



YORK COLLEGE
Catalog 1984 - 85

To: Faculty Members
From: Sally Ramsey
Date: October 29, 1984
Re: Language Requirements

Language Requirements as of 1984-1985

Oklahoma Christian College

All B.A. students need one year of language

David Lipscomb College

All B.A. students need one year of language

Freed-Hardeman College

All B.A. students need one year of language or humanities electives

Lubbock Christian College

The following areas need one year of language:

Biology, Chemistry, Law, Math, Psychology, Sociology, Social Work,
Speech

The following areas need two years of language:

English, History

Education requires one year of language or math

Art and Music majors are required to take 24 hours from among six fields,
language is one of those areas

Abilene Christian University

Biology requires one year of language

Education and Music require one year of language or math

Art requires one or two years of language

English and History require two years of language

Harding University

The following need one year of language:

History, Physics, English (teaching)

Recommended for Biology (B.S.), and Sociology

English requires two years of language

Present Language Courses at York

Spanish 103--Conversational Spanish

Open to anyone

Meets communication requirement at York

Will not meet language requirement at four-year school

Spanish 113--Elementary Spanish

Open to anyone

Meets communication requirement at York

Spanish 123--Elementary Spanish

Prerequisite is Spanish 113 or two years of high school Spanish

Meets communication requirement at York

Spanish 213--Intermediate Spanish

Prerequisite of Spanish 123 or three years of high school Spanish

Meets communication requirement at York

Spanish 223--Intermediate Spanish

Prerequisite of Spanish 123 or three years of high school Spanish

Meets communication requirement at York

YORK COLLEGE CATALOG

Volume 75

YORK, NEBRASKA

Number 1



Announcements for 1984-1985

20 KEY FACTS ABOUT YORK COLLEGE

- Founded in 1890. Operated by current administration since 1956.
- Governed by an independent board of trustees who are members of churches of Christ.
- Two-year program culminating in the Associate in Arts Degree, Associate in Science Degree, Associate in Applied Arts Degree or Certificate of Achievement Diploma.
- Fully accredited by the North Central Association of Colleges and Schools.
- Graduates transfer with ease to four-year colleges and universities.
- Enrolls more than 400 students annually from about 30 states and several foreign countries.
- Provides opportunities for extensive participation in co-curricular activities and the consequent development of leadership skills.
- Christian faculty.
- Spiritual emphasis.
- Approved for Veterans training.
- Scholarships and financial aids.
- Advanced Placement credit by AP and CLEP examination of CEEB.
- Independent study and honors course.
- Residence halls provide on-campus living for unmarried students.
- Two 16-week semesters with three-week interim holiday.
- Study Skills course provided for those who need it.
- Learning Enrichment Acceleration Program (LEAP) and Careers Center.
- Member of Nebraska Association of Junior Colleges.
- Charter member of Nebraska Education Television Council for Higher Education (NETCHE).
- Excellent physical education facility.

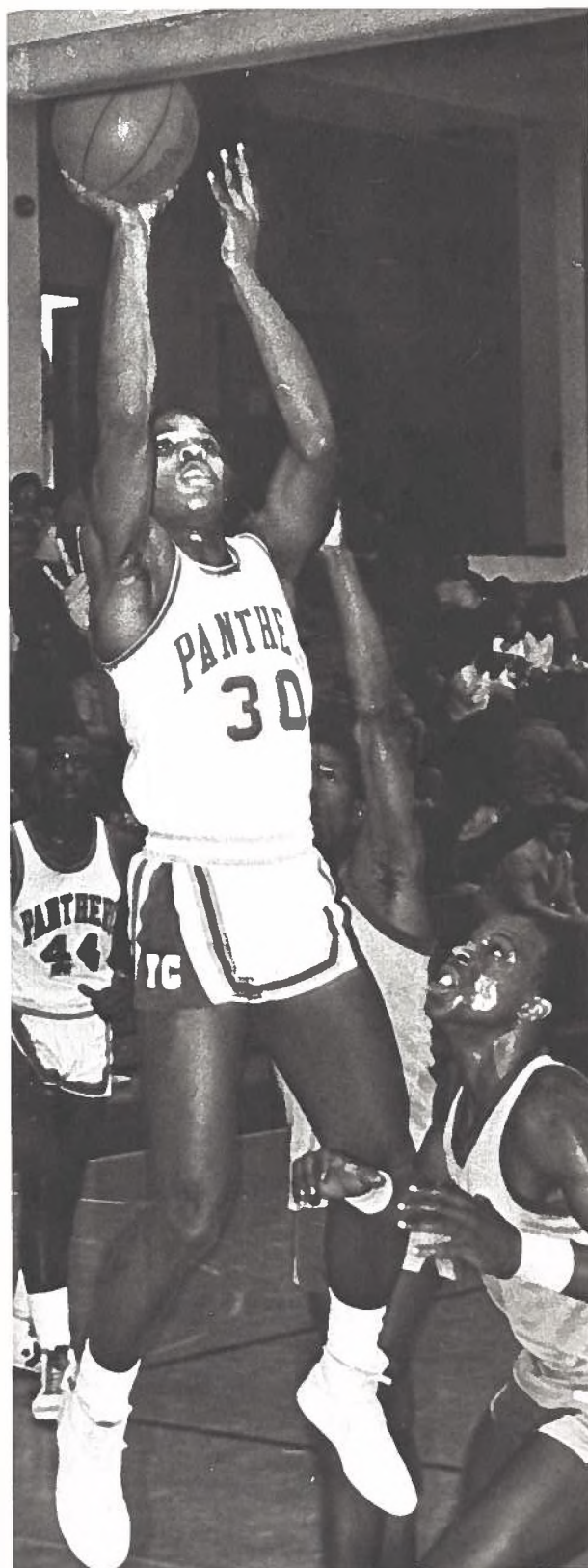
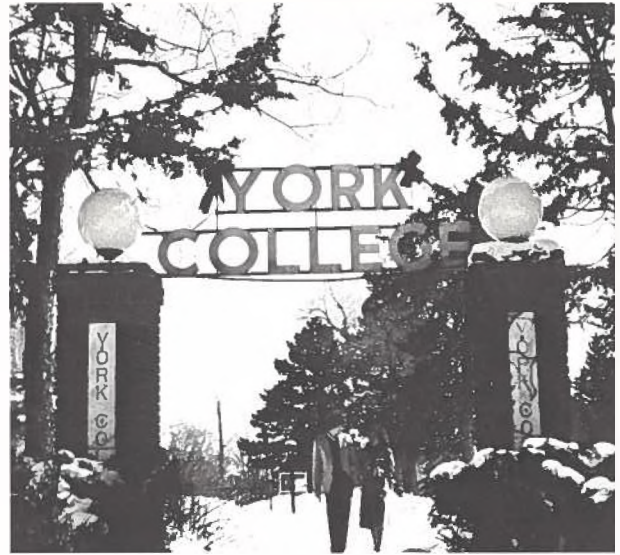


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General Information

The catalog is divided into nine sections as indicated in the table of contents. The first section supplies information about accreditation, goals of the college and campus history, location and facilities. The second gives a limited description of activities and regulations of student life. The third describes admissions procedures, costs, payment plans and available financial aids.

The fourth, fifth and sixth sections all relate to the academic area. The fourth section lists graduation requirements and a variety of academic definitions and regulations while the fifth lists the courses offered accompanied by a description of each one. The sixth section provides a variety of suggested programs of study. The choices can be followed by a student; others, not listed, may be planned by a student in consultation with a counselor.

The remaining sections supply information concerning the college personnel and student body, calendar of events and index. Anyone not finding information desired concerning the college should feel free to contact the Admissions Office or the office of the Academic Dean for clarification or additional concepts.

Accreditation

York College is accredited by the North Central Association of Colleges and Schools which is the organization giving the highest possible recognition to colleges and universities in our region of the nation.

York is recognized by the United States Office of Education as a college whose credits are fully accepted by other colleges. York College is certified for Veterans training under the provisions of Chapter 36, Title 38, U.S. Code.

Goals of York College

- To place students in direct contact with the Bible and other spiritual stimuli that they might be encouraged in the development of moral and spiritual values and in the appreciation of New Testament Christianity.

- To provide two years of quality education in the liberal arts tradition.
- To provide quality terminal programs in selected areas.
- To provide a Christian environment through which students may mature in social life, community life and preparation for family living.

Goal One:

York College is committed to the Bible as God's inspired, infallible, complete will for mankind. With this concept, the college provides that each student have direct contact with the Bible. Believing that there is no substitute for a personal reading of the Bible, York College offers a wide variety of textual studies in both the Old and New Testaments.

Other stimuli which influence the students' moral and spiritual development are daily chapel, dormitory and campuswide devotionals and numerous athletic, aesthetic and social activities in which attitudes and conduct are based upon spiritual principles.

York College is committed to the relevance of the Bible to the moral and spiritual values of 20th-century man. It is with this in mind that York College stresses that God's standards as revealed in the Bible are necessary to productive, happy lives and relationships. The dignity of man also receives its due emphasis in the Bible. It is a vital part of York College's existence that eternal values be emphasized.

Goal Two:

Since the beginning of the present administration, York College has been committed to liberal arts education. The significance of liberal arts offerings at York College lies in their being consciously permeated with a Christian world-view.

Liberal arts education has to do with the spirit with which studies are approached as much as with the subjects considered. It seeks to develop the inner resources of the individual. It is designed to liberate the mind and spirit of the student. Classically considered, *liberal* is associated with the words for *free*, *book* and *library*, while *arts* denotes intellectual skills. A Christian liberal arts education is as much concerned with *being* as with *doing*. The assumption is that a person with a liberal arts education will be active for the common good and will bring this

grooming to bear upon all his or her experiences and relationships.

To the undecided student, a liberal arts education offers a viable, planned program of study. A liberal arts education gives breadth that vocational specialization does not, yet the flexibility of the liberal arts approach enables the student to move into almost unlimited areas of specialization.

The liberal arts offerings at York College are designed to help students become more objective, dispassionate, analytical and critical, to become more articulate and to lay a foundation in the humanities, social sciences and physical sciences on which to build a continuing education.

It is essentially in a general education that this goal is realized at York College.

Goal Three:

Some students attending York College do not have vocational aspirations requiring a baccalaureate degree. The Associate in Applied Arts Degree in business administration is designed for those individuals seeking employment following two years of college training. The program requires a large block of business courses with few courses in the general education program.

The secretarial training program is intended to serve those seeking secretarial or clerical employment following graduation from York College. A student receiving a degree in computer science will be equipped to program computers and to buy or write software for a business. The Christian leadership program prepares students for leadership positions associated with summer camps and youth work in churches. Generally, those students who choose to continue their education after completing a two-year degree program at York College may transfer to a four-year college with little difficulty.

Goal Four:

This goal is closely related to Goal One. It is an assumption of the college that properly developed moral and spiritual values will lead an individual to cultivate social skills, function constructively in community affairs and prepare for wholesome family living.

The rationale for Goal Four attempts to meet certain basic and universal needs of each student – to grow to understand oneself and the world, to relate to others and to think independently. These needs are generally met in the educational and spiritual environment at York College.

The importance of this goal in the overall mission of York College may also be seen in its concern for the stability of the American family and for integrity at all levels of government and business. It is the position of York College that higher education in a

Christian environment will generate within students a sense of civic, personal and social integrity.

Discrimination

York College does not discriminate on the basis of race, color, national and ethnic origin, sex, religion or handicap in the administration of its educational policies, admission policies, scholarship and loan programs and athletic and other school-administered programs. Also, as required by Title IX of the Educational Amendments of 1972, York College does not discriminate on the basis of sex in its educational program or activities or employment except where necessitated by specific religious tenets held by the institution and its controlling body.

History

York College was founded in 1890 by the United Brethren Church. The school developed into a four-year liberal arts institution with an enrollment reaching approximately 400 students.

In 1946, a merger was effected between the United Brethren Church and the Evangelical United Brethren Church, which continued to sponsor the college. Combined circumstances led to the closing of the school in York in 1954, at which time the Evangelical United Brethren operations were consolidated with a sister school, Westmar College, at LeMars, Iowa.

Following considerable negotiation, members of churches of Christ ultimately received possession of York College March 20, 1954 at the annual meeting of the York College Board of Trustees. Though the original corporate structure remained intact, the complete control and sponsorship of York College came into new hands.

The new administration of York College opened with a two-year program in September 1956, advancing to a four-year curriculum in 1958. Experience, however, revealed the wisdom and advantage of a junior college program, which has been the exclusive offering of the college since 1959. Enrollment has increased from 89 to the present number of nearly 500. Proportionate increases have been made in faculty and facilities, including the construction of four additional major buildings, McCloud Hall for women, Levitt Library, Thomas Hall for men and Freeman Physical Education Center, plus the purchase of Gurganus Hall for music and theater.

York College received regional accreditation April 8, 1970. The college has maintained an active program of self-evaluation and self-improvement designed to lead to increasing academic strength and financial stability.

Location

York College is located in York, Neb., and is operated by a Board of Trustees who are all members of churches of Christ. The city of York, located in the heart of a very productive agricultural part of the state, is 45 miles west of Lincoln, Neb., the state capital, and is situated at the intersection of U.S. Highway 81 and Interstate 80.

The York College campus itself is positioned in the east section of the city of York and is easily located by going east on Ninth Street. The major portion of the campus lies between Eighth and Tenth streets and Kiplinger and Delaware avenues.

York is the closest college of its kind to those of you in the 10 North Central States. If you live outside these states and want a close Christian fellowship, it is worth traveling the greater distance to spend your first two years of college life at York.

Campus Facilities

The facilities consist of a campus of about 15 acres within easy walking distance of town and a nearby athletic field of 16 acres. The York Community Center graciously makes facilities available to teach swimming and other specialized physical education activities. The following buildings and some family housing units are located on campus.

Beacon Hill Apartments, erected in 1962, house young married couples and some faculty and staff members.

Childress Hall provides office, classroom and laboratory space for art courses and activities.

Freeman Physical Education Center provides 27,000 square feet of excellent facilities for physical education classes and a well-balanced program of intramural, recreational and intercollegiate sports.

Gurganus Hall provides music and theater classroom, practice and production facilities.

Hulitt Hall, which was built in 1902, houses faculty offices, classrooms and the campus bookstore and post office.

Levitt Library provides library, audio-visual, career advising and developmental studies services. It is a member of the Southeast Nebraska Library System.

Constructed in 1969 with two stories and a basement, the Levitt Library features classic simplicity and functional design. Air-conditioned and carpeted throughout, it has a 50,000-volume capacity, some private study carrels and lounge areas.

The basement houses the audio-visual center, photographic production facilities, a faculty room and the LEAP Center.

The library holdings total 37,000 volumes count-

ing books, bound periodicals, microfilm and instructional television tapes and cassettes. It receives 300 periodicals and provides inter-library loan service, making the holdings of Nebraska's largest libraries available to any student.

McCloud Hall, erected in 1964, has dormitory accommodation for 136 women on three floors. The second floor houses the matron's apartment, guest rooms and parlor. The ground floor contains laundry facilities, piano practice rooms, a typing room and a recreation room.

McGehee Hall, centrally located on the campus, houses four lecture rooms, the computer center and the secretarial management and business machines laboratory on the top floor. In the basement are the biology, chemistry, physics and physical science laboratories. The main floor is occupied by the Mabrey L. Miller Student Center.

Middlebrook Hall, erected in 1949, has dormitory accommodations for 92 college women. A parlor, where students may meet their friends and relatives, is located on the first floor. In the basement are the kitchen, dining hall and laundry.

Oliver House and annex houses the admissions and business offices and Bible faculty.

Thomas Hall, built in 1972 and extended in 1983, provides housing for 262 college men. It provides access by the handicapped through the ramps and an elevator by which students may reach living room, the parlor or supervisor's apartment.



Student Life

A large portion of the college experience of students at York involves extracurricular activities. We believe these aid in the social and spiritual development of York College students. College faculty and staff members, who are associated with many of these activities, exert a great influence in guiding and counseling students and sometimes serve in the place of parents.

This section of the catalog provides a brief overview of student activities and conduct regulations. More details concerning conduct regulations are provided in the Student Handbook which is supplied to each student annually.

Activities

Many student activities are sponsored to facilitate the development of leadership skill, personality and special talents.

Clubs

Delta Psi Omega is a national junior college honor society. The Xi York College Chapter of Delta Psi Omega recognizes students who make major contributions to the college dramatic productions. Invitations are extended in the spring semester of each year.

Dramatis Personae is the campus honorary dramatics club. Students are invited to join after they have demonstrated an active interest in the college productions.

Phi Beta Lambda is a national business organization for those students interested in pursuing a business career. The Theta Alpha Theta Chapter at York College was established in 1977.

Phi Theta Kappa is a national junior college honor society. The Xi Rho Chapter was established at York in January 1966. Membership is by invitation to students who are in the top 10 percent of the student body academically.

Prometheans is a club organized by the English department to encourage students interested in creative writing. The club sponsors seminars, writing contests and short trips to various cultural activities in the surrounding area. Membership is by invitation to students who exhibit writing talent.

Psychology/Sociology Club is an organization to stimulate interest in the behavioral sciences, and to provide enrichment for the individual student and

the department of psychology and sociology. The club sponsors seminars, field trips and service projects for the community and college. Membership is open to students with a major or minor in the field of psychology or sociology.

Social Clubs have been organized for both women and men to provide for students a wholesome social life with opportunities to develop leadership abilities and cooperative attitudes. Club activities include regular meetings, sports, informal parties, banquets and outings. It is the college policy that each student receive an invitation to membership in a social club.

Dramatics

Theater field trips are made each year by theater students to outstanding productions. These trips may include a visit to see a professional theater group or a trip to see a major university production. A full program of dramatic productions is available for student participation.

Music Activities

The A Cappella Chorus is a popular music organization on the York College campus. It presents a number of concerts locally and makes two extensive tours each year.

Community Concerts are given by internationally known artists in Lincoln which is within pleasant commuting distance from York. There are five concerts in the series each year. Students may acquire season passes at reduced rates. Several students and faculty members attend the concert series.

East Hill Minstrels, a vocal and instrumental group chosen by audition from the chorus, present programs both locally and away from York.

Gospel Messengers, a small a cappella ensemble, represent the college on several trips each year sharing their repertoire of gospel music.

The Stage Band-Pep Band practices twice each week, plays in stage band concert and provides the music to accompany the fans as they cheer for the college soccer and basketball teams.

