STUDENT PERSONNEL SERVICES

The Dean of Students is responsible for the administration and co-ordination of student personnel services, assisted by the Associate and Assistant Deans of Students. It is their purpose to help the student adjust successfully to university life. These officials are especially qualified to provide assistance with the personal problems of students. Students should feel free at all times to seek friendly advice and information relative to services offered by these school officials, since it is the belief of these officials that education includes attention to the student's development—physically, socially, emotionally and spiritually—if he is to receive the most benefit from instructional services that are provided. The officials responsible for personnel services realize the value of the student activities outside of the classroom and are dedicated to the task of helping the student in this area so he will achieve greater efficiency in classroom learning and optimum development of his personality as he adjusts himself to the life of the campus and community, and to his life to follow.

SCOPE. Student personnel services at this institution are directly concerned with the following aspect of student activities:

1. Counseling services to the individual with personal problems and group counseling services through the orientation and organizational programs.
2. Health services.
3. Housing and food services.
4. Consultative services to student organizations.

COUNSELING SERVICES

The primary purpose of the counseling program is two-fold: (1) to encourage constructive utilization of the student's abilities, time and energy in pursuing his scholastic work; and (2) to provide the student with the necessary information and help for solving his personal problems and thereby to aid him in the development of a more wholesome personality.

ACADEMIC ADVISEMENT. Much of the academic advising done by the personnel deans is of a general nature and consists of directing the student to the person or persons who can give assistance of a more specific nature.

The personnel deans counsel with students who are repeatedly absent from classes. Once a student is officially registered for a course he is required to attend that course at the periods stated on the official class schedule as announced by the Office of the Executive Vice President. He is also required to observe particular attendance regulations as announced by the instructors of the courses for which he is registered.

PERSONAL COUNSELING. Students who are experiencing problems in adjusting to university life should avail themselves of the services offered by the personnel deans. In addition, a Personnel Staff Counselor is available for referrals.

VOCATIONAL COUNSELING. Vocational counseling is available. Special testing may be arranged through referral to the Testing Bureau.

RELIGIOUS COUNSELING. A close liaison exists between the local churches and this institution. Religious counseling is available through referral.
ORIENTATION PROGRAM. The first week is set aside as Orientation Week to introduce the newcomer to university life, to put him at ease, and to aid him in adjusting to the University. This week is organized for all new students to acquaint them with campus life, traditions, social etiquette and dormitory living, organizations, scholastic standards and procedure, health services, methods of study and library usage. It aims to let each individual student know what he may expect from the university and what the institution expects from him. Freshmen registration is held during Orientation Week.

Student government and organizations assist personnel in this area.

HEALTH SERVICES

The basic aim of the Student Health Center is to prevent illness from occurring when possible and to care for active illness when it does occur.

PHYSICAL EXAMINATIONS. A completed physical examination must be filed as part of the admission procedure. This physical examination is required of each new student upon entrance. Students who fail to comply with this request will not be treated at the Health Center. University physicians are not required to give entrance physical examinations or physical examinations to students who must have such examinations to qualify for jobs.

Chronic illnesses and/or pre-existing illnesses will not be treated at the Health Center except on an emergency basis.

Laboratory facilities including x-ray are available at the Health Center; students will be charged for services incurred.

Restricted class schedules or restricted physical activity programs may be recommended by the university physician on the basis of findings in the entrance physical examination. Students who have been under a physician's care and those who have any condition that may interfere with normal university activities are required to bring a health record from their own physician to the university physician. To prevent loss of time from classes, students are urged to have corrected in advance of matriculation any defective condition of eyes, ears, teeth, tonsils, etc.

Students are expected to visit the Health Service Clinic other than during class periods. Excuses from classes will only be issued to students admitted to the Health Service Infirmary.

INFIRMARY SERVICES. The infirmary is staffed by a physician and registered nurses. The services of the infirmary are available twenty-four hours a day to any resident student who is registered for and carrying over 6 semester hours of course credit. Students must report in person to the infirmary. No illness will be cared for in the dormitories except in emergencies. Infirmary care is given according to need as determined by the staff.

A current health record file is maintained on each student throughout his college career. No student may have more than three days of bedside care per illness without cost. Special medicines, major or minor operations, and special treatments are not included in the service provided by the infirmary.

