

Clayton State University

Bulletin 1969-1971

**CLAYTON
JUNIOR
COLLEGE**

Archives

Clayton State University Archives



Bulletin of

CLAYTON JUNIOR COLLEGE

Morrow, Georgia 30260

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FALL QUARTER, 1969

September	2-26	Orientation Sessions
September	26	Last day for application to Fall Quarter classes
September	29	Registration
September	30	Classes begin
October	7	Last day for schedule change
October	31	Last day for dropping a course without penalty
November	27-28	Thanksgiving holidays
December	10	Last day of classes
December	11-16	Final examinations

WINTER QUARTER, 1970

December	16	Last day for new student application to Winter Quarter classes
January	5	Registration
January	6	Classes begin
January	12	Last day for schedule change
February	6	Last day for dropping a course without penalty
March	16	Last day of classes
March	17-20	Final examinations

SPRING QUARTER, 1970

March	11	Deadline for new student application to Spring Quarter classes
March	30	New student orientation
March	31	Registration
April	1	Classes begin
April	7	Last day for schedule change
May	8	Last day for dropping a course without penalty
June	8	Last day of classes
June	9-12	Final examinations

SUMMER QUARTER, 1970

June	2	Deadline for new student application to Summer Quarter classes
June	18-19	New student orientation

Academic Calendar/v

June	22	Registration
June	23	Classes begin
June	29	Last day for schedule change
July	31	Last day for dropping a course without penalty
August	28	Last day of classes
September	2	Last day of final examinations

FALL QUARTER, 1970

September	8	Deadline for new student application to Fall Quarter classes
September	21-25	New student orientation
September	28	Registration
September	29	Classes begin
October	5	Last day for schedule change
November	6	Last day for dropping a course without penalty
November	26-27	Thanksgiving holidays
December	9	Last day of classes
December	10-15	Final examinations

WINTER QUARTER, 1971

December	16	Deadline for new student application to Winter Quarter Classes
January	4	New student orientation
January	5	Registration
January	6	Classes begin
January	12	Last day for schedule change
February	12	Last day for dropping a course without a penalty
March	15	Last day of classes
March	16-19	Final examinations

SPRING QUARTER, 1971

March	9	Deadline for new student application to Spring Quarter classes
March	29	New student orientation
March	30	Registration
March	31	Classes begin
April	6	Last day for schedule change

vi/Academic Calendar

May	7	Last day for dropping a course without a penalty
June	7	Last day of classes
June	8-11	Final examinations

SUMMER QUARTER, 1971

June	21	Registration
September	1	End of quarter

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The College

Clayton Junior College is a two-year community junior college that opened in September 1969. The college is a unit of the University System of Georgia which embraces all state-operated institutions of higher education in Georgia. The college is the tenth junior college and one of 26 colleges and universities operated by the Board of Regents of the University System of Georgia.

Publicly supported, the college is designed to meet the growing demands for higher education in the south metropolitan Atlanta area. As a community college, it exists to serve the community as a focal point of educational interest. The college extends a welcome sign to all who wish to learn, without regard to age. Its programs are adapted to the current and changing needs of a rapidly growing metropolitan environment.

The college is situated twelve miles south of the heart of Atlanta on a 154-acre campus in north-central Clayton County. The metropolitan Atlanta area has a population exceeding 1,250,000. One of the most dynamic cities of the nation, the Georgia capital is a regional center for business, cultural, religious, medical, legal, governmental and educational activities.

HISTORY

The genesis of the college can be traced to a report issued in 1963 by the Georgia Governor's Commission to Improve Education. The report pointed up the need for additional community junior colleges in Georgia and stated that "the comprehensive community junior college is the primary means by which local area and community needs should be met for education beyond high school."

The Commission recommended that these institutions should be established on the basis of a statewide survey using the best known criteria. The recommended survey to evaluate the need for additional junior colleges was conducted through the office of the Board of

2/Accreditation

Regents of the University System of Georgia. An eight-member committee of Georgia educators, assisted by two nationally known educational consultants, conducted an intensive statewide survey, gathering information on all the counties and areas of the state.

The Regents authorized in 1965 the establishment of three junior colleges in priority locations recommended in the report. The south metropolitan Atlanta area was one of the priority locations.

In October 1965, the Board of Regents designated the northern section of Clayton County as the general location for the junior college in south metropolitan Atlanta. The following month, the Regents accepted the proposal of the Clayton County Board of Education to sponsor a bond election to finance the junior college.

A \$4,900,000 bond election was held on October 25, 1966, in Clayton County to raise funds necessary for the purchase and development of a site for the college and for the initial buildings and equipment. Following the successful bond election, the Regents approved a contract with the Clayton County Board of Education for the implementation of the junior college.

In February 1967, the Clayton County Board of Education transmitted \$3,300,000 to the Regents for the purpose of building and equipping the initial buildings. The college was officially named Clayton Junior College in February 1968.

ACCREDITATION

As a new institution, Clayton Junior College holds the classification of Correspondent with the Southern Association of Colleges and Secondary Schools. According to the Southern Association, "Correspondent is a classification of collegiate institutions which have given evidence of sound planning and the resources to implement these plans, have indicated their intent to work toward accreditation, and appear to have the potential of attaining this goal." As a unit of the University System of Georgia, credits from Clayton Junior College are acceptable by all other units of the University System.

The college has been approved for the following state and federal programs:

- Veterans Administration Benefits
- Vocational Rehabilitation Benefits
- College Work-Study Program
- Educational Opportunity Grants
- Law Enforcement Educational Grants
- Regents' Scholarships
- National Defense Student Loans
- Nursing Student Scholarships

The college holds membership in the following organizations:

American Association of Junior Colleges
Southern Association of Junior Colleges
Georgia Association of Junior Colleges
Georgia Association of Colleges
National League for Nursing
American College Public Relations Association

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Academic Programs

Clayton Junior College offers the Associate of Arts degree through two types of degree programs, (1) the college-transfer program, two-year courses of study representing the first two years of four-year baccalaureate degree programs, and (2) the career program, two-year courses of study specifically tailored to provide immediate effective employment in particular fields after only two years of college studies. Since many students frequently complete two years of college, are employed for a period of years, then decide to further their college education, the career degree programs contain a sizeable portion of the general requirements for the college-transfer degree.

CORE CURRICULUM

All four-year baccalaureate degrees offered by colleges and universities which are units of the University System of Georgia require 90 quarter hours of study during the first two years, distributed as follows:

	<i>Quarter Hours</i>
I. Humanities, including, but not limited to grammar and composition and literature	20
II. Mathematics and natural science, including, but not limited to, mathematics and a 10-hour sequence of laboratory courses in the biological or physical sciences	20
III. Social science, including, but not limited to, history and American government	20
IV. Courses appropriate to the major field of the individual student	30
TOTAL	<hr/> 90

These requirements are collectively called the Core Curriculum. Within the guidelines listed above, every unit (junior college, senior

college, or university) of the University System of Georgia has designated specific courses which satisfy the Core Curriculum. Although the specific course requirements vary from unit to unit, *any portion of the Core Curriculum completed at one unit of the University System is transferrable to any other unit of the System, and substitutes for an equivalent portion of the Core Curriculum of the unit to which transferred.*

COLLEGE TRANSFER PROGRAM

The Associate of Arts degree under the College-Transfer Program is granted for satisfactory completion of Areas I, II, and III of the College Core Curriculum, one of the designated Area IV course lists (beginning on page 77), and the college physical education requirement, listed on page 9.

AREA I—HUMANITIES 20 HOURS REQUIRED

<i>Courses</i>	<i>Hours</i>
1. ENGL 105—Composition	5
2. ENGL 201—World Literature	5
3. Choice of any two of the following: (a, b, c, d)	10
a. ENGL 202—Studies in Literature, <i>or</i> ENGL 251—English Literature I, <i>or</i> ENGL 252—English Literature II	
b. ART 105—Art Appreciation	
c. MUSI 105—Music Appreciation	
d. PHIL 105—Introduction to Philosophy	

AREA II—MATHEMATICS AND NATURAL SCIENCE 20 HOURS REQUIRED

<i>Courses</i>	<i>Hours</i>
1. MATH 105—Introduction to College Mathematics, <i>or</i> MATH 111—College Algebra	5
2. BIOL 111-112—General Biology, <i>or</i> CHEM 111-112 <i>or</i> CHEM 151-152—General Chemistry, <i>or</i> PHYS 111-112 <i>or</i> PHYS 201-202—General Physics	10
3. Providing no more than 10 hours is taken in any one field, one additional course from any science course listed above, <i>or</i> : COMP 201—Introduction to Computer Science, <i>or</i> MATH 111—College Algebra, <i>or</i>	5

6/Area III Requirements

MATH 112—College Algebra and Trigonometry, or
PHYS 105—Introduction to Physical Science

