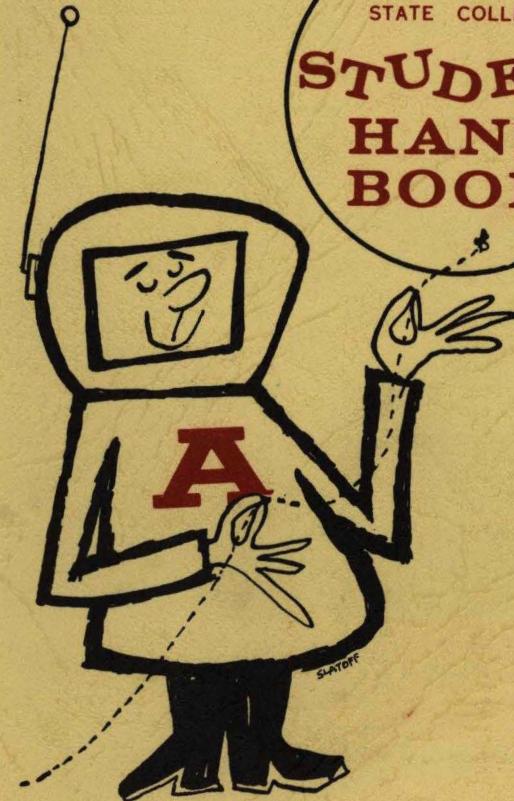
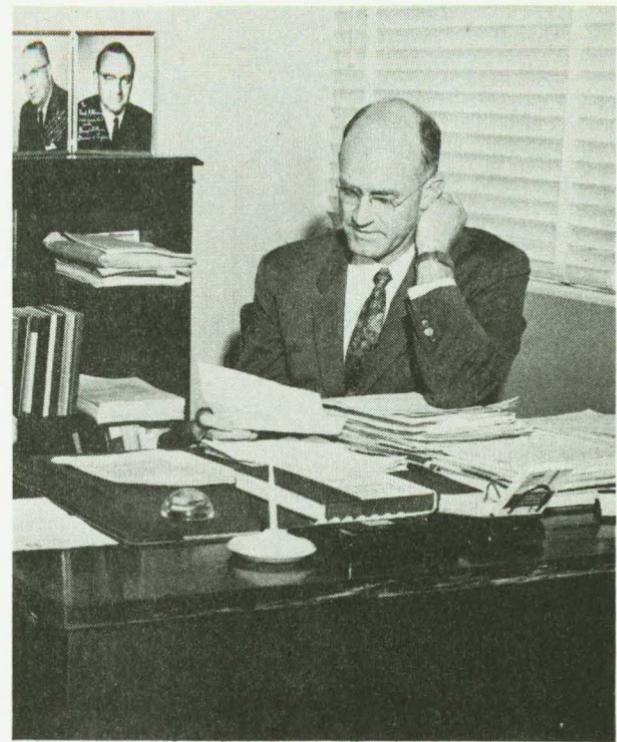


1961-62

ALAMEDA COUNTY  
STATE COLLEGE

**STUDENT  
HAND  
BOOK**





Welcome from the President

FRED F. HARCLEROAD

## Dean of Faculty

Inquiries concerning the instructional program should be directed to Dr. C. R. Purdy, Dean of the Faculty.

## Academic Advisors

Prior to registration, each student should establish a program of courses during a conference with an academic advisor in his major department. Academic advisors grant permission for students to enroll in Individual Study. During registration, closed courses and sections are posted continuously.

## Appeals Committee

The college has an established procedure for students who wish to appeal academic decisions regarding admission, disqualification or re-admission.

## Commencement Exercises

Graduation exercises for all students who complete their academic requirements during the college year are held annually at the close of the spring quarter. All graduates are expected to attend commencement.

## Divisional Councils

Each academic division is represented on the Student Council by a student majoring in or interested in the division. Divisional councils sponsor programs of educational value to the college and the community.

## Faculty Advisors

Each student activity or organization must have a faculty advisor before it can apply for college recognition.

## Library

The college has an outstanding library. Library staff are available to assist faculty and students with their requests for information.

Library hours and regulations are posted quarterly by Mr. Floyd R. Erickson, Director of Libraries and College Archivist.



## Dean of Students

Information concerning the outside-the-classroom instructional program may be obtained from the Student Personnel Office.

## College Regulations

Student organizations, as well as individual students, are expected to conduct themselves in accordance with regulations and procedures established by the college. It is contrary to the policy of the college for alcoholic beverages, wine or beer to be possessed, served, consumed or transported to college property or college functions sponsored by students.

## Student Judiciary

A student court considers violations of college regulations by organizations and by individual students and recommends disciplinary action to the Dean of Students, Dr. Harry A. Grace.



## Associate Dean of Students

### ACTIVITIES

Dean Howard A. Slatoff advises students interested in the development of activities and organizations which contribute toward social and cultural development. Leadership training is an important part of the college activity program.



