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A Pocketful of Rules



Preface

A Pocketful of Rules, a guidebook published by the Women's Inter-Dormitory Council of Dickinson College, contains the dormitory rules and procedures and a summary of general campus information for women students. The campus has six dormitories for women students: Adams Hall, Drayer Hall, New Women's Dormitory, McIntire House, Todd Hall, and Sellers House. Each dormitory has its own rules as well as those common to the campus. It is the responsibility of each girl to know and uphold the regulations of the college and of her dormitory. A test must be taken by all women students in the fall covering the contents of this book.

*Monday's child is bright
and sassy,
Quite alert and very classy*



Table of Contents

Constitution of Women's Inter-Dormitory Council	3
Honor Code	10
Dormitory Government	11
Election of Dormitory Officers	11
Duties of Dormitory Officers	11
House Council	12
Duties of House Council Representatives	12
Duties of House Resident	13
Honor Code Rules	15
General Honor Rules	15
Signing Out	15
Residents' Hours	15
Exceptions to Residents' Hours	16
Closing Procedure	16
Senior Key Privilege	17
Lateness	18
Overnights and Vacations	18
Overnight Guests	19
Fire Drills	19
Infractions of Rules	20
General Information	22

Officers

President of Women's Inter-Dormitory Council	Melinda Chaffinch 249-9219
Vice-President of Women's Inter-Dormitory Council	Janice Monks 249-9271
Secretary of Women's Inter-Dormitory Council	Betsy Strite 249-9219
ADAMS HALL	243-6111
President	Laila Nada
Vice-President	Ruth Gifford
Secretary	Susie Kimmerle
DRAYER HALL	243-5141
President	Donna Miller
Vice-President	Fran Smith
Secretary	Diane Obersheimer
NEW WOMEN'S DORM.	249-9883
President	Candy Shaw
Vice-President	Judy Givens
Secretary	Rozzi Robinson
McINTIRE HOUSE	249-9124
President	Andi Maciejowski
Secretary	Kathy Humlhanz
TODD HALL	249-9256
President	Sue Gangwere
Secretary	Carlie Kleinfelder
SELLERS HOUSE	249-9257
President	Judy Lederer

House Residents

(To be called when residents will be late)

ADAMS HALL	Mrs. Beulah Thomas	249-2629
	Mrs. Ira Kindler	249-2629
DRAYER HALL	Mrs. Austra Treicis	249-4618
NEW WOMEN'S DORM.	Mrs. Anna Robert	249-4456
McINTIRE HOUSE	Mrs. Blanche Moore	249-3417
TODD HALL	Mrs. Helen Clark	243-1470

Dean of Women

Mrs. Barbara Wishmeyer	243-2841
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Constitution of Women's Inter-Dormitory Council

Article I

NAME The women's governing body of Dickinson College shall be called Women's Inter-Dormitory Council.

Article II

PURPOSE The object of the Women's Inter-Dormitory Council shall be to foster good relationships among all women students, to formulate rules governing women students, to enforce all rules made by the Women's Inter-Dormitory Council, and to act as a judicial body enforcing all-college dormitory rules.

Article III

MEMBERSHIP Membership shall consist of President, Vice-President, Secretary of Women's Inter-Dormitory Council, the president of each dormitory, the vice-president and the secretary of Adams Hall, of Drayer Hall and of the New Women's Dormitory, and

if there are no freshmen officers, at least two freshmen delegates. The adviser of the Women's Inter-Dormitory Council shall be the Dean of Women who has no vote.

Article IV

ELECTIONS The election of the officers of the Women's Inter-Dormitory Council shall take place during the Spring Semester. The officers shall consist of a president, vice-president, and secretary, whose terms shall be the academic year following their election to office. The officers shall be elected in the following manner:

1. Women's Inter-Dormitory Council shall compile a list of students eligible for the office of president;
2. one nomination for vice-president and secretary shall be made by each wing;
3. a list of the qualified nominees shall be compiled by the Women's Inter-Dormitory Council and sent back to each dormitory resident;
4. the dormitory residents shall then vote to determine a final list of candidates;
5. at a general meeting of all dormitory residents the officers of Women's Inter-Dormitory Council shall be elected by a majority vote of all resident women students present from the list of candidates submitted.