AREA III—SOCIAL SCIENCE 20 HOURS REQUIRED

<i>Courses</i>	<i>Hours</i>
1. HIST 111—World Civilization I	5
2. POLI 105—American Government	5
3. Choice of any two of the following: (a, b, c, d, e)	10
a. HIST 112—World Civilization II, or HIST 151—American History I, or HIST 152—American History II	
b. ECON 105—Economic History of the United States, or ECON 111—Economic Principles I	
c. POLI 110—Western European Political Systems	
d. PSYC 105—Introduction to Psychology	
e. SOCI 105—Introduction to Sociology	

AREA IV—COURSES APPROPRIATE TO THE MAJOR
30 HOURS REQUIRED

Special Note Concerning Foreign Language

Many of the Area IV listings below indicate a foreign language requirement, with the specific number of quarter hours varying. In general, baccalaureate degree requirements for these majors require completion of a basic four-quarter sequence in a foreign language. It is anticipated that many students will have completed at least the first two quarters of this requirement through foreign language study in high school, and placement examinations are given at most colleges (including Clayton Junior College) to permit students to begin foreign language studies at college in line with their former training. It is usually to the student's advantage to complete the basic foreign language at the college where studies are first begun. In those Area IV listings where foreign language is required, it is therefore recommended that the first two quarters in the four-quarter sequence, if not exempted through high school studies, be considered as work to be completed in addition to other degree requirements. Most senior institutions of the University System of Georgia will accept up to 105 hours of transfer credit from junior colleges of the system, so that the extra work, although more than required for graduation requirements at Clayton Junior College, does become applicable toward the baccalaureate degree at the senior institution.

Area IV Requirements/7

Agriculture Area IV Requirements. Six of the following courses, of which two must be in biology: BIOL 111, 112, 201, 202; CHEM 111, 112; ECON 111, 112; MATH 111, 112; PHYS 111, 112.

Art Area IV Requirements. ART 111, 112, 113, 201, 202, 203, 204, 205, plus 10 hours foreign language for prospective fine arts majors, or EDUC 201 and PSYC 204 for prospective art education majors.

Biological Sciences Area IV Requirements. Six of the following: BIOL 201, and either 202 or 203; CHEM 151, 152; MATH 111, 112; PHYS 111, 112.

Business Administration Area IV Requirements. ACCT 111, 112; ECON 105, 111, 112 and either COMP 201 or ENGL 110.

Chemistry Area IV Requirements. Six of the following: CHEM 151, 152, 201; MATH 111, 112, 201, 202, 203, 204; PHYS 201, 202, 203; FREN 111, 112; GERM 111, 112.

Economics Area IV Requirements. See Social Sciences Area IV Requirements; ECON 111, 112 are required.

Elementary Education Area IV Requirements. EDUC 201, ENGL 110, PSYC 105 or 204, and either ART 105 or MUSI 105 plus 10 hours of elective studies appropriate to the academic goals of the prospective teacher.

Engineering Area IV Requirements. See Physics and Pre-Engineering Area IV Requirements.

English Area IV Requirements. See Language and Literature Area IV Requirements; ENGL 251, 252 are required; language must be French or German.

French Area IV Requirements. See Language and Literature Area IV Requirements; FREN 111, 112 are required; if exempt from these courses, FREN 113, 114 are to be completed.

Foreign Language Area IV Requirements. See French, German, or Spanish Area IV Requirements.

8/Area IV Requirements

German Area IV Requirements. See Language and Literature Area IV Requirements; GERM 111, 112 are required; if exempt from these courses, GERM 113, 114 are to be completed.

Health and Physical Education Area IV Requirements. BIOL 151, 152; EDUC 201; PSYC 204; ENGL 110; additional hours may be selected from any course which is an option in Area I, II, or III. (Physical Education majors should take two PHED activity courses each quarter.)

History Area IV Requirements. See Social Sciences Area IV Requirements; HIST 112 is required.

Journalism Area IV Requirements. Foreign language, 10-20 hours. Additional 20-40 hours to be selected from course choices listed under Language and Literature.

Language and Literature Area IV Requirements. Foreign language, 10 hours. Remaining 20 hours to be selected from the following courses, with no more than 10 hours in any one field. ART 105; ECON 105, 111, 112; ENGL 10, 202, 251, 252; HIST 112, 151, 152, 250; MUSI 105; PHIL 105, 201; POLI 110; PSYC 105, 110, 201; SOCI 105, 201.

Mathematics Area IV Requirements. Math 201, 202, 203, 204; FREN 111, 112 or GERM 111, 112. Completion of the Foreign Language through 114 is strongly recommended for those capable of beginning at the 113 level.

Medical Technology Area IV Requirements. BIOL 250; CHEM 151, 152, 201; PHYS 111, 112.

Music Area IV Requirements. MUSI 111, 112, 201, 202, six hours credit in MUSI 191, six hours credit in MUSI 151, six hours credit in MUSI 152.

Philosophy Area IV Requirements. See Language and Literature Area IV Requirements; PHIL 105, 201 are required.

Physical Education Area IV Requirements. See Health and Physical Education Area IV Requirements.

Area IV Requirements/9

Physics and Pre-Engineering Area IV Requirements. Six of the following: CHEM 151, 152; MATH 111, 112, 201, 203, 204; PHYS 201, 202, 203.

Political Science Area IV Requirements. See Social Sciences Area IV Requirements; POLI 110 is required.

Pre-Dentistry, Pre-Medicine, Pre-Pharmacy, Pre-Veterinary Medicine, Area IV Requirements. BIOL 111, 112; CHEM 251, 252; PHYS 111, 112.

Pre-Law Area IV Requirements. See Language and Literature Area IV Requirements; PHIL 105, 201 strongly recommended.

Psychology Area IV Requirements. See Social Sciences Area IV Requirements; PSYC 105 is required.

Secondary Education Area IV Requirements. The prospective secondary school teacher should select that Area IV representing the anticipated teaching field. EDUC 201 and either PSYC 105 or 204 may be substituted for 10 hours in the teaching field Area IV, if desired.

Social Sciences Area IV Requirements. Foreign language, 10-20 hours. Additional 10-20 hours to be selected from ECON 105, 111, 112; HIST 112, 151, 152, 250; POLI 110; PSYC 105, 110, 201; SOCI 105, 201.

Sociology Area IV Requirements. See Social Sciences Area IV Requirements; SOCI 105 is required.

Spanish Area IV Requirements. See Language and Literature Area IV Requirements; SPAN 111, 112 are required; if exempt from these courses, SPAN 113, 114 are to be completed.

Speech and Drama Area IV Requirements. See Language and Literature Area IV Requirements; ENGL 110 is required.

Health and Physical Education Requirement for Graduation. Physically able full-time non-veteran unmarried day students less than 25 years of age in the college-transfer program are required to complete one course in Health and Physical Education for each quarter of full-time registration, up to a maximum of six quarters.

CAREER PROGRAMS

Clayton Junior College offers the Associate of Arts degree in the career fields of Nursing and Secretarial Studies. These are designed to prepare the student for immediate effective employment in the discipline designated. The graduate of these programs who subsequently wishes to continue further college studies may do so; however, approximately one quarter of study at the senior college level must be devoted to additional general education studies. Whether this requires any extra total time depends upon the number of elective hours open to the student at the senior college level.

NURSING PROGRAM

The Nursing Program is designed to provide a career avenue for persons interested in nursing and to meet the critical need for nurses in the south metropolitan Atlanta area. Students who satisfactorily complete the Nursing curriculum are eligible to take the examination of the Board of Examiners of Nurses for Georgia to qualify as registered nurses.

Because of the program requirements involving use of clinical facilities and direct contact with patients in hospitals, admission to the Nursing Program is selective, and admitted students must consult with the Head of the Nursing Department before initial registration.

For the immediate future, the sequence of courses in Nursing will be offered during daytime hours only, and students will be able to begin this sequence only in the Fall Quarter each year. It is therefore highly advisable that students apply for admission to the college early in the spring, to determine if academic deficiencies exist which could be overcome through attendance during the Summer Quarter prior to entering the Nursing Program in the Fall Quarter.

In addition to the general graduation requirement of a minimum 2.0 overall average, Nursing students must present for graduation a minimum average on all Nursing courses of 2.0.

The major clinical facilities utilized in the Clayton Junior College Nursing Program are South Fulton Hospital and Clayton General Hospital (when this hospital opens in 1970). In addition, other health facilities in the Atlanta area are used for specialized clinical requirements.