Small Music Groups are formed each year, according to the talent available, which participate in programs for the local public and away from the city.

Religious Meetings

Evening Devotionals are held in the dormitories regularly. Joint devotionals, enjoyed by the students from all the dormitories, are held in McCloud, Middlebrook or Thomas parlors.

Sex Discrimination

The policy of York College is non-discrimination on the basis of sex in its educational programs, activities or employment policies as required by Title IX of the 1972 Educational Amendments. Inquiry regarding compliance with Title IX may be directed to the Title IX Coordinator, Dr. Mabrey Miller, who is also the Vice President for Academic Affairs (telephone number 402-362-4441), or to the Director of the Office for Civil Rights, Department of Health, Education and Welfare, Washington, D.C.

Grievance procedure is the following: Students who feel there is a problem with sex discrimination are to present their complaint in writing to the Dean of Students, who is charged with dealing with the complaint. This may involve an interview with the person complaining to get more information. If, within a reasonable time, the complainant feels that correctional measures have not been made, the complaint may be brought in writing to the Title IX Coordinator, Dr. Mabrey L. Miller, Vice President for Academic Affairs. The Coordinator will use his judgment concerning whether to push immediately for correction of the problem or to select a committee to begin due process and the hearing of the grievance.

Sports

Intercollegiate Athletics add much to the school spirit. York College participates in intercollegiate baseball, basketball, soccer, tennis and volleyball in the Nebraska Community College Athletic Conference and with other Kansas and Iowa colleges.

Intramural Sports give each student an opportunity to participate in some wholesome type of athletic activity. A well-balanced program of intramural sports with a wide variety of activities is in operation.

Recreational Activities are available in the Freeman Physical Education Center and in the York Community Center. Special periods are set aside for students to use these facilities. A season pass to the Community Center is offered to students at a reduced rate.

Student Association

The Student Association is composed of all students and exists to provide a closer cooperation between the students and the administration and faculty. The Executive Council of the Student Association is elected annually by the student body.

The Student Association provides an Inter-Club

Council, a subdivision of the Association, composed of the presidents of all social clubs and chaired by the Student Association Vice President. It serves as a coordinating agency for student activities

Student Publications

The Crusader, the York College yearbook, is issued each year. The editor and business manager are chosen each spring for the next academic year, and the remainder of the staff is chosen in the fall.

The Spokesman, the campus newspaper, is a bi-monthly publication produced by members of the college journalism class. The activity fee provides students a copy of each issue.

Regulations

One of the aims of York College is to maintain and promote Christian standards of life. In all matters pertaining to personal conduct, students are expected to behave as responsible citizens in a Christian community. A student's application for admission to the institution implies acceptance of the objectives and regulations of the college. Any person who enrolls in the college is expected to support the spirit of the college and its policies. The college endeavors to have its discipline firm, reasonable and sympathetic. It reserves the right to dismiss a student whenever in its judgment the general welfare of the college seems to require such action.

Automobiles

The student who brings a car is to abide by the school's rules for automobiles. Students must supply evidence of holding liability insurance, register their cars with the Dean of Students, pay the parking fee and display the official parking sticker.

Bible Classes

The faculty of the college believes that no one is well educated who is not acquainted with God's dealings with men from the beginning and who does not have a knowledge of God's requirements of men in this age. Every student carrying 12 or more hours and each dormitory resident is required to take one course in Bible each semester.

Buildings and Other Property

Any student responsible for the marring or destruction of college property will also be responsible for the expense involved in restoring the defaced or destroyed property. No animal pets will be allowed in school housing.

Chapel Attendance

Daily chapel attendance is required of all

students. Chapel exercises consist of a short devotional period followed by a program designed to stimulate intellectual, religious and aesthetic development and announcements concerning campus activities.

Church Attendance

All boarding students are encouraged to attend church services regularly. The place and frequency of attendance is according to the conscience of the individual student.

Firearms

Students will not be allowed to keep firearms, fireworks or explosives of any kind in campus housing.

Housing

Unmarried students are required to live in campus housing unless it is convenient to live with relatives. At the beginning of the school year, each boarding student pays a \$50 damage deposit which is returned at the end of his/her tenure at York minus any costs for repairs to his/her room and minus his/her pro rata share of general student-caused damage to the dormitory halls and parlors.

Moral Conduct

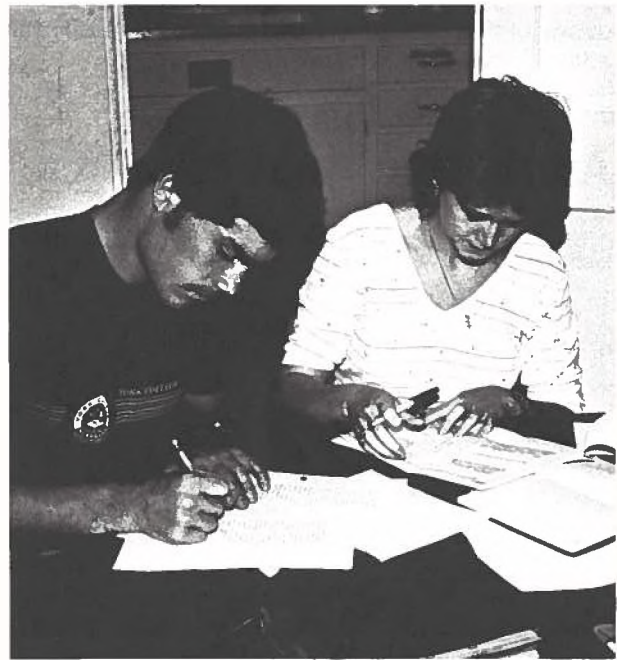
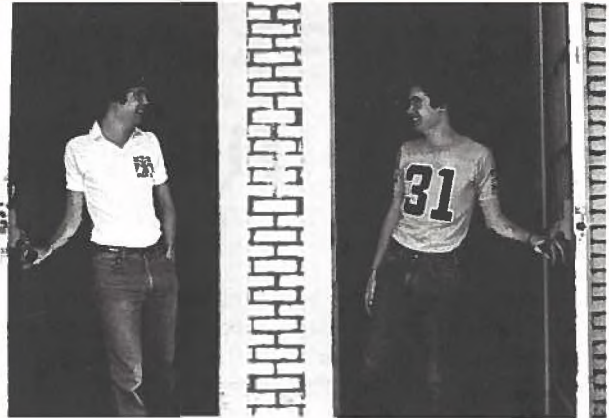
Bad Checks. A student who gives the college a bad check must make satisfactory adjustment within five days after official notification by the Business Office, or be subject to dismissal from the college.

Drinking. The use of alcoholic beverages is prohibited for any student of York College. Use will result in immediate dismissal.

Drugs. The use of illegal drugs is prohibited and will result in immediate dismissal from college.

Profanity and vulgarity, as well as dishonesty, gambling and indecent literature and pictures, are forbidden on the part of any students of York College.

Tobacco. Those who are directly responsible for the environment at York College believe that the use of tobacco in any form is injurious to health. The use of tobacco of any kind by boarding students is forbidden anywhere. Nonboarding students who use tobacco are asked to do so only in their cars or off campus.



Admissions and Finances

York College desires to admit students who are qualified to contribute to the college environment and can benefit from the opportunities offered. Persons of any race, religion, color, sex, national or ethnic origin or economic status who are serious in purpose and in sympathy with the ideals and purposes of the college are encouraged to apply for admission to the college.

Admission Requirements

To gain acceptance at York College, you must satisfy the following requirements:

1. Complete and return the application form.
2. Send a \$10 nonrefundable application fee.
3. Provide the college with a high school transcript, plus transcripts from each school or college previously attended.
4. Provide the college with test scores for the ACT tests.
5. Submit two copies of a recent photograph of yourself.
6. Supply three references.

Graduates of accredited high schools, or non-graduates with 15 acceptable units, may meet the academic requirements for admission by presenting an official transcript. There should be no less than three units of English and no less than nine units of additional academic subjects: English, foreign language, mathematics, natural science and social science. The remainder of the units may be elective.

International Students. Students who are not United States citizens must satisfy the following requirements:

1. Complete pre-application forms.
2. Complete and return the application form.
3. Provide the college with a high school transcript, plus transcripts from each school or college previously attended.
4. Have a copy of the "Test of English as a Foreign Language" (TOEFL) grades sent to York College (the minimum requirement is a grade of 500 or above).
5. Submit two recent personal photographs.
6. Submit a \$2,000 deposit on account at York College. The money, minus the \$10 application fee, is fully refundable in the event a student does not attend.

7. Once on campus the student must obtain health insurance or demonstrate proof of already having insurance.

During Christmas or spring vacation periods, students must arrange for their own housing and food in some off-campus location and their own food during the Thanksgiving vacation.

Admission, Registration and Enrollment

Admission, registration and enrollment are required before a person becomes an official student of the college. Admission involves the completion of all details required to declare a person eligible to register for classes. Registration is the formal selection and approval of a slate of classes to be studied. Enrollment is the formal financial arrangements with the Business Office concerning the course of study for which one is registered.

Admission may be denied or enrollment terminated if, in the opinion of the administration, the conduct of the individual is not in harmony with the philosophy of the college.

Advanced Placement

Advanced placement credit is given in any course taught at York College.

Advanced placement credit is given on the basis of the College Entrance Examination Board College Level Examination Program (CLEP). In that subject examination designed for two semesters of work, one semester of credit is given if the score is between the 50th and 64th percentile, and two semesters of credit is given if the score is at the 65th percentile or above. Credit given in a subject shall not exceed the number of hours taught at York. Credit shall not be given for a course in which a student is enrolled. Up to 12 hours credit is given on the basis of the CLEP General Examination if it is taken before the student enrolls in York College and a score at the 60th percentile is achieved.

Advanced placement credit may be acquired in a modern foreign language by completing a more advanced course in that language with a grade of "C" or higher.

Advanced placement credit may be achieved in a skills course such as shorthand or typewriting by successfully passing a locally prepared test in that area.

Application for advanced placement credit must

be made in writing to the Academic Dean. The application should state the basis of eligibility and the willingness to pay the fee of \$5.00 per credit hour required in order to receive credit.

The following CLEP subject examinations are available:

CLEP Test Name	York College Equivalent	Credits
American Government	GOV 123	3
American History I, Early Colonization to 1877	HST 213	3
American History II, 1865 to the Present	HST 223	3
American Literature	ENG 243	3
General Biology	BIO 114	4
Calculus With Elementary Functions	MTH 214, 224	8
College Algebra	MTH 173	3
College Composition	ENG 113	3
English Literature	ENG 213, 223	6
General Chemistry	CHM 114, 124 or 134, 144	8
General Psychology	PSY 113	3
Human Growth and Development	PSY 143	3
Introductory Accounting	BUS 213, 223	6
Introductory Macroeconomics	BUS 233	3
Introductory Microeconomics	BUS 243	3
Introductory Sociology	SOC 113, 123	6
Trigonometry	MTH 183	3
Western Civilization I, Ancient Near East to 1648	HST 153	3
Western Civilization II, 1648 to the Present	HST 163	3

Late ACT Test	15.00
Late Enrollment at Business Office	10.00
Parking Permit	15.00
Physical Education 031	12.00
Physical Education 181	20.00
Pre-Registration (nonrefundable, applied to charges at enrollment)	25.00
Room Damage Deposit	50.00
Transcripts (after the first free one)	2.00
Yearbook	25.00

Tuition

Full-Time Students:
12-17 semester hours, including general

Hours over 17, per semester hour

Part-Time Students:
1 to 3 hours or any one course, per semester hour
4 to 11 hours, per semester hour
(General and S.A. fee of \$6 per hour included)

Special Tuition: (nonrefundable)
Additional tuition per hour for private music lessons

Audit Students:
(permission of Dean required)
per semester hour

Family Discount

A discount of 10 percent on tuition will be allowed for two or more full-time students in the same immediate family. Either or both students who come from the same immediate family will receive the reduction on his/her expenses provided he/she is not the recipient of a scholarship or grant and the marriage does not apply during marriage occurs.

Payment Plans

Plan I: Cash at after any approved day of registration be prepared to make payment of basic expense checks should be cashed at your local bank, credit cards are also accepted policy of the college for the student charges.

Plan II: For students to make full payment arrange a budget cash due, over and under scholarships payments. The f

Expenses 1984-85

Charges

Example of Charges

The following is an example of all charges, except books and special fees, for a student carrying a full course load of 12 to 17 semester hours and living in the dormitory:

Tuition, General & S.A. Fee	1450	\$1,300.00
Meals and Room	1200	1,197.50
Total cost of one semester	2650	2,497.50
Total cost for one year	5300	4,995.00

Meals and Rooms

Meals per semester	850	\$847.50
Room in any dormitory per semester	350	350.00

All dormitory students must pay full board and take all meals in the cafeteria. There will be no refund because of absences from the campus. Meals are not provided during holiday periods such as Thanksgiving, Christmas or spring break.

Special Fees

Advanced Placement Credit or CLEP Test Credit	per hour \$ 5.00
Application fee (nonrefundable, paid with application for admission only)	10.00
CLEP Test (per test)	28.00
Freshman Class Dues	10.00
Graduation	25.00

1985-86
2900 Tuition

2400 R+B
700 room
1700 meals
2400 R+B

3717

3/2

three

two required on the day of enrollment. The remaining ~~three~~ payments are due Sept. 30, Oct. 30 and Nov. 30 (fall semester) and Feb. 28, March 30 and April 30 (spring semester). FINANCE CHARGES will be made on unpaid balances at the rate of 1.5 percent per month or an ANNUAL PERCENTAGE RATE OF 18 percent.

International Students. Students who are not U.S. citizens must deposit \$2,000 before an I-20 form will be sent to them. If for some reason the applicant does not enroll, a \$10 application fee will be deducted and the remainder will be refunded. In addition, the student must be prepared for self maintenance during the 20 weeks per year that the school is not in session. This covers the summer months and all scheduled school vacations. The necessary money for these 20 weeks cannot be taken from money deposited with the college.

Second-year international students, or international students who are already in the U.S., must use Plan I above.

The deadline for settling of accounts in full with the college is two weeks before the end of the semester. Accounts must be settled by these dates before transcripts and grades will be released. Graduating sophomores must have their accounts paid in full before they receive their diplomas. Transcripts will also be held if student loan accounts with the college are not current.

Failure to make timely installment payments under Plan II monthly payment plan may result in suspension of cafeteria privileges.

Transcript Requests

Transcripts will be supplied upon the written request of the student, provided educational costs are paid. Federal law requires that transcript requests be in writing and not by phone. The first transcript is sent without charge; subsequent copies are sent upon payment of a fee of \$2 each. Transcripts will not be sent if the student or spouse has an unsatisfactory financial arrangement with the college.

Veterans' Expenses

York College is completely qualified to participate in veterans assistance programs. Arrangements can be made for assistance through the veterans program or the dependent children program of the federal government.

Withdrawals and Refunds

When withdrawing from school, a student must complete withdrawal arrangements with the Registrar and the Dormitory Supervisor. The following refund policies apply to both those who voluntarily withdraw and those requested to withdraw. This schedule will also apply for tuition

refunds when individual classes are dropped.

Week of the Semester	Percentage of Refund
1st week	100%
2nd week	80%
3rd week	60%
4th week	40%
5th week	20%
6th week	none

If withdrawal occurs the first day of classes and the student has not attended those classes, tuition and fees may be refunded in full. If a student has received a grant or a loan, a portion of that financial aid must be returned to the fund from which it came. Scholarships will be refunded on a pro-rata basis, unless a student is requested to withdraw; then a scholarship will be revoked in its entirety for the semester in which the withdrawal occurs. Room damage deposits, less any costs for room repairs, will be applied to a student's account. If proper checkout procedures are not completed, room damage deposits will be forfeited. Key deposits are refunded in cash by the Dormitory Supervisor upon return of the student's room key. When a student has borrowed money through the NDSL or the York College Student Loan Program, any credit on his/her account after it is settled will be applied toward that loan and will be treated as a payment on the loan.

FINANCIAL AIDS

Purpose. The York College program of financial aid exists to help any student who has academic potential and limited financial resources. The direct objective of aid is to provide opportunities for those who would not be able to complete their college education without financial assistance.

Persons of any race, color, sex or national or ethnic origin who are serious in purpose and in sympathy with the ideals and purposes of the college are encouraged to apply for financial aids from York College. Those students proving financial need will be awarded aids in an equitable and fair manner.

Aid may be in the form of grants, loans, scholarships and paid student employment. Applications should be made directly to the York College Financial Aids Officer except for special scholarships as described in the scholarship section.

Grants

PELL Grants. A federal aid which is especially helpful is the Basic Educational Opportunity Grant, now known as the PELL Grant. The PELL program will pay up to half of a student's costs per year based on need. You may apply for a PELL Grant either by completing a regular PELL Grant application form or by completing the ACT Family Financial Statement.

This application is processed and the estimated family contribution is determined. Students then receive three copies of a computer print-out which they present to a college of their choice. The college determines how much is available to students and informs them. Applications for the grant program can be obtained from a high school counselor, the local Post Office or upon request from York College.

Supplemental Educational Opportunity Grants.

Students enrolled in a full-time program and proving financial need as determined by the ACT Family Financial Statement may qualify for the SEOG. The grant cannot exceed one-half of the yearly expenses and must be matched by a scholarship, loan and/or work. Students applying for the SEOG should do so early in the year.

Loans

Guaranteed Student Loan. The Guaranteed Student Loan (GSL) is for students from families in the low to middle income group. An application may be acquired from the York College Admissions Office or your bank. York College certifies your academic status and the student negotiates the loan with a bank or lending agency. The loan is guaranteed by the federal government. The student may borrow up to \$2,500 each year. The government will pay the interest on this loan while the student is in college. Repayment is over a 10-year period beginning six months after the student graduates or withdraws from college.

National Direct Student Loan. A student may borrow up to \$1,500 per year on the National Direct Student Loan (NDSL). The total loan for the first two years may not exceed \$3,000. Need must be proved as determined by the ACT Family Financial Statement. There is no interest on this loan while the student is in college and for six months after college. The first payment is due six months after graduation or termination of college work. Five percent interest begins six months after termination. Repayment can be spread over a 10-year period with the minimum payment being \$32 per month.

Scholarships

York College desires to provide a quality Christian education to each person who wishes to obtain one. Consequently, the college has a liberal scholarship fund. Scholarships are given in many areas. The basic factor in determining the award is the need and qualification of the applicant.

