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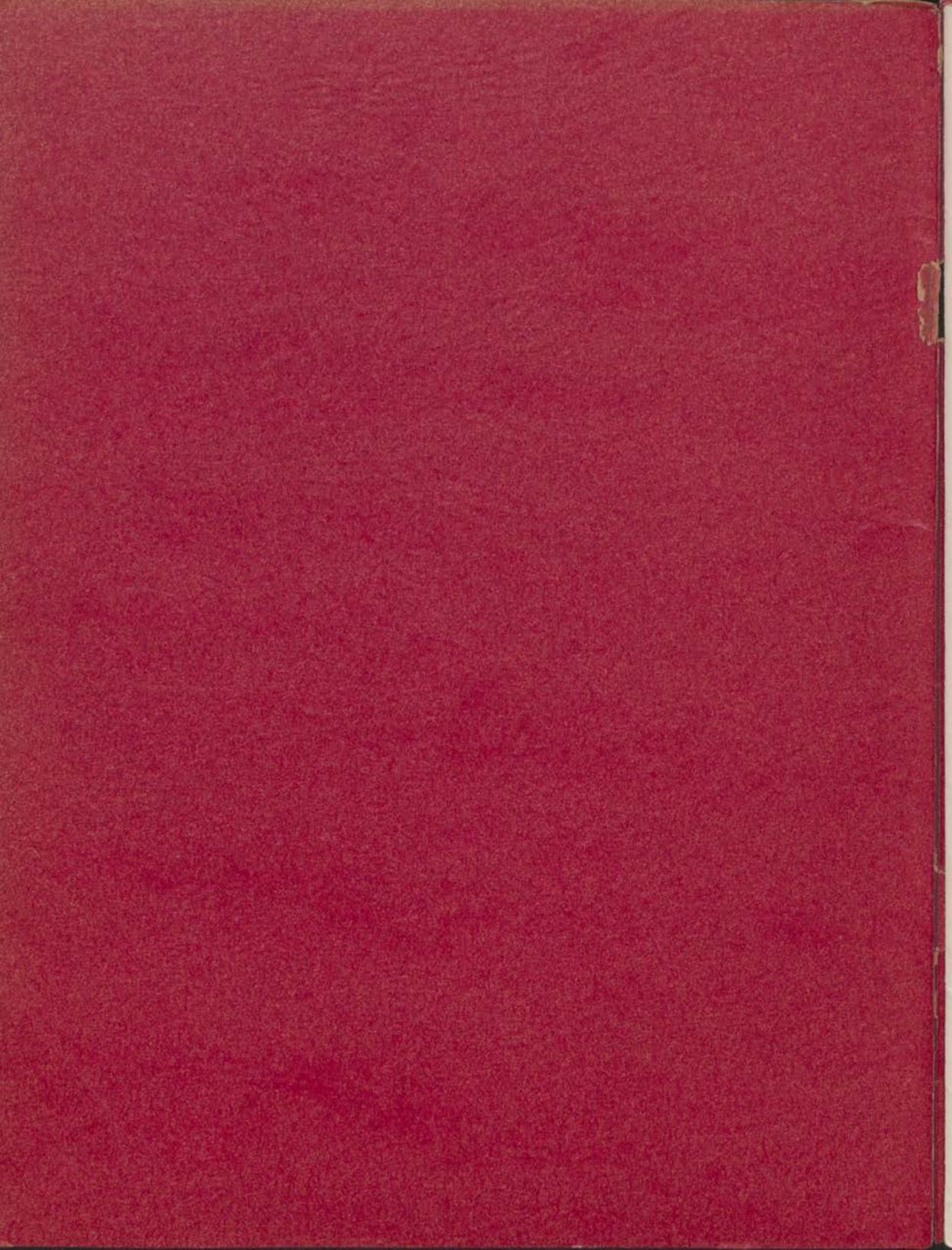
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Dickinson
Data and...



Dormitory
Life



WHAT- - - - Info to know ...

WHEN - - - - Throughout the college year ...

WHERE - - - - Here at Dickinson ...

WHO - - - - For all the students ...

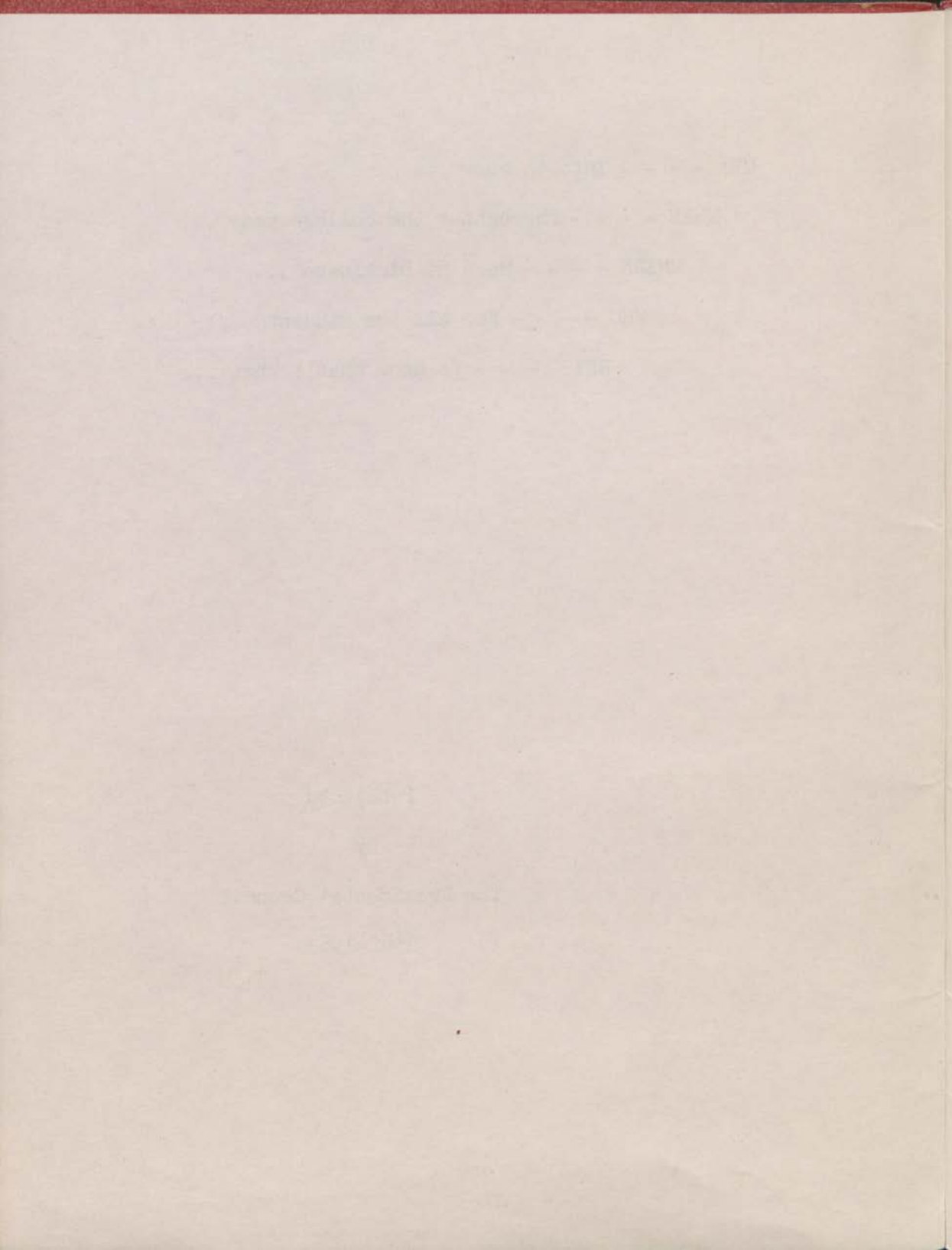
WHY - - - - To know what's what ...