Nursing Curriculum

First Year					
<i>First Quarter</i>		<i>Second Quarter</i>		<i>Third Quarter</i>	
BIOL 151	5	BIOL 152	5	BIOL 250	5
NURS 105	6	NURS 111	6	NURS 112	7
Core Course*	5	Core Course*	5	Core Course*	5
	<hr/>		<hr/>		<hr/>
	16		16		17
Second Year					
NURS 211	10	NURS 212	10	NURS 213	10
Core Course*	5	Core Course*	5	Core Course*	5
PHED elective	1	PHED elective	1	PHED elective	1
	<hr/>		<hr/>		<hr/>
	16		16		16

*The following are required: ENG 105, PHYC 105, SOCI 105, HIST 111, POLI 105, Humanities option. The first 3 are recommended for the first year, the latter 3 for the second year.

SECRETARIAL STUDIES PROGRAM

The Secretarial Studies Program is designed to meet the expressed need for well-qualified secretaries in the south metropolitan Atlanta area, and to provide a program of study for persons interested in a career as a secretary. The curriculum is designed to provide a breadth of general education as well as specialized training in modern office practice.

The program for the first year is highly sequential in nature, and students without prior typing and shorthand experience will normally be able to begin the program only in the Fall Quarter. For this reason, it is highly advisable that students apply to the college for admission well before the start of the Summer Quarter, so that any possible academic deficiencies may be completed by attending the Summer Quarter, if necessary.

Secretarial Studies Curriculum

First Year					
<i>First Quarter</i>		<i>Second Quarter</i>		<i>Third Quarter</i>	
SECR 111	2	SECR 112	2	SECR 113	2
SECR 151	3	SECR 152	3	SECR 153	3
Core Course*	5	Core Course*	5	Core Course*	5
Core Course*	5	Core Course*	5	Core Course*	5
PHED elective	1	PHED elective	1	PHED elective	1
	<hr/>		<hr/>		<hr/>
	16		16		16

12/Developmental Program

		Second Year			
First Quarter		Second Quarter		Third Quarter	
SECR 201	3	SECR 204	5	SECR 207	5
SECR 202	3	SECR 205	5	Core Course*	5
SECR 203	5	SECR 206	5	Core Course*	5
Core Course*	5				
	—		—		—
	16		15		15

*The required core courses are: ENGL 105, ENGL 201, HIST 111, POLI 105, ECON 105 or 111, plus 10 hours from Area II, 5 additional hours each from Areas I and III.

DEVELOPMENTAL PROGRAM

For a variety of reasons, some high school graduates find themselves not able to satisfactorily progress in a regular college degree program. Some simply have not followed a high school program of study which prepared them for college. Others decide to undertake college studies many years after high school graduation. Still others decide after a record of very poor high school studies that further education is desirable.

For such students, Clayton Junior College offers a program of courses designed to "bridge the gap" between high school and college. Courses offered in English and mathematics consider such areas as review of mathematical skills, including arithmetic; elementary algebra; reading improvement study skills; and fundamentals of grammar and composition. Developmental courses are not applicable to any degree programs currently offered by the college but do carry credit, and are included in grade point average computations. The courses are those listed under English and mathematics with course number below 100.

Students are initially placed in the developmental program when evaluation of their high school and/or previous college transcript and College Board scores indicates little likelihood of success in a college degree program. The specific developmental courses to be scheduled are determined through additional testing at scheduled orientation sessions prior to Registration Day each quarter. A relatively poorly prepared student who successfully proceeds through the developmental program will be able to schedule one degree-applicable course during the second quarter of attendance. More able students have the opportunity to schedule a full program of degree-applicable courses during the second quarter, and some students may even be

able to schedule some degree-applicable courses during the first quarter of attendance.

With many adults beginning a college program of studies after some years away from an academic environment, it frequently happens that even though the previous record may indicate probable success in a college degree program, a particular student would prefer some review of prior studies before beginning the regular college program. Such a student is free to schedule any developmental course which he believes will be beneficial.

COMMUNITY SERVICES PROGRAM

In addition to regularly scheduled college credit courses under the degree and developmental programs, Clayton Junior College offers a comprehensive series of short courses, seminars and conferences, on a credit-free basis. It is the objective of the college to offer any appropriate course in any area of endeavor for which a demand exists. Offerings during the first year of operation have varied from a single two-hour conference entitled, "A Special One-Night Seminar on the Scholastic Aptitude Test," to courses meeting semi-weekly for two hours an evening. A partial list of courses already offered follows. Others will be offered, and these will be repeated, where it is demonstrated that the community wants them.

- Beginning Spanish—Conversational
- Effective Public Speaking
- Interior Design
- Preparing Expectant Parents for Parenthood
- Defensive Driving—How to Drive and Stay Alive
- Art Instruction for Children, Grades 1-9
- Making Decorative Arrangements with Flowers and Other Materials
- Principles of Investing—You and the Stockmarket
- Understanding and Applying Computers
- The Growing Child and His Parents: Their Needs and Problems
- Painting for Adults
- Basic Psychology for the Layman
- Property and Casualty Insurance Examination Preparation
- Beginning Shorthand and Typing
- Introductory Bookkeeping and Accounting
- Rapid Reading
- Real Estate Principles and Practices
- Basic Skills in Tennis for Adults
- Home Nursing Procedures

Admission & Orientation

The college year at Clayton Junior College is divided into four quarters of approximately 11 weeks each, coinciding very nearly with the four seasons of the year. A student may be admitted at the opening of any quarter. The college year, like the fiscal year, begins with the summer quarter. Traditionally, the fall, winter and spring quarters have collectively been called the academic year. However, each quarter is an independent study unit, with registration at the beginning of the quarter, and final grades recorded at the end of the quarter. The availability of courses is essentially the same for all quarters.

Deadline for Application

Deadline for receipt of application for admission is 20 days prior to registration day of the quarter in which registration is desired. Application forms may be obtained by writing the Office of Admissions and Records, or by calling the office at 363-3800.

Requirements for Admission

To be admitted as a student to Clayton Junior College, a record of previous academic studies must be submitted (high school transcript for new college students, college transcripts for students with prior college experience) as well as scores on the Scholastic Aptitude Test of the College Entrance Examination Board. This test is given frequently on a nation-wide basis; in addition, the college administers the test for adults who cannot conveniently schedule the test at nationally administered times. Details may be obtained by calling or writing the Office of Admissions and Records.

Students who are not high school graduates may be admitted to the college upon the basis of evidence of equivalent studies—the most

frequently submitted evidence is the General Educational Development Test. Students interested in admission on this basis may obtain further details by calling or writing the Office of Admissions and Records.

High school graduates (and those with equivalent education) who submit the required credentials will be admitted to Clayton Junior College, regardless of the record indicated by high school studies, College Board test scores or previous college work. However, students whose record indicates little likelihood of success in college degree programs will be admitted to the Developmental Program.

Health Record

All students prior to initial enrollment at Clayton Junior College must submit a Health Form signed by an examining physician attesting to the general physical condition of the student.

Freshmen Scholars

In cooperation with area high schools, Clayton Junior College has developed a program whereby exceptional high school students entering their senior year with less than a full schedule of courses required for graduation may be admitted to the college as freshman students. To gain admission, the student must, in addition to following the regular admissions procedures, be recommended by his high school principal and be approved by the Dean of the College. Students in this program will normally register for one or two courses and continue as regular part-time students in their high school senior class.

Advanced Placement

Entering Freshmen with outstanding high school records who can demonstrate a mastery of some beginning college subjects will be encouraged to consider advanced placement. A maximum of thirty quarter hours of degree credit may be granted students who achieve satisfactory placement scores on tests administered or prescribed by the college or on the College Entrance Examination Board Advanced Placement Tests. No more than ten quarter hours will be granted in any one subject.

Transfer Students

Students entering Clayton Junior College with prior college credits may transfer up to 60 quarter hours of credit applicable toward a degree program at the college, exclusive of physical education activity courses. Acceptable for transfer are courses with C grade or better, plus the maximum number of courses with D grade which will result in an overall C average for all work transferred. Acceptable courses presented for transfer which are a part of the Core Curriculum at a unit of the University System of Georgia will be credited toward the appropriate part of the Clayton Junior College Core Curriculum. Credit for courses taken at institutions not units of the University System of Georgia will be evaluated individually.

Orientation

Prior to Registration Day, at least one day each quarter is scheduled for orientation of new students. At orientation sessions, the academic programs of the college are discussed, available services and activities are described, appropriate placement tests are administered, registration procedures are explained, and students confer with faculty advisors to develop a tentative schedule of classes for the quarter.

Transient Students

Students enrolled at other colleges who wish to attend Clayton Junior College for a single quarter on a "transient" basis will be admitted upon completion of an Application Form and receipt of a letter of recommendation from the Dean of the College where enrolled. No transcripts are required. A transient student who wishes to continue at Clayton Junior College after one quarter must have transcripts of all previous college work sent to the college, and enter as a transfer student.