To receive any of the scholarships offered, the recipient must have submitted admission application papers and subsequently enroll as a regular student who is carrying at least 12 hours of college work and is not on academic probation. Any student whose semester grade point average drops below 1.5, or who fails to pass 10 semester hours of classwork, will not have his/her scholarship honored

until a semester above 1.5 has been achieved.

The Scholarship Committee reserves the right to cancel any scholarship at any time for disciplinary reasons. *Any scholarship administered by the Financial Aids Director will be revoked in its entirety for the semester in which a student is expelled.*

The deadline for receipt of applications is Aug. 25. All scholarships except the academic must be applied for on a yearly basis.

Academic. Several different scholarships are offered for academic achievement. Academic scholarships are awarded and maintained by grade point averages. At York College a 4.0 grading system is used with 4.0 being the highest possible grade point average. Scholarships offered are as follows:

3.0 scholarship	\$400 per year
– must maintain 3.0 GPA	
3.5 scholarship	\$450 per year
– must maintain 3.5 GPA	
3.8 scholarship	\$500 per year
– must maintain 3.8 GPA	

A student who comes to York College without an academic scholarship may be eligible to obtain one after having completed a minimum of two semesters and accumulated 28 semester hours, provided the most recent semester's GPA and the cumulative GPA both meet the scholarship requirements of 3.0, 3.5 or 3.8.

A student may be eligible for a higher scholarship than originally awarded under the same circumstances.

A student may regain a lost scholarship any ensuing semester under the same circumstances.

ACT. Scholarships are also offered for outstanding scores on the ACT test, which is a requirement for all entering freshmen. The test must be taken prior to enrollment to receive a scholarship. Students who are above the 80th percentile rank in their composite scores on the national norms may receive a scholarship of \$400 per year. Students with a 90th percentile rank or above may receive \$500 per year. Students with these scholarships must maintain a 3.0 GPA for the \$400 scholarship and a 3.8 GPA for the \$500 scholarship.

Alumni. The Alumni of York College have donated \$15,000 to an endowment fund from which the interest is used to fund a scholarship of \$600 per year for an outstanding young person nominated by an alumnus. The basis of the scholarship is leadership ability and Christian character.

Athletic. Athletic scholarships are offered in all intercollegiate sports. These include soccer, basketball, volleyball, baseball and tennis. Scholarships are also available for team managers in each of the above sports. To apply for one of these scholarships, request a "Financial Aid Application" and an "Athletic Questionnaire" from the Admissions

Office. All such applications will be handled by the Athletic Department individually upon receipt.

Athletic eligibility during the first semester at York College will be based upon the National Junior College Athletic Association rules. In each succeeding semester, a student must have passed 10 semester hours and acquired a GPA of 1.5 or higher in all the 12 or more hours carried.

Bible. The Warren E. Brown and Orman Jeffery scholarships of \$50 and \$200, respectively, are designated annually as aid for ministerial students.

Donna June Campbell. The Donna June Campbell Scholarship Fund aids students in the Central Kansas area annually. Applications may be secured from York College or the elders of the Church of Christ in Stafford, Kan., who make the selection.

Departmental. Scholarships are offered in each of the departments at York for outstanding ability in that area. For further information on these scholarships, contact the Admissions Office at York College.

Durrington. The Durrington Church Educational Director Scholarship is derived from interest on the fund provided by contributions from Victor L. Durrington and others. The scholarship or scholarships are to be granted each year to Christian upperclassmen meeting the academic standards of the college who plan to work full or part time as a Church Educational Director following graduation. Recipients shall be selected by the Chairperson of the Department of Education and/or the Chairman of the Bible Department based upon scholarship, demonstrated capability and potential for future service to the church.

International Student. York College grants \$400 to each of two students accepted from any one country from outside continental North America who have financial need. The scholarship will be awarded on a prorated basis of \$100 per semester. This scholarship will be continued in each succeeding semester for four semesters upon application, provided the student is not on academic probation and is in good standing with the college.

Leadership. Scholarships are available to young people who have shown outstanding Christian leadership. These must be applied for through the Admissions Office at York College. Confidential references must accompany the application from the local minister, a businessman and the high school counselor. The leadership scholarship will be awarded for outstanding leadership and not merely participation. Awards may be as much as \$600 per year.

Donald Vaughn. The Donald Vaughn Memorial Baseball Scholarship is an annual award to a sophomore baseball player with 2.5 GPA or better. The recipient will exemplify good Christian charac-

ter and show financial need.

Performance. Scholarships are available in the performing arts. These scholarships are awarded at the discretion of the director of the respective department and may be in varying amounts up to \$400 per year. Performing art scholarships are available in music, drama and speech. Application forms may be requested from the Financial Aid Office.

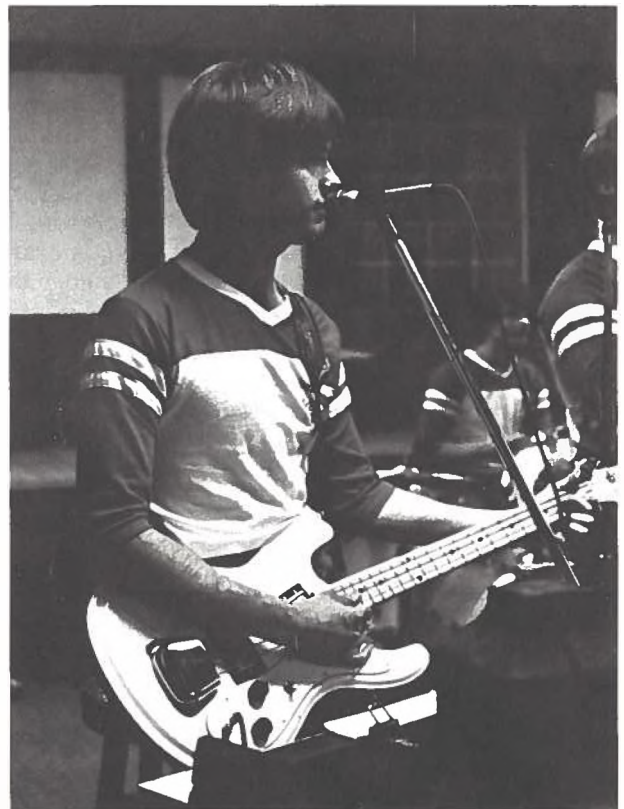
Swenson. The Orville and Velma Swenson Scholarship Endowment Fund provides limited scholarships to students who have excelled in academic and leadership skills.

Student Employment

Off Campus Work. Student employment is available in the city of York. Arrangements are made by individual initiative.

On Campus Work. More than 150 students work part time on the York College campus. The college pays the federal minimum wage. Students are more likely to find employment on campus if they qualify for the federally financed Work-Study Program. Consequently, each student is requested to submit an ACT Family Financial Statement for campus employment in order to be placed on the College Work-Study Program which is partially funded by the U.S. Government.

Students can work up to 15 hours a week without interfering with their studies although some work more. Work assignments are usually made after students arrive on campus.



Academic Information

This section of the catalog lists the requirements for graduation and certain academic regulations and definitions. Other items not listed in this section which are academic in nature are the courses of instruction and the suggested curricular programs.

Some suggested programs are found in section six. The number of programs listed are limited because of space. They do not cover all programs possible to begin at York College. These are suggested in order that you understand the possible planning which we can help you do. We will be happy to plan with you to develop the course of study which will best fit your individual needs. You can assist in this planning by bringing a catalog of the college to which you wish to transfer.

Requirements For Degrees

Associate in Arts Degree. The college confers the Associate in Arts Degree upon the successful completion of a two-year liberal arts college transfer program. To qualify for this degree, a student must have completed a minimum of 64 hours of acceptable college work, only four of which may be physical education activity courses, with a grade point average of 2.0 in all work presented for graduation. Thirty hours must be completed in residence, and at least 15 of the last 30 hours required for this degree must be registered for and carried in this college. The requirements in general education listed below must be satisfied.

A transfer student is not required to complete four semesters of Bible. However, each boarding student and each day student carrying 12 or more hours must complete a Bible course each semester.

Failure to be an active participant or failure to be enrolled in a Bible course is equivalent to irregular withdrawal from college.

Associate in Science Degree. The conferring of the Associate in Science Degree is dependent upon conditions identical to those of the Associate in Arts Degree except in the basic course requirements of the general education program.

Associate in Applied Arts Degree. The Associate in Applied Arts Degree is designed to allow the student to accumulate a strong field of pre-

paration in a chosen vocational area in order to prepare to enter the job market early. To allow this, the core curriculum is necessarily restricted. The student should seek counseling in order to follow the recommended program carefully and make frequent contact with the Careers Advisor.

The General Education Program For Candidates for Degrees

The general education requirements are designed to give basic understanding, to develop certain essential and fundamental skills which all should possess and to furnish a broad foundation of knowledge for advanced level courses. More specifically, the general education courses are designed to:

- A. Place the student in direct contact with the Bible to stimulate spiritual development.
- B. Enable each student to grasp and solve problems of human communication.
- C. Stimulate appreciation of and contribution to fields of creativity.
- D. Assist in understanding the visible world and principles of the technological age.
- E. Prepare for a role in society and an understanding of the roles of others.

Associate In Arts Requirements

	Hours
I. Understanding Religious and Spiritual Values: Bible	7
(Proportionally waived for transfer students)	
II. Understanding the Human and Creative Spirit:	
1. The means of communication: English 113, 123.	
Communications 113*	9
2. The creative spirit: Literature, 3 hrs.; Art 203	6
III. Understanding the Living and Visible World:	
1. Physical Science 114 or 124, Biology 114, or other laboratory science	4
2. Computer Science 103 or higher or Math 113 or higher	0-3**
IV. Understanding the Social World:	
1. Our American heritage: History	6
2. Recreation: Physical Education Activity ..	2
V. Understanding Human Behavior: Psychology 101 and 113 or 143 or Sociology 113, 123, 213	4
VI. Major Field and Electives	26-23
	64

*Modern language may be taken instead of Communications 113.

**Waived if the student presents one of the following: (1) a unit of computer science from high school, (2) a unit of Algebra II from high school with a grade of "C" or higher or (3) an ACT math Standard Score of 24.

Associate in Science Requirements

	Hours
I. Understanding Religious and Spiritual Values: Bible	7
(Proportionally waived for transfer students)	
II. Understanding the Human and Creative Spirit:	
1. The means of communication:	
English 113, 123	6
2. The creative spirit: Literature or Art 203	3
III. Understanding the Living and Visible World:	
1. Mathematics (includes 173 or higher*) ...	6
2. Laboratory Science	11
IV. Understanding the Social World:	
1. Our American heritage: History or Government	3
2. Recreation: Physical Education Activity	2
V. Major Field and Electives	26
	64

*Vocational majors, such as pre-home economics, pre-medical technology and pre-nursing, may take Math 113 and 123.

Associate in Applied Arts Requirements

	Hours
I. Understanding Religious and Spiritual Values: Bible	10
(One course each semester enrolled)	
II. Understanding the Human and Creative Spirit: The means of communication:	
English 113, 123, Communications 113 ..	9
III. Understanding the Visible World: Math 123 or Algebra II in high school	0-3
IV. Understanding the Social World: Recreation: Physical Education Activity	2
V. Understanding Human Behavior: Psychology 101	1
VI. Understanding the Business World: Business Administration, Computer Science and Secretarial Management	42-39
(Specific courses are listed under Business Administration in section six.)	
	64

Certificate of Achievement Diploma. A Certificate of Achievement Diploma is awarded to students who have successfully completed an intermediate or terminal program. To qualify for this diploma, a student must have completed a minimum of 56 hours with a grade point average of at least 1.5 in the 56 hours presented for graduation. Twenty-five hours must be completed in residence and at least 12 of the last 25 hours must be carried in this college. The requirements in general education listed below must be met. A transfer student is not required to complete four semesters of Bible. However, each boarding student and each day student carrying 12 or more hours must complete a Bible course each semester. Failure to do so is equivalent to irregular withdrawal from college.

The General Education Program For Candidates for the Certificate Of Achievement Diploma

The specific requirements for the Certificate of Achievement diploma are kept low so that a student may be able to select courses according to personal interest. However, it is felt that the following courses give basic understandings and develop certain essential fundamental skills which all should possess. These courses are required of students who receive the Certificate of Achievement diploma. They are as follows:

	Hours
I. Understanding Religious and Spiritual Values: Bible	7
(Proportionally waived for transfer students)	
II. Understanding the Human and Creative Spirit:	
1. The means of communication:	
English 113, or 123 and Communications 113*	6
2. The creative spirit: Literature or Art 203	3
III. Understanding the Living and Visible World: Physical Science 114, 124, Biology 114, or other laboratory science	4
IV. Understanding the Social World:	
1. Our American heritage: History or Government	3
2. Recreation: Physical Education Activity	2
V. Understanding Human Behavior: Psychology 101 and 113 or 143 or Sociology 113, 123, 213	4
VI. Major Field and Electives	27
	56

*Modern language may be taken instead of Communications 113.

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Academic Regulations

Absence and Tardiness. The college holds that regular class attendance is essential to scholarship. It provides for necessary absence and penalizes for over-cutting. Punctuality in all classes is required.

Individual teachers set their own standards for the course. However, no student shall be absent from any class more than three weeks of a semester. Absences in excess of this amount constitute failure and withdrawal of the student from the course.

The Academic Council is empowered to dismiss students from college if they fail to function as serious students. If students are absent from their Bible class for more than three weeks or have a general pattern of absenteeism, they are likely to be dismissed from college.

Regular daily chapel attendance is expected of each student.

Application for Degree. A candidate for graduation must present to the Dean a formal application for a degree or diploma by the fourth week of the second semester. Late application may be accepted upon the payment of a fee of \$1.

Class Changes. No student is permitted to change or leave a class without approval of the instructor, the counselor and the Dean. Class changes are not permitted after the second week of any semester, except for very unusual circumstances, and then only with the approval of a committee composed of the instructor, counselor and Dean. Any class dropped without the unanimous approval of the instructor, counselor and Dean will be marked "F."

A student may not receive a grade of "W" unless the course was dropped during the first 10 weeks of the semester. After the 10th week, no withdrawal is allowed except for students who withdraw from all classes. The official date of dropping will be the date on which drop forms are filed in the Office of the Registrar. Any class dropped during the first two weeks of a semester will not be shown on the transcript. In case of prolonged illness, a student may request that the instructor, counselor and the Dean meet as a committee to consider an irregular drop request.

Classification of Students. Regular students carrying 12 or more hours who have met entrance requirements are classified as first-semester freshmen. Students who have acquired 14 hours of college work are classified as second-semester freshmen. Those having obtained 28 hours of work are classified as sophomores, and those with 42 hours of work completed are classified as second-semester sophomores.

College transfers not meeting the required scholastic level will be placed on academic probation. A student admitted on academic probation must achieve a grade point average of 1.5 or higher during the first semester enrolled in order to be eligible to remain in college.

Veterans and other eligible persons attending this institution under the benefits of Chapter 36, Title 38, U.S.C., as full-time students must be enrolled for at least 12 semester hours or the equivalent.

Non-degree students who do not meet entrance requirements, but who wish to enroll in certain courses for personal development, may, upon approval of the Dean, be admitted as special students.

Entrance Tests. Each new student is required to present ACT test scores as a part of admission requirements. Failure to take the American College Test before arrival upon campus will result in a higher cost to take the test on campus. Test results

are made available to the student's counselor to assist in guiding the student in the selection of courses, the recognition and removal of weaknesses and the selection of fields of interest compatible with ability and previous preparation.

Grade Point Average. A grade point average is a score derived by dividing the total number of honor points received during a semester by the total number of semester hours of credit carried by the student. The divisor used in computing the GPA will be the total semester hours carried minus any hours in which a grade of "I," "NC," "S" or "W" is received.

Grades and Records. The achievement of the student in each course is expressed as follows:

- A – excellent
- B – good to superior
- C – average
- D – below average (lowest passing mark)
- F – failure
- I – incomplete
- NC – no credit
- S – satisfactory, though without reference to the quality of achievement
- W – withdrew during the first 10 weeks or withdrew from all courses

An "I" may be given only when the student has been unable to complete a course for reasons, which, in the judgment of the instructor, have been unavoidable. In order to obtain credit, incomplete grades must be removed the first six weeks of the following semester.

If a student shall choose to take a course a second time to remove a poor grade, only the higher grade shall be considered in determining eligibility for graduation.

Accessibility of records is discussed under "Records Accessibility."

Honor Points. In order to determine the student's scholarship level, the following points are assigned for each hour of the indicated period: A – 4; B – 3; C – 2; D – 1; F – 0. Grades of "I," "NC," "S" and "W" are not used in computing grade point average.

Honor Roll. The Dean's Honor Roll is published each semester. It is composed of the names of those students achieving high scholarship. To be eligible for the honor roll, a student must be carrying 12 or more hours of work with an average scholarship level of 3.3 with no grade marked incomplete and no grade below "C" for the semester.

Honor Students. Those who achieve a scholastic level of 3.3 points during their entire degree program are graduated "with honors." Those with an average of 3.6 are graduated "with high honors." Those with an average of 3.85 are graduated "with very high honors."

Honors Course. A course in which a student of outstanding ability is enrolled to pursue specialized study under the guidance of an instructor.

Independent Study. A course in which a student with special talent or interest in an area of study is enrolled to pursue specialized study under the guidance of an instructor.

Part-Time Student. A student carrying less than 12 semester hours of work will not be placed on academic probation or the Dean's Honor Roll. To become a full-time student, a person must carry 12 or more semester hours of work.

Records Accessibility. All student records which are not specifically exempted by Section 438 of the General Education Provisions Act are available on request to all present and former students. All student records are maintained by Mabrey L. Miller, Registrar for York College. All requests for examination of student records should be made in writing and directed to the Registrar, York College, York, NE 68467. Requests are normally granted within two weeks of receipt. All examinations of student records will take place in the office of the Registrar with a representative of the college present. After examining his/her records the student or former student may request that certain records be removed based on grounds that the records in question are inaccurate, misleading or otherwise in violation of the student's rights. Should the request by the student be refused, the student shall have the right to a formal hearing before a committee appointed by the President within 60 days of such request being submitted in writing. Any student has the right to request a copy of any material contained in his/her record. The cost of each page to be reproduced other than transcripts shall be \$1 per page.

Scholarship Levels. Each student is expected to maintain a scholarship level commensurate with personal academic goals. The average is computed by dividing the total honor points earned by the total semester hours attended, including the "F" grades, but not the "I," "NC," "S" or "W" grades.