FINANCIAL RESPONSIBILITY. All students who are registered for more than 6 semester hours of course credit are entitled to health services according to established policies. Students may be referred to specialists for consultation when the university physician considers it advisable, but fees for such services must be borne by the student. When hospitalization or surgical attention is considered
necessary, the university assumes no financial responsibility. Students may consult other physicians and surgeons at their own expense and should hospitalization become necessary must be treated elsewhere. A fee is charged for infirmary care after three days. Students who do not hold meal tickets will be charged for meals while in the infirmary. Students are responsible for off-campus injuries. Student accident insurance is available through the Associated Students.

HOUSING AND FOOD SERVICES

RESIDENCE ON CAMPUS. Living facilities are furnished at the lowest possible cost for the use of those persons living on campus. All students living on the campus must be registered for and carrying satisfactorily at least 12 semester hours of course credit during each semester of the academic year or 5 semester hours during a five-week summer term.

Pillow cases, mattress pads and covers, and sheets are included in the rental fee. The university does not furnish blankets, bedspreads, towels and wash cloths. Some dormitories do not have drapes. If one lives in any university facility, he must agree to abide by all rules, regulations and requirements of the university for such residence. Standards for university residence are adopted by the Administrative Cabinet in order to promote more wholesome living conditions on the campus. These standards apply to all persons living in any of the facilities or making use of any facilities on the campus, or in approved residences in the community. See Student Handbook for specific rules and regulations.

RESIDENCE OFF CAMPUS. All single students who wish to live off campus are required to get approval from the Student Personnel Office before making any such arrangements. In the case of students living in the home of their parents, or legal guardian, approval will be automatically granted. Male students who are under twenty-one must present written permission from their parents or legal guardians approving their living off campus before consideration will be given. Women students under 21 may not live off campus. Students who live off campus are required to sign and observe off-campus regulations governing their activities. Any student moving from one off-campus residence to another must inform the Student Personnel Office of the change of address.

HOUSING APPLICATION AND RESERVATION. Students planning to attend the university must file an application for housing and make a room deposit. Write to the Director of Housing for the application form. Return the completed form to the Housing Office with the room deposit. Students wishing to return in the fall must make a new housing application and transfer their housing deposit before leaving campus at the end of the spring semester. It is advised that the application deposit be made well in advance of the time for registration so that adequate housing may be provided. The university cannot assure any student housing unless the application and reservation deposit are received sufficiently in advance. For further information see "Fees and Expenses."

Rooms in residence halls will not be open for occupancy until noon of the Sunday directly preceding registration day of any session. If students arrive in Flagstaff before Sunday, or after 9 p.m. it will be necessary for them to make their own provisions for housing elsewhere off the campus until the residence halls open.

Married students must make arrangements with the office of the Director of Housing as to the time they can move in.

CHANGE OF ROOM. No student may move from one room to another without permission of the Resident Director. The university and the Resident
Director reserve the right to change the residence of any student at any time in the event such a change appears desirable. Once a student is settled in a dormitory and requests to move into another dormitory there will be a $5.00 charge for the transfer. The transfer must first be approved by the Student Personnel Office and then by the Director of Housing. No changes will be made during the first two weeks or the last two weeks of the semester.

Residence in halls, sorority or fraternity houses is restricted to students registered for 12 or more units of regular class work. Any exception must be approved by the Student Personnel Office. The university reserves the right to change the residence of any student or to deny or cancel residence accommodation of any students in cases where such action is deemed desirable.

TIME OF VACATING HOUSING FACILITY. If students enrolled for the fall semester do not continue enrollment in the subsequent term or semester, they are required to vacate their premises no later than twenty-four hours after their last examination. This does not apply to married students who are occupying married housing and who plan to stay and register for the subsequent term or semester. All students must check out properly with their Resident Director and the Housing Office.

STORAGE. There shall be no luggage or other personal belongings stored in any dormitory between the Spring and Summer Session or between Summer Session and the Fall Semester. Those moving into married housing should consult with the Housing Office prior to moving their furniture. Certain items of furniture are furnished by the university and cannot be removed from the apartments. Storage facilities are not provided for excess furniture.

FOOD SERVICE. All students who live in the residence halls are required to take their meals at the Campus Dining Halls. Tickets must be purchased in advance by the semester or in installments.

CONSULTATIVE SERVICES TO STUDENT ORGANIZATIONS

The Director of Student Activities acts as a consultant to the Associated Students primarily in the areas of finance and student government. He is responsible for the university social calendar and the scheduling of these events and is available for consultation regarding student identification cards and all student accounts.

STUDENT GOVERNMENT

Associated Students—Every student regularly enrolled is a member of the Associated Students. The purpose of an all-school organization is to carry on constructively the affairs of the university community. The organization works with the administration to promote the best interests of the institution.

