology 124	General Biology (lecture MTh)	4
	Lab MW	6-7
Biology 210	Human Anatomy (lecture TTh)	1
	lab MWF	1-2
Biology 320	Microbiology (lecture TTh)	1
	Lab MWF	1-2
Biology 501	Evolution	2
Biology 541	Recent Advances — Biological Sciences	4
Business Adm. 125	Personal Typing (6 weeks-N. C.)	3
Business Adm. 201	Accounting I	1
Business Adm. 317	Business Correspondence	4
Business Adm. 407	Business Law	7
Business Adm. 530	Principles and Problems of Business Edu.	2
Chemistry 101	General Chemistry (lecture MWThF)	1
	Lab T	1-3
Chemistry 102	General Chemistry (lecture MWThF)	4
	Lab T	4-6
Chemistry 104	Qualitative Analysis (lecture TThF)	2
	Lab MW	2-3
Chemistry 231	Organic Chemistry (lecture MTThF)	5
	Lab W	5-7
Economics 201	Principles of Economics	6
Economics 403	Current Economic Problems	3
Education 005	Reading Improvement (N. C.)	6
Education 204	Introduction to Education	6
Education 295	Human Growth and Development	Section 1 5
		Section 2 7
Education 305	Educational Psychology	Section 1 1
		Section 2 6
Education 315	General Science for Elementary Grades	2
Education 351	Language Arts Program	3
Education 400 I	Elem. School Curriculum (In-Serv.-Teacher)	5
Education 427	Obs. and Par. in NS and KG (MWTh)	6
	Lab	Section 1 1-2
		Section 2 3-4
Education 455 I	Amer. H. S. — Curr. and Meth. (In-Serv. Tch.)	3
Education 493	Early Elementary Education	3
Education 496-AB	Problems of Teaching Elem. Sch. (10 hrs)	1-3
Education 497A	Problems of Teaching Sec. Sch.	1
Education 515	Art Education	4-5
Education 526	Science for Elementary Teachers	5
Education 540	Org. and Adm. of Child Dev. (July 28-Aug. 15)	1-6
Education 570	Education of the Disadvantaged	7

\*All courses carry five quarter hours credit unless otherwise noted

Course Number	Title	Periods
Education 575	Introduction to Special Education	4
Education 600	Social Foundations of Education	3
Education 620	Hist. and Phil. Found. of Education	2
Education 628	Seminar in Elem. Education	4
Education 630	Educational Research	Section 1 2 Section 2 4
Education 640	Adv. Stu. in Hum. Dev. and Lng.	6
Education 661	Diag. and Corr. Reading Disability	4
Education 680	Principles and Practices of Guidance	3
Education 690	Curriculum Planning	2
English 100	General College Composition (3 Hrs.)	2
English 101	General College Composition	3
English 102	General College Composition	1
English 200	Literature of the Western World	3
English 201	Literature of the Western World	4
English 206	Romantic Poetry	Section 1 2 Section 2 3
English 539	Chaucer and His Age	2
Geography 200	Principles of Geography	1
HPER 100	Personal and Community Health	6
HPER 112	Beginning Golf — MWF (1 hr.)	2
HPER 129-130	Beginning and Intermediate Swimming — TTh (1 hr.)	4
HPER 135	Beginning Tennis — MWF (1 hr.)	3
HPER 315	PE for Elem. and Sr. High	1
HPER 501	Problems Seminar in HPER	1
HPER 502	Scientific Foundations of Health	3
HPER 515	Theory and Practice of Prof. Prep.	2
HPER 533	First Aid	4
HPER 560	Physiology of Exercise	5
HPER 575	Curriculum Planning in HPER	4
History 210	Western Civilization I	5
History 211	Western Civilization II	4
History 411	Europe Since 1900	1
History 419	French Rev. and Napoleon	2
History 422	American Intellectual History	3
History 601	Negro History in the Americas	4
Home Economics 224	Textiles and Merchandising Info.	3
Home Economics 293	Fundamentals of Family Life	1
Home Economics 324	Foods and Nutrition	4
Home Economics 331	Home Management and Family Finance	6
Home Economics 432	House Residence (3 hrs.)	TBA
Home Economics 518	Social and Econ. Aspects of Cloth Sel.	5
Home Economics 550	Management and Household Equip.	2
Home Economics 594	The Family and Society	3
Library Science 355	Introduction to Technical Processes	1
Library Science 356	Administration of Libraries	2
Mathematics 100	Fundamental Concepts of Mathematics	Section 1 4 Section 2 5
Mathematics 101	College Algebra	3
Mathematics 431	Probability and Statistics	2
Mathematics 451	Linear Algebra	2
Mathematics 501	Elementary Number Concepts	1
Mathematics 502	Elementary Number Concepts	3