Article V

DUTIES & QUALIFICATIONS OF OFFICERS

Section I.

The duties of the president of the Women's Inter-Dormitory Council shall be as follows:

1. to conduct meetings of Women's Inter-Dormitory Council;



*Tuesday's child begins
to fret
When Tuesday turns out
dark and wet*

2. to coordinate student government in all women's dormitories;
3. to attend Student Senate in the absence of the vice-president;
4. to direct appeals to the proper judiciary body.

The qualifications of the president of the Women's Inter-Dormitory Council shall be as follows:

1. dormitory resident;
2. past officer of Women's Inter-Dormitory Council or of a dormitory;
3. member of the senior class;
4. minimum of 2.2 cumulative average.

Section II.

The duties of the vice-president of the Women's Inter-Dormitory Council shall be as follows:

1. to edit the handbook of dormitory regulations;
2. to take over for the president in her absence;
3. to be a representative to Student Senate.

The qualifications of the vice-president of the

Women's Inter-Dormitory Council shall be as follows:

1. dormitory resident;
2. member of the junior class;
3. minimum of 2.2 cumulative average.

Section III.

The duties of the secretary of the Women's Inter-Dormitory Council shall be as follows:

1. to write and distribute the minutes to members of Women's Inter-Dormitory Council, the House Residents, members of House Councils, the Dean of Women and the Dean of Students;
2. to send out reports of action taken and notices to be posted;
3. to keep an active file of the decisions on all cases.

The qualifications of the secretary of the Women's Inter-Dormitory Council shall be as follows:

1. dormitory resident;
2. member of the junior class;
3. minimum of 2.2 cumulative average.

Article VI

MEETINGS

Section I.

The Women's Inter-Dormitory Council shall meet regularly once a week at a time and place agreed upon by its members.

Section II.

1. All Women's Inter-Dormitory business other than cases shall be open to any woman resident student.
2. When a case is presented, the girl involved and others directly concerned with the case are encouraged to attend.
3. Adjudicative discussion and decision-making are open to Women's Inter-Dormitory Council members only.

Section III.

The president of the council shall call a special meeting at the request of any council member.

Section IV.

A quorum of two-thirds of the voting members must be present to conduct business.

Section V.

Every council member shall have one vote except the president who shall vote only when one is lacking to make the two-thirds majority.

Section VI.

Any action of the Women's Inter-Dormitory Council must have the support of two-thirds of the members present.

Section VII.

In any situation deemed necessary by the Women's Inter-Dormitory Council, the opinion of each woman student shall be determined and considered in their final decision.

*Tuesday's rain brings
Wednesday's flowers
Thursday's child delights
in showers*



Article VII

COMMITTEES Women's Inter-Dormitory Council shall appoint committees as needed.

Article VIII

RESPONSIBILITIES

Section I.

The Women's Inter-Dormitory Council shall make the rules for all dorms.

Section II.

The Women's Inter-Dormitory Council shall regulate the punishment to be given for infractions of dormitory rules.

Section III.

The Women's Inter-Dormitory Council shall consider recommendations from any House Council.

Section IV.

Cases involving violations of all-college rules concerning women's dormitories will be referred to Women's Inter-Dormitory Council.

Section V.

The Women's Inter-Dormitory Council shall make recommendations to the proper college officials concerning dormitory regulations and equipment.

Section VI.

The Women's Inter-Dormitory Council shall set standards of conduct and dress.

Section VII.

The Women's Inter-Dormitory Council shall guide inter-dormitory social activities.

Section VIII.

The Women's Inter-Dormitory Council shall determine the procedure for the election of dormitory officers.

Section IX.

The Women's Inter-Dormitory Council shall determine the qualifications for dormitory officers.

Section X.

The Women's Inter-Dormitory Council shall direct the selection of rooms.

Article IX

APPEALS All appeals shall be made within 48 hours to the President of Women's Inter-Dormitory Council in writing. Women's Inter-Dormitory Council will review cases for which new evidence is found. All other cases may be appealed to the Secretary of the Social Violations Hearing Board through the President of the Women's Inter-Dormitory Council.

