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Mailing Address: 135 North Oakland Avenue
Pasadena, California

Telephone: SYcamore 6-8108
Students are to familiarize themselves with the information and regulations contained in the current seminary catalog.

Students will also be held responsible for regulations set forth below.

COURSES

1. A curriculum sheet is available from the Registrar. It is the responsibility of the student himself to see that he properly completes the courses listed for graduation.

2. Students must present a validated blue class card to the instructor in order to be admitted to any course they intend to take for credit.

3. Local pastors and the wives of Seminary students are permitted to audit classes without charge.

4. When a student has repeated a course in which he has failed, his new grade is to be substituted for the old grade without further penalty for the former failure.

5. Students will not ordinarily be permitted to repeat courses which they have passed. However, seniors deficient in grade-points for graduation may be permitted, under the direction of the Dean of the Faculty, to repeat a sufficient number of courses (other than basic language courses), to obtain the supplemental grade-points necessary. If a higher grade is earned
the second time, the new grade will be substituted for the old.

6. Courses are added to or dropped from your schedule through the Registrar's Office. No course has been added or dropped until officially placed on your permanent record in the Registrar's Office. Students are permitted to add subjects during the first calendar week of classes only. (A calendar week ends in the Registrar's office at 4:00 P.M. Friday.)

7. A course may be dropped without grade penalty through the fifth week of the quarter. Any course dropped thereafter will be entered as a failure on the student's permanent record.

8. Written consent of the professor in whose department a course falls must be obtained if a student wishes to take correspondence courses for credit toward graduation. All such credits must be recorded with the Registrar not later than May 1 of the senior year if the student wishes to use the course for graduation credit.

9. Seniors will not be permitted to take residence work in other institutions so as to accumulate credit toward their B.D. degree, unless they have maintained an average of B in their Seminary work. In no case may students carrying a full academic load take more than four hours per term in outside institutions.

10. Students may be excused from required courses in English Bible only by prior consultation with and written permission from Dr. Smith.
11. Deferred Payment Plan: Students who are unable to pay their accounts in full at the time of registration may adopt the deferred payment plan. A service charge of $3.00 is added for this privilege. Arrangements include payment of 1/3 of the total charges at the time of registration; 1/3 at the end of the 4th week; and the final 1/3 at the end of the 8th week.

12. The following administrative fees also will be charged:
   - For late registration: $5.00
   - For Removal of Incomplete: 2.00
   - For late final examinations: 2.00
   (see Rule 17)

13. Students delinquent in their payments to the Bursar are automatically suspended from classes until they have concluded a satisfactory arrangement with the Dean of Students.

REFUNDS

14. All students, except those on Public Law 550, will be governed by the refund policy on page 22 of the 1956-57 Seminary catalog. Students attending under Public Law 550 who withdraw or discontinue at any time prior to completion of the quarter are charged an amount for tuition, fees and other charges for a portion of the course not to exceed the approximate pro rata portion of the total charges for tuition, fees and other charges that the length of the completed portion of the course bears to its total length.
ABSENCES

15. See Catalog, page 21. Penalties for excess absences may be removed by application to the Dean of Students for reasons deemed satisfactory by him.

16. Students are expected to report in advance to the Dean of Students' office any contemplated absence of an unusual nature. (All absences of more than 24 hours should be noted on the dormitory sign-out pads together with information as to where the student may be reached in an emergency.)

17. Students must take final examinations at the scheduled hour. In the case of serious illness or emergency the professor should be consulted in advance where possible. A late fee for make-up of the examination will be charged; the student should bring his receipt to the make-up examination. (Participation in outside activities of a Christian character, however worthy, shall not be deemed a sufficient reason for a student to take final examinations late.)

18. Examinations are conducted on the honor system. Each student must accept the responsibility of reporting any violation he observes to the Student Honor Committee. (See section entitled "Discipline").

FAILURES

19. Professors in the required language courses are permitted to grant conditional failures to students whose work for a given term is near a passing grade. Conditional failures for a first or second quarter (but not for a third
quarter) will automatically become a D upon successful completion of that course during the subsequent quarter.

20. A student who has received an outright failure in a course is not permitted to take a make-up examination in order to remove the failure. (See Rule 4.)

INCOMPLETES

21. Students are required to make up work left unfinished at the end of the term within four weeks after the conclusion of the term.

22. Students who fail to complete work by the end of the term shall suffer the deduction of one letter-grade if the work is made up within the required time limits; otherwise they will receive a failure in the course.

ADMISSION TO SENIOR CLASS

23. Every Middler is required to submit to the faculty a petition form for admission to the Senior Class at the end of the second quarter.