Course Number	Title	Periods
Music 100	Introduction to Music	Section 1 2 Section 2 4
Music 321	Music in the Elementary Sch.	Section 1 3 Section 2 5
Physical Science 101	Elementary Physics — MWThF Lab Th	Section 1 2 1-3 Section 2 4 4-6
Political Science 101	American National Government	5
Political Science 420	American Political Thought	3
Psychology 201	Principles of General Psychology	4
Psychology 323	Child Psychology	3
Psychology 448	Abnormal Psychology	2
Psychology 456	Evaluation and Measurement	5
Sociology 101	Introduction to Sociology	Section 1 3 Section 2 6
Sociology 562	Sociology of the Community	1
Sociology 572	Social Problems	4

As a favor to  
 Lucy Nell C. Smith  
 (Fennille, Ga.)  
 Her daughter is interested

## THE GRADUATE PROGRAMS

The Graduate Programs at Georgia College provide advanced study for qualified in-service teachers. The programs, provided primarily in the summer, are designed to improve classroom instruction in the elementary and secondary schools by furthering the education of teachers. The programs culminate in the Master of Education degree or the Specialist in Education certificate and qualify the holders for the appropriate certificate.

Programs of graduate work at the fifth-year level are provided in elementary education and in the following secondary fields: English, health, physical education and recreation, home economics, mathematics, science, and social science. A six-year program in the area of elementary education is also offered.

### FACILITIES

Georgia College has excellent facilities for the summer graduate program. Practically all graduate courses are scheduled in air-conditioned rooms on campus.

The library is amply supplied with the books and research materials needed for graduate study. The Education Office, located in the Education Building, serves as the office for the Director of the Graduate Program.

A Curriculum Laboratory is located in the Education Building. Here, in addition to some professional education books, are ample collections of current elementary and secondary school textbooks, courses of study, curriculum bulletins, Georgia State Department of Education publications, United States Office of Education publications, United States Office of Education bulletins, and a variety of periodicals and pamphlets. Graduate students may avail themselves of these materials, most of which can be checked out.

During the summer the Peabody Laboratory School is not in regular session, but a summer day camp and enrichment program is operating, as is the Nursery School. Some opportunities for observation are, therefore, available.

### SUMMER ACTIVITY PROGRAM

A varied program of educational, social, and recreational events is provided during the summer. Lectures by well-known educators, graduate seminars, art exhibits, and concerts are included. Recreational facilities are available for picnics, tennis, and bicycling, while group singing, square dancing, and other such activities are conducted periodically. Both indoor and outdoor swimming pools are open to students daily.

## REGULATIONS GOVERNING GRADUATE STUDY MASTER OF EDUCATION DEGREE

### ADMISSION

For admission to a fifth-year program at Georgia College a student must comply with the general requirements prescribed for the University System. In addition certain specific requirements must be met as follows:

1. The student should have completed an undergraduate program from an approved institution. The program should show satisfactory preparation to support the proposed graduate program.
2. The student should hold, or be eligible for, a professional certificate in the area in which graduate work is contemplated.

3. The student should submit a satisfactory score on the National Teacher Examinations (Common Examinations and Option in Teaching Field) or the Graduate Record Examinations (aptitude and advanced in major field).

### ADMISSION TO CANDIDACY

Students who have met the basic requirements may make application for candidacy for the Master of Education degree. Application should be made no later than mid-point in the student's program as 30 quarter hours should be earned after the application has been submitted. Students are responsible for initiating this step.

The basic requirements for admission to candidacy for the Master of Education degree are as follows:

1. The student should have completed not less than fifteen hours of graduate work at Georgia College, including five hours of a 600 professional education course and five hours in an appropriate content field.
2. The student should show evidence of at least one year of successful teaching.
3. The student should submit a program of study approved by the major advisor.

