

The college will attempt to offer extension group courses in nearby cities, where there is sufficient demand, and where students who wish to pursue such courses can provide themselves with the means necessary for standard college work.

Perhaps the greatest extension service that the college can render, and is rendering, is that of sending out men of training and experience to help school authorities to be of distinctive service to the schools of East Texas, and it invites superintendents and trustees to use its services whenever occasion arises.

The Stephen F. Austin State Teachers College will accept for degree and certificate purposes a limited amount of correspondence work done in other standard institutions. All correspondence credit must have the approval of the Dean of the Faculty. A student who is doing residence work in the college is not allowed at the same time to pursue correspondence courses in other institutions without the permission of the Dean of the Faculty. Following are the regulations that will govern credits which students may offer by work in correspondence or extension courses:

1. For the degree a student can not offer more than thirty hours by either correspondence or extension or both together.
2. No student who is engaged in full time employment, e. g., teaching in public schools, shall be allowed to earn more than 12 semester hours of credit during any one academic year, or 6 hours any one semester.
3. Students will not be given credit for courses done by correspondence while in residence unless they have the written permission of the Dean of the Faculty to take such courses.
4. Students are urged to take correspondence courses only from institutions that are well equipped for this service. Correspondence credit will not be accepted from institutions that do not belong to the larger associations for colleges. If students are in doubt as to whether they can use credits which they contemplate making by extension or correspondence, they should write to the Dean of the Faculty before registering for the courses that they have in mind.
5. Students in extension courses are required to submit to the registrar transcripts from high school or from colleges formerly attended.
6. Extension students are expected to meet the catalogue prerequisites and to do the readings and make reports such as are required for the same course on the campus.
7. Teachers will give the same number of clock hours net to an extension course as are given to the same course on the campus.
8. The fees are \$15 for each three-hour course. To this shall be added fifty cents for text-book rentals for each text, and a \$3.00 library deposit.
9. No student may enroll for an extension course after the second meeting of that course.

EXPENSES

Matriculation Fee. The fees at the State Teachers Colleges are fixed by statute. At the beginning of each semester students will pay a matriculation fee of \$25.00.

Optional Fee. A fee of seven dollars and fifty cents per semester which covers text book rental, admission to all intercollegiate contests on the local field, admission to lyceum attractions, intercollegiate debates and oratorical

contests, subscription to the Pine Log, etc., may be paid by all students. A ticket covering the above will be issued to the student at the time the fee is paid. Students who do not have this ticket will be charged regular admission prices for all college attractions. The text book rental includes free use of text books except English and language classics and laboratory manuals. It does not include stationery or supplies.

Library and Text Book Deposit. Each student will pay at the time of matriculation a deposit of three dollars, which will serve as a trust fund for the care and return of library and text books. This fee less deductions for library fines and text book damage is returnable at the close of the college year or at such other time as the student withdraws from school.

Students who pay the above fees will be given hospitalization privileges for a maximum of 10 days.

Diploma Fee. On application for the degree, students will pay a diploma fee of five dollars.

Music Fee. Such students as elect to take private lessons in music under the direction of the college will pay a fee of twenty-seven dollars per semester for elementary courses or forty-five dollars per semester for advanced courses. This has no relation to the regular courses in Public School Music.

Tuition in the Demonstration School. Fee for children attending the Demonstration School for the College is four dollars and fifty cents per semester, payable in advance.

Summer School Fees. The matriculation fee for the summer session is ten dollars for each six weeks. The optional fee will be on the same basis as in the regular session.

NO PART OF THE MATRICULATION FEE WILL BE REFUNDED AFTER CLASSWORK BEGINS, except under the following conditions.

- (a) Students withdrawing officially before the end of the first week of class work will receive a refund of \$20.00.
- (b) Before the end of the second week a refund of \$15.00.
- (c) Before the end of the third week a refund of \$10.00.
- (d) Before the end of the fourth week a refund of \$5.00.

BOARD AND ROOM

The college makes a list of accredited boarding houses at which students may room. From this list a student is free to choose his own boarding house, but the college authorities stand ready at all times to lend their assistance. Students should have definite understanding with boarding house keepers with reference to terms and conditions, and are expected to stand by their contracts faithfully, though, of course, college officers are not parties to contracts made by students.

In order to find a place on the approved list, a home will conform to modern standards as to comfort and sanitation, and must agree to co-operate with the college authorities in the enforcement of regulations essential to the welfare of students. Men and women do not board at the same house.

Young women who wish to secure board or room at houses other than those on the approved list must in all cases secure in advance approval of the Dean of Women. Similar privileges for men must be secured in advance from the Dean of Men.

As a rule, boarding house keepers do not furnish bed clothing and linen. The student should bring with him these things to suit his individual needs.