

1961

## Chicago Teachers College - North Student Handbook, 1961

Chicago Teachers College



NORTH



STUDENT HANDBOOK

# STUDENT HANDBOOK

**Editor**

**Berniece Zimmerman**

**Illustrator**

**Clarice Hallberg**

**Contributors**

**The Faculty**

## **1961-62 Calendar**

**Fall Semester—September 5, 1961-December 22, 1961**

**Winter Semester—January 2, 1962-April 19, 1962**

**Spring Semester—April 30, 1962-August 17, 1962**

## **Academic Convocations**

**Fall Semester —**

**Spring Semester —**

**June Graduation —**

**Dean's Message**

**Honors Program**

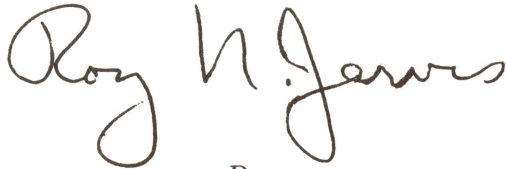
**(Degrees acknowledged  
when earned but only  
one Formal Graduation)**



## STUDENTS:

Welcome to Chicago Teachers College North. We are happy to have you enrolled with us. You will find your faculty and staff always available to help and guide you.

The chief purpose of this handbook is to make an additional effort to help students to use their talents in the most effective way to the end that all of life may be more fruitful for the student of today and the citizen of tomorrow. May your college career be successful in achievement, enjoyment and fulfillment.

A handwritten signature in dark ink, reading "Roy H. James". The signature is written in a cursive style with a large, looping "R" and a long, sweeping "J".

Dean



# CAMPUS

# LOCATIONS

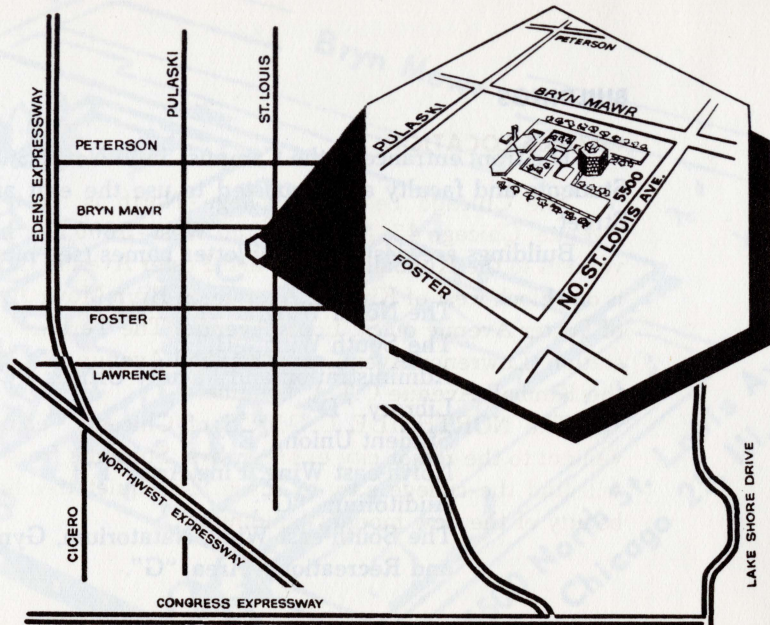
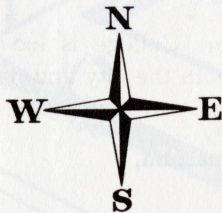


## **CAMPUS LOCATION**

The Chicago Teachers College - North is located at 5550 North St. Louis Avenue, Chicago 45, Illinois. (3500 West - 5600 North). The school location is convenient to the Kimball Avenue and Foster Avenue C.T.A. surface lines. The school is one block west of Kimball Avenue on Bryn Mawr Avenue, and three blocks north of Foster Avenue on St. Louis Avenue. The Terminal of the Ravenswood elevated station (Lawrence Avenue and Kimball Avenue) is a convenient transfer station for the Kimball Avenue C.T.A. bus line.