In considering approval for candidacy, the Graduate Council will take into consideration such other factors as the recommendation of the current professional superior, use of oral and written English, test scores, quality of work done in the graduate program to date, and material submitted with the application.

Three copies of the planned program are submitted with the application for candidacy. When the application is approved, one copy of the program is returned to the student, one is sent to the major advisor, and one is retained in the office of the Director of the Graduate Program.

### CREDIT REQUIREMENTS AND REGULATIONS

The Master of Education degree is offered under three plans as follows:

**PLAN I** — 60 hours of course work to include 25 hours of appropriate content courses, 25 hours in professional education including Ed. 630, Educational Research; Ed. 640, Advanced Studies in Human Development and Learning; Ed. 690, Curriculum Planning; one foundational course (either Social Foundations or Historical and Philosophical Foundations); and 10 hours of electives.

**PLAN II** — 55 hours of course work plus a directed field project in educational research. The course distribution would be 25 hours in appropriate content courses, 20 hours in professional courses (630, 640, 690, and one foundational course) and 10 hours of electives.

**PLAN III** — 45 hours of course work and a thesis. The course distribution would include 25 hours of appropriate content courses and 20 hours of professional education courses (630, 640, 690, and a foundational course). This plan could be followed only in those areas where faculty and resources permit the completion of an appropriate thesis. Ten hours would be the maximum amount of transfer credit in this option.

Courses numbered 600 are exclusively for graduate students. Courses numbered 500 are primarily for graduate students but, on occasion, are open to

qualified seniors or special students. Courses numbered 400 are primarily senior level courses, but certain of these courses are approved for graduate credit. Graduate students taking work in such courses will be expected to do work beyond that required of seniors. A minimum of 20 hours of 600 level courses must be included in the program, and not more than 20 hours may be taken in courses numbered in the 400's.

An average of B must be maintained in the total graduate program, and no grade below C will be accepted for graduate credit. Graduate courses do not carry quality points or numerical equivalents. Pluses and minuses do not affect the average.

All credit applied to the planned program must have been earned within the prescribed period of six years after the initial work of the graduate program.

At least 30 hours of graduate work must be completed in regular college session residence. Saturday classes do not meet the residence requirement, and not more than 15 hours of Saturday classes or field study will be accepted on the degree program. Not more than 10 hours of graduate credit can be earned by in-service teachers during the September-June period.

Not more than 15 of the 60 hours of required work may be taken in or under the auspices of another graduate school. Such work must have been completed within the prescribed period of six years, must have a relationship to the student's program, and must comply with other requirements specified by Georgia College.

No graduate credit will be allowed for correspondence work, extension work or field workshops.

## ADVISEMENT

Upon approval of application for admission each graduate student is assigned an advisor. The appropriate department head serves as advisor for students in the secondary teaching areas and an education professor serves for those in elementary education. Students must commit themselves to one of the three plans at the time they make application for admission to candidacy (between 15 and 30 hours). Students following Plan III will submit to the Director of the Graduate Program suggested names for the committee of three that will direct the thesis. A selection of a chairman for this committee will need to be mutually acceptable as the committee chairman will assume major responsibilities for directing the thesis. Only professors who hold an earned doctorate are eligible to serve as committee chairman. Of the three committee members, one must be from the Education Department and one must be from outside the Education Department. Appointment of the committee is made by the Graduate Council.

## REGULATIONS GOVERNING GRADUATE STUDY SPECIALIST IN EDUCATION

### ADMISSION

To be eligible for admission, students must have achieved the minimum N.T.E. Score required for sixth-year certification as established by the State Department of Education. Only persons who already hold a T-5 certificate in elementary education can be considered for entrance. The approval of the Department of Education and the Dean of The College is also necessary.

## CREDIT REQUIREMENTS AND REGULATIONS

Each sixth-year professional program is individually designed in light of prior course work, needs and interests of students, and the results of a diagnostic examination which is administered during the first quarter of residence. The professional program is made up of a sequence of courses and a year-round plan for personal and professional development.

The sequence of courses consists of a minimum of 45 quarter hours of planned graduate study beyond the Master of Education degree.

