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INTRODUCTION

The purpose of this handbook is to provide information concerning current regulations and structures relating to student rights and duties. It should be viewed as a reference and as a starting point for students in understanding University regulations.

In seeking to understand University rules, it is important to distinguish between a University ordinance and a student regulation. University ordinances, as established by the Board of Trustees, apply equally to all individuals on the campus students, faculty, staff, and visitors. A student regulation, however, is concerned only with those individuals who have registered as students. Student Motor Vehicle Regulation No. 17, for example, provides driving and parking regulations for students that are different from driving and parking regulations for visitors and faculty. In some cases, student regulations may provide exceptions to University ordinances. University Ordinance 30.00 on selling and advertising, for example, prohibits soliciting by persons for any purpose whatsoever. A student regulation on fund-raising events, however, provides for such events by registered student organizations and, as such, is an exception to a University ordinance.

It should be noted that in many instances a policy statement concerning the University's purpose or goal in having a particular rule precedes the actual regulation. The Outside Speakers Policy, for example, states in the first paragraph that "... It is the policy of Michigan State University to foster a spirit of free inquiry and to encourage the timely discussion of a wide variety of issues ... " The specifics of the regulation then follow.

Some mention should also be made of the procedure utilized by students in recommending changes in ordinances or student regulations. As indicated in the 1967 *Academic Freedom for Students* Report recommendations for change are submitted through the structure of the Associated Students of Michigan State University (ASMSU) and the Faculty Committee on Student Affairs. Recommendations by these bodies are then forwarded to the Vice-President for Student Affairs for his consideration. Changes in student regulations may or may not require the approval of the Board of Trustees, depending on how the changes would effect existing policies of the University. Changes in University ordinances always require Board of Trustees' approval.

In addition to University regulations and ordinances, students are expected to live in accordance with local, state, and national laws. Normally the enforcement of such laws is the responsibility of the legal and judicial authorities duly established for that purpose. The University has become involved, however, in the disposition of such cases when invited to do so by the appropriate authority or when in the judgement of the University an individual act constitutes a significant danger to the University community.

In order to provide current and specific information relative to academic regulations, references are made in this handbook to other publications, such as the *Michigan State University Catalog* and the *Time Schedule for Courses*. In addition, information relative to the Office of the Vice-President for Student Affairs, Associated Students of Michigan State University, major governing groups, living unit organizations, and registered student organizations is included.





ACADEMIC POLICIES AND REQUIREMENTS

- 1. All-University academic requirements and policies that apply to both undergraduate and graduate study are stated in the "General Information" section of the *Michigan State University Catalog*. The "Undergraduate Education" section of the catalog states policies related to undergraduate study; the "Graduate Education" section has reference to graduate study. The requirements of the individual colleges and their programs of study are stated in the section of the catalog entitled "The Colleges and Programs of Study." Students are encouraged to consult their academic advisers concerning academic requirements.
- 2. The *Time Schedule for Courses*, which is published each term and is available at the Office of the Registrar, Administration Building, should be used as a reference for the general procedures and regulations that pertain to the following:

Change of Registration Adding and Dropping Courses Adjustment of Fees Class Attendance Absences Class Visitor or Auditor Credits Class Standing Credit Load Fees and Tuition Out-of-State Tuition Payment of Fees Refund of Fees Final Examinations Grades Grade Changes Grade Point Averages

ADDRESS CHANGE

Students living off campus make address changes in the Off-Campus Housing Office, Student Services Building. As stated in the Housing Regulations, failure to register a change of address is cause for cancellation of registration.

ALCOHOL

Liquor (Ordinance 22.00)

. . . No person shall possess or consume alcoholic beverages of any kind anywhere within the confines of land governed by said Board: provided, however, that the prohibitions of this section shall not apply to possession or consumption by the residents in their married housing facilities provided by Michigan State University.

The above ordinance is further clarified by the following policy statement that is contained in the Off-Campus Housing Regulations:

Students are expected to observe the liquor laws of the State of Michigan especially as they apply to the age of purchaser, furnishing liquor to minors, transporting liquor in an automobile, and falsely representing one's age in a liquor purchase. In addition, no student shall possess or consume alcoholic beverages, including beer, in any Michigan State University residence hall, supervised housing, organized living unit, or within the confines of land governed by the Board of Trustees of Michigan State University. This prohibition shall not apply to possession or consumption by residents in married housing facilities provided by Michigan State University.