The NORTHSIDE CAMPUS of Chicago Teachers College is located convenient to the major city expressways. Students from both the city and its suburbs will find the college easy to reach. The quiet tree-lined surroundings set off the beauty of the new modern buildings.

# CHICAGO TEACHERS COLLEGE NORTH





## BUILDINGS

The front entrance of the Campus, 5500 North St. Louis Avenue is for visitors. Students and faculty are requested to use the exit and entrance on Bryn Mawr Street.

Buildings are designated by letter names (see map).

The North Wing is "A";

The South Wing, "B";

Administration and Faculty Offices, "C"

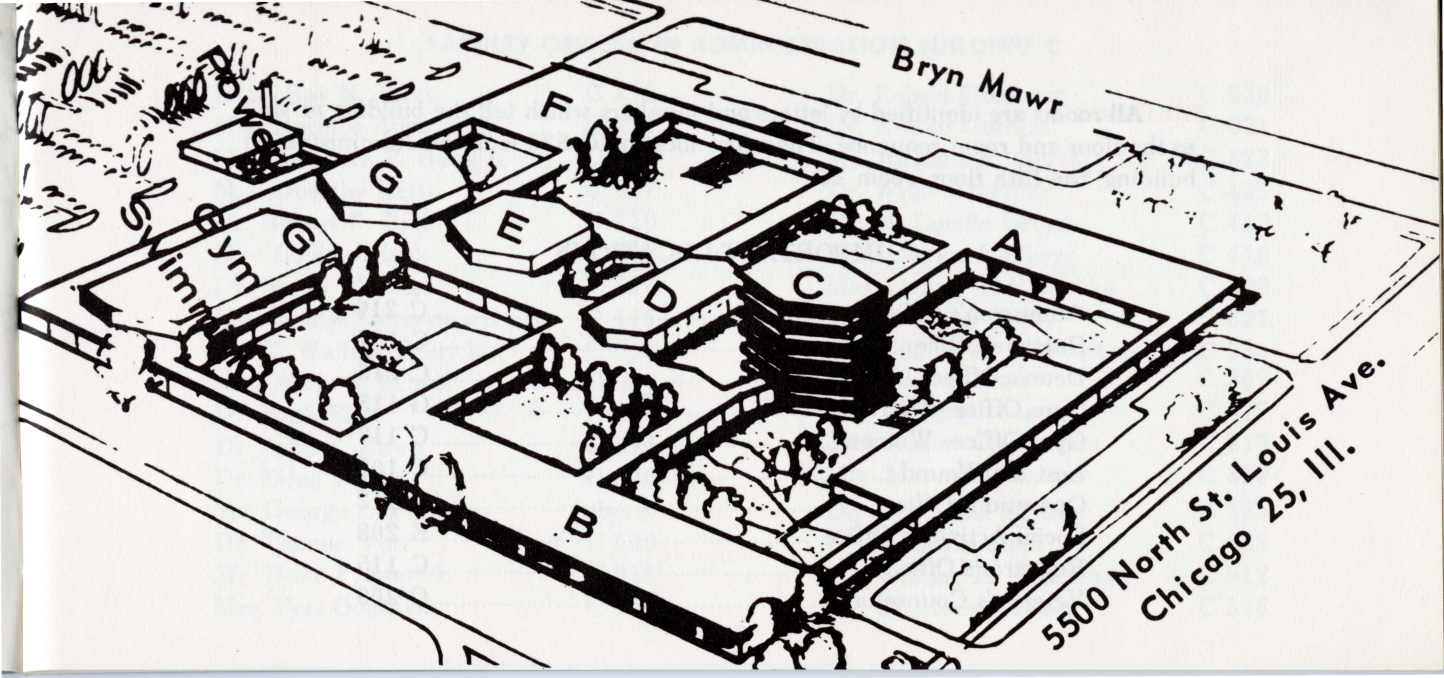
Library, "D";

Student Union, "E";

North-east Wing, Fine Arts, "F";

Auditorium, "G";

The South-east Wing, Natatorium, Gymnasium,  
and Recreational Area, "G".