A grade point average of 2.0 is required for graduation in the degree program, and a grade point average of 1.5 is required for the recipient of the Certificate of Achievement diploma. To be eligible to participate in co-curricular activities and to avoid being placed on academic probation, students must pass 10 hours and maintain a grade point average of 1.5 each semester.

Scholastic Difficulty. A student who has carried 12 hours and has not passed 10 hours or has fallen below 1.5 for a semester will be placed on academic probation and will be limited to not more than a normal load. A student who is on scholastic probation is not permitted to represent the college in any co-curricular activity, such as athletics, chorus trips, debating, dramatic productions and student publications or to hold office in any club or student organization. A student who has been below the required academic level for two consecutive semesters, or a student entering on probation and not

passing 10 hours or not acquiring a grade point average of 1.5 in the first semester, is ineligible to enroll as a regular student.

Semester Hour. A semester hour of credit requires one 55-minute recitation or lecture per week for 16 weeks. Two or three hours of laboratory work are equivalent to one hour of recitation.

Transfer of Credit. A student who has previously attended a recognized college may make application for transfer of credit to York College. Such a student must submit both the high school and college transcripts which include statements of status at the time of withdrawal. Grades of "D" are accepted; however, an equal number of hours of "B" or better are required to meet the 2.0 GPA graduation requirements. A transfer student may enroll in the courses which are justified by an evaluation of past personal records.

Veterans' Regulations. Students who are veterans are subject to all the foregoing regulations.

The Registrar keeps records of regular withdrawals from a course and contacts the teacher to determine the last date of attendance in a course not completed and not officially dropped. The Registrar will receive early notice of any veteran not attending classes by word from teachers and from the attendance check made at daily assemblies.

The Registrar shall keep records of each veteran student's progress or conduct and will immediately notify the V.A. when it falls below the minimum standards of the college. All interruptions, terminations, dismissals or changes of status will be promptly reported to the V.A.



Courses of Instruction

Organization for Instruction

- DIVISION I - Bible and Related Subjects ...**
Mr. Thomas Schulz, Acting
Chairperson.
 Bible, Christian Education, Greek
- DIVISION II - Human Development**
Dr. Dennis Lynn, Chairperson.
 Family Studies, Home Economics,
 Learning Skills, Psychology,
 Sociology
- DIVISION III - Humanities**
Mr. Elmer Baker, Chairperson.
 Art, Communications, English, Jour-
 nalism, Modern Language, Music
- DIVISION IV - Natural Sciences**
Dr. Terence Kite, Chairperson.
 Biology, Chemistry, Computer
 Science, Mathematics, Physical
 Science, Physics
- DIVISION V - Social Sciences**
Dr. David Ramsey, Chairperson.
 Business, Government, History,
 Physical Education, Recreation,
 Secretarial Management

Key to Numbering and Scheduling Courses

The Roman numeral following the course title indicates the semester in which the course is to be offered. The units digit of the course number indicates the credit value of the course.

Courses numbered from zero to 199 are designed primarily for freshmen, those numbered from 200 to 299 for sophomores. Freshmen are permitted to take some courses numbered in the 200s and sophomores may take courses numbered below 200.

Course numbers listed on a transcript followed by "H" indicate that the student was in an enriched or honors section of the course.

Courses are offered every year unless otherwise stated. Courses offered on "demand" are not regularly scheduled but will be taught provided five or more students need the course to meet graduation requirements.

The college reserves the right to withdraw scheduled courses when fewer than five students register for such courses.

Special Courses

Honors Courses. An academically superior student may be challenged to pursue special study under the guidance of a teacher in the area of his specialty. The student must be recommended by a teacher to the Academic Council for approval before enrollment in this program. This study will constitute enrichment for the student but will not substitute for other courses. The student and the guiding professor will meet periodically with an appointed committee to share and evaluate the results of the study.

Independent Study. A student who has a special talent or interest in an area of study may request approval for independent study under the guidance of a teacher in that area of study. Approval and supervision will be similar to that of the Honors Courses.

Credit will be entered on the transcript using the following forms:

		Credit	Grade
Honors 112	Honors in Chemistry	2	A
I.S. 112	Field Study in Geology	2	B

Division of Bible and Related Subjects

Thomas Schulz, M.A.

Acting Chairperson; Associate Professor of Bible

James A. Hinkle, M.A.

Associate Professor of Bible

Mabrey L. Miller, Ed.D.

Professor of Bible

Dennis D. Petrillo, M.A.

Assistant Professor of Bible

York College endeavors to give its students a broad liberal arts education with recognition of and training in the spiritual values of life. The college is primarily supported by members of the churches of Christ. This group of people accepts the Bible as the divine will of God revealed to mankind. York College recognizes its responsibility to teach the Bible as an inspired book to the young people placed in its care.

See above for independent study possibilities.

Bible

As a servant of the home from which the student comes, York College is dedicated to the cultivation of the full Christian personality. Recognizing the responsibility of its charge, the administration requires each dormitory resident and each day student who takes as much as 12 hours of work to take a course in this department each semester.

Freshmen are to take Bible 113 and 123 and additional courses if desired. Sophomores may elect from Bible courses not already completed.

Students planning to major in Bible should take at least eight hours of Greek.

113. History of the New Testament: Life of Christ I, Class 3, Credit 3

A study of the life of Christ as depicted by the four evangelists: Matthew, Mark, Luke and John. Attention will be given to the social, political and religious climate of the period in which Christ lived, with special attention to the life and teachings of Jesus.

123. History of the Old Testament: Old Testament Survey II, Class 3, Credit 3

This course is a survey of the history of God's relation to mankind as revealed in the 39 books of the Old Testament. The core message of each book will be studied as well as introductory matters concerning authorship, date of writing, purpose, etc.

132, 133. Special Studies I, II, Class 2 or 3, Credit 2 or 3

Classes conducted for the study of a selected area of special or contemporary interest in the field of Bible or religion.

142. Christian Evidences II, Class 2, Credit 2

This course emphasizes evidences for the validity of the Christian faith as expressed in the Bible, in related materials and in human experience. It is designed to strengthen Christian faith and to help equip Christians for sharing their faith with non-believers in a secular society.

162. Isaiah, Jeremiah I, Class 2, Credit 2

A study involving a textual and critical analysis of these two major prophets. Consideration will be given to the historical background of these writings, as well as various themes such as God's love in adversity, the price of disobedience, the coming of the Messiah and the church in prophesy.

202. Acts of Apostles II, Class 2, Credit 2

A study of the book of Acts with special attention given to the birth, growth and expansion of the early church.

212. Prison and Pastoral Epistles I, Class 2, Credit 2

An intensive study of Ephesians, Philippians, Colossians, Philemon and the letters to Timothy and

Titus. The milieu and contents of the books and life of the author will be studied.

222. Corinthians and Thessalonians I, Class 2, Credit 2

A study of the background and content of Paul's correspondence with the Corinthians and Thessalonians.

232. General Epistles II, Class 2, Credit 2

An intensive study of the Minor Epistles, James through Jude. Special attention will be given to introductory matters, moral and spiritual values, textual implications for daily living and the life of Peter and John.

242. The Church II, Class 2, Credit 2

This is a study of the church in prophecy, preparation and establishment. The conditions of membership, its work and worship, will be emphasized.

252. Minor Prophets I, Class 2, Credit 2

A study of the Old Testament prophetic books, Hosea through Malachi, as their message relates to the history of Israel.

262. Restoration Movement II, Class 2, Credit 2

An examination of the Restoration Principle and a look at both the positive and negative results of the application of this principle by key figures on the American scene. The course is designed to enlarge the student's understanding of and appreciation for the rich heritage of churches of Christ in America.

272. Hebrews II, Class 2, Credit 2

An intensive study of the book which is dedicated to the proposition that the New Testament is a better covenant than the Old Testament. The textual study will be supplemented by the frequent reference to the Old Testament to sustain this proposition.

282. Romans I, Class 2, Credit 2

A study of the background and content of Paul's correspondence with the church in Rome. Special emphasis will be given to the distinction between the law and the gospel.

292. Revelation I, Class 2, Credit 2

An intensive study of the book which will include an analysis of its historical setting, the nature of apocalyptic literature and the various approaches to its interpretation.

Christian Education

In addition to a knowledge of the Bible itself, there are many areas of service and knowledge in which the conscientious Christian desires proficiency. Second only to a thorough knowledge of the Bible is the ability to translate its teaching into one's own life and into the lives of others. This practical field is called Christian Education. It involves methods,

wisdom and the accumulation of experience. It aids not only the gospel preacher and the teacher of religion but also the business person and Christian homemaker.

102. Song Directing I, Class 2, Credit 2

Training and practice in song directing. Study of methods for better worship through song. Consent of instructor. Offered on alternate years beginning 1972-1973.

123. Homiletics II, Class 3, Credit 3

Preparation and delivery of sermons, lectures and assigned readings on the place and purpose of preaching in the world today. Expository sermons will be prepared and delivered. Prerequisite: Com 113 or a speech course in high school.

132, 133. Special Studies I, II, Class 2 or 3, Credit 2 or 3

See Bible 132, 133 for description.

142. Christian Evidences II, Class 2, Credit 2

See Bible 142 for description.

152. The Preacher and His Work II, Class 2, Credit 2

The student will be involved in the study of Biblical principles that make the preacher an effective leader in the church. Practical matters involved in the work of the local preacher will be covered, such as scheduling, class preparation, conducting weddings and funerals and counseling and confidence.

222. Missionary Methods II, Class 2, Credit 2

A study of the problems and methods of mission work. Special attention will be given to the motivation, purpose, problems and techniques of work on the foreign field.

232. Group Dynamics I, Class 2, Credit 2

The study of the theory and practice of Bible discussion groups. Special attention will be given to methods and principles of setting up and conducting neighborhood Bible studies, spiritual enrichment sessions and youth meetings.

242. Field Work in Missions II, Arranged, Credit 2

This course provides actual experience in missions. It includes a minimum of 10 hours of orientation in methods of personal evangelism, a minimum of 60 hours of actual personal contact on the field and a written evaluation of the work.

262. Restoration Movement II, Class 2, Credit 2

See Bible 262 for description.

Greek

Courses in the language of the time of Christ are

offered for the benefit of those wishing to have the tools for New Testament study. A knowledge of the language contributes much to the understanding of the problems of Biblical translations and is an invaluable aid in biblical interpretation. Greek was the most prominent and widely used language of the first-century world which made it an ideal vehicle for evangelization of the Roman Empire. Knowledge of the language is also helpful in evaluating the cultural and historical background of the Greek-Roman world. Knowledge of the Greek language helps tremendously in vocabulary building and word understanding.

Students majoring in Bible are required to take one year of elementary Greek.

214. Elementary Greek I, Class 4, Credit 4
Vocabulary, declension, conjugation and syntax.

224. Elementary Greek II, Class 4, Credit 4
Continuation of Greek 214 with selected readings from the New Testament.

271, 272, 281, 282. Greek Reading and Research I, II, Class 1 or 2
Credit 1 or 2

This course gives a student of Greek the opportunity to use Greek in a practical way. The student, with the guidance of the instructor, will select passages from the Greek testament, church fathers and Septuagint and will translate them literally, make them into smooth sentences and prepare an exegesis of selected sections.

Division of Human Development

W. Dennis Lynn, Ph.D.

Chairperson; Associate Professor of Family Studies

G. Michael Cravens, M.A.

Assistant Professor of Psychology

D. Kathryn Fowler, M.A.

Assistant Professor of Learning Skills

Woodrow W. Kirk, M.S.

Associate Professor of Sociology

Jo Ella Kite, M.A.

Assistant Professor of Home Economics

Madge Miller, M.A.

Assistant Professor of Career Advisement

Dorris M. Schulz, M.A.

Assistant Professor of Home Economics and Family Studies

The Division of Human Development embraces a number of disciplines which emphasize an understanding of human behavior, individually and in society. This division offers basic academic preparation for individuals interested in careers serving and working with people in a variety of settings. In addition, many students choose electives from

course offerings for personal enrichment and strengthened family life. Learning skills course offerings are also housed in the Division of Human Development.

Family Studies

123. Family Relations I, II, Class 3, Credit 3
See Sociology 123 for course description.

143. Readings in Marriage and the Family
II Class 3, Credit 3

This course provides students the opportunity to examine a variety of topics and issues related to marriage and the family. Students are introduced to important research in the field and are encouraged to explore personal interest areas related to family living.

153. Dating and Preparation for Marriage I, II
Class 3, Credit 3

This class is for single and engaged people who want information that can help them prepare for marriage and successfully make the transition into married life. Students learn ways to effectively initiate and maintain relationships, self-disclose, meet the needs of others, test compatibility, make decisions about the person to marry, understand self and partner, evaluate readiness for marriage, control affection and prepare for marriage.

162. Fathering II, Class 2, Credit 2

Emphasis in this course is on a heightened awareness of the father's influence in the home. Topics addressed include: preparation for fatherhood, discipline in the home, interaction with wife, father's effect on masculine and feminine behavior in sons and daughters, sex education and the father's role in self-esteem building and maintenance.

172. Death and Dying I, Class 2, Credit 2

This course provides students the opportunity to increase their understanding, intellectually and emotionally, of issues related to the experience of death.

223. Marriage Enhancement
II, Class 3, Credit 3

This course is a marriage enrichment experience designed for couples. Students will gain information and skills in maintaining love feelings, enhancing unity, managing the complexities of modern married life, keeping priorities in proper perspective and fostering the personal development of the husband and wife. Both members of an engaged or married couple are encouraged to enroll in the same section.

233. Parenting I, Class 3, Credit 3
This class focuses on principles and practices for

effective parenthood. Students learn the ways children and parents can help each other in their individual development and the ways parent-child relationships change at different stages of development.

252. Human Sexuality and Family Relationships I, Class 2, Credit 2

This course presents an overview of the complex social, psychological and physiological aspects of human sexuality. Emphasis is upon a responsible view of sexuality as a part of life adjustment. Prerequisites: FS 123 and sophomore status.

253. Child Development I, Class 3, Credit 3
See Home Economics 253 for course description.

263. Introduction to Gerontology II,
Class 3, Credit 3

See Home Economics 263 for course description.

Home Economics

The courses offered in home economics at York College are designed to help men and women meet family responsibilities and human relationships more adequately. Home economics here focuses upon the family as the basic unit of society and is concerned with the well-being of families and individuals. The goal is to increase knowledge and skills related to family relationships, personal development, child development, geriatric care and nutrition for health care and the home. The basic aim and career development are pointed toward helping students understand and meet human needs.

101. Dimensions of Home Economics
I, Class 2, Credit 1

An introduction to the home economics curriculum and a study of professional organizations and of career opportunities open to home economists.

122. Career Seminar: Decision Making
II, Class 2, Credit 2

A course designed to help the student develop educational plans and to give a basis for choosing a vocation.

123. Family Relations I, II, Class 3,
Credit 3

See Sociology 123 for description.

143. Personal Development I, Class 3, Credit 3

A study of the whole person. Physical, spiritual, emotional, mental and social aspects of effective adjustment are examined. It involves such things as developing personal independence, self-esteem, individual assertiveness, friendship relationships with peers of both sexes, healthful living, dealing with stress, developing a personal ideology and practicing socially responsive behavior.

173. Two Dimensional Design I, Class 6
Credit 3

See Art 173 for description.

223. Health Education II, Class 3, Credit 3
See Physical Education 223 for description.

253. Child Development I, Class 3, Credit 3
A study of human growth and development involving the study of conception, infancy, the pre-school child and older child. Students will be involved in the observation of and participation in the care and guidance of kindergarten-aged children. Prior credit in Psychology 143 is recommended.

263. Introduction to Gerontology II, Class 3, Credit 3

An introduction to the field of gerontology. A study of issues affecting the lives of older adults including changes in life course and social roles. Health, finances, leisure, family arrangements, community relationships.

283. Nutrition I, Class 3, Credit 3
Principles of normal nutrition and metabolism, food values and requirements for maintenance and growth.

Learning Skills

013. Language and Writing Skills I, II
Arranged, Credit 3

A developmental course designed to improve skills in English usage, parts of speech, punctuation, capitalization, writing sentences and paragraphs and business writing. Students who need to improve their language and writing skills will be recommended for this course. This course is designed to fit the individual needs of the student. Does not count toward the total hours required for graduation.

031, 032. Elementary Math I, II
Arranged, Credit 1 or 2

A course designed to review and improve skills in addition, subtraction, multiplication and division of whole numbers, fractions, decimals and word problems. The course is designed to fit the individual needs of the student. Does not count toward the total hours required for graduation.

121. Spelling and Vocabulary Skills I, II
Arranged, Credit 1

A course designed to improve skills in spelling and to develop a general college-level vocabulary. The course is designed to fit the individual needs of the student.

142. Reading I, II, Arranged, Credit 2

Designed for the student who needs to improve reading abilities in both speed and comprehension. The course is designed to fit the individual needs of the student.

151, 152. Study Skills I, II, Class 2
Lab 1, Credit 1 or 2

Designed to develop skills in language usage: reading, with the variety of skills focused on comprehension and vocabulary, and study skills, including textbook mastery, note-taking, underlining and concentration. Study skills are based on courses in which the student is currently enrolled. Independent programs in spelling, speed-reading and others as needed will be arranged. Two class sessions per week for eight or 16 weeks, with labs arranged according to student needs.

162. Reading Improvement I, II, Class 2
Lab 1, Credit 2

Designed to help the college student improve reading abilities in both speed and comprehension. Students will develop ability to adjust their reading rate to the difficulty of the material and to their purposes in reading, to understand more clearly and more accurately what they read, to improve their retention and to increase overall reading rate. Two class sessions per week for 16 weeks, with labs arranged according to students' schedules.

Psychology

101. Orientation I, II, Class 2, Credit 1

This course is an orientation designed primarily to aid the student in making a satisfactory adjustment to college life. This course is required for all new students.

113. General Psychology I, Class 3, Credit 3

A general overview of the history, philosophical development and theoretical approaches to the study of human behavior. Considers such topics as intelligence, personality, motivation, adjustment, psychological measurement and the application of psychology in various fields.

143. Human Growth and Development II, Class 3, Credit 3

The physical, mental, emotional and social development of the human individual from birth throughout life. Application of the principles of psychology to an understanding of human growth with emphasis on understanding of child and adolescent behavior.