Article X

AMENDMENT An amendment to the said Constitution may be made upon ratification by all the council members and two-thirds of the resident women students voting.

Article XI

RATIFICATION The said Constitution of Women's Inter-Dormitory Council must be ratified by two-thirds of the resident women students voting.



Honor Code

An honor system requires that each resident be responsible to herself and to her fellow students for maintaining the integrity of the dormitory community. All resident women shall abide by the following Honor Code:

“I, the undersigned resident of the women’s residence halls, do promise to abide by all rules and procedures pertaining to the residence halls. I am on my honor to report myself to the secretary of the dormitory for any violation of these rules. I am also on my honor to warn a resident who has violated a dormitory rule to report herself. If she does not comply within 24 hours after the warning, I am on my honor to make the report myself.”

Date _____ Signed _____

Dormitory Government

ELECTION OF DORMITORY OFFICERS

The officers of Adams, Drayer, and the New Women's Dormitory will be elected in the spring by a vote of the next year's residents from nominations from the wings and/or nominations from the floor.

The officers of the small dormitories will be elected in the spring by a vote of the next years' residents from nominations from the floor.

DUTIES OF DORMITORY OFFICERS

The presidents of all women's residence halls shall assume the following duties:

1. be the ultimate governing officer of the dormitory;
2. attend Women's Inter-Dormitory Council meetings;
3. keep a file of parents' permission letters and honor code pledges at the sign-out desk;
4. grant permission to girls who wish to leave the dormitory between dorm closing hours and 6:30 a.m.

The vice-presidents of Adams, Drayer, and the New Women's Dormitory shall assume the following duties:

1. serve as president in her absence;
2. attend Women's Inter-Dormitory Council meetings;
3. be responsible for social activities;
4. act as treasurer of the dormitory as needed;
5. post important notices concerning women's dormitory rules or meetings and other pertinent information.

The secretaries of all women's dormitories shall assume the following duties:

1. serve as president in the absence of the president and the vice-president;
2. attend Women's Inter-Dormitory Council meetings (Adams, Drayer, and the New Women's Dormitory only);
3. keep minutes of the meetings of the House Council;
4. keep a record of infractions of rules;
5. collect and mail overnight postcards to the parents who have requested them.

The dormitory officers shall serve on a rotational basis as the dormitory officer in charge for lock-up procedure.

HOUSE COUNCIL

Individual representation is accomplished through the House Council which consists of the officers of the dormitory, freshmen delegates to Women's Inter-Dormitory Council, the House Resident, and the House Council representatives. In the fall, the residents of each dormitory wing must elect a person from among them to be their representative on the House Council.

House Council shall conduct elections of fire lieutenants and fire chief and shall determine hours for men guests, the policy concerning fathers entering the living areas and the senior key check-out procedures.

It shall meet weekly:

1. to discuss dormitory policies and problems;
2. to serve as a liaison between the residents and Women's Inter-Dormitory Council;
3. to act upon cases of infringement of regulations of the dormitory;
4. to formulate rules in addition to those made by Women's Inter-Dormitory Council which it feels are important to group living.

DUTIES OF HOUSE COUNCIL REPRESENTATIVES

House Council representatives shall be responsible for the following:

1. to attend House Council meetings or to send a competent substitute;

2. to conduct weekly wing meetings;
3. to post a summary of House Council meetings;
4. to keep residents informed of any clarifications or changes in rules and procedures made by House Council and Women's Inter-Dormitory Council;
5. to assume other responsibilities deemed necessary.

DUTIES OF HOUSE RESIDENT

The House Residents have no definite office hours, but shall:

1. be accessible for counseling, emergencies and illness;
2. be responsible for the physical house;
3. keep the dormitory supplied with sign-out sheets;
4. welcome overnight guests;
5. receive calls from girls who will be late returning to the dormitory, and open the front door when they return;
6. receive calls from residents who wish to sign out for an overnight by 10:00 p.m., who have forgotten to sign out, who have changed their destination, or who wish to extend their overnight, weekend, or vacation;
7. open the front doors for girls returning from special permission;
8. lock all doors but the front door at 7:30 p.m. and to unlock all doors at 6:30 a.m.