24. A student will not be considered for admission to the Senior Class until he has completed at least ninety hours of course work with a minimum of 2.0 overall average.

WITHDRAWALS

25. Students who expect to discontinue their work
at the Seminary during the school year must complete the withdrawal form secured from the Registrar.

NON-GRADUATING SENIORS

26. Seniors who do not meet fully the requirements for graduation may participate in normal Senior activities except the one at Commencement which involves the conferring of degrees. In order to march in the academic procession, etc. the student must notify the Registrar of his intention. Students who have practically completed their work may be photographed with the graduating class if they wish.

GRADUATE STUDENTS

27. Fuller graduates having an average below 3.0 in undergraduate seminary work will not be accepted for admission to the Graduate School. All applications for such admission must be initiated through the Faculty Admissions Committee.

28. Th.M. candidates are required to submit, on regular forms, procured from the Registrar, a list of proposed courses to be taken in their major and minor fields in satisfaction of the minimal requirements for the degree. This list must be approved and signed by the professors supervising such fields, then returned to the Registrar.

29. All students whether graduate or undergraduate are to be graded by the same standard, but
graduate students in such courses may be expected to do work beyond that required of the undergraduates.

OUTSIDE AND PRACTICAL WORK

30. A maximum of 68 hours combined study and work schedule is allowed per week. (If you carry 16 hours of classes, that means 32 hours homework per week. Therefore you may not be employed in other than Seminary studies more than 20 hours per week.) Any exception to this rule must be by permission of the Dean of Students.

31. No student is to be given an official report of his academic grades in any given quarter until his Practical Work reports have been received by the Practical Work office.

BOARD AND ROOM

32. Unmarried students are required to eat in the Seminary dining room, and to live in Seminary dormitories, except by special permission of the Dean of Students.

33. Students are not permitted to occupy a Seminary apartment when carrying less than twelve hours of academic work.

STUDENTS CONTEMPLATING MARRIAGE

34. Students planning marriage during the academic year are required to discuss this in advance with the Dean of Students.
RELIGIOUS SERVICES

35. Approval must be secured in advance before the student body may invite an outside speaker for chapel exercises.

36. Seminary students will not be permitted to conduct gospel teams or deputation teams except under the supervision of the Professor of Evangelism and the Student Deputation Chairman.

DISCIPLINE

37. The Student Council is authorized to deal with any Seminary student whose conduct tends to bring disrepute upon the institution. If the offender continues unrepentant, the Council will report the case to the Faculty for action. If, however, such matters come directly to the attention of the Faculty, they will then assume jurisdiction.
DORMITORY HOUSE RULES

THE COOPERATION OF ALL STUDENTS RESIDING IN SEMINARY DORMITORIES IS INVITED IN OBSERVING THE FOLLOWING HOUSE RULES:

1. Clean and neat rooms are expected. Beds are to be made prior to classes, clothes kept in orderly fashion during the day, floors swept, and general cleanliness maintained. (Friends of the Seminary are sometimes escorted through the dormitories.)

2. There will be periodic room inspections conducted by members of the House Board.

3. Wise and economical use of lights and gas in rooms is urged.

4. Waste paper must be burned in the incinerator in compliance with City Ordinances.

5. Students should familiarize themselves with the building exits in the event of fire or other emergency that would necessitate speedy evacuation.

6. Front and side doors will be locked at all times. Students should come to the business office, 135 No. Oakland, for a key. A one dollar deposit is required. Room rental will be continued after Commencement until the student returns his house key and is refunded his key deposit.

7. Luggage and other belongings which a student does not wish to keep in the room may be stored in the basement at 145 No. Oakland.
8. The State Health Code forbids the preparation or cooking of meals of any sort in dormitory rooms.

9. At the end of the school year, or upon graduation, students are requested to pack and dispose of all clothes, books, and other personal belongings prior to leaving for the summer.

10. Please report immediately all facilities in need of repair to the house manager or to Mr. Curley.

11. Dormitory furniture is to remain in the room. Double decking of bunks is not in compliance with the California State Health Codes.
1. Off street parking is provided for students in the Seminary parking lot at the southwest corner of Madison and Walnut Streets.

2. Students are not to park in any of the assigned parking spaces on Seminary grounds at any time. (135 No. Oakland—Administration and Classroom area).

3. No cars are to be parked in the driveway of the dormitory at 180 No. Oakland nor in the center aisle of the student parking lot at Madison and Walnut. The Seminary truck is parked in the rear of 180 No. Oakland.