Bryn Mawr

5500 North St. Louis Ave.  
Chicago 25, Ill.

All rooms are identified by letters and numbers which tell the building as well as the floor and room sequence. Therefore location C 523 is in the Administration building, the fifth floor, room 23.

### IMPORTANT LOCATIONS

Admission's Office .....	C 219
Bursar's Office.....	C 107
Dean's Office.....	C 213
Gym Office - Men .....	G 115
Gym Office - Women.....	G 117
Lost and Found.....	C 107
Operations Office .....	C 112
Social Activities Office .....	E 208
Registrar's Office.....	C 115
Veteran's Counselor .....	C 209

## FACULTY OFFICES IN ADMINISTRATION BUILDING C

Dean Roy N. Jervis	C 213
Miss Bernice Austrheim	C 426
Mr. Theodore P. Bank II	C 321
Mrs. Dorothy Betts	C 617
Dr. Robert F. Betz	C 420
Mrs. Sophie Black	C 628
Dr. Roger Charlier	C 419
Miss Louise Christensen	C 115
Dr. C. Wallace Dierick	C 609
Miss Anne S. Echols	Library
Dr. Ruth Ellis	C 619
Dr. John F. Etten	C 314
Dr. Dena Faires	C 330
Mr. George L. Farnum	Library
Dr. Thomas Farr	C 520
Mr. Duke Frederick	C 315
Mrs. Peri Georgiou	C 312

Dr. Robert Goldberg	C 630
Dr. Arnold Gordon	C 621
Mr. Richard K. Gorski	C 323
Dr. Willis Groenier	C 425
Dr. M. Lucille Grogan	C 412
Mrs. Clarice Hallberg	C 410
Mrs. Delina A. Halushka	C 329
Mrs. Dorothy Holby	C 627
Dr. William L. Howenstine	C 530
Dr. William Itkin	C 309
Miss Margrethe Isaac	C 517
Miss Louise C. Johnson	C 219
Mrs. Marcella Krueger	C 310
Dr. Jacqueline Krump	C 525
Dr. Anna Kummer	C 625
Mr. William E. Kuschman	C 612
Mr. Courtney Lawson	C 516



Dr. Benjamin Lease	C 409	Mr. Seymour Schneider	Library
Dr. Carl A. Lefevre	C 620	Mr. Leopold B. Segedin	C 610
Mr. Ely Liebow	C 415	Mrs. Harriet Segal	C 622
Dr. Rosella Linskie	C 519	Dr. William Shack	C 325
Dr. Matt L. McBride	C 112	Dr. Edris Smith	C 524
Dr. Wincent F. Malek	C 320	Dr. Frank F. Snyder	C 209
Dr. John Mann	C 514	Dr. Humphrey Stevens	C 421
Mr. Vadim Mikhailoff	C 529	Mr. David Temkin	C 423
Dr. Charles Moran	C 414	Dr. Murray Tondow	C 212
Mrs. Rosalyn O'Cherony	C 428	Dr. June Verbillion	C 518
Mr. John O'Donnell	C 629	Mr. Robert Walker	C 317
Mr. Philip J. Ollman Jr.	C 510	Dr. Allen D. Weaver	C 509
Dr. Lucien E. Palmieri	Library	Dr. Richard Wenzlaff	C 430
Mrs. Dolores Petty	C 527	Mrs. Dorothy White	Library
Dr. David Rappaport	C 614	Mr. Lawrence White	C 513
Dr. Jerome Sachs	C 319	Mr. Maurice Yochim	C 327
Mr. Miroslav Samchyshyn	C 623	Mr. Gus Ziagos	C 417
Dr. Arthur Scharf	C 521	Miss Marilyn J. Ziffrin	C 328
Mrs. Berniece Zimmerman		C 523	