Because of differences in the size of dormitories, these duties will vary and should be determined by the House Resident and president at the beginning of the year.



*Friday's girl is set for fun
When the busy week is
done*



Honor Code Rules

GENERAL HONOR RULES

1. **Alcoholic beverages are not permitted in any of the women's residence halls at any time.**
2. Men guests may be entertained only in the main lounges and recreation rooms of women's residence halls, except during open houses approved by Women's Inter-Dormitory Council when the entire dormitory is open. Fathers may be entertained in student rooms according to the policy determined by House Council.
3. Residents must observe the hours for men guests as determined by House Council.
4. Only the front door may be used after 7:30 p.m.
5. Upperclass women, except freshmen counselors and Women's Inter-Dormitory Council officers or dormitory officers, may not enter freshmen living areas first semester.
6. Long distance telephone calls are to be made only through coin box telephones.
7. Quiet should be observed in dormitories during the evening hours. Specific times may be set by House Council.
8. Residents must follow the correct policies and procedures listed below.

SIGNING OUT

To enable students to be contacted, it is **recommended** that residents sign out as accurately and specifically as possible at the desk after the dinner hour when leaving the dormitory and sign in on their return.

To aid in the lock-up procedure, residents **must** be signed out if they will be out of the dormitory after 10:00 p.m., and **must** sign in on their return.

Residents should check their watches with the dormitory clock when leaving; it is the official time.

RESIDENTS' HOURS

Sunday through Thursday (Freshmen)	12:00 Midnight 11:00 p.m.)
Friday and Saturday	1:00 a.m.

EXCEPTIONS TO RESIDENTS' HOURS

All women will have 2:00 a. m. permission on certain weekends when granted by Women's Inter-Dormitory Council.

All women have 1:00 a.m. permission on the last night of an all-college vacation.

All women have 1:00 a.m. permission on a night preceding a day in which there are no classes or examinations scheduled.

Special permissions are granted by the Dean of Women. Immediate return is required, even if the function ends before the expected time of return.

A resident may not leave the dormitory after her curfew and before 6:30 a.m. unless permission is granted by the president. If permission is granted, the resident of Adams, Drayer, or the New Women's Dormitory, must notify the House Resident.

CLOSING PROCEDURE

ADAMS, DRAYER, AND THE NEW WOMEN'S DORMITORY.

1. The lock-up girl will lock the front door at the dormitory closing hour.
2. If any girl is out without a special permission, the lock-up girl will wait 15 minutes before notifying the dormitory officer in charge.
3. If a girl has not returned to the dormitory within one hour after the dormitory closing hour and has not called in, the dormitory officer in charge will notify the Dean of Women.
4. The House Resident will open the front door for a girl who returns from a special permission.

SMALL DORMITORIES

1. The front door must be locked at the dormitory closing hour, regardless of special permissions or Seniors taking Key Privileges.
2. At the regular curfew the next to last girl to come in will wait up until the last girl is in. At this time the last two girls will lock the doors and turn out the appropriate lights.

3. If the last girl is not in 15 minutes after the dormitory closing hour, it is the next to last girl's responsibility to notify the dormitory officer in charge. In the absence of the dormitory officer in charge, the House Resident shall be called.
4. If a girl has not returned to the dormitory within one hour after the dormitory closing hour and has not called in, the dormitory officer in charge will notify the Dean of Women.