- Faculty Committee on Student Affairs

ALL-UNIVERSITY EVENTS AND ACTIVITIES

All-University events and activities sponsored by registered student organizations, living units, and major governing groups must be approved by Associated Students of Michigan State University (ASMSU). (NOTE: Information regarding the procedure for seeking approval is available in the Student Activities Division, Student Services Building.)

ANIMALS

Dogs, cats, or other animals are not permitted in University residences. (This policy is based on health and sanitation requirements.)

Administrative Ruling of July, 1953
 Dormitories and Food Service

BICYCLES

The following statements summarize University ordinances pertaining to bicycles on the Michigan State University campus. Copies of this summary and a map of bike routes are available from the Department of Public Safety.

1. Licensing

Every bicycle operated or possessed on the campus must be licensed either by the University for a fee of 50 cents, or by the cities of Lansing or East Lansing. Licenses issued by the University are available in the Vehicle-Bicycle Office, Quonset 103. Licenses must be immediately attached to the bicycle.

2. Parking

Unattended bicycles must be placed in bicycle racks and locked. When racks are full, the bicycle must be parked in the immediate vicinity of the racks. Under no circumstances shall bicycles be parked in shrubbery, on sidewalks, near building exits and entrances, or in vehicle parking areas.

3. Operation

The Michigan Motor Vehicle Code requires that bicycles be operated as if they were motor vehicles. You are required to yield the right of way to pedestrians in marked crosswalks, obey all traffic control signs and devices, and keep as far to the right on the roadway as is possible. Riding on sidewalks or footpaths, riding more than two abreast, and riding against traffic is prohibited.

4. Equipment

Bicycles operated during dusk, darkness or dawn hours shall show a white light to the front and a red light or reflector to the rear.

5. Impounding

Bicycles not properly parked, not licensed, or parked unlocked will be impounded and may be reclaimed at the Department of Public Safety upon proof of ownership and payment of the established impounding fee.

6. Enforcement and Administration

The Department of Public Safety is responsible for the enforcement and administration of the University Traffic Ordinance, the Michigan Motor Vehicle Code, and the bicycle licensing and control provisions thereof.

CAMPUS BUS PASSES

- 1. Bus passes can be purchased at the MSU Book Store, Union Ticket Office, Married Housing Office, and other places as announced in the *State News*. The printed bus schedule is available to all students.
- 2. Bus passes are to be used by the purchaser and are not transferrable to other individuals. Violation of this policy shall result in the taking up of the pass by the bus driver.
- 3. The following types of bus passes may be purchased:
 - a. Term Passes Unlimited usage
 - 1) Fall, Spring and Summer terms: \$14.00 per term
 - 2) Winter term: \$20.00, with a rebate of \$6.00 if the student's fall term pass is surrendered.

- b. A Commuter Pass can be purchased at a cost of \$8.00 per term. This pass is valid only on the commuter bus route and cannot be used on any other route.
- c. A strip ticket (blue) of ten (10) tickets can be purchased at a cost of \$1.50. This strip ticket is obtainable only in the Married Housing Office and can only be used by student wives.
- d. A strip ticket (red) of ten (10) tickets can be purchased by any student at a cost of \$1.50. These tickets are valid only after 5:30 p.m. on weekdays and all day on Saturdays and Sundays.
- e. Students who are temporarily required to use the buses due to an injury or disability should contact the Campus Bus System Office for information regarding the purchase of a temporary bus pass.
- f. In addition to the types of bus passes listed above, during the summer, bus passes are available at \$7.00 per five-week session.