# SERVICES



## BOOKSTORES

The most important part of beginning your college life is the buying of your books and supplies on time. There are three book stores which carry almost all of the books and supplies used by Chicago Teachers College-North instructors. They are:

Beck's Book Store  
3405 West Bryn Mawr  
Ju 8-2770

Faulkner's Education Supplies  
312-14 South Wabash  
Wa 2-6385

Follett Bookstore  
3417 Bryn Mawr  
In 3-5750

If you cannot find your books or supplies at these stores they will recommend other stores or supply houses where you may obtain them. At the end of the semester you may sell used books to students or to any of the book stores.

## **BULLETIN BOARDS**

When official bulletin boards have been installed, students will be responsible for information posted thereon. Develop the habit of checking them every day.

Room assignments, as shown on your program, may have to be changed because of construction. If this is known in advance, your instructor will inform you. However, if difficulties arise, consult the bulletin boards located on the inside walls of the open areas at the north and south sides of the Student Union.

## **CAFETERIA**

The Cafeteria for both students and faculty will be open from 11:00 A.M. to 2:00 P.M. We hope the students will invite the faculty to "break bread" with them.

The Snack Bar hours are 8:00 A.M. to 5:00 P.M.



## **COLLEGE CATALOG**

The College Catalog gives complete information for the undergraduates at Chicago Teachers College-North. It is mailed to new students at the time of their registration.

## **EMPLOYMENT**

Part-time employment sometimes can be obtained as School Service Aides. Students who are interested in working 15 hours per week on the School Service Aide program may apply in the Bursar's Office, Room C 107, for an application, and further information regarding these positions.

## **HEALTH SERVICES:**

Students and Teachers:

## ACCIDENTS

Accidents resulting in injury must be reported to Dr. Snyder's Office, Room C 209. This is an important procedure for the protection of the individual.

## ILLNESS

In the event that you become ill or get a headache, help is available from the school matron who is stationed in the Gym Building, G 138. She will be glad to give any assistance needed.

## LEARNING SERVICES:

The Library, A-V Center, Television Studio and TelePrompter

The purpose of the Learning Services Division is to provide both the students and the faculty not only with the conducive environment for learning experiences but also the books of the library, audio-visual materials and equipment from the

Audio-Visual Center, such as recordings, filmstrips, tapes, photographs, films, etc., and opportunities for acquiring skills in operating equipment, making slides and other transparencies, etc.

Students are privileged to use open stacks in the library. Withdrawal of books may be processed with your I.D. card. All books in the library are listed by author, by title, and by subject.

In the A-V Center (E-32) materials are catalogued alphabetically by type, according to a particular color; for example, yellow cards will indicate Recordings; another color for slides, etc. to expedite the search. These materials may be borrowed from the A-V Center as books are taken from the Library.

Students and faculty should also familiarize themselves with the techniques of Television and the TelePrompter—the two most recent innovations in the teaching-learning process—both located backstage of the auditorium.

## **MILITARY INFORMATION**

### **VETERANS:**

Chicago Teachers College North is approved for the training of Korean War Veterans under Public Law 550. An applicant desiring to use his rights as a veteran while at the Chicago Teachers College must request a Certificate of Eligibility from the Veterans Administration, and submit a photostatic copy of his discharge papers with his application materials.

For further details describing application and admissions procedures, contact the Vet Office, Chicago Teachers College North, Room C 209.

### **SELECTIVE SERVICE**

It is the student's responsibility to seek information from his Selective Service board concerning his status. Also, it is important that all male students familiarize themselves with Selective Service policies regarding academic rank, load and progress. All information concerning this and requests for deferment should be referred to Room C 209.



## **LOST AND FOUND**

You can usually end your worries about lost articles by going to the Administration Building, the Bursar's Office, Room C 107. Either report the lost articles or pick them up if they have been already turned in to the lost and found department.