Former Students

A student not in attendance at Clayton Junior College for one or more quarters may register in subsequent quarters without following the usual admissions procedures. However, the student is expected

to advise the Office of Admissions and Records at least 10 days before the applicable Registration Day, so that necessary registration materials will be available. If attendance at other colleges has occurred in the interim, transcripts must be sent directly from these colleges to Clayton Junior College.

Continuing Education

Admission to credit-free courses offered under the Community Services Program is open to any person, without regard to age or educational attainment, and no entrance tests are required.

Since evaluation of previous academic credits is not involved, no formal application is required, and no deadline is set for application. However, the demand for some courses is frequently much greater than the number of student spaces available; thus, reservation for a desired course prior to the first course meeting is advised. Registration for credit-free courses is normally accomplished on the date of the first class session. Required fees vary with the course. Details concerning specific course offerings are given in a quarterly Schedule of Classes for Continuing Education, which may be obtained by calling or writing the Director of Community Services.

Regulations Governing Admission of Students to The Institutions of the University System

All units of the University System of Georgia operate under a common statement of regulations governing the admission of students. The preceding paragraphs summarize the pertinent points of these regulations as they apply to Clayton Junior College. A copy of the regulations is available in the Office of Admissions and Records.

Financial Information

Clayton Junior College reserves the right to make changes in its fees and charges at the end of any quarter without previous notice. All fees are due and payable on Registration Day. Checks should be made payable to Clayton Junior College.

The following quarterly fees are payable on or before registration day each quarter by students registering for credit courses:

Georgia Residents:	\$ 80 for full-time students, or \$ per quarter-hour part-time.
Non-residents:	\$170 for full-time students, or \$ 15 per quarter-hour part-time.

In addition, students scheduling six or more quarter hours of study pay a student service fee of \$6. No service fee is charged those scheduling less than six quarter hours.

To register as a legal resident of Georgia at an institution of the University System of Georgia, it is required of a student under 21 years of age that his supporting parent or guardian have resided in Georgia for a period of at least twelve months immediately preceding the date of registration. For a student 21 years of age or older, the student himself must meet the twelve-month residency requirement. Details concerning residency requirements and change of residency status are available through the Office of Admissions and Records.

Refund Policy

Students who formally withdraw from college within four weeks of Registration Day are refunded a percentage of the fees paid, according to the following schedule:

Within one week following Registration Day	80%
From one to two weeks following Registration Day	60%
From two to three weeks following Registration Day	40%

From three to four weeks following Registration Day 20%
More than four weeks following Registration Day No Refund

During the period between Registration Day and the deadline for course change (one calendar week) an 80% refund is granted for a reduction in course load. Past this deadline, no refund is given for a reduction in course load short of withdrawal.

Books

The cost of textbooks varies with the particular course of studies the student pursues. The average full-time student may expect to spend approximately \$35 each quarter for books.

Financial Aid for Students

Information about financial assistance for students is available through the Office of the Dean of Students. The following types of financial assistance are available to students:

- Regents' Scholarships
- College Work-Study Funds
- Educational Opportunity Grants
- National Defense Loan Funds*
- State Guaranteed Loan Funds
- Grants for Law Enforcement Officers
- Emergency Loans*

The Office of the Dean of Students will assist in obtaining part-time employment with the college or in the community and in obtaining information about teacher scholarships, nursing scholarships and other sources of financial assistance.

Veterans Assistance

Veterans enrolled in Clayton Junior College may receive information about veteran benefits and assistance in applying for such benefits through the Office of Admissions and Records.

*A grant of \$10,000 made to the college by the John Word West Educational Foundation has made possible the establishment of emergency loans and has provided the necessary private funds for matching the National Defense Student Loan grant from the U. S. Office of Education.

The Campus

The college campus, occupying 154 beautifully landscaped, wooded acres, contains six buildings designed to serve the college in its initial years, accommodating up to 3,000 students. The second phase of campus construction, to be completed in the seventies, is expected to provide facilities for some 5,000 students.

Constructed and equipped at a cost of \$3,600,000, the structures are: an administration building, a library-student center, a classroom-science building, an audio-visual lecture hall, a physical education building, and a warehouse-maintenance building.

Containing some 110,000 square feet of total floor space, the buildings are constructed predominantly of brick, in a warm brown tone, with accents of off-white precast concrete windows. All college buildings are centrally heated and air-conditioned.

The administration building houses those offices necessary for the administration of the college. These include the Business Office, the Office of Admissions and Records, Office of the President, Office of the Dean of the College, Office of the Dean of Students, Office of Community Services and Office of Public Information.

Included in the classroom-science building are 14 general classrooms. Fifteen special purpose rooms and laboratories within the building are designed for art, biology, chemistry, music practice, nursing, secretarial studies and physics.

The library is housed in the upper floor of the library-student center building. The library opened with 6,000 volumes. It seats in excess of 450 students and contains group study areas, conference rooms, and language laboratories. A special study room in the library houses the college computer terminal, an IBM 2741, linked via telephone lines to the IBM 360/65 computer at the University of Georgia and the RCA 70/46 computer at Georgia State University. Located on the first floor of the building is the student center with a dining area, kitchen and grill service area, student government and publication rooms, bookstore, student lounge and general purpose meeting

The physical education building contains classroom, instructional and activity areas for physical education, shower and locker rooms for men and women, and faculty offices.

Adjacent to the physical education building, 18 acres of the campus are devoted to outdoor athletic facilities, including a football-soccer field, a baseball diamond, a softball diamond, tennis courts and general use areas.

Providing a focal point for the campus, in the center of the main complex of buildings, is the audio-visual lecture hall. It is a round structure with a distinctive copper roof design. The building contains six rooms, varying in size to accommodate from 50 to 150 students. Each of the rooms is served by a multi-media back screen projection audio-visual system.

The warehouse-maintenance building, located on the northeast corner of the campus, well removed from normal student activity, contains space and equipment for central storage of supplies and equipment, repair shops and outdoor storage areas for vehicles and maintenance equipment.

Automobiles used by students, all of whom commute, are an important consideration in the design of the campus. Sufficient parking spaces are provided for 1,600 automobiles. The academic facilities comprise a "walking" campus which the automobile does not penetrate.

Clayton State University Archives

Campus Life

The main activity on the Clayton Junior College campus is academic. When the long list of activities in which students and faculty may engage is considered, one may think otherwise. However, these are occasional extra-curricular activities which offer opportunities for creative self-expression and mutual stimulation.

Student Government—The first year of operation of the college has seen the adoption of a Constitution for student government, election and installation of officers. The formation of a sound and functional student government is considered essential to provide an organizational framework through which students may work and participate in the development and operation of the college.

Clubs and Organizations—Organization of student interest groups that are related to the purposes of the college are encouraged. During the initial months of operation, the following have been formed: Interfaith Council, Collegiate Civitans, Circle K, a literary club, and a chess club. A number of other clubs and organizations are in the formative stage.

Publications—Initial efforts toward creation of a student newspaper have begun, with promise of a regularly published periodical on the horizon. A literary magazine, containing student contributions, is also underway.

Musical Organizations—Three musical organizations, The Clayton Chamber Choir, the Community Chorus, and the Renaissance Consort, have been formed during the first year of operation. The Clayton Chamber Choir is an auditioned group of some 20 students which has performed both on and off campus. The Community Chorus is a larger

group composed both of college students and community participants who quarterly perform a major choral work. The Renaissance Consort is a select group of woodwind instrumentalists.

Dramatics—The first year of operation has seen only a brief stirring of what is expected in the area of dramatics on the Clayton Junior College campus. Dramatic readings of the Greek tragedy, *Antigone*, and of Edward Albee's *Zoo Story* were presented by faculty and students. One-act plays (Tennessee Williams' *This Property is Condemned*, plus two written by two members of the college faculty) are being presented and the modern musical comedy, *Fantasticks*, is to be presented late in the spring quarter.

Intramural Athletics—An extensive program of intramural athletics, involving both team and individual activities, is conducted quarterly. A number of tournaments between various teams and between individuals representing teams are continually in progress, with team championships for the teams with highest overall point totals.

Concert and Lecture Series—A series of films, lectures and concerts has begun in a rather modest way during the initial months of operation, and will be expanded in the future.

Art Exhibits—Exhibitions of student art are regularly on display at the college, and exhibits by professional artists are expected to become a continuing part of the cultural opportunities on campus.

Student Conduct—The operation of a college as an educational institution in itself suggests basic standards of conduct. Clayton Junior College is responsible for providing a safe and pleasant environment in which students and faculty may live and learn. Responsibility for maintaining such an atmosphere rests with each student, faculty and staff member and visitor to the campus and encompasses following the basic rules of common courtesies, respect for the rights of individuals, abiding by reasonable rules of safety in personal conduct and in the operation of motorized vehicles, and observing all federal, state, and local laws. While on campus the use or possession of alcoholic beverages, drugs not prescribed by a physician or dentist, or firearms is considered to violate the code of conduct expected of students.