212. The Helping Relationship I, Class 2,
Credit 2

The study of attitudes and procedures involved in supportive human relationships. Attention is given to practical helping and counseling approaches within dormitory settings including a study of elemental counseling theory. Open only to Resident Assistants.

242. Camp Counseling II, Class 2, Credit 2
See Recreation 242 for course description.

Sociology

113. Introduction to Sociology I, Class 3, Credit 3

A study of the basic methods and concepts used in the description and understanding of group behavior. Special attention is given to the way in which the individual is molded by the various social groups about him, such as communities, races, nationalities and crowds.

123. Family Relations I, II, Class 3, Credit 3

This introductory course teaches the basic principles and skills that are needed in creating a successful marriage and family life. Family relationships in all stages of the life cycle are examined. Most students take this course and then enroll in other Family Studies course offerings.

213. Contemporary Social Problems II, Class 3, Credit 3

A study of some social problems and social disorganization such as mental disorders, juvenile delinquency, crime, race and ethnic relations, poverty and war and disarmament. Prerequisite: Sociology 113 or consent.

Division of Humanities

Elmer E. Baker, M.S.

Chairperson; Associate Professor of English

Larry A. Brown, M.A.

Assistant Professor of Communication and Drama

Tim Bruner, B.A.

Instructor in Journalism

Michael Fowler, M.F.A.

Associate Professor of Art

Robert W. Lawrence, M.A.

Associate Professor of English

Kathy Petrillo, M.A.

Assistant Professor of Piano

Sally Ramsey, B.A.

Instructor in Spanish

H. Harvley Rhodes, Jr., Ph.D.

Professor of Music

Michael W. Westerfield, Ph.D.

Professor of English

The Division of Humanities introduces the student to a wide range of cultural achievement. Exposure to the currents and crosscurrents of man's social, religious and intellectual experience enables students to appreciate the breadth of their cultural heritage. The Division also provides cultural experiences for students which will enrich their personal lives, regardless of their professional goals. Students are encouraged not only to appreciate the work of others in language, literature, art and music, but to be creative in those areas themselves.

Courses in the humanities are designed to help students see the interrelationships in all major areas of human thought. They will also develop in the student a continuing awareness of the richness and variety of human experience.

See page 19 for independent study possibilities.

Art

The Department of Art is designed to enrich the artistic understanding of all students, to develop proficiency in specific skills such as freehand drawing and painting, to supply the art training required by other departments and to prepare students to pursue an art major. Courses requiring no special ability are open to all students and are recommended as electives.

133. Freehand Drawing and Composition I, Class 6, Credit 3

Basic freehand drawing and composition in pencil and charcoal with special attention to line, value, shape, form and texture. Six hours studio per week.

143. Freehand Drawing and Composition II, Class 6, Credit 3

Further drawing problems in a variety of media. Six hours studio per week. Prerequisite: 133 or consent of instructor.

173. Two-Dimensional Design I, Class 6, Credit 3

An introduction to the elements of two-dimensional design – line, shape, color, space, texture and their interrelationships. Basic problems and applications in the development of design consciousness in natural and man-made forms. Six studio hours per week.

183. Three-Dimensional Design II, Class 6, Credit 3

An introduction to the elements of three-dimensional design with emphasis on paper, clay, wood and mixed media. Six studio hours per week.

203. Aesthetics I, II, Class 3, Credit 3

A study of music and visual art in theory and direct experience, emphasizing certain common aspects of value and forms as well as unique qualities in each art.

233. Painting I, II, Class 6, Credit 3

Introduction to the fundamentals of oil painting developing use of neutrals and colors in composition. Six studio hours per week. Prerequisite: 133, 143 or consent of instructor.

243. Painting I, II, Class 6, Credit 3

Further problems in oil painting and composition. Six studio hours per week. Prerequisite: 233.

102. Song Directing I Class 2, Credit 2

Training and practice in song directing. Study of methods for better worship through song. Consent of instructor. Offered on alternate years beginning 1972-1973.

113, 123. Theory I, II, Class 3, Credit 3 each semester

Prerequisite or Parallel: Private piano and Music 111. Study and keyboard application of written four-part harmony through seventh chords. For music majors and minors only. Offered on alternate years beginning 1973-1974.

111, 121. Ear Training I, II, Class 1, Lab 1, Credit 1 each semester

Prerequisite or Parallel: Music 113. Dictation from the keyboard, ear testing and sight singing involving intervals, scales, triads, melodies and rhythms. Offered on alternate years beginning 1971-72.

152, 162. Music Literature I, II, Class 2, Credit 2 each semester

A general survey of music literature from 1500 to the present. The evolution of musical styles will be traced and scores will be examined. For music majors and minors only. Offered on alternate years beginning 1972-1973.

Applied Music**Private Instruction**

One or two hours of credit is given for private lessons, depending upon whether the student enrolls in one or two half-hour lessons per week.

111p or 112p; 121p or 122p; Private Piano
211p or 212p; 221p or 222p;

111v or 112v; 121v or 122v; Private Voice
211v or 212v; 221v or 222v.

Class Instruction**151-181. Music Ensemble**

Participation in musical ensembles is open to music majors and non-majors and membership is by audition. Credit will be given for a total of two hours toward graduation requirements, whether by participating in two organizations in one semester or one organization for two semesters. All other participation will be non-credit.

151, 161. Stage Band I, II, Rehearsal 2
Credit 1

171, 181. A Cappella Chorus I, II, Rehearsal 5
Credit 1

172. Class Voice I, Class 2, Credit 2
Group instruction for non-major beginning students. Offered on alternate years beginning 1983-84.

Division of Natural Sciences

Terence M. Kite, Ph.D.

Chairperson; Professor of Physics

Wylene Baker, B.A.

Instructor in Mathematics

Donald Hall, M.A.

Assistant Professor of Biology

L. Ray Miller, II, Ph.D.

Associate Professor of Chemistry

Harold Tandy, M.S.

Associate Professor of Computer Science

Bobby W. Woods, M.S.

Assistant Professor of Mathematics and Computer Science

The program in the natural sciences is designed to give the students an awareness of the natural world and the place of modern people in it. The various departments strive to develop in their students an appreciation for our scientific heritage and for the value of science as a useful tool in our society. A basic foundation is provided for those students pursuing pre-professional programs or planning careers in a science or a science-related field. The introductory courses in the natural sciences meet the needs of the students in certain terminal programs.

Biology

The Department of Biology seeks to provide a knowledge of the fundamental principles of living things, especially the relationships between people and their living environment, and a basic foundation for those who plan to major in biology or who are in a pre-professional program, such as pre-medical, pre-dental and pre-pharmacy.

114. General Biology I, II, Class 3, Lab 3, Credit 4

An introduction to the major concepts and processes common to all living organisms. Topics of study include the history of science and the nature of scientific investigation, cellular functioning, genetics, reproduction and development, evolution and ecology. The laboratory will train the student in the use of microscope and other scientific skills along with investigations in the above areas. This course satisfies part of the graduation requirements for a laboratory science.

214. Human Anatomy and Physiology I, Class 3, Lab 3, Credit 4

The structure and function of the human body, with emphasis placed upon the physiology of the various systems and how they contribute to the physiology of the entire organism. Attention is given throughout

the course of study to homeostasis and pathology. For those students majoring in biology, pre-professional or related fields. Prerequisite: Biology 114 or equivalent and approval of instructor. Chemistry 114 or 134 highly recommended.

224. General Microbiology II, Class 3,
Lab 3, Credit 4

An introduction to the biology of bacteria and other prokaryotic and eukaryotic microorganisms and viruses including the history of microbiology; the classification, morphology, metabolism and genetics of various microorganisms; host resistance, immunology and disease; industrial microbial applications; and epidemiology and oncology. Laboratory work includes cultivating, studying, isolating, identifying and controlling microbes with heavy emphasis placed on technique. For those students majoring in biology or a related field. Prerequisite: Biology 114 and consent of instructor. Chemistry 114 or 134 highly recommended.

Chemistry

The course offerings in chemistry are designed to prepare students desiring to obtain a major or minor in chemistry and to partially fulfill the requirements of programs in home economics and pre-professional programs, such as pre-medicine. The Chemistry 134-144 sequence is intended for those students with a strong chemistry background and a strong math background. The Chemistry 114-124 sequence is provided for those with a weaker background in chemistry and math and will satisfy the chemistry requirement for home economics and pre-nursing majors. The student should consult with the chemistry instructor concerning the best program to follow.

114. Elementary General Chemistry
I, Class 3, Lab 3, Credit 4

An introduction to some of the fundamental concepts of chemistry, such as the experimental approach, the use of a scientific model, chemical reactions, the kinetic theory and the structure of the atom and the periodic table; principles of chemical reactions, such as energy effects, rates, equilibrium, solubility, acid-base reactions, oxidation-reduction reactions and chemical calculations. Does not count toward a major or minor in chemistry.

124. Elementary Organic Chemistry
II, Class 3, Lab 3, Credit 4

The continuing sequence of Chemistry 114 dealing with organic and physiological chemistry. The organic study shows the naming, preparation, reaction and characteristic uses of the typical family groups of organic chemistry. The physiological study deals with carbohydrates, lipids, proteins, enzymes, vitamins and hormones and their function in body processes such as digestion, metabolism,

heredity, urine formation and blood formation. Does not count toward a major or minor in chemistry.

134. General Inorganic Chemistry I, Class 3,
Lab 3, Credit 4

General theory of chemistry, the periodic classification of elements, valence, atomic structure and properties of the elements. Prerequisite: Math 173 or two units of high school algebra.

144. General Inorganic Chemistry II, Class 3,
Lab 3, Credit 4

Continuation of Chemistry 134 with an emphasis on the interrelationships of the elements in terms of stoichiometrics, thermodynamics, kinetics, molecular and stereo-chemistry. Some attention will be given to qualitative schemes of analysis for cations and anions.

214. Organic Chemistry I, Class 3,
Lab 3, Credit 4

Fundamental principles of organic chemistry including nomenclature, classification, preparation, properties, uses and characteristic reactions of aliphatic and aromatic compounds of carbon. Laboratory work will include methods of separation, purification and identification to illustrate various classes of compounds. Prerequisite: Chemistry 134 and 144. Offered on demand.

225. Organic Chemistry II, Class 3,
Lab 6, Credit 5

A continuation of Chemistry 214. With more emphasis upon topics such as stereo-chemistry, isomerism and mechanism. A look will also be taken at compounds of recent interest such as polymers, silicones and organophosphates. The laboratory will be a continuation of first semester with work based, where possible, upon instrumental techniques. Offered on demand.

Computer Science

103. Computers in Today's World
I, II, Class 3, Credit 3

A basic general course with a non-technical emphasis. The evolution of computers, the applications of computers and their economic and social implications. The student will have opportunity to use already written programs and receive a brief introduction to programming. Not intended for the computer science major or minor.

113. Concepts of Data Processing I,
Class 3, Credit 3

Basic principles of electronic data processing, giving due attention to both hardware and software. The Central Processing Unit, Input/Output operations and devices, data and data recording media, programming techniques, programming languages and system concepts are discussed.

123. Applications Program Development I II,
Class 2, Lab 2, Credit 3

A beginning computer problem solving and programming course using BASIC as the vehicle language. Emphasis throughout the course is on business applications and programming techniques relevant to those applications.

133. Applications Program Development II I
Class 3, Credit 3

The continuing sequence of Applications Program Development I. This advanced computer problem solving and programming course, using BASIC, will include sequential and random file access.

203. FORTRAN Programming I, Class 3,
Credit 3

Basic concepts of problem analysis and computation. Introduction to the study of the FORTRAN programming language with mathematical and non-mathematical applications.

223. Software Systems Analysis II, Class 3,
Credit 3

The first course in systems development. Emphasis is on documentation tools and techniques with the remainder of the course dealing with an overview of the systems development life cycle, derivation of the logical system and information gathering and reporting.

233. Applications Software Design I, Class 3,
Credit 3

A continuation of Computer Science 223 in systems development with emphasis on structured techniques. The course will deal with modeling the new logical system, derivation of the new physical system and detailed design.

243. Small Business Systems II, Class 3,
Credit 3

Investigation of hardware and prepared software selection criteria and the development of a complete small business system, including hardware and software.

244. COBOL Applications II, Class 4, Credit 4

Structured programming and data processing in a commercial environment. Introduction to the study of the COBOL programming language with business applications. The latter part of the course will include an extensive development project using COBOL as the language.

263. Machine Language Programming
II, Class 3, Credit 3

The course will teach the student to write machine language on a micro computer and introduce the student to the use of an assembler. Offered on demand.

271, 281 Co-op I, II, Credit 1
Academic credit granted for work experience in a

business under the supervision of a computer science faculty member.

283. Data Base Concepts and Distributed Data Processing II, Class 3, Credit 3

An investigation of data modeling, system development and data administration in a data base environment. An examination of the features and impact of distributed systems in the business enterprise. Offered on demand.

Mathematics

Mathematics courses are designed to supply the needs of those planning to major in mathematics and those needing mathematics as a tool subject. Students having had a very strong high school program may begin their college work with Mathematics 214. The decision to enroll in Math 214 should not be made without consultation with the instructor and possibly a qualifying examination on campus to determine readiness for calculus.

103. Basic Algebra I, Class 3, Credit 3

Algebra beginning with an extended review of arithmetic operations including fractions, decimals, roots, powers, signed numbers, percentages and working through simple linear algebraic equations using an applications oriented approach. Designed primarily for those students who need preparation for intermediate algebra. Does not count toward the total hours required for graduation.

113. Basic Modern Mathematics I, Class 3,
Credit 3

A study of numbers, number systems, number operations and number bases, set and set operations, variables and an introduction to algebraic operations. A course for liberal arts, social science and elementary education majors.

123. Intermediate Algebra I, II, Class 3,
Credit 3

A study of fundamental algebraic operations, polynomials, graphing, pairs of linear equations, roots and radicals, ratios and proportions and word problems. Designed to prepare any student for college algebra and to satisfy the math requirements for nursing, medical technology, home economics and similar programs.

173. College Algebra I, Class 3, Credit 3

Sets, relations and functions, exponential and logarithmic functions, systems of equations and inequalities, matrices and determinants, theory of equations, sequences, permutations and combinations, the binomial theorem and introduction to the theory of probability. Prerequisite: at least two units of high school algebra.

183. Trigonometry II, Class 3, Credit 3

The trigonometric functions and the variations, iden-

tities and equations, solutions and triangles and their application. Prerequisite: College Algebra or two units of algebra and one unit of geometry in high school.

214. Analytic Geometry and Calculus I

I, Class 4, Credit 4

Plane analytic geometry, differentiation of algebraic functions, applications of derivatives, integration and its applications. Prerequisite: Math 173 and 183, or equivalent high school background.

224. Analytic Geometry and Calculus II

II, Class 4, Credit 4

A continuation of Math 214. More analytic geometry, differentiation and integration of trigonometric, logarithmic and exponential functions, methods of integration, vectors in the plane, indeterminate forms, improper integrals and polar coordinates.

234. Analytic Geometry and Calculus III

I, Class 4, Credit 4

A continuation of Math 224. The theory of infinite series, vectors and solid analytic geometry, moments and moments of inertia, partial differentiation and multiple integrals. Offered on demand.

243. Advanced Engineering Math I, Class 3, Credit 3

For science, engineering and math majors. Advanced topics will include differential equations through simultaneous linear differential equations of 2nd order and determinants and matrices through eigenvectors, and may include Fourier series and integrals and Laplace Transforms or vector and tensor calculus. Prerequisite: Math 234. Offered on demand.

Physical Science

The aim of the courses in physical science is to teach an appreciation of scientific thought and the experimental method through the presentation of some of the basic concepts of physical science. Recommended for non-science majors.

114. Physical Science I, Class 3, Lab 2, Credit 4

Concepts and historical development of astronomy and physics. Applications to personal environment are used to introduce the philosophies and methodologies of science.

124. Physical Science II, Class 3, Lab 2, Credit 4

Scientific principles and humanity's relationship to nature are introduced using concepts of geology, chemistry, meteorology and ecology.

Physics

Courses in physics are designed to meet personal needs as a tool subject or to serve as a basis for an area of academic emphasis in upper division work.

133. Introduction to Electronics II, Class 2, Lab 3, Credit 3

A course in fundamental and practical electronics for students who have little or no background in electronics but would like to gain a working knowledge of electronics devices and circuit components. The course begins with direct and alternating current theory, shows the effect of various circuit components and then puts the components together to show the operation of such things as voltage dividers, filters, amplifiers, oscillators, detectors, receivers, multivibrators, sawtooth generators and integrated circuits. The laboratory is used to demonstrate many of the basic principles and to teach testing procedures.

214. General Physics I, Class 3, Lab 3, Credit 4

Physics is offered especially for students who are majoring in physics, mathematics or engineering. The course uses calculus as a basic tool. Study involves mechanics and elementary modern physics. Prerequisite: Math 214 or concurrent enrollment. Offered on demand.

224. General Physics II, Class 3, Lab 3, Credit 4

Continuation of Physics 214. Study involves electricity, magnetism, E-M waves and light. Prerequisite: Physics 214. Offered on demand.

Division of Social Sciences

David M. Ramsey, Ph.D.

Chairperson; Associate Professor of History
Roger Collins, B.A.

Instructor in Business Administration

Jo Ella Kite, M.A.

Assistant Professor of Physical Education

Everette W. McAnally, M.S.

Assistant Professor of History and Physical Education

Dale E. Neal, M.P.E.

Assistant Professor of Physical Education

Michael R. Pruitt, Ph.D.

Associate Professor of Physical Education

William R. Rathe, J.D.

Associate Professor of Business Administration

Martha L. Soderholm, M.S.

Assistant Professor of Business Administration and Secretarial Management

Harold Tandy, M.S.

Associate Professor of Computer Science for Business

The Division of Social Sciences covers a wide range of academic fields and interests. Students are able to study the social forces and institutions which affect civilizations, to study about the discovery of America and what has happened since, to study topics and events which relate to Nebraska and York County, to become involved in recreational activities and to study various business principles that will personally affect the individual consumer. A student can prepare for a business career in secretarial management, business administration or computer science. A terminal training program is offered in secretarial management and business administration. The Division aids those who are planning to teach in elementary or secondary school or who are interested in recreational leadership positions. In all of these various academic fields students are encouraged to become independent workers and to be creative in those areas which interest them.

E.A. Levitt School of Business

The E.A. Levitt School of Business was named in 1979 for a long-time friend of York College. He is a successful local business person and contributes to the growth of the community and the college.