Published

by

The Presidents' Council

1962-1963



PREFACE

D'son Data is a guidebook published by the Women's Student Government at Dickinson. You will find that it contains a general summary of dormitory and campus procedures for women students. We have compiled the book for the welfare of all Dickinson women. Each girl should read and be guided by its information. A test will be given to freshmen and transfer students in the Fall covering the contents of the book.

As you know, the campus has seven dormitories - Metzger, Gibbs, McIntire, Drayer, Sellers, Biddle, and Mathews - all housing resident women. You will find that each individual dorm has its own rules as well as those common to the campus. The honor dormitories (Biddle and Mathews) receive many added responsibilities and privileges which are categorized herein; however, in all houses each girl has an individual responsibility to uphold the regulations of the College. We feel that, if every student cooperates by observing the rules and being considerate of her roommates, other students, and the house director, she will find that living in any of our houses is a lot of fun and a worthwhile experience.

REVIEWS

D'Annunzio is a collection of the works of the Italian aviator, published by the Student Government at Dickinson. You will find that it contains a general survey of D'Annunzio and covers the various phases of his life. It has compiled the book for the writers of all Dickinson women. Each girl should read and be guided by the following. A book will be given to freshmen and transfer students in the fall covering the contents of the book.

In your work, the course has been described - History, English, Latin, Greek, Italian, French, German - all having excellent women. You will find that each individual has his own field as well as those common to the course. The many disciplines (Latin and French) require many other responsibilities and activities which are emphasized during the course, in all phases and that has an individual responsibility to uphold the reputation of the College. We feel that it is essential cooperation in carrying the rules and being obedient to the authorities, even students, and the same respect, we will find that living in any of our houses is a lot of fun and a worthwhile experience.

OFFICERS

President of Presidents' Council	Justine Englert	CH3-5141
Vice President of Presidents' Council	Laurie Enos	CH9-9155
Secretary of Presidents' Council	Charlotte Renshaw	CH9-9232

Biddle House

CH9-9155

President
Secretary

Muff Munson
Beverly Sadler

Drayer Hall

CH3-5141

President
Secretary

Sue Schmidt
Sally Phillips

Mathews House

CH9-4315

President
Secretary

Judy Moneta
Zella Zeigler

Sellers House

CH9-9257

President
Secretary

Pam Maxwell
Karen Zwart

Officers of Metzger Hall, Gibbs House, and McIntire House will be elected in the fall.

HOUSE DIRECTORS

Biddle	Mrs. Ann Stover	CH9-4312
Drayer	Mrs. Austra Treicis	CH9-4618
Gibbs	Mrs. Elsie Hagerling	CH9-4010
Mathews	Mrs. Helen Merrick	CH9-5417
McIntire	Mrs. Bernice Baumgartner	CH9-3417
Metzger	Mrs. Emma Grubb	CH9-3619
Sellers	Mrs. Beulah Thomas	CH9-2357

ASSISTANTS TO HOUSE DIRECTORS

Mrs. Reba Fagen	Gibbs, Metzger
Mrs. Elizabeth Gillen	Mathews, Biddle
Mrs. Jessie Scott	Sellers
Mrs. Claire Thompson	McIntire, Drayer

PRESIDENTS' COUNCIL

The organization which joins the individual house chapters is known as Presidents' Council.

CONSTITUTION OF PRESIDENTS' COUNCIL

Article I. NAME

The executive governing body of Dickinson College shall be called Presidents' Council.

Article II. PURPOSE

The object of Presidents' Council shall be to confer upon representatives among all house chapters, to recommend to the College administration improvements regarding those governing council affairs, to advise all rules made by the Administration and Presidents' Council concerning procedures to be followed by these chapters, and to act as a judicial body regarding all college

WOMEN'S STUDENT GOVERNMENT

THE HOUSE COUNCILS

The dormitory regulations will be found in the pages that follow, but first let us explain how these rules are made and enforced. Each dormitory wing will elect a person from its group to represent these girls on the House Council. This council becomes the group of girls who, along with the house director, keeps the dormitory running smoothly. The dormitory officers shall be a President and Secretary elected in the previous May for the following year. Freshman officers will be elected in October of their freshman year. The House Council meets once a week to discuss suggestions and policies for their particular dormitory and for all women students and to act upon cases of infringement of regulations in the dormitory. These groups are the core of women's student government at Dickinson. Each girl is represented and given a voice through her representative.

PRESIDENTS' COUNCIL

The organization which joins the individual house councils is known as Presidents' Council.

CONSTITUTION OF PRESIDENTS' COUNCIL

Article 1. NAME

The women's governing body of Dickinson College shall be called Presidents' Council.

Article 11. PURPOSE

The object of Presidents' Council shall be to foster good relationships among all women students, to recommend to the College Administration improvements regarding rules governing women students, to enforce all rules made by the Administration and Presidents' Council concerning procedures to be followed by these students, and to act as a judicial body enforcing all-college

dormitory rules.

Article III. MEMBERSHIP

In addition to the officers, the membership shall consist of the president of each women's dormitory of the college. In the event that the president of a dormitory is an officer of Presidents' Council, the representative from that dormitory shall be the next officer in line. Any dormitory which houses more than 100 women students shall have two representatives, the dormitory president and the next elected officer in line. The Dean of Women shall be a member of the Council in an advisory capacity.

Article IV. OFFICERS

The officers of Presidents' Council shall consist of a president, a vice president, and a secretary.

Section I.

The duties of the President of Presidents' Council shall be as follows:

1. to conduct meetings of Presidents' Council;
2. to coordinate student government in all women's dormitories;
3. to attend Student Senate in the absence of the vice president.

The qualifications of the President of Presidents' Council shall be as follows:

1. dormitory resident;
2. past officer of Presidents' 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 Presidents' 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 non-voting representative to Student Senate;
4. to supervise elections of the Dining Room Committee and oversee its work.