Any activity on the part of any individual or group which disrupts

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or encourages disruption of any function of the college or any function authorized by the college, or any activity which endangers the life, safety or reasonable comfort of persons on the college campus, or any activity which damages or holds the potential of damaging property of the college or of individuals is also considered to violate the code of conduct expected of students.

The Dean of Students is vested with the responsibility and authority to take appropriate action should the conduct of any student ever violate these basic codes of safety and courtesy. The college is firmly committed to the concept of due process, but recognizes the fact that a student may be accused of on-campus or off-campus offenses or commit acts which, by their nature, would present a clear and present danger of serious physical or mental harm to the student or to another member of the college community or to college property. In such cases, the Dean of Students may impose temporary sanctions, pending a hearing, necessary for the protection of the student, the college community, and/or college property from such danger.

Security officers will be on duty on the campus at all times. These officers report directly to the college and are responsible, along with students and staff, for the protection of the property of the college, the students, and the staff, for insuring the safety of students, staff, and visitors, and for assisting in emergencies.

Central State University Archives

Academic Information

Clayton Junior College operates on the quarter system. The four quarters correspond very nearly with the calendar seasons, and are approximately eleven weeks in length. The quarter is the basic academic time unit, rather than the 12-month college year (same as fiscal year) or the traditional academic year from September to June. For example, students may enter college at the beginning of any quarter; a new schedule of classes is offered each quarter, for which registration is required quarterly. At the end of each quarter, a grade is entered on the permanent student record for each course scheduled.

The Quarter Hour and Course Credit

Credit for college study is measured quantitatively in quarter hours. One "hour" of class scheduled weekly for a quarter represents one quarter hour. Over the years, the "hour" of class has actually been reduced to approximately 50 minutes to permit time to move from one class to another. A laboratory or activity period of two or three hours—science, choir, art, physical education, for example—is considered to be equivalent to one class hour, since out-of-class preparation is usually not required.

With few exceptions, most courses offered at Clayton Junior College carry five quarter hours of credit; therefore, most courses are scheduled for five "hours" weekly.

Class Load

A student attending college as a full-time student will normally schedule three five-quarter-hour courses and a physical education activity one-quarter-hour course for a total class load of 16 quarter hours. Scheduling of more than 17 quarter hours of course work is

not permitted unless written approval is obtained from the Dean of the College prior to Registration Day.

A student scheduling 12 or more quarter hours of course work is classified as a full-time student. One scheduling less than 12 quarter hours is listed as a part-time student.

As a general rule, a student with a full schedule of classes should not consider any part-time job requiring more than 15 hours of work per week. Persons employed for a full 40 hours per week should seriously consider taking no more than one 5-hour course. However, experience indicates that determined adult students holding day-time jobs have successfully completed schedules of ten quarter hours.

Advisement

Each student entering Clayton Junior College is assigned a faculty advisor. The student and advisor together develop a course of study and schedule of classes, based on the student's career expectations and the degree requirements listed in the college catalog. The advisor meets with the student at specified times each quarter for planning and review of his academic program. The advisor is also available whenever academic problems arise.

Schedule of Classes

Non-laboratory college classes are normally scheduled at 12 periods during the day and evening, with the first period beginning at 8:00 A.M., and the last period ending at 9:50 P.M. For the first seven periods, classes meet five days weekly, Monday through Friday, for a 50-minute class period, classes beginning on the hour, 8:00 A.M. through 2:00 P.M.

Periods eight and nine are scheduled four days weekly, Monday through Thursday, for a 65-minute period, beginning at 3:00 P.M. and 4:15 P.M., respectively.

The tenth, eleventh, and twelfth periods are scheduled three evenings weekly, Monday, Tuesday, and Thursday, for 1 hour and 20 minutes, beginning at 5:30 P.M., 7:00 P.M., and 8:30 P.M., respectively.

In addition to these regular periods, laboratory courses schedule laboratory sessions at several consecutive periods daily, and some special courses are scheduled at irregular intervals. For example, many science courses have four class meetings and one three-hour laboratory period weekly. The laboratory period is usually scheduled

from 9:00 A.M. to 12:00 noon or 1:00 P.M. to 4:00 P.M. on one day only, with the four class periods on the other four days of the school week.

Registration

A Schedule of Classes is published quarterly approximately 6 weeks before the quarter begins. On Registration Day the student registers for the class schedule developed with his faculty advisor, or adjusts this schedule to suggested alternates, depending upon the availability of class space at the time of registration. The order in which students are admitted to registration is determined by a random selection of the first letter of the last name of each student. The order is changed quarterly, so that over a period of several quarters, every student has equal availability of course offerings.

A student's schedule is determined officially by the course cards he deposits in his name with the Office of Admissions and Records on Registration Day. Since there may well be a variation between these cards and the originally anticipated schedule, the student is held responsible for avoiding conflicts and recording the schedule represented by the course cards. Unless a course is dropped officially, a student depositing a given course card is enrolled in that course and section, and will receive a grade at the end of the quarter, even if he should choose never to attend class.

Late Registration

If, for compelling reasons, a student cannot register on Registration Day, by special permission of the Dean of the College he may make other arrangements to register. A student will not be permitted to register later than one calendar week following Registration Day.

Change of Schedule

Only for compelling reasons may schedules be changed after classes begin each quarter. Excluding the first day of classes, when no changes are permitted, schedules may be changed during the first calendar week following Registration Day, if approved in writing by the faculty advisor and the Dean of the College.

DROPPING OF COURSES

The student schedule effective one calendar week after Registration Day becomes the official quarterly schedule for the student. Any courses dropped prior to this time are not shown on the final student record. A student may officially drop a course until the designated mid-quarter date listed in the college calendar and receive a W grade for the quarter. The W grade is ignored when computing averages. A course is officially dropped by completing a Course Drop Request Form (which must include the advisor signature) and depositing it in the Office of Admissions and Records.

Past this published mid-quarter date, a course may not be dropped except for reasons of extreme personal hardship, and the Dean of the College, in consultation with the instructor involved, will determine whether the grade assignment is to be W or F.

A student who stops attending a course without processing a Course Drop Request Form will receive a grade of F in the course.

GRADING SYSTEM

Every course listed on a student's official quarterly schedule will be listed on the student permanent record with some grade designation (even though the student may not complete the quarter's work). The following grading system is used at Clayton Junior College:

<i>Grade</i>	<i>Qualitative Meaning</i>	<i>Numerical Equivalent</i>
A	Superior	4
B	Excellent	3
C	Good	2
D	Fair	1
F	Unsatisfactory	0
W	Withdrawal prior to mid-quarter	Not Computed
*I	Incomplete	Not Computed

*The grade of I is recorded whenever the student has been granted formal written permission by the Dean of the College to defer the final examination or other part of a course. Deferments will not be permitted except for illness or other emergency and must normally be secured prior to the examination. Such incomplete work must be completed during the next quarter of enrollment, or the I will be changed to F.

GRADE POINT AVERAGE

A student's academic progress is measured in two ways; quantitatively by the number of quarter hours of credit accumulated, and qualitatively by the nature of the grades received. So that grade averages may have some quantitative meaning, numerical equivalents are assigned each grade, as shown in the table of the preceding paragraph. Thus, for courses of equivalent credit, the average of two B grades and one C grade is $2 \times 3 + 1 \times \frac{2}{3} = 2.7$, to the nearest tenth. This average grade is most commonly called the grade point average or GPA. To accommodate courses with different quarter hours credit, it is necessary to "weight" each grade—that is, each numerical equivalent is multiplied by the quarter hours credit, this product is summed for all grades, and the resulting sum is divided by the total quarter hours. The grade point average is computed only for courses taken at Clayton Junior College.

At Clayton Junior College, courses completed with grades of D or F (but no others) may be repeated. Although the record of all courses attempted will remain on the student permanent record, only the last grade received for repeated courses will be used in calculating the grade point average. However, it may be important to note that some units of the University System of Georgia include grades for all courses attempted when computing an acceptable grade point average for admittance as a transfer student.

Academic Honors

A student with a quarterly average of 3.5 or higher will be placed on the Dean's List for that quarter. A student eligible for graduation who has taken a minimum of 30 quarter hours of study at Clayton Junior College, has an average on all transferred credit no less than 3.5, and has a final cumulative average at Clayton Junior College no less than 3.5 will be graduated with honor.

Academic Probation

Probationary status at Clayton Junior College is based on the concept of officially informing a student when his average is so low that graduation in a reasonable time is in doubt. The following table lists the minimum acceptable academic level of achievement, below which the student has placed himself on probation.