The School of Business offers courses in two fields of interest: general business administration, and secretarial management. A two-year program to prepare students to enter the job market is available in each field. One may also plan to transfer to a four-year college to complete a baccalaureate program. Business is at the top of popularity among college students.

The two-year Associate in Applied Arts Degree is offered to help students pursue their vocational career following graduation from York College.

Business Administration

103. Personal Finance II, Class 3, Credit 3

A practical study of personal financial problems which people encounter in managing their individual and family affairs. Topics include insurance, home ownership, use of credit, banking, personal taxes, savings, investment in securities, estate planning, budgeting and social security.

203. Business Law I, Class 3, Credit 3

A study of the general principles of the law of property, torts, mortgages, business organizations, contracts, agency, insurance, bailments, employer and employee and negotiable instruments.

213. Accounting I, Class 3, Credit 3

An introduction to the process of recording financial

data and preparing periodic financial statements and special reports for the sole proprietorship and partnership. Open only to sophomores and freshmen enrolled in the two-year Associate in Applied Arts Degree program.

223. Accounting II, Class 3, Credit 3

A continuation of 213 considering the accounting process in the corporation; the student is introduced to accounting theory, financial statement analysis, cost, payroll and tax concepts.

233. Principles of Economics I, Class 3, Credit 3

Macroeconomics: emphasizing the American economy, the interplay that makes the system go, national production, employment and income, economic activity and monetary policy, economic activity and fiscal policy with emphasis on the public sector.

243. Principles of Economics II, Class 3, Credit 3

Microeconomics: prices and competition, non-price competition, income distribution, international trade and payments and economic development and comparative systems.

253. Principles of Marketing II, Class 3, Credit 3

The place of marketing in our economic structure: analysis of marketing functions, institutions and commodities. Prerequisites: BUS 233, 243.

263. Business Communications II, Class 3, Credit 3

Practice in writing and dictating business letters and reports, letters concerning claims and adjustments, goodwill, credit, collection, inquiries and special requests, orders and acknowledgments, sales and applications. Prerequisite: ability to type.

272, 282. Co-operative Business Experience I, II, Class 1, Credit 2

Academic credit granted for work experience in a business under the supervision of a business department faculty member. Lecture one hour per week.

273. Managerial Accounting I, Class 3, Credit 3

Applications of accounting to the field of management for planning and control. Analysis of financial statements, responsibility accounting, performance evaluation, cost budgeting, cost control and long-range planning. Prerequisites: BUS 213, 223.

283. Personnel Management II, Class 3, Credit 3

Principal and legal aspects of selection, placement, training, wage administration, performance evaluation and discharge of employees.

Secretarial Management

Programs of study are offered at three levels. Level One provides an option to receive a one-year certificate in either Office Administration: Secretarial or Office Administration: General Office. Level Two is a two-year program: Certificate of Proficiency in Secretarial Management. Level Three is a two-year program: Associate in Arts Degree in Secretarial Management.

The courses of study in secretarial management seek to prepare persons to assume positions of responsibility as stenographers or secretaries and to meet the increasing demand for people of broad background and technical skill to fill secretarial positions requiring managerial ability. Modern business courses stress the fact that many secretaries step into executive positions.

Students with previous high school training in shorthand and typing may enter the more advanced courses.

113. Beginning Typing I, II, Class 5, Credit 3

Exercises, planned to develop a proper wrist and finger movement, which lead to complete mastery of the keyboard by the touch method. A student will spend five hours a week and progress at his/her own pace.

123. Intermediate Typing II, Class 5, Credit 3

Prerequisite: Secretarial Management 113. Special effort is made to attain typing speed and accuracy. Practice in letter writing and use of carbon paper.

133. Beginning Shorthand I, Class 5, Credit 3

Beginning course covering the fundamental theory and practice of shorthand.

143. Intermediate Shorthand II, Class 5, Credit 3

Prerequisite: Grade "C" or above in Secretarial Management 133. A continuation of shorthand with emphasis on speed-building, vocabulary and accurate transcription.

213. Advanced Typing I, Class 5, Credit 3

Prerequisite: Grade "C" or above in Secretarial Management 123. The development of increased accuracy and speed in typing and practice in writing business letters, special business forms and introduction to composition at the typewriter.

231, 232. Legal Secretary I, II, Credit 1, 2

A study of the terminology and forms which might be used by a secretary in the legal profession. A student will spend 30 to 45 hours completing the material at his/her own pace.

233. Office Procedure I, Class 3, Credit 3

The use of duplicating and transcribing machines.

Application of secretarial skills in an office environment. The development of the personal qualities of a successful office worker in an office situation. Offered on alternate years beginning 1983-84.

241, 242. Medical Secretary I, II, Credit 1, 2

A study of the terminology and forms which might be used by a secretary in the medical profession. A student will spend 30 to 45 hours completing the material at his/her own pace.

251, 252. IBM Memory Typewriter I, II, Credit 1, 2

A student will learn how to operate an IBM Electronic Typewriter. For one hour of credit, 25 hours of laboratory work must be completed, while for two hours of credit, 40 hours of laboratory work must be completed.

253. Secretarial Administration I, Class 2, Lab 2, Credit 3

The purpose of this course is to acquaint the secretarial students with the various responsibilities and duties of a secretary. Areas covered will be office environment, administrative responsibilities, written communication, management of records and the profession itself. Lab work will be assigned on an individual basis. Offered on alternate years beginning 1984-85.

261. Information Processing I, II, Credit 1

A student will learn how to operate an IBM Displaywriter by working through text packs and projects. The student will spend 20 to 30 hours learning keyboarding technology, enhancing his/her awareness of office system technology and language arts skills through spelling verification and developing skills transferable to data entry terminals and other displays. The opportunity to improve production typing skills while processing information on the displaywriter provides a unique educational experience. Prerequisite: SCM 251 or 252.

263. Introduction to Word Processing Concepts II, Class 3, Credit 3

This course examines information processing systems, existing equipment and ways to implement and evaluate information processing in today's office. Hands-on experiences on the Electronic Typewriter 75 and IBM Displaywriter are an integral part of the course.

271. Advanced Information Processing I, II, Credit 1

A student will work through text packs and special projects on an IBM Displaywriter. Some of the 20 to 30 hours will be spent on special assignments from the instructor and the college's word processing center in learning more about information processing. Prerequisite: SCM 251 or 252 and 261.

Government

123. American Government II, Class 3, Credit 3

A survey of the organization and functions of government in the U.S., with special emphasis on the political process.

History

153. Western Civilization to 1648 I, Class 3, Credit 3

The civilizations of the ancient Near East, Greek civilizations, the Roman world, the Middle Ages, the Renaissance, the Reformation and the transition to modern times.

163. Western Civilization since 1648 II, Class 3, Credit 3

A continuation of History 153. The Age of Absolutism, the Enlightenment, the French Revolution, liberalism, nationalism and the modern culture.

181, 182, 183. Regional History Credit 1, 2, 3

Studies in topics relating to Nebraska and York County. Opportunities to participate in field oral history interviews. Credit 1-3 hours depending on the nature of the project. Does not count toward the general education requirement in history.

213. History of the United States to 1877 I, Class 3, Credit 3

The discovery of America, the Colonial period, the Revolution, the growth of American nationalism, sectionalism, the Civil War and reconstruction.

223. History of the United States since 1877 II, Class 3, Credit 3

A continuation of History 213. The emergence of modern industrial America, the Progressive Era, World War I, the Twenties, the Depression, World War II and postwar America.

Physical Education, Health and Recreation

The Department of Physical Education, Health and Recreation is designed to meet the needs of three groups: those needing recreational activity for health and social value, those planning to teach and to coach and those interested in recreational leadership positions associated with community organizations, summer camps and youth work in churches.

Physical Education Activity Courses

011, 021. Volleyball I, Arranged, Credit 1

The student will receive credit upon completing the

semester or the season as an active member of the intercollegiate team.

031. Archery and Badminton I, II, Class 2, Credit 1

Instruction and activity in archery and badminton.

111, 211. Tennis II, Arranged, Credit 1

The student will receive credit upon completing the semester or the season as an active member of the intercollegiate team.

121, 221. Baseball I, II, Arranged, Credit 1

The student will receive credit upon completing the semester or the season as an active member of the intercollegiate team.

131, 231. Soccer I, Arranged, Credit 1

The student will receive credit upon completing the semester or the season as an active member of the intercollegiate team.

141, 241. Basketball I, II, Arranged, Credit 1

The student will receive credit upon completing the semester or the season as an active member of the intercollegiate team.

151. Tennis and Basketball I, II, Class 2, Credit 1

Instruction and activity in tennis and basketball.

161. Table Tennis and Volleyball I, Class 2, Credit 1

Instruction and activity in table tennis and volleyball.

171. Soccer and Conditioning II, Class 2, Credit 1

Instruction and activity in soccer and conditioning exercises.

181. Bowling and Golf I, II, Class 2, Credit 1

Instruction and activity in bowling and golf.

191. Beginning Swimming I, Class 2, Credit 1

Red Cross certified instruction in the fundamental swimming and personal safety skills. Women's section will be offered both I and II.

201. Conditioning and Weight Control I, II, Class 2, Credit 1

Instruction and activity in aerobics and calorie counting.

271. Intermediate Swimming I, II, Class 2, Credit 1

Prerequisite: Physical Education 191 or completion of beginner skills. Student may earn Red Cross intermediate and Swimmer certification. Women I, Men II.

281. Advanced Lifesaving II, Class 3, Credit 1

Prerequisite: Physical Education 271 or completion

of intermediate skills. Student may earn Red Cross Advanced Lifesaving certification.

Physical Education Courses for Major or Minor

202. First Aid I, Class 2, Credit 2
 First aid instruction and skills practicum for parents, teachers, students, coaches and trainers.

212. Concepts of Coaching I, Class 2, Credit 2
 To broaden the understanding of various roles that coaches play. Principles and problems will be discussed with opportunity given to apply knowledge to specific sports. Job opportunities will be explored for men and women.

213. Principles of Physical Education I, Class 3, Credit 3
 A study of the principles of physical education and its place in the educational program. Offered on alternate years beginning 1977-78.

223. Health Education II, Class 3, Credit 3
 Consideration of personal, school and community health problems. Required of physical education majors. Offered alternate years beginning 1978-79.

232. Officiating I, Class 2, Credit 2
 Fundamentals of officiating including mechanics, rule interpretation and application. Both theory and officiating experience are involved.

251, 261. Intramural Sports I, II, Lab, Credit 1
 Supervision of activities in the gymnasium, on the playground and athletic field; methods of point distribution; scheduling, record keeping and types of honor awards.

262. Water Safety Instruction II, Class 2, Credit 2
 Prerequisite: Physical Education 281 or Advanced Lifesaving certification. Student gains theoretical and practical knowledge in teaching of Red Cross lifesaving and water safety courses and may earn Water Safety Instructor certification.

Recreation

113. Introduction to Recreation II, Class 3, Credit 3
 Basic understanding of the field with emphasis on the recreation movement, current trends, basic issues and fundamental principles. All areas of recreation will be explored with career opportunities investigated. Offered on alternate years beginning 1978-79.

212. Outdoor Education: School Camping I, Class 2, Credit 2

Camp organization, schedule making, curriculum planning and techniques of camp counseling will be discussed. Resource persons will introduce curriculum ideas suited for outdoor learning. Dealing with special problems, such as first aid emergencies and camper behavior, will be emphasized. Approval of instructor required. Offered in cooperation with York Public Schools.

242. Camp Counseling II, Class 2, Credit 2
 The challenges, techniques and problems involved in camp counseling. The student will deal with practical camping situations. Resource persons will discuss such areas as cabin units, behavior problems, specialized camp activities, character development and spiritual values.



Suggested Programs

Students who have not definitely decided upon a profession or a purpose toward which to direct their education should enroll in the general liberal arts program. The general liberal arts course is suited to the student who has not yet chosen a vocation but who wishes to lay a broad foundation for a four-year college course. Students not continuing beyond junior college will find the liberal arts program a good general course.

Students who have decided upon a cultural or occupational goal should consult with an advisor so that a curricular plan which will best meet that goal can be selected.

Some of the many possible special interest and pre-professional course patterns are suggested following the outline of the general liberal arts program. Other course patterns not suggested here are available.

General Liberal Arts

The general liberal arts program is listed first in the suggested programs because it is the basic course of the college and a majority of the students will be enrolled in it. Students may pursue this program for two years, and at the end of this time they may change their major field of interest with very little loss of time in preparation for the four-year degree.

Students interested in the area of art, Bible, biology, business administration, English, history, mathematics, music, physical education, physics, sociology or speech should enroll in the general liberal arts program. Enrollment should be preceded by careful consultation with a faculty member who teaches in the area of the student's special interest. Counselors will help to outline programs to fit individual needs, but the following is a suggested schedule of courses.

FRESHMAN YEAR

First Semester	Hours	Second Semester	Hours
Bible 113	3	Bible 123	3
English 113	3	English 123	3
P.E. Activity	1	P.E. Activity	1
Psychology 101	1	*Psychology 143 or	
*Psychology 113 or		Communications 113	3
Communications 113	3	Science	4
Elective or Major		Electives	2
Field	5		
	16		16

SOPHOMORE YEAR

First Semester	Hours	Second Semester	Hours
Art 203	3	Bible	2-3
Bible	2	English 223 or 243	3
English 213	3	History	3
History	3	P.E. Activity	1
Computer Science		Electives (major field	
or Math	0-3	or modern language) ...	7-6
Electives (major field			
or modern language) ...	5-2		
	16		16

*Sociology 113, 123, 213 may be taken in addition to or as a substitute for psychology.

Art

Students planning to major in art should complete the liberal arts program and the art courses noted in the suggested schedule below.

FRESHMAN YEAR

First Semester	Hours	Second Semester	Hours
Bible 113	3	Bible 123	3
English 113	3	English 123	3
Art 133	3	Art 143	3
Art 173	3	Art 183	3
Psychology 101	1	P.E. Activity	1
History	3	History	3
	16		16

SOPHOMORE YEAR

First Semester	Hours	Second Semester	Hours
Bible	2	Bible	2
English 213	3	Communications 113	3
Art 203	3	Art 243	3
Art 233	3	Psychology or	
Computer Sci., Math or		Sociology	3
Elective	5	Science	4
	16	P.E. Activity	1
			16

Bible

Students planning to major in Bible should plan their work carefully. Changes can be made in the suggested program but this should be done only after consulting the Chairman of the Bible Division.

FRESHMAN YEAR

First Semester		Second Semester	
	Hours		Hours
Bible 113	3	Bible 123	3
Christian Ed. 232	2	Christian Ed. 123	3
Communications 113	3	Christian Ed. 222 or 262	2
English 113	3	English 123	3
P.E. Activity	1	P.E. Activity	1
Psychology 101	1	Elective	4
Science	4		
	17		16

SOPHOMORE YEAR

First Semester		Second Semester	
	Hours		Hours
Art 203 or Soc 123	3	Art 203 or Sociology 123 or	
Bible	2	English 223, 243	3
English 213	3	Bible	2
Greek 214	4	Greek 224	4
History	3	History	3
Computer Sci., Math or		Psychology 143	3
Elective	1-3	Elective	1
	16-18		16

Biology

Students planning to major in biology should take Biology 114, 214 and 224, Chemistry 134 and 144 and one year of mathematics. They should complete either the Associate in Arts or the Associate in Science program requirements.

Business Administration¹

Students planning to major in business administration and continue on to a four-year program should complete the Associate in Arts requirements and choose from the following: Business Administration 103, 213*, 223*, 233*, 243* and 263* and Computer Science 113 and 123.

*Required for a four-year program.

Business Administration Program With Computer Minor

The following courses are recommended for the business administration major who wants to minor in computer science and transfer the credit for a four-year degree.

FRESHMAN YEAR

First Semester		Second Semester	
	Hours		Hours
Bible 113	3	Bible 123	3
English 113	3	English 123	3
Computer Sci. 113	3	Science	4
P.E. Activity	1	Computer Sci. 123	3
Psychology 101	1	Bus. Adm. 243	3
Bus. Adm. 233	3		16
Math 123	3		
	17		

SOPHOMORE YEAR

First Semester		Second Semester	
	Hours		Hours
Bible	2	Bible	2
English 213	3	Art 203	3
Communications 113	3	History	3
History	3	Bus. Adm. 223	3
Psychology or		Computer Sci. 244	4
Sociology	3	P.E. Activity	1
Bus. Adm. 213	3		16
	17		

Two-Year Business Administration Degree Program

This two-year Associate in Applied Arts Degree program in business administration is designed to allow a student to attend York College for two years and then pursue his/her vocational career.

FRESHMAN YEAR

First Semester		Second Semester	
	Hours		Hours
Bible 113	3	Bible 123	3
English 113	3	English 123	3
Math 123 or higher	3	Communications 113	3
Bus. Adm. 213	3	Bus. Adm. 223	3
Bus. Adm. 233	3	Bus. Adm. 243	3
P.E. Activity	1	P.E. Activity	1
Psychology 101	1		16
	17		

SOPHOMORE YEAR

First Semester		Second Semester	
	Hours		Hours
Bible	2	Bible	2
Bus. Adm. 273	3	Bus. Adm. 253	3
Bus. Adm. 203	3	Bus. Adm. 263	3
Computer Sci. 113	3	Bus. Adm. 283	3
Bus. Adm. 272	2	Bus. Adm. 282	2
Elective	3	Bus. Adm. 103	3
	16		16

¹For degree program in business computing, see Computer Science.

Chemistry

A student planning to major in chemistry should consult carefully with the instructors in chemistry and mathematics to determine his/her eligibility to enter advanced mathematics courses. If his/her background in mathematics is not strong, the student should enroll in Math 173 and 183 the freshman year rather than Math 214 and 224. Students not well prepared in mathematics should postpone calculus until the sophomore year and physics until the junior year.

FRESHMAN YEAR

First Semester		Second Semester	
	Hours		Hours
Bible 113	3	Bible 123	3
Chemistry 134	4	Chemistry 144	4
English 113	3	English 123	3
Math 214	4	Math 224	4
P.E. Activity	1	P.E. Activity	1
Psychology 101	1	Elective	2
	16		17

SOPHOMORE YEAR

First Semester		Second Semester	
	Hours		Hours
Bible	2	Bible	2
Chemistry 214	4	Chemistry 225	5
English or Art 203	3	History or Government	3
Math 234 or Elective	3-4	Physics 224	4
Physics 214	4	Psychology 143 or Elective	3
	16-17		17

Christian Leadership Program

This program is designed with the two-year terminal student in mind. A person who probably will not complete a four-year degree, but wishes two years of Christian Education in order to be a better worker in the church, can profit from this approach. It is designed with the Certificate of Achievement diploma in mind and is designed for both men and women students. Leaders are needed in the church in almost every place, and this curriculum will help in the development of Christian leadership.