The qualifications of the Vice President of Presidents' Council shall be as follows:

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

Section III.

The duties of the Secretary of Presidents' Council shall be as follows:

1. to write the minutes of Presidents' Council; and
2. to send out reports of action taken and notices to be posted.

The qualifications of the Secretary of Presidents' Council shall be as follows:

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

Article V. ELECTIONS

The election of the officers of Presidents' Council shall take place during the Spring semester immediately preceding their term of office, which shall consist of one school year. These officers require a majority vote by all resident women students present in order to be elected. Should only one candidate be seeking an office, the normal balloting procedure may be dispensed with in favor of a unanimous vote.

Article VI. MEETINGS

Section 1.

Presidents' Council shall meet regularly once a week at a

time and place agreed upon by its members.

Section II.

With the permission of a Council officer any woman resident student may observe a meeting of Presidents' Council.

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 council 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 vote is lacking to make a two-thirds majority.

Section VI.

Any action of Presidents' Council must have the support of two-thirds of the council members.

Section VII.

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

Article VII. COMMITTEES

Section 1.

Presidents' Council shall organize and assist the Dining Room Committee, whose duties shall be to:

1. meet with Slater management to discuss dining room problems;

2. report to each house council immediately following any meeting of the committee;
3. decorate the dining room for special occasions;
4. generally create a pleasant atmosphere in the dining room.

The chairman of the Dining Room Committee shall be elected by all women students following nominations from Presidents' Council. Presidents' Council shall nominate from those girls elected as Committee representatives from each dormitory.

Section 11.

Presidents' Council shall appoint other committees as needed.

Article VIII. RESPONSIBILITIES

Section 1.

Presidents' Council shall act upon disciplinary cases of an accumulation of twenty or more demerits at one time and refer their decision to the proper house council, which will in turn notify the person involved in the case of Presidents' Council's ruling. The representative of the dormitory involved shall present the case, while each girl has the right to appeal her case personally.

Section 11.

Cases involving violation of All-College rules concerning women's dormitories will be referred to Presidents' Council. Recommendations for each case will normally be made by the house council concerned. Cases may be appealed to SFJC if there is evidence of faulty procedure in Presidents' Council's action. Presidents' Council will review cases for which new evidence is found. Appeals must be made within 48 hours. Such cases involve:

1. false signing out;
2. staying overnight without permission;
3. having men illegally in the dormitory;
4. leaving the dormitory after hours;
5. breaking of the Honor Dormitory Pledge;
6. possession of alcoholic beverages in the dormitory;
7. any situation deemed necessary by Presidents' Council.

Section lll.

Presidents' Council shall regulate the punishment to be given for infraction of dormitory rules.

Section lV.

Presidents' Council shall consider recommendations from any house council.

Section V.

Presidents' Council shall make recommendations to the proper College official concerning dormitory regulations and equipment.

Section VI.

Presidents' Council shall approve the signing out procedures for all houses except the honor dormitories. Honor dormitories shall report their procedures to Presidents' Council.

Section VII.

Presidents' Council shall set standards of conduct and dress.

Section VIII.

Presidents' Council shall guide inter-dormitory social activities.

Section IX.

Presidents' Council shall determine the qualification of dormitory officers.

Section X.

Presidents' Council shall direct the selection of rooms.

Section XI.

Presidents' Council shall deal with improper conduct and dress in the dining rooms.

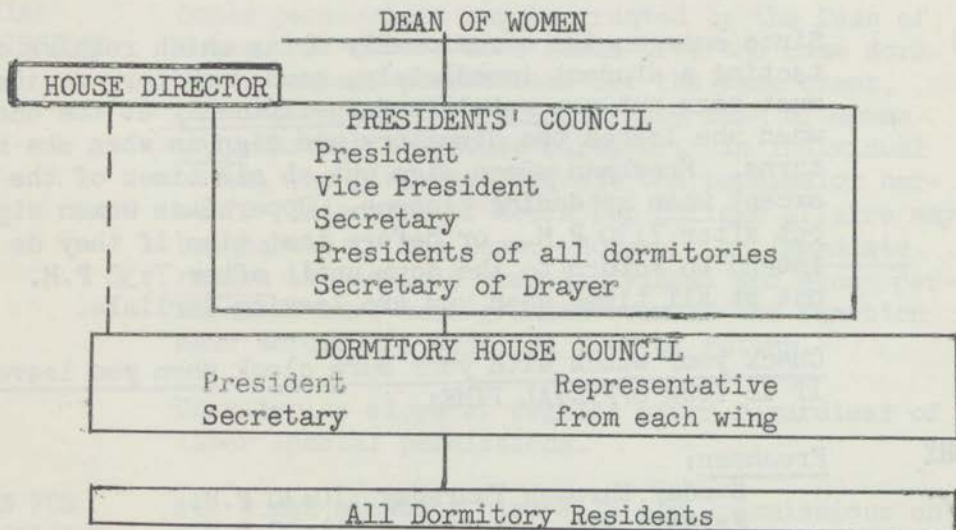
Article IX. AMENDMENT

An amendment to the said constitution may be made upon ratification by all of the Council members and two-thirds of the resident women students.

Article X. RATIFICATION

The said constitution of Presidents' Council must be ratified by two-thirds of the resident women students.

ORGANIZATION OF
WOMEN'S STUDENT
GOVERNMENT



----- Indicates staff responsibility
 _____ Indicates direct responsibility

A woman student is strongly advised not to be outside of her dormitory after dark unaccompanied. She may, of course, be accompanied by another woman student.

EXCEPTION TO
REGULAR DORM
HOURS

Dean's List Women . . (any night) . . . 12:00 P.M.
(Must make arrangements with the House Director
before leaving dormitory and indicate late
permission on sign-out sheet)

Varsity Basketball games 11:00 P.M.
Mermaid Players' production 11:15 P.M.
Dickinson Follies 11:15 P.M.
Cultural Affairs 11:00 P.M.
Receptions 11:00 P.M.

SPECIAL
PERMISSIONS

Other permissions may be granted by the Dean of Women. If two or more girls from the same dormitory request permissions for the same event, permission may be granted by the Dean of Women only through the House Director. In individual cases, the girl must request the permission herself. Extension of hours for College affairs may be granted by the Dean. However, an immediate return is required when individual and group permissions have been granted even if the function ends before the expected time of return.

Dormitories close at regular hours regardless of later special permissions.

HOURS FOR
ALL-COLLEGE
DANCES

All women students have 2:15 A.M. permissions on Friday nights when there is an All-College Dance.

Each dormitory will close at the regular Friday night hour:

Freshman dormitories 11:00 P.M.
Upperclass dormitories 11:30 P.M.
Honor dormitories 12:00 P.M.