30/Academic Probation

Quarter Hours with Computable Grades, Less Repeated Courses	Minimum Acceptable Grade-Point Average
0-15	No Minimum
16-30	1.6
31-45	1.7
46-60	1.8
61-75	1.9
76-up	2.0

Although quarter hours transferred to Clayton Junior College are not included in the computation of grade point average, for transfer students the left-hand column in the table above refers to the sum of transferred hours plus hours taken at Clayton Junior College, less any courses repeated at Clayton Junior College.

Students on probation will be carefully advised concerning their course of study in subsequent quarters. A student who is below the minimum acceptable standard for two successive quarters will be subject to exclusion from the college. Decisions concerning exclusion will be made by the faculty committee on Admissions and Academic Standards. Excluded students will be counselled to assist in determining the best course of action upon leaving college. Students excluded for a quarter may be permitted to return subsequently if there is any indication that further progress toward graduation is probable.

Summary of Graduation Requirements

A. College-Transfer Program

1. Satisfy Core Curriculum requirements for Areas I, -II and III (60 hours).
2. Satisfy Core Curriculum requirements for one specific Area IV list of courses (30 hours).
3. Satisfy the requirement in Health and Physical Education (0-6 hours).
4. Complete the above requirements with a minimum 2.0 grade point average.
5. Complete a minimum of 30 hours of degree requirements at Clayton Junior College, and be registered at the college during the quarter that all graduation requirements are satisfied.

B. Career Program

1. Complete the prescribed curriculum with a minimum 2.0 grade point average for all courses in the curriculum, and a minimum 2.0 average for all courses in the major.
2. Complete a minimum of 30 hours of degree requirements at Clayton Junior College, and be registered at the college during the quarter that all graduation requirements are satisfied.

Constitution and History Requirement

A Georgia law, amended March 4, 1953, requires all students to pass examinations on United States and Georgia history and the United States and Georgia constitutions or pass comparable courses before graduation. Credit in HIST 111 and POLI 105, required of all students graduating from Clayton Junior College, meets the requirements of the law. In addition, HIST 151 or 152 or HIST 112 meets the requirements for United States and Georgia history.

Clayton State University Archives

Course Descriptions

The 3 digits following each course title refer to weekly class hours, weekly laboratory hours, and quarter hours credit, respectively. For example, 4-3-5 represents a course meeting for 4 class hours weekly, a 3-hour laboratory period weekly, with resulting credit of 5 quarter hours for successful completion of the course.

ACCOUNTING

ACCT 111—Principles of Accounting I (5-0-5)

Financial Accounting. A study of the basic processes and concepts of the accounting cycle; includes the preparation and analysis of financial statements for external use.

ACCT 112—Principles of Accounting II (5-0-5)

Managerial Accounting. An analysis of the accumulation and utilization of accounting information for internal management purposes.
Prerequisite: ACCT 111.

ART

ART 105—Art Appreciation (5-0-5)

A study of the arts and the concept of creativity through an exposure to the painting, sculpture, architecture and other arts of historical and contemporary times.

ART 111, 112, 113—Art Structure I, II, III (0-10-5 each course)

Drawing and painting from slides, still life, figure, landscape, modeling in clay. Problems involving the human figure and pictorial structure. Problems concerning the elements of visual organization. Experience in the manipulation of three-dimensional materials, such as wood, paper, metal, and synthetics.

ART 201, 202, 203, 204, 205—Drawing (0-3-1 each course)

Individualized instruction to permit the prospective art major to develop an art portfolio.
Prerequisite: ART 111 for 201; ART 112 for 203; ART 113 for 205.

BIOLOGY

BIOL 111—Principles of Biology (4-3-5)

Structure and function of the cell and cell organelles, tissue organization, and bioenergetic processes.

BIOL 112—Principles of Biology (4-3-5)

A continuation of BIOL 111. Genetics, reproduction, development, evolution, ecology, and a survey of the Kingdoms.

Prerequisite: BIOL 111.

BIOL 151, 152—Anatomy and Physiology (4-3-5 each course)

A study of the structure and function of the cells, tissues, organs, and systems of the body with the principles of chemistry integrated.

BIOL 201—Cell Biology (4-3-5)

Cell structure and cytostructure; metabolic processes of the organelles; division and differentiation; and gene action.

Prerequisite: BIOL 111, 112.

BIOL 202—Principles of Botany (4-3-5)

Plant structures and functions, physiology and environmental relations, evolution and survey of the Plant Kingdom.

Prerequisite: BIOL 111, 112 or consent of instructor.

BIOL 203—General Zoology (3-6-5)

A survey of the vertebrate and invertebrate Phyla, including Morphology, Taxonomy, and Phylogeny. Laboratory includes some field work.

Prerequisite: BIOL 111, 112.

BIOL 250—Microbiology (3-4-5)

A study of the morphology, growth, modes of transmission, and relationship to diseases of pathogenic micro-organisms. Means of protecting humans from infection are emphasized.

CHEMISTRY

CHEM 111, 112—General Chemistry (4-2-5 each course)

A two-quarter lecture-laboratory sequence on the basic principles and applications of chemistry useful to the non-science major or a student who will take only one or two quarters of chemistry. Emphasis on living cell processes.

CHEM 151, 152, 201—Principles of Chemistry (4-3-5 each course)

A rigorous treatment of the fundamental principles of chemistry, includes qualitative and quantitative analysis. A three quarter lecture-laboratory sequence primarily for science majors who will take additional chemistry courses.

Prerequisite: High School Chemistry, Corequisite: MATH 111.

CHEM 251, 252—Organic Chemistry (4-3-5)

A study of the common classes of carbon compounds, including their physical and chemical properties, methods of preparation and reactions, utilizing modern theories of electronic structure and reaction mechanisms.

Prerequisite: CHEM 152 (or CHEM 112 and consent of instructor)

COMPUTER SCIENCE

COMP 201—Introduction to Computing (4-2-5)

An introduction to computing and computer programming utilizing the PL/I programming language and the IBM 360/65 computer.

Prerequisite: MATH 105 or equivalent.

ECONOMICS

ECON 105—Economic Development of the United States (5-0-5)

An introduction to the factors involved in the development of the American industrial economy.

ECON 111—Principles of Economics I (5-0-5)

An introduction to the American economic system.

ECON 112—Principles of Economics II (5-0-5)

Studies of the market structures of American capitalism, price system, resource allocation.

Prerequisite: ECON 111.

EDUCATION

EDUC 201—Introduction to Education (5-0-5)

A study of the historical, sociological, and philosophical foundations of education and orientation to the profession. Taken in conjunction with PSYC 204, the course includes extensive laboratory experiences in the public school classroom.

Corequisite: PSYC 204.

ENGLISH

ENGL 95—Reading Improvement (3-0-3)

A course designed for students who have difficulty reading at the level normally expected of entering freshmen.

ENGL 99—Developmental English (5-2-6)

A course designed to raise those students who have difficulty composing clear and correct English sentences to the level normally expected of entering freshmen; primarily a writing course; involves some study of grammar and the writing of a large number of brief themes.

ENGL 105—Composition (5-0-5)

A course designed to cultivate the ability to write multi-paragraph essays and reports; to develop a consciousness of literary values both in the student's reading and writing.

ENGL 110—Principles of Speech (5-0-5)

An introductory course in speech principles and public speaking.

ENGL 191—Drama Workshop (0-3-1)

A course whereby students may receive credit for work on quarterly drama productions. May be repeated for credit.

ENGL 201—World Literature (5-0-5)

Study of selected World Literature from Homer to the Seventeenth Century.

Prerequisite: ENGL 105.

ENGL 202—Studies in Literature (5-0-5)

Selected topics. The particular topic becomes a part of the course title at the time of offering.

Prerequisite: ENGL 105.

ENGL 251—English Literature I (5-0-5)

Study of English Literature from its origins to 1800.

Prerequisite: ENGL 105.

ENGL 252—English Literature II (5-0-5)

Study of English Literature from 1800 to the present.

Prerequisite: ENGL 105.

FRENCH**FREN 111, 112—Elementary French (5-1-5 each course)**

Introduction to speaking, reading, and writing French; includes an introduction to French culture.

FREN 113, 114—Intermediate French (5-1-5 each course)

Further presentation of basic principles of spoken and written French, including readings in French and individual oral presentations.

GERMAN**GERM 111, 112—Elementary German (5-1-5 each course)**

Basic knowledge of German in reading, writing, and conversation; introduction to German culture.

GERM 113, 114—Intermediate German (5-1-5 each course)

Grammar review, reading and translation, composition and conversation; outside readings.

HISTORY**HIST 111—World History I (5-0-5)**

A survey of world history from the earliest times to about 1500.

HIST 112—World History II (5-0-5)

A survey of world history from about 1500 to the present.

HIST 151—American History I (5-0-5)

A study of the founding and growth of the American Nation from the establishment of the Jamestown colony through the Civil War. Emphasis on social, economic, and political events.