## **LOUNGES**

All lounges are for the use of students and faculty.

## **REGISTRATION AND RECORDS**

Registration procedures will be described more precisely as soon as automation processed which are now being developed are brought into operation.

Changes in names, addresses, telephone numbers, etc. should be reported to Room C 115 where students' records will be housed. Withdrawal from a class or from the college is not official without the approval of the coordinator of records, who is located in this office.

## **RESEARCH**

A major concern of the College is research and development. Students who are interested in participating in such activities are invited to visit Dr. Tondow in Room C 212.

## **SCHOLARSHIPS AND LOANS**

Occasionally organizations offer scholarships to students enrolled at Chicago Teachers College-North. These scholarships are administered by the Counseling Service. Information concerning scholarships and directions for applying may be secured in the Admissions Office, Room C 209.

## **STUDENT COUNSELING**

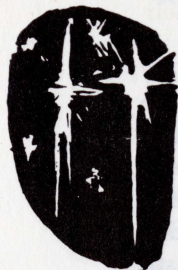
Appraisal of talent and a systematic program of encouraging each student to realize his unique potentialities is the goal of the entire school. A comprehensive program of student examinations and of counseling services will be available to aid

each student appraise his progress. Counseling will be available to students at their own request or at the suggestion of the instructors. Appropriate utilization will be made of the guidance facilities of the community. For further details, report to Room C 209.

### **TELEPHONE SERVICE**

Public telephone booths are provided for student use in the Student Union Building. There is one in Wing A; one in Wing B; one in Unit C; and one in the Auditorium. Important, urgent, incoming messages should be directed to the Record's Office, Room C 115, for delivery to the student.

\* \* \*



# USEFUL INFORMATION



## **ADMISSIONS**

Admission policy of an institution of higher education must be in harmony with the philosophy and purposes of the institution. Therefore, the students recruited and admitted must be capable of profiting from the program of the college, and be capable of becoming qualified members of the profession of teaching. Thus, students are carefully screened through (1) interviews, (2) standardized tests (ACT for undergraduates and The Miller Analysis for graduates) and (3) appraisal of scholastic background and achievement, inclusive of transcripts of the high school credits and all institutions at which college level work has been or is being completed.

Persons interested in applying for admissions to Chicago Teachers College may request an Application for Admissions from the Admissions Counselor, North Side Campus, 5500 North St. Louis Avenue, Room C 216, Chicago 25, Illinois. The application form and its accompanying materials describe in detail requirements, procedures and calender for the screening involved.



## **ATTENDANCE**

The responsibility for enforcement of attendance rests with each faculty member, at whose discretion a student may be dropped from class for absence.

Never be late for a class. It is very annoying for an instructor and fellow classmates to be interrupted by late comers. Allow yourselves enough time.

## **DRESS**

Since Chicago Teachers College, North is a professional school, men and women are expected to be conservative and dignified in dress. When you start teaching you will be constantly under observation by your charges. Good habits developed now are not likely to be forgotten.

## **FIRE REGULATIONS**

Students will conform to all Fire Regulations as published and posted.

Important telephone numbers

Fire . . . . . Fi 7-1313



Police . . . . Po 5-1313

## **MARKING SYSTEM**

Marks are in letter grades that have a corresponding value in grade points.  
Scale to letter grading

Grade	A	B	C	D	F
Points	5	4	3	2	1

Your grades are mailed to you at the end of each semester: Students whose work at mid-semester is "F" will be notified by the Registrar. Additional information about Scholastic regulations may be found in the College Catalogue.

Acquaint yourself with the marking system of the college. Read your catalog and keep up with your responsibilities.

## **PARKING REGULATIONS**

Parking for students and faculty will be on the west end of the campus. Park straight in designated parking lanes.

NO PARKING in a turnable area. It must be kept clear so that cars may enter or leave the parking area freely.