CHEATING

- 1. The principles of truth and honesty are recognized as fundamental to a community of teachers and scholars. The University expects that both faculty and students will honor these principles and in so doing protect the validity of University grades. This means that all academic work will be done by the student to whom it is assigned, without unauthorized aid of any kind. Instructors, for their part, will exercise care in the planning and supervision of academic work, so that honest effort will be positively encouraged.
- 2. In instances of student cheating where the instructor feels that action stronger than a failing grade in the course is indicated, the instructor will report the case to his departmental chairman and to the student's academic dean.
- 3. In instances where only a failing grade in a course is given for cheating, the instructor will notify the student's academic dean in writing of the circumstances. When in the judgment of the academic dean further action for repeated violations is warranted, the academic dean may initiate the procedure described below.
- 4. The student's academic dean will arrange for a hearing before the Student-Faculty Judiciary Committee.
- 5. The student shall be entitled to be accompanied by counsel of his choice: counsel shall be a member of the faculty, staff or student body of the University.
- 6. The Committee will recommend the action to be taken, if any, to the Vice-President for Student Affairs who will inform the student and institute the recommended action.

—Academic Council —Academic Senate

In addition to the above statements, Michigan State University has the following ordinance (18.00) on examinations:

... No person or persons shall take, steal, or otherwise procure in any unauthorized manner any piece or pieces of writing which, as can be shown by competent authority, contain the questions or answers to an examination scheduled to be given, at some subsequent date, to any individual or group enrolled in any course of study offered by Michigan State University.

... No person or persons shall sell, give away, lend or otherwise furnish to any unauthorized individual any piece or pieces of writing which, as can be shown by competent authority, contain the questions or answers to an examination scheduled to be given, at some subsequent date, to any individual or group enrolled in any course of study offered by Michigan State University.

. . . The unauthorized possession of any of the aforesaid writings shall be considered prima facie evidence of an attempt to violate the provisions of this section.

-Board of Trustees

CONTRACTS, HOUSING

- 1. A student living in a residence hall should consult the manager of the hall for information and policies regarding housing contracts.
- 2. A student living in an off-campus organized living unit should consult the individual unit for information and policies regarding housing contracts.

COUNTERFEITING AND ALTERING (Ordinance 15.00)

. . . No person or persons shall reproduce, copy, tamper with, or alter, in any way, manner, shape or form whatsoever, any writing, record, document or identification form used or maintained by Michigan State University.

DISORDERLY ASSEMBLAGES OR CONDUCT (Ordinance 16.00)

. . . No person or persons shall, without authorization, assemble together anywhere on the campus for the purpose of creating any noise or disturbance, riot, "panty raid" or other improper diversion, or assemble in a manner which obstructs the free movement of persons about the campus or the free and normal use of University buildings and facilities, or prevents or obstructs the normal operations of the University.

. . . No unauthorized person or persons shall enter upon the playing area of any athletic contest or exhibition while said contest or exhibition is in progress.

. . . No person or persons shall project or drop any object which could cause injury, damage or interference in the spectator or playing area where any athletic contest or exhibition is conducted.

. . . No person shall enter or attempt to enter into any dance or social, athletic theatrical or other public event without a ticket of admission to such event when such tickets are required, or enter or attempt to enter contrary to any established rules or qualifications for eligibility for attendance at such events as provided by the sponsors. No person ineligible to attend such events shall loiter about the premises where such an event is being held.

DRAFT DEFERMENTS

Information can be obtained from the Office of the Registrar, Administration Building, or from the Coordinator of Draft Deferments, 339 Student Services Building.

FALSIFICATION OF UNIVERSITY RECORDS

Each student is expected to complete accurately and honestly any University record. Falsification of a University record is cause for cancellation of registration. (See also Counterfeiting and Altering.)

FIREARMS (Ordinance 19.00)

... No person shall possess any weapon capable of casting a projectile by air, gas, explosives, or mechanical devices, anywhere upon the lands governed by said Board: provided, however, that the prohibitions of this paragraph shall not apply to the possession of such weapons in the residence or vehicles of those persons lawfully residing in apartments or other married housing facilities provided by Michigan State University.

... The use of any such device is prohibited anywhere upon the lands governed by the Board except in those areas specifically set aside and supervised as range facilities.

FIRES (Ordinance 20.00)

. . . It shall be unlawful for any person or persons to set a fire upon the lands governed by said Board except in approved stoves and grills in designated picnic areas or as required by University personnel in the dump area.

HEALTH CENTER

The policies of Olin Memorial Health Center are as follows:

1. Office Hours

Monday through Friday: 8:00 a.m. to 11:30 a.m.