The student wishing to specialize in Christian Leadership and acquire the Associate in Arts Degree should add Art 203, computer science and history (3 hours) to the program listed below.

FRESHMAN YEAR

First Semester		Second Semester	
	Hours		Hours
Bible 113	3	Bible 123	3
Christian Ed. 232	2	Christian Ed. 222 or Psychology 242	2
English 113	3	*Christian Ed. 102	2
Math 113 or Communications 113	3	English 123	3
P.E. Activity	1	P.E. Activity	1
Psychology 101	1	Sociology 123	3
Sociology 113	3	Elective 2-3	
	16		16-17

SOPHOMORE YEAR

First Semester		Second Semester	
	Hours		Hours
Bible	2	Bible	2
Communications 113 or Elective	3	Bus. Adm. 103	3
History	3	*Christian Ed. 123 or 262	2-3
P.E. Activity	1	Christian Ed. 222 or Psychology 242	2
Psychology 113	3	English 223 or 243	3
Science	4	Psychology 143	3
	16		15-16

*Non-ministers may substitute P.E. 223 or Home Economics

Computer Science Transfer Program

The following program is suggested for those students planning to major in computer science. The student may want to alter the program some, based on his/her mathematics background or transfer requirements.

FRESHMAN YEAR

First Semester		Second Semester	
	Hours		Hours
Bible 113	3	Bible 123	3
Computer Sci. 113	3	Computer Sci. 123	3
English 113	3	English 123	3
Math 173	3	Math 183	3
Psychology 101	1	P.E. Activity	1
Secretarial Mgt. 113 or Computer Sci. Elective	3	Physical Sci. 114 or 124	4
	16		17

SOPHOMORE YEAR

First Semester		Second Semester	
	Hours		Hours
Bible	2	Bible	2
Biology 114 or Physical Sci.	4	Computer Sci. Elective	3
Computer Sci. or 203	3	History	3
English 213 or Art 203	3	Math 224	4
Math 214	4	P.E. Activity	1
	16	Physics 133	3
			16

Two-Year Degree Program In Computer Information Systems (CIS)

This two-year Associate in Applied Arts Degree program in computer information systems is designed to provide the necessary courses in computing and business to allow a student to set up and program a computer for a business. The student will be capable of helping management to select the proper hardware and software, will be able to design and program additional software and will be efficient in computer operations.

FRESHMAN YEAR

First Semester		Second Semester	
	Hours		Hours
Bible 113	3	Bible 123	3
Bus. Adm. 233	3	Computer Sci. 123	3
Computer Sci. 113	3	Computer Sci. 223	3
English 113	3	English 123	3
Math	3	Math	3
Psychology 101	1	Physics 133	3
	16		18

SOPHOMORE YEAR

First Semester		Second Semester	
	Hours		Hours
Bible	2	Bible	2
Bus. Adm. 213	3	Bus. Adm. 223	3
Communications 113	3	Computer Sci. 243	3
Computer Sci. 133	3	Computer Sci. 244	4
Computer Sci. 233	3	Computer Sci. 281	1
Computer Sci. 271	1	Computer Sci. or	
P.E. Activity	1	Business Elective	3
	16	P.E. Activity	1
			17

Education

Elementary Education

Two years of elementary education are offered to prepare a student to transfer to a four-year college and complete a bachelor's degree in elementary education.

FRESHMAN YEAR

First Semester		Second Semester	
	Hours		Hours
Bible 113	3	Art 203	3
English 113	3	Bible 123	3
Physical Sci. 114 or		Biology 114 or	
Biology 114	4	Physical Sci. 124	4
Psychology 113	3	English 123	3
Elective	2	P.E. Activity	1
Psychology 101	1	Psychology 143	3
	16		17

SOPHOMORE YEAR

First Semester		Second Semester	
	Hours		Hours
Bible	2	Bible	2
English 213	3	Communications 113	3
History (U.S.)	3	English 223 or 243	3
Math 113	3	History (U.S.)	3
P.E. Activity	1	Sociology 123 or	
Computer Sci. 113	3	Elective	3
	15	Elective	2
			16

Secondary Education

A student desiring to teach in secondary schools should plan to pursue a liberal arts major in a chosen

teaching field. Professional education courses, other than psychology, should be postponed until the junior and senior year.

FRESHMAN YEAR

First Semester		Second Semester	
	Hours		Hours
Bible 113	3	Bible 123	3
English 113	3	English 123	3
History (U.S.)	3	History (U.S.)	3
P.E. Activity	1	P.E. Activity	1
Psychology 101	1	Psychology 143	3
Psychology 113	3	Major Field	3
Computer Sci. or			16
Major Field	3		
	17		

SOPHOMORE YEAR

First Semester		Second Semester	
	Hours		Hours
Art 203	3	Bible	2
Bible	2	Communications 113	3
English 213	3	English 223 or 243	3
P.E. Activity	1	P.E. Activity	1
Computer Sci. or		Science	4
Major Field	3	Major Field	3
Major Field	3		16
	15		

Family Studies

FRESHMAN YEAR

First Semester		Second Semester	
	Hours		Hours
Bible 113	3	Bible 123	3
Computer Sci. 103	3	Communications 113	3
English 113	3	English 123	3
Family St. 123	3	Family St. 143	3
Psychology 101	1	P.E. Activity	1
Science	4	Science	4
	17		17

SOPHOMORE YEAR

First Semester		Second Semester	
	Hours		Hours
Art 203	3	Bible	2
Bible	2	English	3
Family St. Elective	4	Family St. Elective	5
History	3	History	3
P.E. Activity	1	Elective	3
Elective	3		16
	16		

Home Economics

The following suggested program is planned for an Associate in Arts Degree in home economics. It can serve as the basis for a vocational choice in the fields of human development and family studies,

child care, teaching and geriatric care and as a basis for transfer to a four-year college to complete a baccalaureate degree.

Dietetic-Textile Track

FRESHMAN YEAR

First Semester		Second Semester	
	Hours		Hours
Bible 113	3	Bible 123	3
Chemistry 114	4	Chemistry 124	4
English 113	3	English 123	3
Family St. 172	2	Home Ec. 263 or Family St. 223	3
Home Ec. 143 or Family St. 123 or 153	3	P.E. Activity	1
P.E. Activity	1	Psychology 143	3
Psychology 101	1		17
	17		

SOPHOMORE YEAR

First Semester		Second Semester	
	Hours		Hours
Bible	2	Art 203	3
Computer Sci. or Math	3	Bible	2
English 213	3	Communications 113	3
History 213	3	English 223 or 243	3
Home Ec. 173	3	History 223	3
Home Ec. 283	3	Home Ec. 263 or Family St. 143 or 233	3
P.E. Activity	1		17
	18		

Human Development-Family Track

FRESHMAN YEAR

First Semester		Second Semester	
	Hours		Hours
Bible 113	3	Bible 123	3
Biology 214 or 114	4	English 123	3
English 113	3	Family St. 143	3
Family St. 123	3	Home Ec. 263	3
Home Ec. 143	3	P.E. Activity	1
Psychology 101	1	Psychology 143	3
	17		16

SOPHOMORE YEAR

First Semester		Second Semester	
	Hours		Hours
Art 203	3	Bible	2
Bible	2	Communications 113	3
Family St. 233	3	Computer Sci. 103	3
History 213	3	English 223 or 243	3
Home Ec. 253	3	History 223	3
P.E. Activity	1	Home Ec. 122	2
	18		18

Homemaking

The following suggested program is designed to meet the needs of the student who will terminate college at the end of two years. The course pattern, leading to graduation in the Certificate of Achieve-

ment program, has been selected to aid the student in becoming a good homemaker.

This program may be converted to the Associate in Arts program by deleting enough courses in the areas of government, sociology and physical education to allow the addition of Art 203, computer science and six hours of history to accumulate a total of 64 hours.

FRESHMAN YEAR

First Semester		Second Semester	
	Hours		Hours
Bible 113	3	Bible 123	3
English 113	3	*English 123 or 223	3
Home Ec. 143	3	P.E. Activity	1
P.E. Activity	1	Psychology 143	3
P.E. 202	2	Sociology 123 or	
Psychology 101	1	Home Ec. 123	3
Sociology 113	3	Elective	3
	16		16

*English 123 may be replaced by an elective.

SOPHOMORE YEAR

First Semester		Second Semester	
	Hours		Hours
Bible	2	Bible	2
Chemistry 114	4	Chemistry 124	4
Communications 113	3	Government 123	3
English 213	3	Home Ec. 263	3
Home Ec. 283	3	Elective	3
	15		15

Mathematics

A student majoring in mathematics and planning to teach should enroll in the liberal arts curriculum or secondary education program with mathematics as elective courses. Outstanding students may take Math 214 and 224 the first year and Math 234 and 243 and Physics 214 and 224 the second year. Students not eligible to enter calculus should take Math 173 and 183 the first year and 214 and 224 the second year.

A student planning a degree in scientific research should meet the Associate in Science requirements rather than the Associate in Arts requirements. Physics 214 and 224 and other major science courses should be elected in addition to mathematics through calculus.

Music

The following course outline is planned for those students who plan a four-year degree in applied music or music education.

FRESHMAN YEAR

First Semester		Second Semester	
	Hours		Hours
Bible 113	3	Art 203	3
English 113	3	Bible 123	3
Music 111	1	Communications 113 or	
Music 111p (piano)	1	Psychology 143	3
Music 111v (voice)	1	English 123	3
Music 113	3	Music 121	1
P.E. Activity	1	Music 121p or 121v	1
Psychology 101	1	Music 123	3
Math or Computer Sci.	3		17
	17		

SOPHOMORE YEAR

First Semester		Second Semester	
	Hours		Hours
Bible	2	Bible	2
English 213	3	History	3
History	3	Music 162	2
Music 152	2	Music 221p or 221v	1
Music 211p or 211v	1	P.E. Activity	1
Science	4	Psychology 143 or	
	15	Communications 113	3
		Elective	4
			16

Pre-Agriculture*

The following curriculum is recommended for students transferring to the College of Agriculture at Colorado State University. The University of Nebraska will accept this program or the general requirements for the Associate in Science Degree. The program may be varied according to the student's interest after consultation with the science faculty.

FRESHMAN YEAR

First Semester		Second Semester	
	Hours		Hours
Bible 113	3	Bible 123	3
Chemistry 134	4	Chemistry 144	4
English 113	3	English 123	3
Mathematics 173	3	Mathematics 183	3
P.E. Activity	1	P.E. Activity	1
Psychology 101	1	Sociology	3
	15		17

SOPHOMORE YEAR

First Semester		Second Semester	
	Hours		Hours
Bible	2	Bible	2
Biology 114	4	Bus. Adm. 243	3
Bus. Adm. 233	3	Communications 113	3
Chemistry 214	4	Government or	
English 213 or		History	3
Art 203	3	Elective	5
	16		16

*In all pre-professional curricula, before the second semester of the freshman year, the student

should acquire a catalog of the professional college toward which the curriculum is aimed in order to allow the York College counselor to plan the courses that will enhance transfer.

Pre-Dentistry

Specific requirements of the University of Nebraska College of Dentistry are 64 semester hours, four of which may be physical education and military science. These 64 hours must include two semesters in English composition, two semesters in zoology or biology, two semesters in inorganic chemistry, two semesters in physics, two semesters in organic chemistry and four semesters of humanities and/or social science. Three years of preparation are strongly recommended. Outstanding scholarship is essential for entrance into dental college since only about 20 percent of the applicants are admitted. The University of Nebraska, the only dental college between Iowa and California, admits only 64 beginning students each year.

FRESHMAN YEAR

First Semester		Second Semester	
	Hours		Hours
Bible 113	3	Bible 123	3
Chemistry 134	4	Biology 114	4
English 113	3	Chemistry 144	4
Math 214	4	English 123	3
P.E. Activity	1	Math 224	4
Psychology 101	1		18
	16		

SOPHOMORE YEAR

First Semester		Second Semester	
	Hours		Hours
Bible	2	Bible	2
Biology 214	4	Chemistry 225	5
Chemistry 214	4	Government or	
English	3	History	3
Physics 214	4	Physics 224	4
	17	P.E. Activity	1
		Psychology 143	3
			18

Pre-Engineering

A student desiring to study engineering should consult with a counselor regularly to get help in evaluating personal potential for the field. Also, program adjustments should be made with the help of a counselor to plan the best curriculum fit with the student's chosen baccalaureate program.

The University of Nebraska will accept the Associate in Science Degree transfer student.

FRESHMAN YEAR

First Semester		Second Semester	
	Hours		Hours
Bible 113	3	Bible 123	3
Chemistry 134	4	Chemistry 144	4
English 113	3	English 123	3
Math 214	4	Math 224	4
P.E. Activity	1	Elective	2-3
Psychology 101	1		16-17
	16		

SOPHOMORE YEAR

First Semester		Second Semester	
	Hours		Hours
Bible	2	Bible	2
Communications 113	3	Bible	
English	3	Government or	
Physics 214	4	History	3
Math 234	4	Math 243	3
	16	P.E. Activity	1
		Physics 133	3
		Physics 224	4
			16

Pre-Journalism

York offers two three-hour courses in newspaper writing and editing and display as well as workshop courses in newspaper and yearbook journalism. The major portion of the first two years in most undergraduate journalism programs concentrates on a broad general education background. Students wishing to major in journalism can spend their first two years at York without loss of time in their journalism program. Practical experience may be gained during this time through serving on the staff of one of the student publications.

FRESHMAN YEAR

First Semester		Second Semester	
	Hours		Hours
Bible 113	3	Art 203	3
English 113	3	Bible 123	3
Journ. 111 or 172	1-2	English 123	3
Journ. 213	3	Journ. 121 or 182	1-2
P.E. Activity	1	Journ. 223	3
Psychology 101	1	Science	4
Computer Sci., Math or			17-18
Elective	3		
	15-16		

SOPHOMORE YEAR

First Semester		Second Semester	
	Hours		Hours
Bible	2	Bible	2
Communications 113	3	English 223 or 243	3
English 213	3	Computer Sci., Math	
History	3	or Elective	3
Journ. 211 or 272	1-2	History	3
P.E. Activity	1	Journ. 221 or 282	1-2
Psychology 113	3	P.E. Activity	1
	16-17	Sociology 213	3
			16-17

Pre-Law

Standard law schools require that students have at least two years of college training before entering professional study. The course listed below meets that need in that it supplies the necessary background in history, government, English and speech, so essential to the practitioner of law.

Law schools do not specify particular courses as being mandatory in the pre-professional training. Therefore, minor adaptations in the suggested program are permissible. Entrance into the University of Nebraska College of Law is not dependent on presenting specific courses but on grade point average and scores on the entrance test.

FRESHMAN YEAR

First Semester		Second Semester	
	Hours		Hours
Bible 113	3	Bible 123	3
Communications 113	3	English 123	3
English 113	3	Government 123	3
History or		History	3
Computer Sci.	3	P.E. Activity	1
Psychology 101	1	Sociology 123	3
Sociology 113	3		16
	16		

SOPHOMORE YEAR

First Semester		Second Semester	
	Hours		Hours
Art 203	3	Bible	2
Bible	2	English 223 or 243	3
English 213	3	History or	
Computer Sci., Math or		Sociology 213	3
History	3	P.E. Activity	1
P.E. Activity	1	Psychology 143	3
Science	4	Elective	4
	16		16

Pre-Medical Technology*

A student planning to enter medical technology must complete three years of college, a minimum of 90 semester hours, before admission to the program. These three years should encompass four semesters each of biology and chemistry and one semester of mathematics. Such students should enroll in the general liberal arts program, and, in addition, complete Biology 114, 214 and 224 and Chemistry 134, 144, 214 and 225, plus three hours of mathematics. Some of the science courses can be planned for the junior year.

Pre-Medicine*

Ninety semester hours or three years of college work are required as prerequisite to the four years in a medical college for the Doctor of Medicine Degree. Most students admitted to the University of

Nebraska College of Medicine have a baccalaureate degree and a cumulative grade point average of 3.50 and MCAT scores in the 550-600 range. Recommendations of the University of Nebraska include one year of inorganic chemistry, one year of organic chemistry, one year of physics, 12 hours of biology, 12 hours of English and mathematics through introductory calculus. A foreign language is considered a desirable elective. Other electives should be selected from the humanities and the behavioral and social sciences.

Pre-Nursing*

The suggested two-year course listed below was designed with the cooperation of Harding University. The student completing this program with grades of "C" or better and a cumulative grade point average of 2.5 will be eligible for admission to the Harding program with junior standing and may complete the baccalaureate degree and the R.N. program concurrently in two years which includes some summer work. The summer work will involve taking Biology 276 and Nursing 201 in the summer session prior to the junior year.

Application to the Harding program is in addition to application for admission to Harding and must be made after Jan. 1 and before March 1 for September enrollment. Approximately 50 students are admitted yearly.

Students planning to enter another school of nursing should select courses to comply with the entrance requirements of that school.

FRESHMAN YEAR

First Semester		Second Semester	
	Hours		Hours
Bible 113	3	Bible 123	3
Chemistry 114	4	Chemistry 124	4
English 113	3	†English 123	3
‡Math 123 or 173 or Communications 113	3	‡Math 123 or Communications 113	3
P.E. Activity	1	P.E. Activity	1
Psychology 113	3	Psychology 143	3
	17		17

*In all preprofessional curricula, before the second semester of the freshman year, the student should acquire a catalog of the professional college toward which the curriculum is aimed in order to allow the York College counselor to plan the courses that will enhance transfer.

†The only York College course not required at Harding.

‡Communications 113 and only three hours of math are required.

SOPHOMORE YEAR

First Semester		Second Semester	
	Hours		Hours
Bible	2	Art 203	3
Biology 214	4	Bible	2
History (U.S.)	3	Biology 224	4
Home Ec. 283	3	English 223 or 243	3
P.E. Activity	1	History (U.S.)	3
Sociology 113	3	P.E. Activity	1
	16		16

Pre-Optometry

A student planning to enter optometry should plan courses to meet the requirements of a chosen professional school. The following program is recommended.