One hundred five quarter hours of graduate study are required for a Sixth-Year Certificate: of these 60 quarter hours are planned as a master's degree; the remaining 45 quarter hours are considered the sixth-year program. The sixth-year extends and supplements the fifth-year program. The total 105 quarter hours must be completed within the following framework:

- |   |                  |
|---|------------------|
| 1. Foundations of Education             | 15 quarter hours |
| 2. Curriculum, Methods, Problems        | 15 quarter hours |
| 3. Research                             | 10 quarter hours |
| 4. Instructional Areas (Subject Matter) | 50 quarter hours |
| 5. Electives                            | 15 quarter hours |

Students are subject to the general graduate study regulations described earlier with the following additions: Only courses with 500 or 600 numbers are acceptable on a sixth-year program. Only grades of A or B may be counted on a sixth-year program. Not more than 10 quarter hours of credit may be earned under the auspices of another graduate institution and transferred into this program. All credit applied to the planned program must have been earned within the period of four years after registration for the first course at the sixth-year level. A research project must be completed as a part of either the fifth or sixth-year program.

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry should be supported by a valid receipt or invoice. The text also mentions the need for regular audits to ensure the integrity of the financial data. Furthermore, it highlights the role of the accounting department in providing timely and accurate information to management for decision-making purposes.

In addition, the document outlines the procedures for handling discrepancies and errors. It states that any identified errors should be investigated immediately and corrected as soon as possible. The text also discusses the importance of maintaining proper documentation for all financial activities, including bank statements and tax returns. Moreover, it mentions the need for clear communication and collaboration between different departments to ensure the smooth operation of the financial system.

The document concludes by reiterating the commitment to transparency and accountability in all financial matters. It encourages all employees to adhere to the established policies and procedures. Finally, it expresses confidence in the ability of the organization to achieve its financial goals through diligent and ethical financial management.



APPLICATION FOR ADMISSION  
(PRELIMINARY)  
**GEORGIA COLLEGE AT MILLEDGEVILLE**  
MILLEDGEVILLE, GEORGIA

To be submitted by all undergraduate first-time applicants.

This application should be accompanied by a \$10.00 non-refundable fee. Make checks payable to: Georgia College at Milledgeville.

Mail this application and fee to: Director of Admissions, Georgia College at Milledgeville, Georgia 31061. Additional forms and instructions will then be mailed to you.

Date \_\_\_\_\_, 19\_\_\_\_

1. Name in full — Mrs. \_\_\_\_\_  
Miss \_\_\_\_\_  
Mr. \_\_\_\_\_

LAST NAME                      FIRST NAME                      MIDDLE NAME

2. Home address \_\_\_\_\_  
NUMER AND STREET (OR R.F.D.)

\_\_\_\_\_

TOWN OR CITY                      STATE                      ZIP CODE                      COUNTY

3. Place of birth \_\_\_\_\_  
TOWN OR CITY                      STATE

Date of birth \_\_\_\_\_  
MONTH                      DAY                      YEAR

Marital status                      Single \_\_\_\_\_                      Married \_\_\_\_\_                      Divorced \_\_\_\_\_

4. Full name of parents or guardian \_\_\_\_\_

5. Address of parents or guardian \_\_\_\_\_  
\_\_\_\_\_

6. Parents' occupation \_\_\_\_\_  
\_\_\_\_\_

7. When do you expect to enter Georgia College at Milledgeville?

September \_\_\_\_\_ January \_\_\_\_\_ March \_\_\_\_\_ June \_\_\_\_\_ 19 \_\_\_\_\_

8. \*If Georgia residents, how long have your parents lived in Georgia? \_\_\_\_\_

\*NOTE: Students under 21 years of age whose parents or guardians are not legal residents of Georgia must pay a non-resident fee of \$110.00 per quarter. Students over 21 must have lived in Georgia for one year for purposes other than attending college to qualify for classification as a resident.

Students whose parents served in the armed forces and feel that they have maintained Georgia residence should write the Director of Admissions for information. Affidavits are required.

A copy of the regulations of the Board of Regents of the University System of Georgia may be obtained upon request.