SENIOR KEY PRIVILEGE

1. Keys may be checked out by **seniors** in their own dormitory only on Friday, and Saturday nights, on a first-come first-serve basis. A key may not be signed out in advance of the day that it is to be used. Check-out procedures will vary according to size of dormitories and will be decided by the House Councils with the approval of Women's Inter-Dormitory Council at the beginning of each year.
2. Any senior using the key must return to the dormitory by 3:00 a.m.
3. A girl on a key privilege **must** have her roommate check to see that she has returned to the dormitory by 3:00 a.m. A girl living in a single or a girl whose roommate is unable to check that night **must** see that another girl in the dormitory is responsible for checking at the key curfew. If the girl on the key privilege does not return by 3:00 a.m., the girl responsible for checking at the key curfew will notify the Dormitory President who will notify the Dean of Women if the girl has not returned within an hour.
4. When more than one girl is planning to sign out for the same destination to return at the same time, they **may** sign out for the same key. No more than **three** girls may sign out for the same key.
5. Loss of key will result in a fine to cover the cost of replacing lock and keys.
6. Serious offenses or consistent abuse of the key privilege may result in withdrawal of privilege from the girl(s) involved **or** from the entire dormitory.
7. Cases of infraction shall be handled by House Council or Women's Inter-Dormitory Council as deemed necessary. In case of lateness the procedure will be the same as that stated under LATENESS (see next page).

LATENESS

If a girl is not able to return to the dormitory before her curfew, she should call the House Resident as soon as she realizes she will be late. **No late minutes will be totally excused without a call.** If a girl is late returning or her date is late leaving, she will immediately record on a demerit slip the number of minutes and the reason.

OVERNIGHTS AND VACATIONS

When leaving for an overnight or vacation, each resident must sign out before her curfew, on the special sheet at the sign-out desk, including specific destination and expected time of return. If so requested by her parents on the parent permission slip, at this time she must fill out a postcard with the same information to be sent to her parents (except when she goes home for an all-college vacation). Overnights may be taken in any women's dormitory, private residence, hotel, motel, or sorority rooms. Any individual or group wanting an exception may obtain permission from the Dean of Women.

A girl away from the dormitory who wishes to take an overnight, may call **only** the House Resident by 10:00 p.m. to be signed out. If a girl forgets to sign out (not signing herself out by her curfew or not calling the House Resident by 10:00 p.m.), changes her destination, or wishes to extend her overnight or vacation, she must call the House Resident, Dormitory President, or Dean of Women. When returning from an overnight or vacation, she must sign her hour of return on the special sheet at the sign-out desk.

No overnight permission will be granted to a resident whose permission slip has not been received in the office of the Dean of Women. Residents are responsible for knowing the type of permission granted by their parents. If a student wishes to sign out for a time or place not granted by the parent, the president of her dormitory must receive special permission from the parent by mail or telephone call before she can sign out.

False signing out is a serious breach of college regulations.

The dormitories will close at 2:00 p.m. on the first day of a college vacation and will open at 10:00 a.m. of the last day. Residents who must wait for transportation may leave their luggage in the Student Center which will be open the entire day.

OVERNIGHT GUESTS

Residents may have guests of student age in the dormitory if there is an unoccupied bed available for them. Residents of one dormitory staying overnight in another dormitory will follow these same rules and procedures.

Procedure

1. Any girl staying overnight must have a sponsor who is in the dormitory that night.
2. The sponsor and the girl whose bed is to be used must sign a guest slip with the House Resident before the guest arrives.
3. At this time, college linens can be obtained for \$1.00 from the House Resident.
4. The sponsor must introduce her guest to the House Resident as soon as possible. At this time, the guest will receive a list of basic dormitory rules from the sponsor who must carefully explain them to her. If the sponsor fails to carry out these responsibilities, she will receive any demerits obtained by her guest.
5. The length of time guests may stay in the dormitory is limited to two nights in succession.

FIRE DRILLS

Fire drills are conducted each month in every dormitory. When the fire alarm sounds, residents must do the following:

1. close windows;
2. turn on lights in the room;
3. leave the room door open;
4. wear shoes and coat and carry a towel;
5. leave the dormitory by the assigned exits;
6. check in with their fire lieutenants after leaving the building.

Everyone must leave the building for fire drills; in the case of confining illness, a resident must follow the above procedure except that she will report to the fire lieutenant in the lobby.

Fire lieutenants will check each room in their area and shut the doors.

Fire escapes are to be used only in case of emergency, fires and fire drills.

INFRACTIONS OF RULES

All women residents are on their honor to give themselves the specified number of demerits for the following infractions of rules:

1. Accumulation of late minutes: 1 demerit/minute (5 late minutes will be deducted for a phone call; no late minutes will be totally excused without a call.)
2. Not signing out on the daily sign-out sheet when required: 3 demerits
3. Not signing in: 3 demerits
(The penalty for the combination of 2 and 3 is not to exceed 3 demerits.)
4. A warning system will be in effect for excessive noise. Two warnings in one day will result in 3 demerits.