FRESHMAN YEAR

First Semester		Second Semester	
	Hours		Hours
Bible 113	3	Bible 123	3
Chemistry 134	4	Biology 114	4
English 113	3	Chemistry 144	4
Math 173	3	English 123	3
P.E. Activity	1	Math 183	3
Psychology 101	1		17
	15		

SOPHOMORE YEAR

First Semester		Second Semester	
	Hours		Hours
Bible	2	Bible	2
Chem. 214 or History	3-4	Biology 224	4
English 213	3	Government or History	3
Math 214	4	Math 224	4
P.E. Activity	1	Physics 224	4
Physics 214	4		17
	17-18		

Pre-Pharmacy

Two years of college work with specific requirements are necessary for admission to a college of pharmacy. Each program should be planned to comply with the entrance requirements of the chosen college of pharmacy. A high level of scholarship and the following program will prepare a student for many pharmacy programs.

FRESHMAN YEAR

First Semester		Second Semester	
	Hours		Hours
Bible 113	3	Bible 123	3
Biology 114	4	Biology 224	4
Chemistry 134	4	Chemistry 144	4
English 113	3	English 123	3
Math 173	3	Math 183	3
Psychology 101	1	P.E. Activity	1
	18		18

SOPHOMORE YEAR

First Semester		Second Semester	
	Hours		Hours
Bible	2	Bible	2
Chemistry 214	4	Chemistry 225	5
English 213	3	Government	3
Math 214	4	P.E. Activity	1
Physics 214	4	Physics 224	4
	17		15

Pre-Veterinary and Pre-Animal Husbandry

Any person wishing to enter the four-year professional course leading to the degree of Doctor of Veterinary Medicine must first complete two years of pre-veterinary training. The two-year program outlined under pre-pharmacy will meet the entrance requirements at Colorado State University. The student should study the entrance requirements of the college of his/her choice and consult with a counselor at York College concerning the best plan to pursue.

Psychology

The following suggested program is designed to meet the needs of the student who plans to transfer to a four-year college to complete a baccalaureate degree. This course pattern, leading to an Associate in Arts Degree, can serve as the beginning for a professional career in psychology and/or counseling.

FRESHMAN YEAR

First Semester		Second Semester	
	Hours		Hours
Bible 113	3	Art 203	3
Communications 113	3	Bible 123	3
English 113	3	Biology 114	4
Math 173	3	English 123	3
Psychology 101	1	Psychology 143	3
Psychology 113	3		16
	16		

SOPHOMORE YEAR

First Semester		Second Semester	
	Hours		Hours
Bible	2	Bible	2
Biology 214	4	Computer Sci. 123 or	
English 213	3	Math 183	3
History (U.S.)	3	English 223 or 243	3
P.E. Activity	1	History (U.S.)	3
Sociology 113	3	P.E. Activity	1
	16	Psychology 242	2
		Sociology 213	3
			17

Secretarial Management

Secretarial training programs are designed to allow a student to terminate training at three different levels. Level one is a one-year program with two options – Office Administration: Secretarial and Office Administration: General Office. Level two is a two-year program – Certificate of Proficiency in Secretarial Management. Level three is a two-year program – Associate in Arts Degree in Secretarial Management. A grade point average of 2.0 is required in each program. The total semester hours of credit required for each program are as follows: Level One, 34; Level Two, 56; and Level Three, 64.

One-Year Terminal Program

Level 1

Certificate of Office Administration: Secretarial

First Semester		Second Semester	
	Hours		Hours
Bible 113	3	Bible 123	3
English 113	3	Bus. Adm. 263	3
Psychology 101	1	Secretarial Mgt. 143	3
Secretarial Mgt. 233 or 253	3	Secretarial Mgt. 263	3
Secretarial Mgt. 133	3	Secretarial Mgt. 123 or Elective	3
Secretarial Mgt. 213 or Computer Sci.	3	Elective	3
Elective	1		17-19
	17		

Level 1

Certificate of Office Administration: General Office

First Semester		Second Semester	
	Hours		Hours
Bible 113	3	Bible 123	3
Bus. Adm. 213	3	Bus. Adm. 223 or Computer Sci.	3
Computer Sci. 113 or Secretarial Mgt. 213	3	Bus. Adm. 263	3
English 113	3	Secretarial Mgt. 123 or Elective	3
Psychology 101	1	Secretarial Mgt. 263	3
Secretarial Mgt. 233 or 253	3	Elective	2
Elective	1		17
	17		

Two-Year Terminal Program

The Certificate of Achievement diploma will be granted upon the completion of this program.

Level 2

Certificate of Proficiency In Secretarial Management

FRESHMAN YEAR

First Semester		Second Semester	
	Hours		Hours
Bible 113	3	Bible 123	3
English 113	3	Communications 113	3
Psychology 101	1	P.E. Activity	1
Secretarial Mgt. 133	3	Psychology 143	3
Secretarial Mgt. 253		Secretarial Mgt. 143	3
or 233	3	Secretarial Mgt. 123	3
Elective	3		16
	16		

SOPHOMORE YEAR

First Semester		Second Semester	
	Hours		Hours
Bible	2	Bible	2
Bus. Adm. 213	3	Bus. Adm. 263	3
English 213	3	History	3
Secretarial Mgt. 253		P.E. Activity	1
or 233	3	Science	4
Secretarial Mgt. 213	3	Secretarial Mgt. 263	3
Elective	2		17
	16		

Two-Year Degree Program

Students are encouraged to take the Associate in Arts Degree program. Students taking this plan will lose no time when transferring to a four-year college, whereas those who follow the terminal program will not be able to complete a four-year degree without loss of time. The following program will be somewhat lighter for students who have had previous work in shorthand and typing. The student should consult an advisor concerning adaptations to fit personal needs.

Level 3

Associate in Arts Degree In Secretarial Management

FRESHMAN YEAR

First Semester		Second Semester	
	Hours		Hours
Bible 113	3	Bible 123	3
English 113	3	English 123	3
Psychology 101	1	Communications 113	3
Psychology 113	3	P.E. Activity	1
Science	4	Secretarial Mgt. 123	3
Secretarial Mgt. 133	3	Secretarial Mgt. 143	3
	17		17

SOPHOMORE YEAR

First Semester		Second Semester	
	Hours		Hours
Art 203	3	Bible	2
Bible	2	Bus. Adm. 263	3
Computer Sci. or Math	3	History	3
English 213	3	P.E. Activity	1
History	3	Science	4
Secretarial Mgt. 253		Secretarial Mgt. 263	3
or 233	3		16
	17		

Sociology

Sociology is a Family Studies discipline devoted to the study of the development and change of social relationships, structure and problems. Career opportunities through sociology are broad and varied as well as personally challenging and rewarding. The following are illustrative: probation or parole officer, city administrator, secondary or college teacher, prep course for law school or master's of social work, nursing career, social research, medical sociology and social services.

The following program is designed to meet the needs of the student who plans to transfer to a four-year college to complete a baccalaureate degree.

FRESHMAN YEAR

First Semester		Second Semester	
	Hours		Hours
Bible 113	3	Art 203	3
Communications 113	3	Bible 123	3
English 113	3	Biology 114	4
Psychology 101	1	English 123	3
Psychology 113	3	Psychology 143	3
Sociology 113	3		16
	16		

SOPHOMORE YEAR

First Semester		Second Semester	
	Hours		Hours
Bible	2	Bible	2
English 213	3	English 223 or 243	3
History	3	History	3
P.E. Activity	1	P.E. Activity	1
Computer Sci., Math or		Sociology 213	3
Electives	4	Computer Sci., Math or	
Sociology 123	3	Electives	4
	16		16

Speech

Students planning to major in speech should take Communications 113 and three courses from Communications 123, 213, 223, 233 and 243, and Communications Workshops that fit the individual interest. They should complete the Associate in Arts Degree program requirements.



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BRUCE TANDY, Media Technician and Photographer

Division Chairpersons

THOMAS N. SCHULZ, B.A., M.A., Bible and Related Subjects (Acting)
W. DENNIS LYNN, A.A., B.A., M.Ed., Ph.D., Human Development

ELMER E. BAKER, B.A., M.S. in L.S., M.S., Humanities
TERENCE M. KITE, B.S., M.A., Ph.D., Natural Science
DAVID M. RAMSEY, A.A., B.A., M.A., Ph.D., Social Science

Library

CHARLES V. BAUCOM, B.A., M.A., M.S. in L.S., Director of Library
WYLENE BAKER, B.S., Assistant Director of Library
~~SARAH WALLER, A.A., Library Technical Assistant~~

Development

ROGER LOWRY, A.A., B.A., M.S., Vice President for Institutional Advancement
PHYLLIS MACKAY, A.A., Assistant to the Development Director
LYNDA MOORE, Office Manager
~~CAROL ROWEBBER, Secretary~~

Administrative Assistants

HARRIETT HINKLE, Administrative Assistant

Public Relations

TIMOTHY L. BRUNER, B.A., Assistant to the President
GAIL MILLER, B.A., Word Processing Supervisor
PAULA DEAN, A.A., Word Processing Secretary

Student Personnel

DAVID REPPART, Dean of Students
NELLIE REPPART, Dean of Women
ALICE THAYER, Director, McCloud Hall
HELEN REPPART, Director, Middlebrook Hall
PATRICIA WALLER, Director, Thomas Hall

Admissions and Financial Aids

ELTON W. ALBRIGHT, A.A., B.A., B.S.E., Vice President for Admissions and Financial Aids
SHIRLEY BRADLEY, A.A., Administrative Secretary and International Student Admissions Officer
NATHAN SHOTTS, C.A., Assistant Director
BEULAH GARHART, Secretary
~~DAVID DOVAL, Admissions Counselor~~
TIM JACOBSON, A.A., Admissions Counselor
KIRK MILLER, A.A., Admissions Counselor
~~DAN REEVES, A.A., Admissions Counselor~~

Business

~~WILLIAM R. RATHE, B.A., J.D., Vice President for Financial Affairs~~
NORMA KELDSEN, Business Office Manager
SHEREE KNESS, A.A., A.A.A., A.S., ~~Accounts-
Receivable Clerk~~
CARMEN VETETO, Computer Operator

Athletics

MICHAEL R. PRUITT, B.A., M.A., Ph.D., Director of Athletics and Tennis Coach
DALE NEAL, A.A., B.A., M.P.E., Men's Basketball Coach
EVERETTE W. MCANALLY, B.A., B.S., M.S., Director of Intramural Sports, Baseball Coach and Women's Volleyball Coach
BRUCE TANDY, Women's Basketball Coach

JAMES HINKLE, B.A., M.A., Assistant Women's
Basketball Coach
DENNIS PETRILLO, A.A., B.A., M.A., Soccer Coach

JAN HART, Custodian
MITZIE LEINEN, Custodian
~~SHIRLEY DUKE, Custodian~~

Buildings and Grounds

MICHAEL BROWN, Maintenance Supervisor
~~ALBERT WALLER, Maintenance Specialist~~
~~D. W. DUKE, Grounds Supervisor~~
BERN TUTTLE, Custodial Supervisor
~~JAIME BILBRUCK, Custodian~~
~~SHIRLEY DUKE, Custodian~~

Auxiliary Enterprises

RONALD SHIELDS, A.A., B.A., M.A., Bookstore
Manager
HELEN REPPART, Assistant Bookstore Manager
BERNARD VETETO, Chauffeur
~~LISA BURNLEY, Mail Room Manager~~

Calendar

FIRST SEMESTER 1984-85

August 29, 30, Wed. & Thurs. Faculty Conference
September 1, Sat., 10:00 a.m. Dormitories Open
September 2, Sun., 12:00 noon Cafeteria Opens
September 2, Sun., 1:30 p.m. Freshman Orientation (required of all first time freshmen)
September 4, Tues., 8:00 a.m. Registration
September 5, Wed., 8:00 a.m. Classwork Begins
September 5, Wed., 10:05 a.m. Opening Chapel (required of all students)
September 6, Thurs., 6:30 p.m. Late ACT Test \$15
September 19, Wed. Last Day a Course May Be Added
October 19, 20, Fri. & Sat. 12th Annual Family Days
October 26, 27, Fri. & Sat. High School Days
October 31, Wed., 5:00 p.m. Mid-Semester Grades Due in Registrar's Office
November 1, Thurs., 1:00 p.m. CLEP Subject Exams
November 22, 23, Thurs. & Fri. Thanksgiving Holidays (Cafeteria Closed)
November 26, Mon. Pre-registration Begins
December 17, 18, 19, 20, 21, Mon.-Fri. Semester Examinations
December 21, Fri., 6:00 p.m. Cafeteria Closes
December 22, Sat., 10:00 a.m. Dormitories Close

SECOND SEMESTER 1984-85

January 12, Sat., 10:00 a.m. Dormitories Open
January 13, Sun., 12:00 noon Cafeteria Opens
January 14, Mon. Counseling & Registration
January 15, Tues., 8:00 a.m. Classwork Begins
January 28, Mon. Last Day a Course May Be Added
February 8, Fri. Last Day a Student May Make Petition for Degree

February 16, Sat.	All School Banquet
February 19, Tues., 1:00 p.m.	CLEP Subject Exams
March 13, Wed.	Mid-Semester Grades Due in Registrar's Office
March 20, Wed., 5:00 p.m.	Spring Recess Begins
March 20, Wed., 6:00 p.m.	Cafeteria Closes
March 21, Thurs. 10:00 a.m.	Dormitories Close
March 30, Sat.	Dormitories Open
March 31, Sun., 12:00 noon	Cafeteria Opens
April 1, Mon., 8:00 a.m.	Classwork Resumes
April 5, 6, Fri. & Sat.	High School Days
April 15, 16, 17, Mon.-Wed.	York College Lectureship
April 22, Sat.	Pre-registration Begins
May 13-17, Mon.-Fri.	Semester Examinations
May 18, Sat., 8:00 p.m.	Honors Convocation
May 19, Sun., 1:00 p.m.	Cafeteria Closes
May 19, Sun., 2:00 p.m.	Graduation
May 20, Mon., 10:00 a.m.	Dormitories Close

SOCIAL CALENDAR 1984-85

August 31, Fri., 6:00 p.m.	President's Reception
September 4, Tues., 7:30 p.m.	Entertainment for all Students, Faculty and Staff
September 7, Fri., 6:00 p.m.	All College Picnic
September 7, 8, 9, Fri., Sat., Sun.	Rivalry Days
October 29, Mon.	Fall Day
November 9, 10, Fri. & Sat.	Homecoming
February 16, Sat., 6:30 p.m.	Annual All School Banquet
	The Crowning of Mister and Miss York College (Dates for future years 2/15/86, 2/14/87, 2/13/88, 2/11/89, 2/17/90)
March 7, 8, Thurs. & Fri.	Student Lectureship
April 15, Mon., 4:00 p.m.	Spring Fete
May 10, Fri., 7:30 p.m.	Faculty and Staff Appreciation Reception
May 18, Sat., 9:00 p.m.	Faculty Reception for Honor Students and Their Parents

Calendar

FIRST SEMESTER 1985-86

August 28, 29, Wed. & Thurs.	Faculty Conference
August 31, Sat., 10:00 a.m.	Dormitories Open
September 1, Sun., 12:00 noon	Cafeteria Opens
September 1, Sun., 1:30 p.m.	Freshman Orientation (required of all first time freshmen)
September 3, Tues., 8:00 a.m.	Registration
September 4, Wed., 8:00 a.m.	Classwork Begins
September 4, Wed., 10:05 a.m.	Opening Chapel (required of all students)
September 5, Thurs., 6:30 p.m.	Late ACT Test \$15

September 18, Wed. Last Day a Course May Be Added
 October 18, 19, Fri. & Sat. 13th Annual Family Days
 October 25, 26, Fri. & Sat. High School Days
 October 30, Wed., 5:00 p.m. Mid-Semester Grades Due in Registrar's Office
 October 31, Thurs., 1:00 p.m. CLEP Subject Exams
 November 25, Mon. Pre-registration Begins
 November 28, 29, Thurs. & Fri. Thanksgiving Holidays (Cafeteria Closed)
 December 16, 17, 18, 19, 20, Mon.-Fri. Semester Examinations
 December 20, Fri., 6:00 p.m. Cafeteria Closes
 December 21, Sat., 10:00 a.m. Dormitories Close

SECOND SEMESTER 1985-86

January 11, Sat., 10:00 a.m. Dormitories Open
 January 12, Sun., 12:00 noon Cafeteria Opens
 January 13, Mon. Counseling & Registration
 January 14, Tues., 8:00 a.m. Classwork Begins
 January 27, Mon. Last Day a Course May Be Added
 February 7, Fri. Last Day a Student May Make Petition for Degree
 February 15, Sat. All School Banquet
 February 18, Tues., 1:00 p.m. CLEP Subject Exams
 March 12, Wed. Mid-Semester Grades Due in Registrar's Office
 March 19, Wed., 5:00 p.m. Spring Recess Begins
 March 19, Wed., 6:00 p.m. Cafeteria Closes
 March 20, Thurs., 10:00 a.m. Dormitories Close
 March 29, Sat. Dormitories Open
 March 30, Sun., 12:00 noon Cafeteria Opens
 March 31, Mon., 8:00 a.m. Classwork Resumes
 April 4, 5, Fri. & Sat. High School Days
 April 14, 15, 16, Mon.-Wed. York College Lectureship
 April 21, Mon. Pre-registration Begins
 May 12-16, Mon.-Fri. Semester Examinations
 May 17, Sat., 8:00 p.m. Honors Convocation
 May 18, Sun., 1:00 p.m. Cafeteria Closes
 May 19, Sun., 2:00 p.m. Graduation
 May 20, Mon., 10:00 a.m. Dormitories Close

SOCIAL CALENDAR 1985-86

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 September 3, Tues., 7:30 p.m. Entertainment for all Students, Faculty and Staff
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 October 28, Mon. Fall Day
 November 8, 9, Friday., Sat. Homecoming
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 The Crowning of Mister and Miss York College
 Dates for future years 2/14/87, 2/13/88, 2/11/89, 2/17/90, 2/16/91
 March 6, 7, Thurs. and Fri. Student Lectureship
 April 14, Mon., 4:00 p.m. Spring Fete
 May 9, Fri., 7:30 p.m. Faculty and Staff Appreciation Reception
 May 17, Sat., 9:00 a.m. Faculty Reception for Honor Students and Their Parents

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