(OVER)

18

9. If you have a legal guardian, how long has that person been your guardian? \_\_\_\_\_

10. How long has your guardian lived in Georgia? \_\_\_\_\_

11. Church membership or preference \_\_\_\_\_

12. Name of high school attended \_\_\_\_\_  
NAME

\_\_\_\_\_  
LOCATION

NAME OF PRINCIPAL DATE OF DIPLOMA OR EXPECTED DIPLOMA

13. Name of all colleges attended (must be listed, even if no credit was earned)

COLLEGE LOCATION DATE OF ATTENDANCE

14. Have you selected the subject or area in which you wish to major? \_\_\_\_\_

If so, what is it? \_\_\_\_\_

15. What other subject matter areas interest you? \_\_\_\_\_

16. Have you taken the College Board SAT? \_\_\_\_\_ When? \_\_\_\_\_ Did you ask that

your scores be sent to Georgia College? \_\_\_\_\_

If you have not taken it, when do you plan to do so? \_\_\_\_\_

17. Are you in good health? \_\_\_\_\_

18. Do you have any physical or nervous condition which requires special arrangements

or care? \_\_\_\_\_ If so, explain \_\_\_\_\_

19. Will you require financial assistance from the College in order to be able to attend?

If so, check what you wish to apply for:

Student employment \_\_\_\_\_ Scholarship \_\_\_\_\_ Loan \_\_\_\_\_

Please check the appropriate statement:

20. I will wish a room on campus \_\_\_\_\_

21. I will live at home with my parents \_\_\_\_\_

22. I will live at home with my spouse \_\_\_\_\_

If none of above, please explain what living arrangements you plan while attending

college \_\_\_\_\_

23. Home Telephone Number: \_\_\_\_\_

24. I certify that the information given above is complete and true.

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Regular signature of applicant





**APPLICATION FOR READMISSION**  
to  
**GEORGIA COLLEGE AT MILLEDGEVILLE**  
(Graduate and Undergraduate)

(This form should be submitted only by students who have attended Georgia College previously. It must be accompanied by a registration deposit of \$25.00. Make check payable to Georgia College at Milledgeville.)

Date \_\_\_\_\_

1. Name: **Mr.** \_\_\_\_\_  
**Miss** \_\_\_\_\_  
**Mrs.** \_\_\_\_\_  
Last First Middle

2. Home Address \_\_\_\_\_  
Number and Street County  
\_\_\_\_\_  
City State Zip Code

3. Parent or Guardian \_\_\_\_\_

4. When were you last enrolled at Georgia College? \_\_\_\_\_

If female, under what name? \_\_\_\_\_

5. Have you attended a College or University anywhere else since you left Georgia College? Check one  Yes  No

If yes, where? \_\_\_\_\_ (Have transcript sent.)

6. In what activities have you been engaged since you left Georgia College?

\_\_\_\_\_

If working, for what firm or business? \_\_\_\_\_

7. Do you have a degree? \_\_\_\_\_ Type? \_\_\_\_\_ What College? \_\_\_\_\_

8. For what quarter are you applying for readmission? \_\_\_\_\_

9. In what class will your past college credits place you? \_\_\_\_\_

10. Are the courses you plan to take for degree credit at Georgia College? \_\_\_\_\_

For certification? \_\_\_\_\_ Other? \_\_\_\_\_ Please explain \_\_\_\_\_

11. Please check the appropriate statement:

I will wish a room on campus \_\_\_\_\_

I will live at home with my parents \_\_\_\_\_

I will live at home with my spouse \_\_\_\_\_

Other (explain) \_\_\_\_\_

12. Marital Status: Single \_\_\_\_\_; Married \_\_\_\_\_; Divorced \_\_\_\_\_; Widowed \_\_\_\_\_

13. Home Telephone No. \_\_\_\_\_ Veteran? \_\_\_\_\_ Soc. Sec. No. \_\_\_\_\_

14. I certify that the information given above is complete and true.

\_\_\_\_\_  
Regular Signature of Applicant

# ADVERTISING BY BOOKS

Advertisement by books

The first step in advertising by books is to select a book which is of interest to the general public.

The second step is to select a publisher who is willing to accept the book on a consignment basis.

The third step is to select a distributor who is willing to accept the book on a consignment basis.

The fourth step is to select a retailer who is willing to accept the book on a consignment basis.

The fifth step is to select a wholesaler who is willing to accept the book on a consignment basis.

The sixth step is to select a printer who is willing to accept the book on a consignment basis.

The seventh step is to select a binder who is willing to accept the book on a consignment basis.

The eighth step is to select a distributor who is willing to accept the book on a consignment basis.

The ninth step is to select a retailer who is willing to accept the book on a consignment basis.

The tenth step is to select a wholesaler who is willing to accept the book on a consignment basis.