The Associated Students, referred to as ASNAU, functions through the Executive Branch, the Legislative Branch, the Judicial Branch, and six councils.

The Executive Branch administers the affairs of the organization. It enforces and puts into operation all statutes duly passed by the Legislative Branch.

The Legislative Branch consists of a Student Senate representing all students and enacts legislation putting student needs and wishes into statutes.

The Judicial Branch, consisting of a Student Court with one designated chief justice and four other justices, has final jurisdiction regarding the legality and
constitutionality of statutes of the organization. The Student Court has jurisdiction over students and student organizations when they do not function in accordance with existing statutes.

Associated Women Students—Upon registering, every woman student automatically becomes a member of the A.W.S. The purpose of the organization is to promote and foster high standards of cooperative living, to provide opportunities for developing individual leadership, and to sponsor a well-balanced social program.

Associated Men Students—All registered men students belong to this organization which serves to promote and coordinate the men's activities on the campus.

Class Organizations—Each class, Freshman, Sophomore, Junior, and Senior, is organized with elected officers and faculty advisers.

**STUDENT COMMUNICATIONS SERVICES**

Each of these media are under the direct supervision of an appropriate faculty adviser.

La Cuesta—is the student yearbook issued each spring by the staff under the Associated Students. It gives a pictorial summary of campus life.

Lumberjack—is the official school paper published by students during the nine months of the regular school year.

Student Handbook—is edited by Alpha Phi Gamma.

JFC Handbook—is a handbook issued by the IFC Council as a guide for men rushees.

Panhellenic Rushee Handbook—is a handbook issued by the Panhellenic Council as a guide for women rushees.

Pine Knots—is the student literary magazine published annually under the auspices of the Writers' Club.

Radio Station KASC—is the campus radio station managed and directed by students during the school year.

**THE COUNCILS AND SPECIAL INTEREST GROUPS**

The Personnel Office coordinates the various programs and activities on campus. There are many opportunities on the campus for recreational and social activities. Each student organization is included under one of the councils of the Associated Students.

**ACADEMIC AND PROFESSIONAL INTEREST COUNCIL.** Following are the student organizations working under the Academic and Professional Interest Council:

A Cappella Choir, Opera Workshop, Repertoire Orchestra, Student Nurses Association, Writers' Club, Arizona Playmakers, Collegians Dance Band, Delta Pi Eta (women's P.E.), Forestry Club, Industrial Education Club, Lumberjack Band, Mu Alpha Delta (Art), Omicron Kappa Gamma (Home Economics), Physical Education Majors and Minors (co-ed), Shrine of Ages Choir, Alpha Sigma Chi (Accounting), Pi Sigma Epsilon (Marketing), Phi Beta Lambda (Business Education).

**SERVICE-HONORARY COUNCIL.** Following are the service and honorary organizations working under the Service-Honorary Council:
Alpha Phi Gamma (Journalism), Alpha Psi Omega (Drama), Beta Beta Beta (Biology), Blue Key (men's service), Cardinal Key (women's service), Chain Gang (tradition), Circle K (men's service), Delta Psi Kappa (women's P.E.), Epsilon Pi Tau (Industrial Education), Eta Epsilon Eta (Home Economics), Kappa Delta Pi (Education), Kappa Kappa Psi (Bandsmen), Kappa Phi Kappa (Education), Phi Alpha Theta (History), Phi Delta Kappa (Education), Phi Eta Sigma (freshmen men's scholastic), Phi Kappa Phi (senior), Phi Mu Alpha (men's Music), Pi Kappa Delta (Forensic), Senior Honor Board (senior women's scholastic), Sigma Alpha Iota (women's Music honorary), Sigma Epsilon Sigma (freshmen women's scholastic), Sophos (sophomore men), Spurs (sophomore women), Tau Beta Sigma (Bandswomen).

INTER-ERATERNITY COUNCIL. The following social fraternities are represented on the Inter-Fraternity Council, Delta Chi, Delta Sigma Phi, Phi Kappa Theta, Sigma Chi, Sigma Nu, Sigma Pi, Tau Kappa Epsilon, Kappa Sigma.

PANHELLENIC COUNCIL. The following sororities are represented on the Panhellenic Council. Alpha Omicron Pi, Delta Delta Delta, Gamma Phi Beta.

RECREATIONAL COUNCIL. The following organizations work under the Recreational Council. Amateur Radio Club, Hiking Club, International Relations Club, Inter-Tribal Club, Los Hacheros, Lumberjack Rodeo Association, Orchesis, Phi Tau Gamma, Rifle Club, Ski Club, Sports Cat Club, Women's Recreational Association.