Residents will not be permitted to leave the

dormitory after that time. Dates may come into the dormitory from 1:00 to 2:15 A.M., but the residents may not leave after the regular hour of closing.

LATE HOURS

Late hours may be taken only on Friday and Sunday nights (except for Seniors who may take 5 late hours during the week). On evenings preceding a day on which no classes or examinations are scheduled, late hours may be granted by the Dean of Women to any woman student, and shall come out of the late hour allotment.

When taking late permissions only Sophomores and honor dormitory residents having regular dormitory hours that end on the half hour may take a half hour late hour or one and a half late hours in order to bring them in on the hour. Seniors may take half hour late hours on week nights, the total not to exceed 5 hours each semester, regardless of the number carried over to second semester.

Late hours will be signed out with, and approved by the House Director during her office hours. Friday late hours may be taken until 8:00 P.M. Friday night. Since there are no Sunday office hours, Sunday late hours must be signed for during Saturday hours at the latest. The only exceptions to this are the "special" late hours.

When signing out, the girl must also remember to state on the sign-out sheet the hour she expects to return. The time of return to the dormitory can never exceed 1:00 A.M. If the regular permission is a portion of an hour, half hours may be taken to bring the girl in on the hour.

No late hours may be called into the dorm; you must sign out for them at the desk.

LATE HOUR ALLOTMENTS

	<u>1st Semester</u>	<u>2nd Semester</u>
Seniors	13	13
Juniors	10	10
Sophomores	8	8
Freshmen	0	6

Conversation with men may not be carried on through residence hall windows, or from the fire escapes.

At the opening and closing of the College year, men may help in transporting luggage to or from the student's room.

**TAKING
OVERNIGHTS**

Overnights will be signed out with the approval of the House Director during her office hours.

**PARENTAL
PERMISSION**

If the overnight permission sheet signed by your parents does not give permission for the address signed out for, the House Director must receive special permission either by mail or a phone call confirmed by a letter. No one may leave without this permission. The postcard which is sent to the parents will be filled out at the same time as the permission slip.

Before granting overnight permissions, the health, academic progress, and the deportment of a student are considered. Thus, the College reserves the right to refuse any request should it see fit.

The House Director must receive notice in the event of an emergency preventing a student from returning on Sunday from a weekend. This may be in letter form or a phone call confirmed by mail.

**WEEKNIGHT
OVERNIGHTS**

FRESHMEN: Overnight sign-outs for nights other than Friday and Saturday require special permission from the Dean of Women before 5:00 P.M. of that day.

**OVERNIGHTS
IN CARLISLE
AND VICINITY**

Freshmen may not take overnights in homes or public facilities in Carlisle or vicinity unless accompanied by their parents in which case a special letter from the parents to the Dean of Women or to the House Director is required. A phone call confirmed by letter is also sufficient.

Upperclass women may take overnights in homes in Carlisle or vicinity. They are not permitted to take overnights in public facilities in Carlisle or

vicinity unless accompanied by their parents in which case a special letter from the parents to the Dean of Women or to the House Director is required. A phone call is sufficient if it is confirmed by mail.

RETURNING
FROM
OVERNIGHT

When returning from an overnight you must sign your hour of return on your overnight slip at the desk.

CORRECT
SIGN-OUTS

Staying any place other than the place signed out for is considered a serious breach of College regulations.

VACATIONS

The dormitories will close at 2:00 P.M. on the first day of a College vacation. If you have to wait later for your transportation, you may leave your luggage in West College, which will be open the entire day.

The dormitories will open at 2:00 P.M. on the final day of College vacations. Freshman closing hours will be 11:00 P.M.

When leaving for an All-College vacation to go home, sign only the sign-out book just before leaving. If you are not going home, an overnight slip must be signed (in addition to the book) and approved by the House Director. Information to be included in the sign-out books: means of transportation (train, bus, etc.) and if car, include license number.

The House Director must receive notice in the event of an emergency preventing a student from returning on the last night of a College holiday. This may be in letter form or a phone call confirmed by mail.

FRESHMEN: If you plan to return after the last night of a College vacation, you must receive permission from the Dean of Women before you leave College.

INFRACTION
OF RULES

Lateness: Call in to the dorm as soon as you realize you will be unable to return before closing hours. Although a call does not automatically excuse a lateness, it is necessary before an excuse can be considered. (Presidents' Council reserves the right to act on any case it feels is an unusual exception.) The Presidents' Council will allow each student five

minutes to be deducted from the late minutes for a phone call; call even if you are in Carlisle. There are public phone booths in all restaurants and hotel lobbies in town. If you have not called within one-half hour after closing time, and there is no expectation of your immediate return, the Dean of Women will be called. If she cannot be reached, the following people will be called in this order: Dean of Men, Dean of Admissions, Dean of the College, and the President of the College. If the student has not returned within one hour, her parents will be called by the Dean of Women.

Demerits are given for unexcused late minutes (1 late minute = 1 demerit) or other infractions of dormitory rules.

The infraction of the following rules will result in demerits for residents of all dormitories:

- a. Not signing out for an overnight or a weekend - one campus minimum
- b. Not signing out on the special vacation sign-out sheet - three demerits minimum
- c. Not signing out - three demerits minimum
- d. Not signing in - three demerits minimum
- e. Not leaving a dormitory during a fire drill - five demerits minimum
- f. Persistent noise in the dormitory - two demerits minimum
- g. Use of any door other than the front door of a dormitory after 7:00 P.M. - two demerits minimum
- h. Dining Room (see page 35)

The House Director will give the minimum penalty for the first offense, but will recommend any demerits beyond these to the house council in the case of the second or special circumstances.

The House Council has the power to activate the following latent rules if necessary and give demerits for the infraction of them:

- a. Neatness of rooms
- b. Parlor behavior
- c. Other rules deemed necessary

A girl who has accumulated a total of 20 demerits will receive a Saturday night campus automatically. With permission of the President and House Director, a girl may postpone her campus to the Friday and Saturday of the following weekend or to the following two consecutive Saturday nights. There will be no more than one postponement, unless an emergency arises, in which case the House Council must act as the situation demands.

To facilitate the secretary's task, campuses should be out by Wednesday, and if not, within 24 hours of the time that the secretary informs a girl that she has a campus the girl should be allowed without postponement penalty to take the campus that weekend or the following weekend.

Campuses are given by the dormitory House Council. If a girl accumulates 20 minutes or more in one night, her case must be referred to Presidents' Council with a recommendation from the House Council. Unusual situations may also be referred to Presidents' Council.

Individual House Councils reserve the right to formulate policies concerning penalties for campuses beyond the first.

A campus means confinement to your room from 7:00 P.M. on. Girls who are campused may not use the lounges, parlors, telephones or laundry, but other girls may be in her room.