The eleventh step is to select a printer who is willing to accept the book on a consignment basis.

The twelfth step is to select a binder who is willing to accept the book on a consignment basis.

The thirteenth step is to select a distributor who is willing to accept the book on a consignment basis.

The fourteenth step is to select a retailer who is willing to accept the book on a consignment basis.

The fifteenth step is to select a wholesaler who is willing to accept the book on a consignment basis.

The sixteenth step is to select a printer who is willing to accept the book on a consignment basis.

The seventeenth step is to select a binder who is willing to accept the book on a consignment basis.

The eighteenth step is to select a distributor who is willing to accept the book on a consignment basis.

The nineteenth step is to select a retailer who is willing to accept the book on a consignment basis.

The twentieth step is to select a wholesaler who is willing to accept the book on a consignment basis.

The twenty-first step is to select a printer who is willing to accept the book on a consignment basis.

The twenty-second step is to select a binder who is willing to accept the book on a consignment basis.

The twenty-third step is to select a distributor who is willing to accept the book on a consignment basis.

## GEORGIA COLLEGE AT MILLEDGEVILLE

Milledgeville, Georgia

### APPLICATION FOR SUMMER HOUSING

(No deposit required with this Housing form.)

Name: \_\_\_\_\_  
Last
First
Middle

Home Address \_\_\_\_\_  
No.
Street
City
State

Present Address \_\_\_\_\_  
No.
Street
City
State

Check Below:

\_\_\_\_\_ I am a teacher over twenty-five years of age.

\_\_\_\_\_ I am a teacher under twenty-five years of age.

\_\_\_\_\_ I am a student without teaching experience.

If a student without teaching experience, what will be your probable classification?

\_\_\_\_\_ Dormitory preferred \_\_\_\_\_

( ) Private Room

( ) Double Room

Roommate preferred \_\_\_\_\_ (Address) \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

REPUBLICAN PARTY

1900

STATE OF NEW YORK

IN SENATE

January 10, 1900

REPORT OF THE COMMISSIONERS OF THE LAND OFFICE

IN RESPONSE TO A RESOLUTION PASSED BY THE SENATE

ON JANUARY 10, 1899

ALBANY:

AND

SYRACUSE:

CHAS. VAN NOstrand, printer.

1900

ALBANY:

AND

CHAS. VAN NOstrand, printer.

1900

11

12

13

14

15

16





# SUMMER QUARTER CALENDAR, 1969

## June 16 — August 16

June 15—Sunday .....	Dormitories open at 2:00 P.M.*
June 16—Monday .....	Dining Hall open for breakfast
June 16—Monday .....	Registration—All who have not pre-registered
June 17—Tuesday .....	Classes begin
June 19—Thursday .....	Last day to register
June 20—Friday .....	Last day to make course changes
June 27—Friday .....	Last day to file application for degree to be granted August 16, 1969 in Registrar's Office, 108 Parks Hall
July 4—Friday .....	Classes meet as usual
July 11—Friday .....	Mid-term grades due
July 12—Saturday .....	Graduate Record Examinations
July 19—Saturday .....	National Teacher Examinations
August 14-15—Thursday-Friday .....	Final Examinations
August 16—Saturday .....	Graduation
August 16—Saturday .....	Dining Hall closes after noon meal
August 16—Saturday .....	Dormitories close

\*Because of the short time between the close of the Spring Quarter and opening of the Summer Quarter, it will not be possible for students to check into the dormitories earlier. Those who find it necessary to arrive earlier can get accommodations at either hotel or motel.

Daily Class Schedule	
Period	Time
1	8:00- 9:00
2	9:10-10:10
3	10:20-11:20
4	11:30-12:30
5	12:40- 1:40
6	1:50- 2:50
7	3:00- 4:00

Final Examination Schedule	
August 14	
8:00-10:00,	1st Period Classes
10:30-12:30,	4th Period Classes
1:30- 3:30,	2nd Period Classes
4:00- 6:00,	6th Period Classes
August 15	
8:00-10:00,	5th Period Classes
10:30-12:30,	3rd Period Classes
1:00- 3:00,	7th Period Classes

1969 SUMMER SCHOOL

GEORGIA COLLEGE  
AT MILLEDGEVILLE  
BULLETIN

FALL TERM OPENS SEPTEMBER 15

Georgia College at Milledgeville

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