1:30 p.m. to 5:00 p.m.

Saturday and Sunday: For emergencies and urgent cases only.

- 2. Fees
 - a. No fee is charged the student for his or her visit to the Olin Memorial Health Center if the visit occurs during the hours of 7:00 a.m. to 5:30 p.m. Students requesting service after 5:30 p.m. and before 7:00 a.m. are charged a service fee of \$2.00 for that visit. In addition to this service fee, students requesting service after 5:30 p.m. and before 7:00 a.m. must also pay the conventional drug and other fees applicable to their cases at this visit.
 - b. All medications and medical supplies are dispensed at a cost plus a reasonable handling fee.
 - c. X-ray services are provided on a cost of the film basis.
 - d. The services of the Departments of Mental Hygiene and Physiotherapy are provided for a "per visit" fee which is specifically established for each case. This fee is a minimal amount and varies with the extent and type of services involved.
 - e. Students who have procured at their own expense special medications or allergy vaccines may have these substances stored at the Olin Memorial Health Center, and may have the scheduled administration of the products performed there for a minimal service fee for each treatment.
 - f. Students who are too ill to attend classes are hospitalized in the University hospital at a charge derived solely from the above mentioned fees which are apropos to their respective cases. There is no charge for the hospital room and meals up to a total of 40 hospital days per student in any one school year. After a total of 40 hospital days has been surpassed, a fee of \$18.00, plus the conventional drug and special services charges, will be made for each additional day.
 - g. Consultants are called upon the recommendations of the staff physicians and their fees are charged to the respective students.

- h. All surgery, except minor surgery, is charged to the student.
- i. All anesthetist fees are charged to the respective students.
- j. Any laboratory, X-ray, or other special medical services not ordered by Olin Memorial Health Center personnel, but requested by individuals outside the University, will be provided at the current medical fee schedule effective in this area.
- k. The University will not pay for ambulance service unless the need for such service arises from injuries sustained through classroom work, participation in scheduled intramural sport events, or University employment. The ambulance fee in all other cases will be charged to the involved student.

3. Persons Eligible for Care

- a. All students regularly enrolled in the University and taking seven or more credits are entitled to health service during the term in which they are enrolled. Graduate assistants, regularly enrolled in the University and working toward a graduate degree, are considered eligible. *The student identification card must be presented when service is requested.* Part-time students taking six credits or less are not eligible. Faculty members employed full time and enrolled in one or more courses are not considered students and are not eligible to use the Olin Memorial Health Center.
- b. A student is entitled to use the Olin Memorial Health Center facilities only when he or she is enrolled in the University. The date and time limitations apropos to specific periods of enrollment are those established from the University calendar which is printed in the Michigan State University Catalog. The following is the only exception to this rule:

Any student who has been eligible in the immediate past fall or winter term for Olin Memorial Health Center care, will be eligible for care during the winter or spring recess provided he or she intends to enroll in the subsequent winter or spring term. If a student utilizes the facilities of the Olin Memorial Health Center during the recess period and then fails to enroll for the subsequent term, he or she will be billed for the services rendered at the conventional fees for this area.

4. Class Excuses

The Olin Memorial Health Center is authorized to issue class absence excuses only to those students who have been hospitalized in the Center. These excuses cover just the period of time that the student has been a hospital patient. No other class absence excuses can or will be issued by the Center personnel except in those cases where a very temporary infirmity prevents participation in physical education classes.

5. Notification of Parents

Parents are notified by the Health Center, at once, through a person-toperson long distance telephone call whenever a student is hospitalized for any of the following reasons:

- a. Serious or significant illnesses;
- b. Surgical observation or emergency surgery;
- c. Traumatic cases (auto accidents, significant falls, etc.);
- d. Prolonged hospitalization anticipated;
- e. Significant emotional upsets.

If any student is in the hospital 72 hours after admission and his parent has not been notified because the case did not appear to fall into any of the above categories, the parent is then notified by phone, unless he has visited the student or has been contacted by the student during the 72-hour post-admission period.