OVERNIGHT GUESTS

Girls may have guests of student-age in the dormitory if there are empty beds available for them. (Two girls may not sleep in one single bed.) The girl sponsoring the guest must sign a guest slip with the House Director during office hours before the guest arrives. (At that time she will tell the House Director whether she will use her own linens or desires College linens. The charge for a set of College linens is \$1.00.) The occupant of the room in whose bed the guest is going to sleep will fill out

the second half of the slip giving permission for the guest to use the room during the occupant's absence. Any girl staying overnight must have a sponsor in the dormitory.

A sponsor must introduce her guest to the House Director as soon as the guest arrives at the dormitory.

The length of time guests may stay in the dormitory is limited to two nights.

If a guest wishes to take late hours she and her sponsor will report to the House Director. The guest will receive late permission if other girls in the dormitory have signed up for late hours for that night. The guest's late hours will not come out of the allotment of her sponsor's late hours.

Any demerits of a guest will be charged to her sponsor.

Charge for meals is given under the dining room regulations.

Residents in one dormitory may stay overnight in another dormitory only after permission is secured from the Dean of Women.

FIRE DRILLS

Fire drills shall be conducted once a month in each dormitory. Follow closely the instructions of your "Fire Chief" and "lieutenants". Here's what to do when the fire alarm sounds:

1. Stay calm
2. Close windows
3. Turn on lights in room
4. Leave your door open
5. Wear warm shoes and coat and carry a towel
6. Leave dormitory quietly by your assigned exit
7. Fire lieutenants will check each room in their area and shut the doors.

Everyone must leave the building for fire drills. There is a penalty of five demerits minimum for refusing to leave the dorm during a fire drill.

Fire escapes are to be used only in case of emergency, fires, and fire drills. They are never used as exits, entrances, for watching serenades, or for any other purpose.

SMOKING

Smoking is permitted anywhere in the dormitories except in the main parlors, hall, and office of Metzger, Gibbs, and McIntire. Smoking is permitted in the dining rooms at dinner only, with the exception of Metzger.

STUDY HOURS

Quiet hours are observed in the freshman dormitories from 6:45 to 9:45 P.M. (Sun. - Thurs.). During this time girls shall maintain absolute quiet. Upperclass dormitories will be expected to maintain relative quiet hours from 7:00 to 10:00 P.M.

All dorms must be quiet after 11:00 P.M. Remember to be considerate.

Always keep radios and record players low and doors closed.

TELEPHONES

Freshmen may not make or receive phone calls first semester during quiet hours or after 11:00 P.M. Sunday through Thursday, except in case of an emergency or outgoing long-distance phone calls.

The switchboard at Drayer will be open from 10:00 A.M. until 11:00 P.M. with the exception of mealtimes. Hours for the phones in the other dorms may be decided by the House Council.

Limit your calls to approximately five minutes in order not to tie up the lines; just remember to be considerate.

Long distance telephone calls are to be made only through coin box telephones.

Please inform your parents of the number of the nearest telephone.

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

SUNBATHING Sunbathing is allowed on Drayer's sun porch, on Biddle's and Sellers' balconies, and in the backyards of Metzger, Gibbs, and Mathews. Nonresidents may sun bathe at whichever dormitory they prefer, except for Sellers, but are asked to be considerate of the residents of that dorm. Behavior while sunbathing should be decorous so that attention is not drawn to sunbathers. Yelling from balconies is not permitted.

PROPER DRESS FOR CLASSES Acceptable dress for classes and for visits or appointments with administration or faculty should be campus clothes (skirt, sweater, blouse, casual dress). Exceptions include labs and final exams when sports clothes (bermudas, slacks) may be worn.

USE OF LOUNGES AND RECREATION ROOMS Lounges and recreation rooms in all dorms are for the relaxation and activity of the women students. This purpose shall not be abused by those who wish to study unless there is an understanding and agreement among the girls themselves. Except on Saturday nights, however, lounges can be open for study after 11:30 P.M. Good judgment should be used by all Dickinson students as to dating behavior in the lounges. There is to be ladylike conduct at all times.

SERENADES No serenades will take place after midnight. The House Director will warn the boys to leave before she calls the police. The girl being serenaded may go outside with the permission of the House Director.

"SANDWICH MAN" Men from the Beta Theta Pi Fraternity sell sandwiches, milk, crackers, pretzels, and potato chips to women

in the dormitories between 9:45 and 11:00 P.M.,
Sunday through Thursday nights.

ILLNESS

Report any illness immediately to the House
Director. This is important for two reasons:

1. For your health's sake you should have attention as soon as possible. If you need to see a doctor, the House Director will give you an appointment card.
2. If you want the House Director to write a note of explanation, she must be notified before you miss the class. Her note cannot be retroactive.

A House Director giving a girl an illness excuse should make her understand that she is expected to stay in that night. If she goes out and her recovery is not understandable, the House Director will contact the Dean of Women to recall the illness excuse.

Before you return to class after an illness, take the note from the House Director or school nurse to the Dean of Women's office and pick up an illness card. This is to be presented to your professors. It explains but does not excuse your absence.

Sick trays should be requested during the House Director's office hours. A friend will then pick up the tray at the kitchen after the regular meal.

The college infirmary is open during the following hours:

Weekdays	8:00 - 10:30 A.M.
	1:30 - 3:30 P.M.
	7:00 - 8:30 P.M.
Sundays	9:00 - 10:00 A.M.
	7:00 - 8:30 P.M.

The infirmary is open anytime for emergencies.
No visiting of students will be allowed.

HOUSEKEEPING

Maid service is maintained in all dormitories. Maids will not be able to clean a room efficiently, however, unless it is kept in good order.

Beds must be made and rooms straightened by 10:00 A.M.

Please do not paste or tape anything to the walls. It causes paint to chip and consequently ruins the appearance of the room.

Furniture shall be kept within the respective rooms. It may be moved around the room as long as the maids can clean. Remove all things from the floors, desks, bureaus, and window sills before leaving for college vacations so that the maids may clean thoroughly.

Freshman women are asked not to bring more than two stuffed animals for their rooms.

No alcoholic beverages, men, or pets (feather or fur), are allowed in a dormitory room at any time.

LAUNDRY AND APPLIANCES

Laundromats in Drayer, Biddle, Mathews, and Sellers are available to all women resident students. Please remove clothes from washers, dryers, and clothes racks as soon as possible so as not to inconvenience others. Refrain from soaking clothes in sinks and tubs for "hours on end."

Irons and ironing boards are provided in each dormitory by the college. They must be used only within the designated areas.

Freshmen may not iron or do laundry during quiet hours or after 11:00 P.M. Upperclass hours for ironing and laundering will be decided by the respective House Councils.

There are spaces provided in each dorm where electrical

appliances are to be used. Electric blankets, hair dryers, electric razors (and anything approved by the House Director) may be used in the rooms.