4. Cars may be washed in the areas to the rear of 180 No. Oakland or to the north of the garages at 200 No. Oakland.

5. Paraplegic students will be assigned parking space in the area of the Classroom Building if possible.

6. Mechanical repair of vehicles is not permitted on Seminary facilities without consultation with Mr. Curley.
1. No credit is given for meals not eaten.

2. Meal tickets are not transferable.

3. Meal tickets must bear the name of the individual owning same.

4. Meal tickets on either a 5-day or weekly basis are required of all single students living in the Seminary dormitories.

5. Current prices for meal tickets are as follows:
   Weekly................................. $9.25
   Weekly, except Saturday and Sunday..... 8.50
   Noon meals only--Monday through Friday.. 3.75

6. Individual meals can be secured by anyone in the Seminary family on a cash basis at the refectory at the following current prices:
   Breakfast..................45¢
   Dinner......................75¢
   Supper.....................50¢

7. Meal tickets will be required to be presented at each meal.

8. Food supplied at the refectory is to be eaten at that location.

9. Students holding meal tickets unable to eat in the refectory owing to illness will be provided with the necessary regular or special food at no extra cost.
10. Students withdrawing from the Seminary will be given a refund on a pro rata basis for the unused portion of the ticket.

11. Credit to individuals contemplating absence from meals is given on the basis of $1.00 per day (approximate food cost) for no less than seven consecutive days and only when application is made to the Bursar in advance of the absence.

12. Credit to students attending a Seminary sponsored retreat will be made on the basis of food costs as outlined above provided a written request for credit is received by the Bursar 24 hours in advance of the first meal to be missed.

13. Bag meals are provided to students holding meal tickets when absence from the refectory is necessitated by off-campus trips on Christian service assignments or for purposes of regular employment. Advance reservations must be made with the chef for the bag meals desired.

14. Conditions arising not covered by the above outlined regulations can be discussed with the Business Manager.
LIBRARY REGULATIONS

1. Books may be kept 2 weeks and renewed once, unless otherwise restricted.

2. Reserve books (blue card) are due at 9:00 A.M. the following school day. (Reserve books may be checked out at 4:45 P.M. for overnight.)

3. Fines -- 2¢ per day for 14-day books; 10¢ per hour for reserve books (maximum 50¢ per day). Additional books or periodicals may not be taken out until overdue books are returned and fines paid.

4. Current periodicals may be checked out the same as reserve books and are subject to the same fines.

5. No talking or unnecessary noise or commotion is expected in the reading room.

6. Books must not be transferred or re-loaned without being returned to the library for re-charging.

7. Exceptions to the rules can be made only by a member of the library staff and must be applied for in advance.

DR. SMITH'S PERSONAL LIBRARY

In room 201 is housed the personal library (about 20,000 volumes) of Dr. Wilbur M. Smith. This group includes special collections of ancient history, English literature, Bible Commentaries, books on the life of Christ, and extensive volumes
of nineteenth century periodicals. Dr. Smith's books are available for student use. They should be used only if the Seminary Library either does not have the book, or it is out.

Secretary to Dr. Smith: Delores Loeding.

BULLETIN

The Fuller Library Bulletin is published quarterly by the Library.
BOOKSTORE POLICY REGARDING DISCOUNTS AND MERCHANDISE SOLD ON AN ACCOUNT BASIS

The following discounts are applicable to our students, and books and supplies will be sold to them for cash or on an account basis. All members of the Alumni will be entitled to the same discounts as enrolled students, but the terms will be cash. To all others who wish to use the facilities of the bookstore, terms will be cash.

1. 10% on all textbooks at all times.

2. 15% on most books from American publishers. On purchases of $20.00 or more at one time (not including textbooks) a discount of 20% will be allowed. A discount of 25% will be given on all sets of Commentaries having a list price of $50.00 or more.

3. Books ordered from abroad, used or new, are sold at net prices.

4. A discount of 20% is allowed on most Bibles.

5. The discount on books by faculty members is 25%, except textbooks as stated above (Discount on all textbooks is 10%).

6. Students' accounts are due and payable on or before the 10th of the month following the month in which purchases are made, or on the following day if the 10th of the month should fall on a Sunday or a holiday. If not paid then, a penalty of 10% will be added and further purchases will be restricted to a cash basis until the full amount of the delinquent account is paid.
7. During the summer months no merchandise will be sold to students on an account basis except to those enrolled in summer school. At the beginning of the summer school term students will be advised of payment requirements for those purchasing merchandise on an account basis.

8. The bookstore at its discretion will purchase new or used books from the students for an amount up to and not exceeding 60% of the retail price.

No student is to be permitted to engage in selling of new or second-hand books within the confines of the Seminary except by special permission of the Administration and Faculty.
--- NOTES ---

[Text of notes]

--- END ---