

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 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.
10. The date of the transcript of an extension or correspondence course will be the entry date on a student's record, and credits according to entry dates will determine the student's load for a given semester or term.

## EXPENSES

**Matriculation Fee.** The fee at the State Teachers Colleges is fixed by statute. A total matriculation for the session of nine months is \$50. Fees will be accepted only at the beginning of each semester. At the opening of school in September, the student will pay a matriculation fee of \$25, and he will pay the same amount at the beginning of the second semester the latter part of January.

**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 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, 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.

**Note:** Students who do not register on the days set aside for registration will pay a late entrance penalty of \$1 for the first day late and fifty cents for each additional day thereafter.

A penalty of \$1 will be charged for each bad check presented to the college in payment of bills.

## 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