BAGGAGE

Tag all trunks and suitcases with name and room number and put it in the place designated by the House Director. Luggage is not to be kept in your room. Residents of Metzger must request luggage well in advance.

KEYS

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

**BULLETIN
BOARDS**

Notices should be posted on the main bulletin boards. No announcements will be made in the Metzger dining room, and only announcements of extreme importance will be made in the Drayer dining room during meals.

HONOR DORMITORY RULES

HONOR CODE

Biddle and Mathews Houses are Honor Dormitories. Girls living in these houses abide by the following code:

"I, the undersigned resident of Biddle/Mathews House, do promise and am on my honor to abide by all rules and procedures pertaining to the residence hall. I am also on my honor to warn a resident of the honor dormitory who has violated a dormitory rule to report herself to the House Council. If she does not comply within 24 hours, I promise to make the report to the House Council myself."

Date _____ Signed _____

Many of the rules for these dormitories are made by the individual house councils and all the rules are enforced by the house council. Each resident is responsible for knowing and upholding all the rules in D'son Data and the rules made by the house council.

HOUSE RESIDENTS

House residents in the Honor Dormitories are accessible for counseling, emergencies and illness. They have no definite office hours, but are readily available.

PRESIDENT

The Presidents of Biddle and Mathews are responsible for all permissions granted and generally assume many of a House Director's duties.

SIGNING OUT

Since emergencies occasionally arise which require contacting a student immediately, each dormitory resident must sign out accurately and specifically at the desk when she leaves the dormitory and sign in when she returns. In the honor dormitory, the house council decides on the hours after which a resident must sign out. Sign out at all times when you are leaving Carlisle. Girls planning to

go out together should place brackets around their names in order to facilitate the locking up procedures.

DORMITORY
HOURS

Sunday through Thursday 11:30 P.M.
Friday 12:00 M.
Saturday 1:00 A.M.

Women students may not leave the dormitory before 6:30 A.M. unless permission is given by the President.

A woman student is strongly advised not to be outside of her dormitory after dark unaccompanied. She may, of course, be accompanied by another woman student.

EXCEPTIONS
TO HONOR
DORM HOURS

Dean's List Women - any night 12:00 P.M.
(Must make arrangements with the house president before leaving dormitory and indicate late permission on sign-out sheet).

Due to the closing hour, no other permissions are necessary.

SPECIAL
PERMISSIONS

Other permissions may be granted by the Dean of Women. If two or more girls from the same dormitory request permissions for the same event, permission may be granted by the Dean of Women only through the house president. In individual cases the girl must request the permission herself. Extension of hours for College affairs may be granted by the Dean. However, an immediate return is required when individual and group permissions have been granted even if the function ends before the expected time of return.

Dormitories close at regular hours regardless of later special permissions.

HOURS FOR
ALL-COLLEGE
DANCES

All women students have 2:15 A.M. permissions on

Friday nights when there is an All-College Dance.

Each dormitory will close at the regular Friday night hour:

Freshman dormitories	11:00 P.M.
Upperclass dormitories	11:30 P.M.
Honor dormitories	12:00 M.

Residents will not be permitted to leave the dormitory after that time. Dates may come into the dormitory from 1:00 to 2:15 A.M., but the residents may not leave after the regular hour of closing.

LATE HOURS

Late hours may be taken only on Friday and Sunday nights (except for Seniors who may take 5 late hours during the week).

On evenings preceding a day on which no classes or examinations are scheduled, late hours may be granted by the Dean of Women to any woman student and shall come out of the late hour allotment.

When taking late permissions only Sophomores and honor dormitory residents having regular dormitory hours that end on the half hour may take a half hour late hour or one and a half late hours in order to bring them in on the hour. Seniors may take half hour late hours on week nights, the total not to exceed 5 hours each semester, regardless of the number carried over to second semester.

Late hours will be signed out with the approval of the president.

When signing out, the girl must also remember to state on the sign-out sheet the hour she expects to return. The time of return to the dormitory can never exceed 1:00 A.M. If the regular permission is a portion of an hour, half hours may be taken to bring the girl in on the hour.

No late hours may be called into the dorm; you must sign out for them at the desk.

LATE HOUR ALLOTMENTS	<u>1st Semester</u>	<u>2nd Semester</u>
Seniors	13	13
Juniors	10	10
Sophomores	8	8

A late hour may be cancelled if you return to the dorm before that hour begins. A girl who has taken a late hour and arrives back at the dormitory 19 minutes or less after the hour has begun may take the minutes as late minutes or take the late hour.

Late hours not used first semester are carried over to second semester.

HOURS FOR MEN GUESTS

Men guests may be received only in the parlors and recreation room of the women's dormitories. Regular times for receiving men guests in Mathews and Biddle will be determined by the House Council.

Biddle and Mathews Houses will be locked during meal hours.

Conversation with men may not be carried on through residence hall windows, or from the fire escapes.

At the opening and closing of the College year, men may help in transporting luggage to or from the student's room.

TAKING OVERNIGHTS

Overnights will be signed out with the approval of the president.

PARENTAL PERMISSION

If the overnight permission sheet signed by your parents does not give permission for the address signed out for, the president must receive special permission either by mail or a phone call confirmed by a letter. No one may leave without this permission. The postcard which is sent to the parents will be filled out at the same time as the permission slip.

Before granting overnight permissions, the health, academic progress and the deportment of a student are considered. Thus, the College reserves the right to refuse any request should it see fit.

The President or House Resident must receive notice in the event of an emergency preventing a student from returning on Sunday from a weekend. This may be in letter form or a phone call confirmed by mail.

OVERNIGHT IN
CARLISLE AND
VICINITY

Upperclass women may take overnights in homes in Carlisle or vicinity. They are not permitted to take overnights in public facilities in Carlisle or vicinity unless accompanied by their parents, in which case a special letter from the parents to the Dean of Women or to the president is required. A phone call confirmed by a letter is also sufficient.

RETURNING
FROM
OVERNIGHT

When returning from an overnight you must sign your hour of return on your overnight slip at the desk.

CORRECT
SIGN-OUTS

Staying any place other than the place signed out for is considered a serious breach of College regulations.

VACATIONS

The dormitories will close at 2:00 P.M. on the first day of a College vacation. If you have to wait later for your transportation, you may leave your luggage in West College, which will be open the entire day.

The dormitories will open at 2:00 P.M. on the final day of College vacations.

When leaving for an All-College vacation to go home, sign only the sign-out book just before leaving. If you are not going home, an overnight slip must be signed (in addition to the book) and approved by the president. Information to be included in the sign-out book: means of transportation (train, bus, car, etc.) and if car, include license number.

The president or house resident must receive notice in

the event of an emergency preventing a girl from returning on the last night of a College holiday. This may be in letter form or a phone call confirmed by mail.