## Alumni Association

On July 6, 1961, the Alumni Association of Alameda County State College was formally organized. Upon graduation from the college, all graduates become eligible for membership.

## Associated Students

College students established an association on October 18, 1960, by electing officers, adopting a constitution and receiving formal recognition from the Student Affairs Committee and the President of the college. The constitution provides a unique opportunity for students to integrate their academic objectives into a total program of student life.

## Association Manager

The Associated Students employ a manager who works cooperatively with the Student Activities Office and the Business Office to account for student funds.

## Student Council

The council is composed of a President, Vice President, Secretary, representatives from each academic divisional council and the faculty advisor. Representation from college boards is expected to be added as the college expands. The council represents the student body, charters student organizations and allocates funds for student events.

## Elections

Officers of the student Council are elected at large during the spring quarter. Information concerning nomination and election procedures may be obtained from the Student Activities Office.

## Publications

The Student Association supports various publications, including the Campus News, the college newspaper.

## Traditions

Annual events of the college include the: Graduation Ball; Registration Dance in the fall; Valentine's Dance, commemorating the selection of college colors and symbol; President's Tea, honoring new Student Association officers; all-college Spring Picnic; Christmas Concert; dramatic productions; art exhibits; and choral and orchestral groups.



## Organizations

The college recognizes the Student California Teachers Association, Honor Society, Theater Group, Sailing Club, VIEW, International Christian Fellowship. To be chartered, organizations must apply for college recognition. Constitutions must contain clauses prohibiting both hazing and discrimination. Student organizations must have faculty advisors. Upon recommendation by the Student Council, the Student Affairs Committee may extend college recognition to a student organization. This act allows the organization to use college facilities and so to represent the college.

## Athletics

The college is a member of the Far Western Athletic Conference through which it participates in intercollegiate athletics.

Intramural athletics are organized quarterly, according to student interest. Information regarding the athletic program may be obtained from the Department of Physical Education or the Student Activities Office.



## Orientation

This Student Handbook is the first step in orientation to college. Prior to the beginning of the fall quarter, all new students attend an orientation during which time they may complete matriculation, acquaint themselves with college procedures and traditions, meet their academic advisor and establish their interests in student activities and organizations. Cooperation with area junior colleges facilitates student articulation with the college academic and student personnel programs.

## Housing

Houses and apartments for rent are listed in the Student Activities Office.

## Associate Dean of Students

### ADMISSIONS



Upon receipt of all transcripts, the Admissions Office evaluates the student's prior college credit to determine the number of units of credit acceptable to this college and the courses which satisfy general education requirements. Evaluations are sent to the student's academic advisor and mailed to the student during the first quarter of residence at the college. Dr.

Lyle D. Edmison directs college admissions.

## Registration

A student has matriculated when he has completed: 1) an application for admission and filed a Personal History; 2) filing transcripts of all prior college credit; 3) if he has fewer than 60 units of college credit, filing all high school transcripts; 4) a Health Statement and Health History; 5) a Statement of Residence; 6) all personnel tests, (A.C.T. examination and an interest test); and 7) a matriculation interview concerning his educational plans.

During registration the student receives a plastic identification card, embossed with his name and permanent college identification number. The card is validated for the initial quarter in which he has enrolled. Succeeding validations are entered on the same card each quarter the student enrolls. The card entitles the student to all the rights and privileges extended by the college. Should the card be lost or damaged, it may be replaced by the Association Manager for \$4.

During registration each student completes a Directory Card which is filed with the Registrar, James R. Loonie. Should the student change his name, address or telephone number, the new information should be reported to the Registrar immediately.

## Add-Drop Procedure

After registration students may still add courses by 1) asking the professor of the course for his signature on an Add Card and 2) filing the signed card with the Registrar.

Students may drop courses by completing a Drop Card in the Registrar's Office.

## Withdrawal

Students who withdraw from college initiate action with the Registrar. Failure to file intention to withdraw may result in an "F" grade in each course for which the student is enrolled.

## Veterans

Public Law 550. Secure a Certificate for Training (VA Form 22-1993) from the VA Office prior to registration. Monthly certifications (VA Form 22-6553) must be completed and sent to the VA Office no later than the 10th of the month to assure payment by the 20th.

Cal Vet. Prior to registration, secure an Enrollment Authorization from the Cal Vet Office and file this with the Registrar. When the college is in receipt of this form, the veteran is exempt from paying his own fees, otherwise the veteran must pay his fees and await authorization before a college refund is paid. Veterans claiming subsistence must sign monthly enrollment forms.

Questions on veterans' benefits may be directed to the Registrar. Forms for monthly signatures are also available in the Library.

## Associate Dean of Students

### C O U N S E L I N G

Counseling assists students to solve problems in human relations. Students may initiate contact with Dr. Paul F. Lawrence or they may be referred by members of the faculty.