All women students are on their honor to notify the dormitory secretary of other infractions. The normal procedure is that the girl then appear before House Council or Women's Inter-Dormitory Council to present her case and to hear her penalty.

House Council will determine the penalty for the following infractions:

1. acquiring 20 or more demerits;
2. forgetting to sign out for an overnight, weekend or vacation on the special sign-out sheet, but calling in to the House Resident, Dormitory President or Dean of Women;
3. not following the proper procedure for lock-up, overnights, vacations, Senior keys, fire drills, and guests;
4. violation of any rules not automatically considered by Women's Inter-Dormitory Council.

Women's Inter-Dormitory Council will determine the penalty for the following infractions:

1. breaking the Honor Dormitory Pledge;
2. possession of alcoholic beverages in the dormitory;
3. having men illegally in the dormitory;
4. false signing out, for an overnight, weekend, or vacation;
5. staying overnight without parental permission;
6. not signing out for an overnight, weekend or vacation on the special sign-out sheet, and not calling in;
7. leaving the dormitory after dormitory closing hours and before 6:30 a.m. without the permission of the president (and in Adams, Drayer, and the New Women's Dormitory, without notifying the House Resident);
8. accumulation of 60 or more late minutes at one time without notifying the dormitory;
9. any situation deemed necessary.

All women students are on their honor to fulfill the terms of their penalty. Students who fail to do so will be dealt with by the appropriate governing body.

The following penalties are among those which may be activated as deemed necessary by the House Councils: early hours; partial campus; full campus; loss of particular privileges (such as kitchen facilities, lounge privileges, overnight or weekend privileges).

The following penalties are among those which may be activated as deemed necessary by the Women's Inter-Dormitory Council: early hours; partial campus; full campus; loss of particular privileges (such as overnight or weekend privileges); social probation; disciplinary probation; suspension; recommendation to Dean of Women for required withdrawal from Dickinson College.

A full campus means that the resident must be confined to her room with no visitors from 7:00 p.m. Saturday, to 7:00 a.m. Sunday. She may leave her room only to receive incoming long distance phone calls, and to use the washroom facilities (except for laundry purposes). A partial campus is any modification of a full campus.

A girl may appeal her case as explained in the Constitution.

General Information

ILLNESS

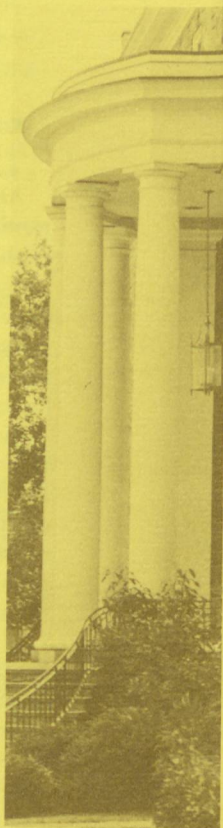
Any illness must be immediately reported to the House Resident. Sick trays must be requested from the House Resident, and another resident will then pick up the tray at the kitchen after the regular meal. Trays and dishes should be returned promptly to the Dining Room.

COLLEGE INFIRMARY HOURS

Monday through Friday	7:30-11:00 a.m. 12:00 Noon-6:00 p.m. 7:00-10:00 p.m.
Saturday	9:00 a.m.-12:00 Noon
Sunday	7:00-9:30 p.m.

The Infirmary is open at any time for emergencies.

Infirmary visiting hours will be from 2:30 to 4:30 p.m. daily for patients whom the physician designates as able to receive visitors. Only two people may visit the patient at one time.



DINING ROOM HOURS

MONDAY THROUGH SATURDAY

Breakfast	7:00-8:30 a.m.
Lunch	11:15 a.m.-1:15 p.m.
Saturday Lunch	11:15 a.m.-1:00 p.m.
Dinner	5:00-6:30 p.m.

SUNDAY

Breakfast	8:00-9:00 a.m.
Dinner	12:00-1:00 p.m.
Supper	4.45-6:00 p.m.