RELIGION COUNCIL. This council is made up of representatives from the various religious clubs and chapters on campus and aims to stimulate religious thinking and activity. Clubs active on campus represent most major denominations. Five denominations (Methodist, Presbyterian, Disciples of Christ, Congregational and Lutheran) have formed an incorporated Campus Christian Center with a building located adjacent to the campus. The LDS Institute is also located adjacent to the campus. The Newman Club (Roman Catholic) has a facility near the campus under construction (1965).

AWARDS

THE LOWELL PRIZE. The Lowell Prize which was established by Mrs. Constance Lowell as a memorial to her husband, Dr. Percival Lowell, founder of the Lowell Observatory, consists of $50 and is awarded each year by the Lowell Observatory to the graduate with the bachelor's degree who has maintained the highest average in scholarship during residence at this institution. It is required that four years of residence be spent here in order to qualify for the prize.

THE PRESIDENT'S PRIZE. The President's Prize, a gold Lumberjack peavey, is given to the man and woman student who, in the estimation of students and faculty, have done the most for the institution during the school year. Selection is made by ballot under the direction of the Associated Students.

JOSEPH C. ROLLE BASKETBALL AWARD. This award was established in 1949, and given to the most valuable varsity basketball player each year. Selection is made by a committee.

PAUL BUNYAN JOURNALISM AWARD, a pin designed in the form of an axe-carrying lumberjack, is presented to a senior student who has majored in journalism, who has been outstanding in journalism activities for at least three years, and who has continued such activities on a high plane through the senior year. The award was established in 1955-56 by Melvin Hutchinson as a reward for exceptional journalistic achievement. A committee administers the award.
SENIOR HONORS. Special honors in three grades are awarded at Commencement in recognition of superior scholarship work leading to the bachelor's degree. To be eligible for Senior Honors, a student must have by the end of the semester in which he graduates a total of sixty semester hours of work completed in residence here, with no failing grades carried here or in transfer. Credits for courses complete through correspondence and extension are excluded. No student with a grade average of less than 1.800 is eligible for Senior Honors.

Senior Honors are classed as follows:

First: With Higher Distinction is awarded to the top two of the graduating class.

Second: With High Distinction is awarded to the remainder of the top five per cent of the class.

Third: With Distinction is awarded to the next five per cent of the class.

"Shrine of Ages" CHOIR AWARD. The "Shrine of Ages" awards are available to worthy choir members who show outstanding ability and service in choir. The awards are not a continuous yearly grant, but are continuous only with the consent of the elected officers and choir director. Funds to support these awards are provided by choir donations and receipts from choir productions.

JOHN G. YOST, JR. MEMORIAL ATHLETIC AWARD. This award is presented by Howard Yost in memory of his brother, John Yost.

John Yost was a student here and member of the football team in 1916. He lost his life in the service of his country in 1918 as a member of the armed forces in World War I.

This award is presented to the outstanding football lineman each year. Selection is under the direction of Howard Yost and committee.

DEAVER BASEBALL AWARD. This award is given to the most valuable baseball player each year. Selection is made by a committee.

INSPIRATIONAL BASKETBALL AWARD. This award is given to the most inspirational basketball player each year. Selection is made by a committee.

DEANS' AWARD. Each year the Deans' Award is given to the campus organization whose cumulative grade point average for the previous year was higher than any other. This is a traveling award unless one organization receives it three consecutive years. Special awards are given to two members each of the sophomore, junior, and senior classes whose grade point averages are the highest in the respective classes. These awards are given annually at the Honors Convocation.

AUTOMOBILES

The operation and storage of your motor vehicle on the campus is a PRIVILEGE and is revocable at any time.

REGISTRATION—Students who operate an automobile on the campus, whether their own or otherwise, are required to register this automobile with the Business Office and to display an appropriate sticker as required by campus Parking and Traffic Regulations on the car at all times. Students should have with them at the time of official registration the license numbers of all cars they expect to operate on the campus.

CAMPUS PARKING AND TRAFFIC REGULATIONS—Students who own or drive cars on the campus are expected to become acquainted with, and to abide by, all parking and traffic regulations at all times.
PENALTIES—Nonregistration or improper registration of student vehicles, illegal or improper parking, speeding, and reckless driving are all subject to a penalty, the severity of which depends upon the violation. Failure to comply with regulations may result in a student being denied the privilege of driving or parking on campus.

LIMITED PARKING—Limited parking space for automobiles owned by resident students is available. Because of lack of adequate parking space on and around the campus, students are not encouraged to maintain privately-owned automobiles during their period of residence at the institution.