If some one ahead of you is parking wait until they are through.

Non co-operation only hurts you and your fellow drivers.

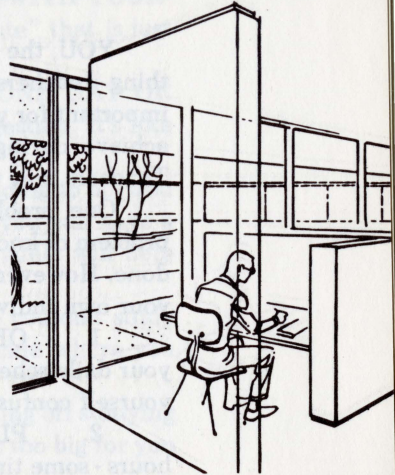
Students will please not park in area designated for faculty. We have many faculty members who have late classes and who have to travel from other schools. If the student lot is full you still may not park in the faculty lot.

## **RULES ON SMOKING**

Smoking is allowed only in areas where ash trays are provided by the Administration. No Smoking will be permitted in classrooms, or halls. There is adequate lounge space for both students and faculty to use for smoking.

## **"Q" SPACES**

There are two hundred individual study spaces in the college buildings. Students are urged to use them. Please keep them in a neat, and tidy condition.



## HOW TO STUDY

YOU, the student, are the most important part of the College program. Everything - teachers, buildings, equipment - has been selected with you in mind. It is important for you to understand at the beginning that what you learn and what you achieve during your college days is largely your own individual responsibility. Teachers may teach but it is up to you to do the learning.

One problem that seems to bother most beginning college students is the problem of knowing how to study. Nobody can tell you exactly how this ought to be done. However, here are a few suggestions that you may find useful in working out your own individual pattern of study habits.

1. **ORGANIZE YOUR TIME.** Be reasonable and realistic in planning your daily schedule. If you plan more than you can do in a single day, you will find yourself confused and discouraged when you can't get everything finished.

2. **PLAN A DEFINITE TIME FOR STUDY.** Try to set aside special hours - some time in the morning and some time in the afternoon or evening - when you can sit down and study.



3. **BE PUNCTUAL ABOUT KEEPING APPOINTMENT WITH YOURSELF.** If you have planned a study period, look upon that as a "date" that is just as important as a social obligation.

4. **DON'T TRY TO CRAM ALL YOUR STUDY INTO ONE DAY OR ONE LONG "SITTING".** This only causes you to have mental indigestion. It's like trying to eat, on one day, all the food you need for a week.

5. **VARY YOUR LEARNING JOBS.** If you have much reading to do, and some writing, and perhaps some lab work, try to plan these so that you can have a change of pace. You will find that doing something different for a while will help you go back to your first job with a fresher point of view.

6. **FIND A RELATIVELY QUIET PLACE.** Some people couldn't study in a grave yard. Others can't stand noise. Analyze yourself and decide where you can work best, then sit down and begin.

7. **KEEP UP WITH DAY-TO-DAY ASSIGNMENTS:** Putting off studying is like putting off paying your bills. Before you know it, the debt gets too big for you to handle.



8. LEARN TO PICK OUT IMPORTANT IDEAS. This will help speed up your reading and will also make note-taking much easier.

9. PLAN TO KEEP YOUR TEXTBOOKS. This enables you to build up a good personal library and also makes it easier for you to underline or mark important paragraphs or chapters or ideas as you go along.

10. DO SOMETHING WITH THE MATERIAL YOU READ. Outlining, summarizing, critically evaluating - these are all important parts of the job of reading. Reading is a process of looking for ideas not just covering words or pages.

11. ASK FOR HELP. If you realize that you don't have good study habits, talk with your teachers or advisors for some ideas that may put you on the right track.

12. REMEMBER THAT LEARNING IS YOUR RESPONSIBILITY. No one can do it for you. No matter what kind of grades you come out with at the end of the term, the only true evaluation of your learning will be the feeling of accomplishment you have within you.