Dress for the dining hall will be: coat and tie for men, hose and heels for women for Sunday dinner; slacks and shirts for men, skirts and blouses for women for dinner Monday through Saturday; bermuda shorts may be worn in the snack bar and in the dining room at all other times.

LAUNDRY AND HOUSEKEEPING

Laundromats are available to all women residents.

Residents should tag all trunks and suitcases with name and room number and put them in the place designated by the House Resident. At the opening and closing of the school year and at the time of all-college vacations, men may help in transporting luggage to or from the residents' rooms.

Keys to dormitory rooms in Drayer and Adams can be obtained in the College Business Office.

1. No pets, feather or fur, are allowed in a dormitory room at any time.
2. Electrical appliances for cooking or ironing may be used only in designated areas.
3. Provision is made in all dormitory rooms for decorations. Therefore nothing may be pasted, taped, or tacked to walls.
4. Beds must be made and rooms straightened by noon. Furniture must be kept within respective rooms.

ROOM ASSIGNMENTS AND CHANGES

Drawing for rooms will take place in the spring. Change of rooms may be made only with permission of the Dean of Women after agreement of all parties concerned.

EVENING WALKS

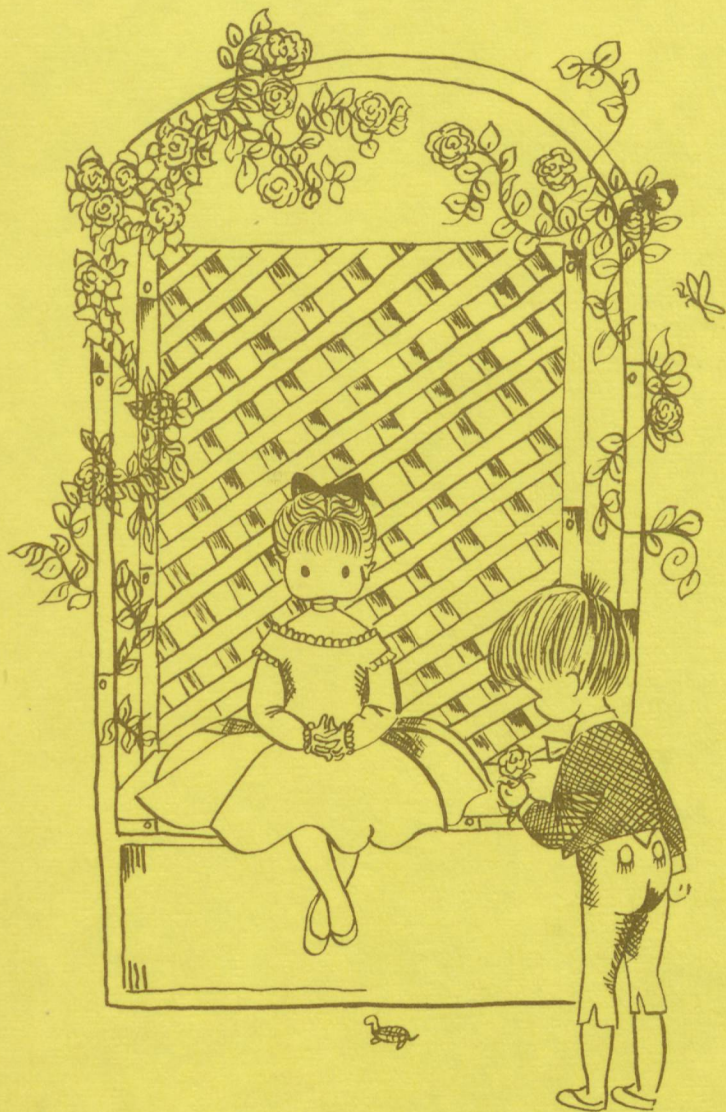
Women students are strongly urged not to be outside the dormitories unaccompanied after dark.

SUNBATHING

Sunbathing areas will be designated by House Council.

*Saturday is gay and merry
Sue will dine with Gin
and Sherry*





*Sunday's lady, sweet and quiet,
Saves her strength for Monday's riot*