HONOR DORM PROCEDURES

The front door will be locked at the closing hour, regardless of special permissions. For the safety of everyone, the next to the last girl to come in will wait up until the last girl is in. At this time the last two girls will make sure that the doors are locked and the parlor lights are out.

If a girl is late she will immediately record on a minute slip the number of minutes she was late and the reason.

If the last girl is not in one half-hour after the closing hour, it will be the next to the last girl's responsibility to notify the president, who will try to locate her. In the absence of the president, the house resident, or the Dean of Women should be called.

The dorm is locked during dinner and lunch.

INFRACTION OF RULES

Lateness: Call in to the dorm as soon as you realize you will be unable to return before closing hours. Although a call does not automatically excuse a lateness, it is necessary before an excuse can be considered. (Presidents' Council reserves the right to act on any case it feels is an unusual exception.) Presidents' Council allows five minutes to be deducted from the late minutes for a phone call; call even if you are in Carlisle. There are public phone booths in all restaurants and hotel lobbies in town.

If you have not called within one-half hour after closing time and there is no expectation of your immediate return, the Dean of Women will be called. If she cannot be reached, the following people will be called in this order: Dean of Men, Dean of Admissions, Dean of the College, and the President of the College, If the student has not returned within one hour, her

parents will be called by the Dean of Women.

Demerits are given for unexcused late minutes (1 late minute = 1 demerit) or other infractions of dormitory rules. Each girl is responsible for reporting her own demerits.

The infraction of the following rules will result in demerits for residents of all dormitories:

- a. Not signing out for an overnight or a weekend - one campus minimum
- b. Not signing out on the special vacation sign-out sheet - three demerits minimum
- c. Not signing out - three demerits minimum
- d. Not signing in - three demerits minimum
- e. Not leaving a dormitory during a fire drill - five demerits minimum
- f. Use of any door other than the front door of a dormitory after 7:00 P.M. - two demerits minimum
- g. Dining Room (see page 35)

The House Council has the power to activate the following latent rules if necessary and give demerits for the infraction of them:

- a. Quiet in dorm
- b. Neatness of rooms
- c. Parlor behavior
- d. Other rules deemed necessary

A girl who has accumulated a total of 20 demerits will receive a Saturday night campus automatically. With permission of the president, a girl may postpone her campus to the Friday and Saturday of the following weekend or to the following two consecutive Saturday nights. There will be no more than one postponement, unless an emergency arises, in which case the House Council must act as the situation demands.

To facilitate the secretary's task, campuses should

be out by Wednesday, and if not, within 24 hours of the time that the secretary informs a girl that she has a campus the girl should be allowed without postponement penalty to take the campus that weekend or the following weekend.

Campuses are given by the dormitory House Council. If a girl accumulates 20 minutes or more in one night, her case must be referred to Presidents' Council with a recommendation from the House Council. Unusual situations may also be referred to Presidents' Council.

Individual House Councils reserve the right to formulate policies concerning penalties for campuses beyond the first.

A campus means confinement to your room from 7:00 P.M. on. Girls who are campused may not use the lounges, parlors, telephones or laundry, but other girls may be in her room.

OVERNIGHT GUESTS

Girls may have guests of student age in the dormitory if there are empty beds available for them. (Two girls may not sleep in one single bed.) The girl sponsoring the guest must sign a guest slip with the president before the guest arrives. The occupant of the room in whose bed the guest is going to sleep will fill out the second half of the slip giving permission for the guest to use the room during the occupant's absence. Any girl staying overnight must have a sponsor in the dormitory.

The length of time guests may stay in the dormitory is limited to two nights.

If a guest wishes to take late hours she and her sponsor will report to the House Director. The guest will receive late permission if other girls in the dormitory have signed up for late hours for that night. The guest's late hours will not come out of the allotment of her sponsor's late hours.

Any demerits of a guest will be charged to her sponsor.

Charge for meals is given under the dining room regulations.

Residents of one dormitory may stay overnight in another dormitory only after permission is secured from the Dean of Women.

FIRE DRILLS

Fire drills shall be conducted once a month in each dormitory. Follow closely the instructions of your "Fire Chief" and "lieutenants". Here's what to do when the fire alarm sounds:

1. Stay calm
2. Close windows
3. Turn on lights in room
4. Leave your door open
5. Wear warm shoes and coat and carry a towel
6. Leave dormitory quietly by your assigned exit
7. Fire lieutenants will check each room in their area and shut the doors.

Everyone must leave the building for fire drills. There is a penalty of five demerits minimum for refusing to leave the dorm during a fire drill.

Fire escapes are to be used only in cases of emergency, fires, and fire drills. They are never used as exits, entrances, for watching serenades, or for any other purpose.

SMOKING

Discretion of the House Council. Smoking is permitted at dinner only in the dining rooms.

STUDY HOURS

Discretion of the House Council.

TELEPHONES

Long distance telephone calls are to be made only through coin box telephones. Other telephone rules will be left to the discretion of the House Council.

ROOM
ASSIGNMENTS
AND CHANGES

Drawing for rooms will take place in the Spring.

Change of rooms may be made only with the permission of the Dean of Women after agreement of all parties concerned.

SUNBATHING

Discretion of the House Council.

PROPER DRESS
FOR CLASSES

Acceptable dress for classes and for visits or appointments with administration or faculty should be campus clothes (skirt, sweater, blouse, casual dress). Exceptions to this are labs and final exams when sport clothes (bermudas, slacks) may be worn.

USES OF LOUNGES
AND RECREATION
ROOMS

There is to be ladylike conduct at all times. Other regulations are left to the discretion of the House Council.

SERENADES

No serenades will take place after midnight. The president will warn the boys to leave before she calls the police. The girl being serenaded may go outside with the permission of the president.

"SANDWICH
MAN"

Men from the Beta Theta Pi Fraternity sell sandwiches, mild, crackers, pretzels, and potato chips to women in the dormitories between 9:45 and 11:00 P.M., Sunday through Thursday nights.

ILLNESS

Report any illness immediately to the house resident.
This is important for two reasons:

1. For your health's sake you should have attention as soon as possible; if you need to see a doctor the house resident will give you an appointment card.
2. If you want the house resident to write a note of explanation, she must be notified before you miss the class. Her note cannot be retroactive.

A house resident giving a girl an illness excuse should make her understand that she is expected to stay in that night. If she goes out and her recovery is not understandable, the house resident will contact the Dean of Women to recall the illness excuse.

Before you return to class after an illness, take the note from the house resident or school nurse to the Dean of Women's office and pick up an illness card. This is to be presented to your professors. It explains but does not excuse your absence.

Sick trays should be requested from the house resident. In case of her absence, requests may be made to the president. A friend will then pick up the tray in the kitchen after the regular meal.

The college infirmary is open during the following hours:

Weekdays	8:00 - 10:30 A.M.
	1:30 - 3:30 P.M.
	7:00 - 8:30 P.M.
Sundays	9:00 - 10:00 A.M.
	7:00 - 8:30 P.M.

