

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 receiving 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.

NEW RULINGS OF THE STATE DEPARTMENT OF EDUCATION

Under the new rulings of the State Departments of Education, superintendents and principals are expected to have degrees and credit for eighteen advanced semester hours in the field of Educational Administration. Those who do not have this credit are expected to make progress toward that end by completing in a standard college at least eighteen semester hours every three years. Teachers in state aid schools are expected to hold a certificate based upon the completion of the sophomore work or make progress toward that end by doing some work every year. Directors of physical education in schools seeking affiliation in that subject are expected to complete a major in physical education. Class room teachers in such schools are expected to have credit for at least six semester hours in physical education. Beginning teachers, that is teachers without previous experience,