HIST 152—American History II (5-0-5)

A study of the development of the American nation since the Civil War.

HIST 250—Studies in History (5-0-5)

Selected studies, descriptive title to be inserted at time of offering.

Prerequisite: HIST 111, 112, 151 or 152.

MATHEMATICS

MATH 98—Review Mathematics (5-2-6)

Review of the basic mathematical operations on the sets of natural numbers, integers, rational numbers and real numbers.

MATH 99—Developmental Mathematics (5-2-6)

Review of the fundamental operations of arithmetic, elementary algebra including the real number system, linear equations, graphing, linear systems of two variables, multiplication and factoring of polynomials, and algebraic fractions.

MATH 105—Introduction to College Mathematics (5-0-5)

A study of the axiomatic method, theory of sets, real number system, theory of groups, symbolic logic, probability, statistics, introduction to computers and the cultural aspects of mathematics.

MATH 111—College Algebra (5-0-5)

Absolute values and inequalities; quadratic systems; matrices; determinants; systems of equations; logarithmic and exponential functions; sequences and series; the Binomial Theorem; combinations and permutations.

MATH 112—College Algebra and Trigonometry (5-0-5)

Study of College Algebra through systems of quadratic equations, trigonometric functions, logarithms, and the solution of triangles.

MATH 201, 202, 203, 204—Analytic Geometry and Calculus I, II, III, IV (5-0-5 each course)

A sequence of courses combining the differential and integral calculus with analytic geometry. Additional topics include vectors, partial differentiation, series, and differential equations.

Prerequisite: MATH 112 or equivalent courses.

MUSIC

MUSI 101—Introductory Theory (0-2-1)

An introductory course in theory and sight-singing for students not necessarily planning to major in music. Not creditable toward any degree requirements.

MUSI 105—Music Appreciation (5-0-5)

Study of all types of music through reading and listening to records; for the general student wishing to develop the talent of perceptive listening.

MUSI 111, 112—Music Theory (3-0-3 each course)

Study of music fundamentals including scales and chord structure, part writing, sight reading, melodic and rhythmic dictation, and keyboard harmony.

MUSI 151—Applied Music (.5-0-1)

Private lessons in voice, piano and other instruments. May be repeated for credit. The particular type of lesson will be a part of the course title.

MUSI 191—Ensemble (0-3-1)

Choral and instrumental groups for which students may receive credit. May be repeated quarterly. The particular ensemble will be listed as a part of the course title.

MUSI 201, 202—Music Theory (3-0-3 each course)

Continuation of MUSI 111, 112.

MUSI 251—Applied Music (.5-0-1)

Continuation of MUSI 151.

NURSING

NURS 105—Introduction to Nursing (4-6-6)

A study of basic human health needs; nursing skills essential for assisting people to meet these needs.

NURS 111—Maternal and Child Health I (4-6-6)

An overview of the growth and development of individuals from birth to senescence. Emphasis is placed on the childbearing family, the expectant mother, and the newborn. Opportunity is provided for students to learn additional nursing skills.

NURS 112—Maternal and Child Health II (5-6-7)

This course focuses on the child from infancy through adolescence; learning experiences for students are planned to emphasize the needs of well children and children who have common health problems. The student continues to gain proficiency with nursing skills.

**NURS 211, 212, 213—Nursing in Physical and Mental Illness
(6-12-10 each course)**

A sequence of courses concerned with the nursing needs of individuals of all ages who have a common mental or physical illness. Students adapt skills from previous learning experiences to new situations in giving nursing care.

PHILOSOPHY

PHIL 105—Introduction to Philosophy (5-0-5)

Nature of philosophical thinking, its relationship to and distinction from, other types of intellectual endeavor, studied through the reading and discussion of representative texts of the more important philosophers.

PHIL 110—Introduction to Logic (5-0-5)

Study of the art of correct reasoning in the light of classical and modern techniques of analysis.

PHYSICAL EDUCATION

PHED 101—Archery (0-2-1)

Basic instruction and participation in the fundamentals, skills, rules, and terminology. Coed.

PHED 102—Badminton (0-2-1)

Basic instruction and participation in the fundamentals, skills, rules, and terminology. Coed.

PHED 103—Bowling (0-2-1)

Basic instruction and participation in the fundamentals, skills, rules, and terminology. Coed.

PHED 104—Beginning Golf (0-2-1)

Basic instruction and participation in the fundamentals, skills, rules, and terminology. Coed.

PHED 105—Recreational Sports (0-2-1)

Basic instruction and participation in the fundamentals, skills, rules, and terminology of Table Tennis, Paddle Tennis, and Handball. Coed.

PHED 106—Beginning Tennis (0-2-1)

Basic instruction and participation in the fundamentals, skills, rules, and terminology. Coed.

PHED 110—Gymnastics (0-2-1)

Basic instruction and participation in the fundamentals, skills, rules, and terminology of the following apparatus:

*(men) Parallel Bars, Side Horse, Still Rings, & High Bar
(women) Uneven Parallel Bars, Balance Beam, Side Horse,
& Floor Exercise*

PHED 111—Beginning Judo (0-2-1)

History, Principles, Rules of Olympic Judo. Emphasis is placed on developing a strong foundation in the fundamental skills and safety on the mat. Men.

PHED 112—Physical Fitness (0-2-1)

Basic instruction and participation in the fundamentals, skills, rules, and terminology in the areas of strength, endurance, and agility. Men & Women.

PHED 113—Principles of Movement (2-0-2)

Basic instruction and participation in the study of fundamental movement, such as walking, running, catching, skipping, & throwing. Women.

PHED 114—Track & Field (0-2-1)

Basic instruction and participation in the fundamentals, skills, rules, and terminology. Men & Women.

PHED 116—Weight Training (0-2-1)

Basic instruction and participation in the fundamentals, skills, rules, and terminology. Men.

PHED 117—Wrestling (0-2-1)

Basic instruction and participation in the fundamentals, skills, rules, and terminology. Men.

PHED 120—Beginning Swimming (0-2-1)

Basic instruction and participation in the fundamentals, skills, rules, and terminology in the phases of learning to swim. (Non-swimmers or weak swimmers only.) Coed.

PHED 122—Life Saving (0-2-1)

Standard Life Saving and Water Safety course. Strong swimmers only. Coed.

PHED 125—Folk Dance (0-2-1)

Basic instruction and participation in dances from Europe and the United States. Coed.

PHED 126—Square Dance (0-2-1)

Basic instruction and participation in American square dance. Coed.

PHED 127—Ballroom Dance (0-2-1)

Basic instruction and participation in dance etiquette, with emphasis in the waltz, foxtrot, cha cha, and samba. Coed.

PHED 130—Basketball (0-2-1)

Basic instruction and participation in the fundamentals, skills, rules, and terminology. Men & Women.

PHED 131—Flickerball (0-2-1)

Basic instruction and participation in the fundamentals, skills, rules, and terminology. Men.

PHED 132—Soccer (0-2-1)

Basic instruction and participation in the fundamentals, skills, rules, and terminology. Men.

PHED 133—Softball (0-2-1)

Basic instruction and participation in the fundamentals, skills, rules, and terminology. Men & Women.

PHED 134—Volleyball (0-2-1)

Basic instruction and participation in the fundamentals, skills, rules, and terminology. Coed.

PHED 135—Flag Football (0-2-1)

Basic instruction and participation in the fundamentals, skills, rules, and terminology. Men.

PHED 140—Adaptive (0-2-1)

Basic instruction and participation in selected activities to meet the individual student's needs. Coed.

PHED 204—Intermediate Golf (0-2-1)

Advanced instruction and participation based on the skills already mastered by previous experience. Coed.

PHED 206—Intermediate Tennis (0-2-1)

Advanced instruction and participation based on the skills already mastered by previous experience. Coed.

PHED 211—Intermediate Judo (0-2-1)

Advanced instruction and participation above the basic skill and technique level. Men.

PHED 212—Self Defense for Women (0-2-1)

Basic instruction and participation in simple, yet effective techniques that a woman can use in protecting herself. Women.

PHED 220—Intermediate Swimming (0-2-1)

Advanced instruction and participation in the skills necessary to become a strong swimmer. (Average, or above swimmers only). Coed.

PHED 236—Orientation to Physical Education (2-0-2)

General introduction to physical education and its related areas, such as drugs, sex education, physiology of fitness, and health education. Coed.

PHED 237—First Aid (0-2-1)

General instruction in basic emergency first aid techniques. Coed.

PHED 238—Marriage—An examination of the Man-Woman Relationship (2-0-2)

An examination of the man-woman relationship as it is found in dating, courtship, marriage, and family life among the middle class in contemporary America.