The infirmary is open anytime for emergencies. No visiting of students will be allowed.

HOUSEKEEPING

Maid service is maintained in all dormitories. Maids will not be able to clean a room efficiently, however, unless it is kept in good order.

Beds must be made and rooms straightened by 10:00 A.M.

Please do not paste or tape anything to the walls. It causes paint to chip and consequently ruins the appearance of the room.

Furniture shall be kept within the respective rooms. It may be moved within the room as long as the maids

can clean. Remove all things from the floors, desks, bureaus, and window sills before leaving for College vacations so that the maids may clean thoroughly.

No alcoholic beverages, men, or pets (feather or fur) are allowed in a dormitory room at any time.

LAUNDRY AND APPLIANCES

Laundromats in Drayer, Biddle, Mathews, and Sellers are available to all woman resident students. Please remove clothes from washers, dryers, and clothes racks as soon as possible so as not to inconvenience others. Refrain from soaking clothes in sinks and tubs for "hours on end".

Irons and ironing boards are provided in each dormitory by the College. They must be used only within the designated areas.

There are spaces provided in each dorm where electrical appliances are to be used. Electric blankets, hair dryers, electric razors (and anything approved by the House Council) may be used in the rooms.

BAGGAGE

Tag all trunks and suitcases with name and room number and put them in the place directed by the house president. Luggage is not to be kept in your room.

BULLETIN BOARDS

Notices should be posted on the main bulletin boards. Only announcements of extreme importance will be made in the Drayer dining room during meals.

OTHER RULES

HONOR DORMITORIES MAY MAKE ANY OTHER RULES WHICH THEY FEEL ARE IMPORTANT FOR GROUP LIVING.

EACH RESIDENT IS RESPONSIBLE FOR KNOWING THE SPECIAL RULES AND PROCEDURES FOR HER DORMITORY AS WELL AS THOSE RULES OUTLINED ABOVE.

DINING ROOM REGULATIONS

DINING ROOM COMMITTEE

The purpose of the Dining Room Committee is to promote a gracious and enjoyable atmosphere in the dining room. In order to carry out the function of the committee, it must have the cooperation of all the women students eating in the dining room. Suggestions for any improvement in food services should be given to this committee.

MEAL HOURS

Drayer and Morgan

	<u>Weekdays</u>	<u>Saturday</u>	<u>Sunday</u>
Breakfast	7-7:30 A.M.	7-7:30 A.M.	8-8:15 A.M.
Lunch	12:10 P.M.	12:10 P.M.	12:30 P.M.
Dinner	6:00 P.M.	5:30 P.M.	5:30 P.M.

Metzger

	<u>Weekdays</u>	<u>Saturday</u>	<u>Sunday</u>
Breakfast	7-7:30 A.M.	7-7:30 A.M.	8-8:15 A.M.
Lunch	12:15 P.M.	12:15 P.M.	12:45 P.M.
Dinner	6:00 P.M.	5:30 P.M.	5:30 P.M.

I.D. CARDS

Carry your I.D. Card with you. It is required for identification and admission to your assigned dining hall.

DRESS

Drayer and Morgan

Breakfast	- skirts, bermudas, slacks
Lunch	- skirts
Dinner	- skirts
Sunday dinner	- skirts, hose, heels
Sunday night supper	- skirts, bermudas, slacks
Saturday lunch	- skirts, bermudas, slacks
During final examination periods,	bermuda shorts or slacks may be worn to lunch.

Short shorts or bedroom slippers are never permitted in the dining room.

Metzger

In Metzger, skirts are to be worn to all meals except Saturday lunch when skirts, bermuda shorts or slacks are permitted.

Kerchiefs are allowed only at dinner on Fridays and dinner on Saturdays.

DEMERITS

Demerits will be given in the dining room for:

1. Improper dress - - - - - 2
2. Removal of china, glass, or silver - - 2
ware
3. Smoking (when not permitted) - - - - - 2

Demerits will be given by a member of the Dining Room Committee, Presidents' Council, or any House Council.

GRACE

Drayer and Morgan

Grace is said or sung before evening and Sunday dinners.

Metzger

Grace is said before lunch and dinner each day and it is sung at Sunday dinner.

GUESTS

Notify the dining room manager or dietitian of any guest which you are having. The charge for meals is:

Breakfast	-	\$.60
Lunch	-	.75
Dinner	-	1.10
Sunday dinner-		1.25

At Drayer see Mr. Cipolla; at Metzger see Mrs. Evans.

INDEX

WOMEN'S STUDENT GOVERNMENT	1
The House Council	1
The Presidents' Council	1
The Presidents' Council Constitution	1
Organization of Women's Student Government	7
REGULAR DORMITORY RULES	8
House Director	8
Office Hours for House Directors	8
Signing Out	8
Dormitory	8
Exceptions to Regular Dorm Hours	9
Special Permissions	9
Hours for All-College Dances	9
Late Hours	10
Late Hour Allotments	10
"Special" Late Hours	11
Hours for Men Guests	11
Taking Overnights	12
Parental Permission	12
Weeknight Overnights	12
Overnights in Carlisle and Vicinity	12
Returning from Overnights	13
Correct Sign-Outs	13
Vacations	13
Infraction of Rules	13
Overnight Guests	15
Fire Drills	16
Smoking	17
Study Hours	17
Telephones	17
Room Assignments and Changes	18
Sunbathing	18
Proper Dress for Classes	18
Use of Lounges and Recreation Rooms	18
Serenades	18
"Sandwich Man"	18
Illness	19

Housekeeping	20
Laundry and Appliances	20
Baggage	21
Keys	21
Bulletin Boards	21
HONOR DORMITORY RULES	22
Honor Code	22
House Residents	22
President	22
Signing Out	22
Dormitory Hours	23
Exceptions to Honor Dorm Hours	23
Special Permissions	23
Hours for All-College Dances	23
Late Hours	24
Late Hour Allotments	25
Hours for Men Guests	25
Taking Overnights	25
Parental Permission	25
Overnights in Carlisle and Vicinity	26
Returning from Overnights	26
Correct Sign-Outs	26
Vacations	26
Honor Dorm Procedures	27
Infraction of Rules	27
Overnight Guests	29
Fire Drills	30
Smoking	30
Study Hours	30
Telephones	30
Room Assignments and Changes	31
Sunbathing	31
Proper Dress for Classes	31
Uses of Lounges and Recreation Rooms	31
Serenades	31
"Sandwich Man"	31
Illness	31
Housekeeping	32

Laundry and Appliances	33
Baggage	33
Bulletin Boards	33
Other Rules	33

DINING ROOM REGULATIONS 34

Dining Room Committee	34
Meal Hours	34
I.D. Cards	34
Dress	34
Demerits	35
Grace	35
Guests	35

DF Women's History