# STUDENT ACTIVITIES

## **STUDENT ACTIVITIES**

Students desiring to form new clubs should direct their inquiry to the Coordinator of Social Activities in Room E 208. Projects, activities or social events must be cleared through this source before public announcement. General information about professional student organizations and other prospective clubs may be obtained from the Coordinator, Room E 208.

## **THE ASSOCIATION FOR CHILDHOOD EDUCATION**

The Association for Childhood Education—Chicago Teachers College North (A.C.E.—C.T.C.-N.) will be affiliated with the A.C.E. International with headquarters in Washington, D.C. The student group is part of the A.C.E. state organization, and its officers are considered as part of the state executive board. The Chicago Area A.C.E. invites all student members as guests to its monthly meetings in the Loop on the first Saturday of each month.

The A.C.E. is for all those concerned with children from two to twelve years old. The international publication, CHILDHOOD EDUCATION, published monthly, September through May, encourages the aim of the society which is "to stimulate

thinking, rather than advocate fixed practices." Current problems in the area of child development and the improvement of education for children are the major concerns of A.C.E.

Membership costs one dollar per school year. All Chicago Teachers College-North students are invited to join. Memberships are always accepted by the sponsor, Mrs. Krueger, Room C 310.

### **THE COLLEGE STUDENT EDUCATION ASSOCIATION**

Was established by the National Education Association Representative Assembly in 1957. It replaced the National Association of Future Teachers of America as the national professional organization for college students preparing to teach.

#### **PURPOSES . . .**

The Student Education Association provides its members with opportunities for: (1) personal and professional growth; (2) development of leadership skills; (3) understanding of the history, ethics, and program of the organized teaching profession; and (4) participation in professional activities at local, state, and national levels.

As an organization it deepens the interest of capable students in teaching as a career, encourages the careful selection and guidance of persons admitted to teacher education programs, and, through higher standards of preparation and the dissemination of information, contributes to a reasonable balance in teacher supply and demand.

### **ANNUAL DUES . . .**

\$3.00 for the school year, including subscriptions to the journals of the Illinois and National Education Associations

Anyone interested in joining the S.E.A. may contact Mrs. Zimmerman, Room E 208.



## **ARTS CLUB**

### **PURPOSE:**

1. To promote understanding of contemporary trends in Art and Art Education through attendance at lectures, discussions, museums, demonstrations, etc., and through participation in art work shops.
2. To sponsor speakers, demonstrators, films, and student, faculty and outside art exhibitions within the school.
3. To provide an opportunity for students with common art interests to exchange ideas.
4. To contribute art skills and understandings where useful to school functions.

## MEMBERSHIP

5. Any full time student in good standing enrolled at Chicago Teachers College North is eligible to become a member.

## DRAMATICS:

YOU are the most vital part of the activities of the dramatics group. Participation in a variety of technical and artistic experiences will provide opportunity for self-expression in the forms of theatre arts. Integrated with course work in art, music, and drama—but available on an extra-curricular basis for all-student performance is stressed as well as the sharing of group experiences at the cultural events in the city.

## INSTRUMENTAL MUSIC ACTIVITIES

Depending upon the availability of sufficient numbers of students having instrumental music ability, Chicago Teachers College North will maintain a band,

an orchestra, and string, woodwind, brass, and percussion ensembles. Students are expected to supply their own instruments except for those that are either unusual or not easily portable.

In all groups professional quality of performance and the use of the finest musical literature will be stressed. Each organization will present regular public performances.

All students having instrumental music ability are encouraged to audition to determine their potentialities for membership in one or more of these groups.

### **MEN AND WOMEN'S HEALTH AND RECREATION PROGRAM**

The health and Recreation program includes numerous intra-mural programs and competitions. Tournaments and special events will be held and suggestions for new activities will be carefully considered.