PHED 239—Man, His Physical and Mental Health (2-0-2)

An examination of the physical and mental health problems of man. Emphasis will be placed on emotional problems, drug abuse, alcohol abuse, foods, diet and weight control, reproduction, medical services, quackery, and the financing of medical services.

PHED 240—The Diseases of Man (2-0-2)

An examination of the diseases of man and the influence of his environment on his health. Emphasis will be placed on the nervous system, cardio-pulmonary diseases, cancer, venereal diseases, childhood diseases, environmental health, and population dynamics.

PHYSICS

PHYS 105—Physical Science (5-0-5)

Contemporary topics from the fields of astronomy, physics and chemistry with the fundamental concepts behind them. A survey course in which a limited use of mathematics is required.

PHYS 111, 112—Introductory General Physics (4-2-5 each course)

A two-quarter sequence in physics for the non-science major.

PHYS 113—Introductory Contemporary Physics (4-2-5)

Nuclear and modern physics approached from standpoint of moderate mathematical background. Laboratory consists of experiments measuring e/m , radioisotope half life, etc.

PHYS 201—General Physics I (4-3-5)

Mechanics, work and energy.

Prerequisite: Calculus I, MATH 201. Pre or corequisite MATH 202.

PHYS 202—General Physics II (4-3-5)

Thermodynamics, optics, and sound. Prerequisite: PHYS 201 and MATH 202. Pre or corequisite MATH 203.

PHYS 203—General Physics III (4-3-5)

Electromagnetism, nuclear and modern physics.

Prerequisite: PHYS 202 and MATH 203 or permission. Pre or corequisite MATH 204.

POLITICAL SCIENCE

POLI 105—American Government (5-0-5)

The structure of the American government, its political processes and institutions.

POLI 110—Western European Political Systems (5-0-5)

An examination of the political process in Great Britain, France, Germany, and the Soviet Union. Comparison of these systems with the United States and with each other.

Prerequisite: POLI 105.

PSYCHOLOGY

PSYC 105—Introduction to Psychology (5-0-5)

An analysis of human behavior for the beginning student.

PSYC 110—Psychology of Adjustment (5-0-5)

Human behavior and adjustment in a highly technological world.

PSYC 201—Contemporary Psychology and Sociology (5-0-5)

An analysis of the behavior of groups and individuals in contemporary society utilizing data from basic research. (Same as SOCI 201).

PSYC 204—Human Growth and Development (5-0-5)

A study of the principles and processes of human growth and development and their relation to the learning processes. Taken in conjunction with EDUC 201, the course includes extensive laboratory experiences in the public school classroom.

Corequisite: EDUC 201.

SECRETARIAL STUDIES

SECR 111—Beginning Typing (0-4-2)

For students who have had no typing or a speed of less than thirty net words per minute. Designed to teach the techniques of typing and build a speed of at least thirty words per minute on selected material. Simple letters, centering and tabulation.

SECR 112—Intermediate Typing (0-4-2)

Speed drills to develop speed to a minimum of forty net words per minute for five minutes on selected material. Training in letter writing, tabulating, manuscripts and special business forms.

SECR 113—Advanced Typing (0-4-2)

Problem typing with emphasis on statistical reports, legal papers, and duplicated reports. How to take and type employment tests. Minimum speed requirement of fifty net words per minute on a selected five minute test.

SECR 151—Beginning Shorthand (1-4-3)

A study of the principles of Gregg Shorthand with emphasis on reading and writing shorthand. Dictation on familiar material at a minimum of sixty words per minute for three minutes and transcription with a minimum of 95% accuracy.

SECR 152—Shorthand Dictation (1-4-3)

Emphasis on dictation of new material. Minimum dictation speed of eighty words per minute for five minutes on new material. Transcription at the typewriter.

Prerequisite: SECR 151 or a satisfactory score on a placement test.

SECR 153—Shorthand Transcription (1-4-3)

Dictation of new material and transcription at the typewriter. Dictation at 100 words per minute and transcription with a minimum of 95% accuracy. Mailable letters.

Prerequisite: SECR 152.

SECR 201—Advanced Shorthand (1-4-3)

Dictation at speed of 110 to 140 words per minute. Units on legal and medical shorthand. Mailable letters.

Prerequisite: SECR 153.

SECR 202—Office Machines (1-4-3)

Development of skill in operating various office machines including the ten-key adding machine, printing calculator, rotary calculator, electronic calculator, and the transcription and dictation units.

SECR 203—Office Management (5-0-5)

Fundamental principles and successful practices used in getting office work accomplished. Emphasis on developing an understanding of, and focusing attention upon, the successful performance of necessary office activities and providing office services to the rest of the organization within reasonable expenditures of time, effort, and money. Presented from the manager's point of view.

SECR 204—Secretarial Accounting (5-0-5)

Secretarial Accounting introduces the basic accounting cycle and emphasizes the kinds of records kept in both mercantile and service business establishments.

SECR 205—Business Communications (5-0-5)

Knowledge and application of principles of oral and written communications in business situations: letter writing, report writing, planning, organizing, outlining, writing, and rewriting to get the final manuscript.

Prerequisite: English 100.

SECR 206—Filing and Records Management (5-0-5)

Basic principles and procedures of records storage and control as well as managing the records system.

SECR 207—Secretarial Office Practice (5-0-5)

The secretary's role in the world of business, public relations, handling the mail, telephone usage, and many other phases of work involving the secretary.

Prerequisites: SECR 112 and 152.

SOCIOLOGY

SOCI 105—Introduction to Sociology (5-0-5)

An introduction to the basic sociological concepts regarding social organization, culture, stratification, formal organization, collective behavior, religion and urbanization in modern American society.

SOCI 201—Contemporary Psychology and Sociology (5-0-5)

An analysis of the behavior of groups and individuals in contemporary society utilizing data from basic research. (Same as PSYC 201)

SPANISH

SPAN 111, 112—Elementary Spanish (5-0-5 each course)

Introduction to speaking, reading, and writing Spanish; includes an introduction to Spanish culture.

SPAN 113, 114—Intermediate Spanish (5-0-5 each course)

Continued development of students' basic skills in speaking, reading, and writing Spanish; emphasis on readings of a more difficult nature than previously encountered by student.

College Directory

REGENTS OF THE UNIVERSITY SYSTEM OF GEORGIA

State at Large	William S. Morris, III Augusta (January 5, 1967-January 1, 1974)
State at Large	Jack Adair Atlanta (January 13, 1965-January 1, 1971)
State at Large	Roy V. Harris Augusta (February 17, 1967-January 1, 1974)
State at Large	John A. Bell, Jr. Dublin (January 2, 1970-January 1, 1977)
State at Large	Carey Williams Greensboro (October 9, 1969-January 1, 1976)
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Second	John I. Spooner Donalsonville (January 8, 1968-January 1, 1975)
Third	T. Hiram Stanley Columbus (January 13, 1965-January 1, 1972)
Fourth	John R. Richardson Conyers (January 7, 1970-January 1, 1977)
Fifth	W. Lee Burge Atlanta (January 8, 1968-January 1, 1975)
Sixth	James C. Owen, Jr. Griffin (February 5, 1965-January 1, 1971)
Seventh	James V. Carmichael Marietta (January 19, 1966-January 1, 1973)

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Eighth	John W. Langdale.....	Valdosta (January 13, 1964-January 1, 1971)
Ninth	James A. Dunlap.....	Gainesville (January 10, 1966-January 1, 1973)
Tenth	G. L. Dickens, Jr.....	Milledgeville (February 6, 1965-January 1, 1972)

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James R. Robertson.....	Comptroller
Stanley S. Jones.....	Dean of Students
Robert E. Winn.....	Director of Community Services
Nancy K. Cross.....	Director of Admissions
Lucy B. Champion.....	Counselor and Director of Financial Aid
Susan C. Donehoo.....	Assistant for Public Information

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B.S., University of South Carolina, 1952; M.B.A., Emory University, 1957;
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1968

46/Faculty

- JOHN D. ERNST, Assistant Professor of Business Administration
B.A., Houghton College, 1964; M.B.A., Bowling Green State University, 1966
- MARVIN S. GOLDSTEIN, Assistant Professor of Psychology
B.S., State University of New York at Stony Brook, 1965; M.S., University of Georgia, 1966
- WILLIAM H. GREEN, Assistant Professor of English
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- JERRY GUEST, Instructor of English
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B.S.Ed., Auburn University, 1947; M.A., Teachers College, Columbia University, 1948
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B.S., University of Georgia, 1968; M.Ed., University of Georgia, 1969

48/Faculty

SARA E. VIA, Assistant Professor of French

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STAFF OF THE COLLEGE

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Title VI of the Civil Rights Act of 1964 states that "No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program of activity receiving Federal financial assistance."

All educational, employment and other programs at Clayton Junior College are operated in compliance with this law.

Notes

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**Clayton Junior College
Morrow, Georgia 30260**

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