### Financial Aid

Financial assistance may take the form of scholarships, loans or employment. Short-term loans do not bear interest. Loans from the National Defense Education Act are repayable at 3% interest over a ten year period which begins a year after the student has completed his education or has been separated from the college. Financial awards are made annually. Application is accepted in March for the college year.

Alpha Alpha Chapter of Alpha Delta Kappa Sorority: scholarship award to a woman during the quarter she is student teaching.

California Congress of Parents and Teachers: scholarship to a student majoring in Elementary Education.

Alpha Gamma Chapter of Phi Epsilon Phi Sorority loan fund: during the quarter of student teaching.

Dorothy Donahoe Loan Fund: for seniors in Education, short-term.

Laura E. Settle Loan Fund: for seniors in Education.

Sertoma Loan Fund: short-term, all majors.

NDEA Loan Fund: repayable over a ten-year period, long-term.

### Placement

Students progressing toward a degree or a credential through the college are eligible to file papers for permanent employment.

Part-time employment within the college is primarily clerical or unskilled in nature.

The Placement Office also assists students in their search for employment during the college year and in the summer. A work-fellowship program, in cooperation with area business, industry and labor, is in early stages of development.



## Foreign Students

Students from other nations should report to the Counseling Office on matters affecting their visas, eligibility for employment and financial aid, etc. Students from the United States, interested in the Peace Corps, foreign travel programs, special workshops, etc., may also inquire at this office.

## Associate Dean of Students

### HEALTH

The college nurse and doctor are located in W-6, a section of the Student Personnel Office. Hours are 8-12 and 1-5 weekdays. Appointments may be made for student teaching and credential physical examinations.

## Emergencies



Provision has been made for emergency care, minor illnesses and injuries during the college week. Consultation and referrals are available upon request of the college doctor, C. J. Lutt, M.D., or nurse, Mrs. Vivian Wasilik, R.N. Assistance is offered in making appointments for vaccinations, immunizations and X-rays.

## Executive and Financial Affairs

The Executive Dean, responsible for college development and public information, is Dr. Dale P. Wren. Responsible for the Financial Affairs of the college is Dean William W. Force.

## Auxiliary Enterprises

Through its Auxiliary Enterprises the college maintains a book store and snack bar. Both texts and supplies may be purchased from the Book Store. Sandwiches, hot foods, milk and soft drinks may be purchased in the Pioneer Inn, as the snack bar has been named. Hours are posted quarterly.

## Parking

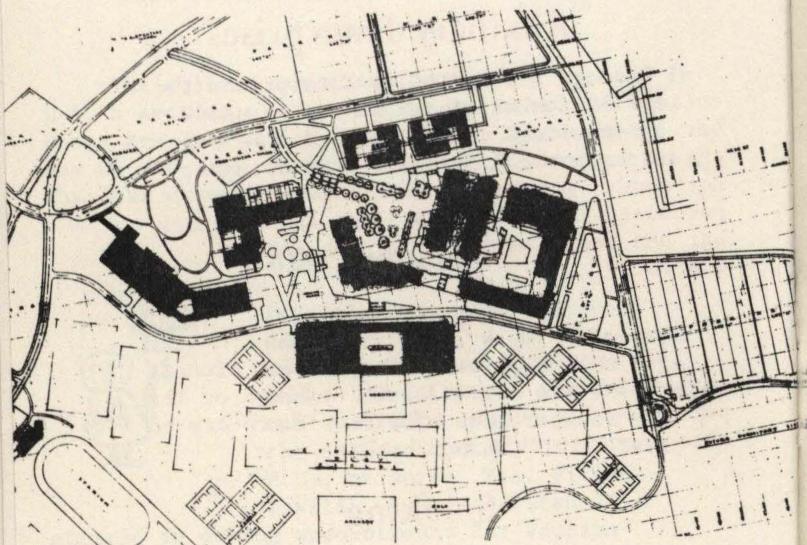
No provision has been made for student parking on any campus of the college or its participating public schools. There are no exceptions to this regulation.

## Smoking

Students may smoke only in the Pioneer Inn and adjacent patio. Upon invitation, a student may smoke in a faculty member's office.

## Development

The college will accommodate 15,000 or more students sometime during 1970-1980. Site projections call for the campus to develop as in the architect's photograph below:



## Alma Mater

Words by Hilary G. Fry, music by Lee R. Kjelson, members of the college faculty

Up from the restful bay  
Stretch Hayward's hills away,  
Into the eastern sky,  
Mounting their watch on high.  
Bounds fade and views expand,  
Up with the mounting land,  
'Til on these rolling hills,  
Visions broad greet the eye.

So may our spirits find these ageless  
hills a teacher,  
And so may lonely truth reward their flights  
to reach her;  
Hearts and minds which seek the heights!

## College Colors and Symbol

The faculty, staff and students of Alameda County State College established red, black and white as the college colors which appear on the diplomas. An astronaut, symbol of the space age, symbolizes the pioneer with whom the college has identified itself. Decals may be purchased from the Book Store.

CALIFORNIA STATE COLLEGE  
AT HAYWARD LIBRARY