The following activities are planned: Badminton, Basketball, Bowling, Chess, Darts, Decathlon, Golf, Horseshoe-pitching, Swimming meets, Water Polo, Soccer, Touch Football, Softball, Volleyball, Cageball, Paddle Tennis, and Shuffleboard.

The main purpose is to provide an opportunity for all students to enjoy the many fine activities and to reap the benefits that accrue.

## **SCIENCE CLUB**

The program of activities of the Science Club is directed towards emphasizing the interrelationships between the various disciplines of science and their role in the contemporary social scene. Discussions by the members relate with field trips to resource centers such as the Argonne Laboratories, and other facilities in the community which apply basic scientific principles to serve the complex of modern society.

The objectives of the Science Club are directed toward increasing the skill and informational background of its members. To further this aim, it welcomes all members of the student body into its program of activities.

## **SCHOOL GOVERNMENT**

The school government will be a liberal, democratic governing body, sponsored by a member of the Division for the Study of Society and its Institutions, but under student control.

In cooperation with the Administration of the college it will be concerned with the full scope, academic, social and cultural activities and action, that affect the daily living of the students of Chicago Teachers College North.

## **SCHOOL PAPER**

Nearly all college newspapers suffer from a lack of hardworking, able workers. While we would like to have good writers come and work on our staff, we also have great need of those who like digging out news; those who are observant; those who are creative.

All those who love words and ideas and like to write — we can use.



We always need typists, proof readers, reporters, artists, cartoonists and those who are ambidextrous.

We want our writers to be responsible, alert students — liberal or conservative, but most of all — students who are concerned and interested in their school, their city, their country, and the world in which they live.

There is a great and special demand in the elementary and high schools for teachers who can get out a newspaper. One feature of working on the CTC paper will be the all-around experience you will get on the make-up of a school newspaper. We want our students to become familiar with all aspects of a good newspaper, and the paper will be as good as the students who put it out.

We will have our own special quarters on the mezzanine of the new Student Union Building, with excellent up-to-date equipment and facilities.

## **STUDENT TEACHING**

A sequence of learning activities so programmed that students may maintain a continuance of theory to practice to seminar to practice, is the guide line throughout student teaching. More specifically, student teachers are associated in classes with materials which may be used in their teaching assignments. The individual problems and questions arising from instruction are brought forth in the college seminars where discussion and counsel lead to various courses of action. Upon return to the teaching scene, these alternative solutions are tested and evaluated for their merits in practical situations.

Basic to the college student teaching program is a cooperative relationship with the Chicago Public School System.

Prospective teachers will find that the student teaching program is more than merely a final course taken late in the undergraduate years. Rather, it will initiate in the fall semester and continue beyond the bachelors degree as the student becomes employed as a teacher.

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## NOTES

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## NOTES

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## CALENDAR 1961-1962

**1961**

Sept. 4 ..... (Monday)  
Labor Day (holiday)

Sept. 5 ..... (Tuesday)  
Fall Semester begins

Nov. 23-26 ..... (incl.)  
Thanksgiving recess

Nov. 27 ..... (Monday)  
Classes resume

Dec. 22 ..... (Friday)  
Fall Semester ends

Dec. 23-Jan. 1 ..... (incl.)  
Christmas Recess

**1962**

Jan. 2 ..... (Tuesday)  
Winter Semester begins

April 19 ..... (Thursday)  
Winter Semester ends

April 20-29 ..... (incl.)  
Spring Recess

April 30 ..... (Monday)  
Spring Semester begins

May 30 ..... (Wednesday)  
Memorial Day

June 25 ..... (Monday)  
8 weeks Summer Term begins

July 4 ..... (Wednesday)  
Independence Day (holiday)

August 17 ..... (Friday)  
Spring Semester and Summer Term ends

August 18-Sept. 2 ..... (incl.)  
Summer Recess

Sept. 3 ..... (Monday)  
Labor Day (holiday)