HOUSING REGULATIONS

1. First-Year Residence

All first-year undergraduate students (freshmen and transfer) must reside in the residence halls during their first year at Michigan State University with the following exceptions: married students; students living at home with parents (letter from parents must be sent to the Hall Assignments Office, Holmes Hall); veterans with one or more years of active service; students attaining the age of 21 during the academic year in which they enter; and students who have been admitted to junior or senior standing.

-Board of Trustees

2. Off-Campus Supervised Housing

Undergraduate students under 21 years of age who are not required to live in the residence halls and who are not eligible to live in unsupervised off-campus housing must live in supervised housing. Supervised housing includes sororities, fraternities, cooperatives, religious living units, and University designated offcampus supervised housing.

> -Faculty Committee on Student Affairs Board of Trustees

3. Off-Campus Unsupervised Housing

Any undergraduate student enrolled for seven or more credits per term (summer term included) at Michigan State University is considered a student and is subject to the following University housing regulations:

- a. Students are members of both the University and local community. All students are expected to live in accordance with state and local laws. When students violate such laws, it is of concern to both the local and University community.
- b. Students are expected to observe the liquor laws of the State of Michigan especially as they apply to the age of purchaser, furnishing liquor to minors, transporting liquor in an automobile, and falsely representing one's age in a liquor purchase. In addition, no student shall possess or consume alcoholic beverages, including beer, in any Michigan State University residence hall, supervised housing, organized living unit, or within the confines of land governed by the Board of Trustees of Michigan State University. This prohibition shall not apply to possession or consumption by residents of married housing facilities provided by Michigan State University.
- c. Students of the opposite sex shall not be permitted to enter the living quarters of another student living in a residence hall, supervised housing, or organized living unit except during a registered open house. In housing not under the control of the University, students are expected to conduct themselves in keeping with standards acceptable to the University community. Overnight visitation in the living quarters of a member of the opposite sex is not acceptable behavior.

d. Students are required to report their correct local address at the time of registration. Failure to register the actual residence at which they are living, or a change of address, is cause for cancellation of registration. (Change of address is made in the Off-Campus Housing Office, Student Services Building.)

Eligibility

- e. Students who will have attained senior status by the last official day of registration fall term or who will attain the age of 21 during the academic year will be eligible to live in unsupervised housing beginning with fall term of that year. For purposes of this policy, a senior student is defined as a student who has accumulated 130 term credits. Academic year is defined as September 15 to June 15 inclusive.
- f. Any eligible student (i.e., a student turning 21 during the academic year or attaining senior status by fall term registration) under the age of 21 must have a parental consent form filed in the Off-Campus Housing Office in order to be eligible to live in unsupervised housing. Such consent form must be submitted not later than September 1 of the year the student plans to live in unsupervised housing. These steps are not required of students over 21. (Consent forms and any other information desired may be obtained in the Off-Campus Housing Office, 161 Student Services Building.)

-Faculty Committee on Student Affairs

- g. Undergraduate students commuting from home beyond a fifty-mile radius must have special permission from the Off-Campus Housing Office, Student Services Building.
- h. Undergraduate students living with relatives must have special permission from the Off-Campus Housing Office, Student Services Building.

IDENTIFICATION CARDS

- 1. Upon completion of registration each student shall be provided an identification card which shall remain in his or her possession at all times.
- 2. Students who withdraw or are withdrawn within a term shall surrender to the proper University authorities said identification cards.
- 3. The falsification or alteration of said identification cards or of any other University records or documents shall be cause for the cancellation of registration.
- 4. In case of violation of any rule or regulation of the University or of any local, state, or federal ordinances or laws, students shall, upon demand, surrender said identification card to the appropriate University authorities charged with the conduct of student affairs or to a member of the Department of Public Safety.

INSURANCE

- 1. All foreign students are required by the University to purchase an accident and health insurance policy during registration, unless such insurance is provided by their government.
- 2. Information regarding the student insurance program sponsored by Associated Students of Michigan State University (ASMSU) is on page 44 of this handbook.

LIBRARY

1. All users of the Library are required to present their ID card and their plastic library card before being permitted to check out items for use outside of the Library.

- 2. Any citizen of the State of Michigan above high school age is permitted to use the Michigan State University Library. Non-students and non-employees of the University may apply for permits to use the collections.
- 3. All users of the Library Building are required to show their briefcases and other possessions upon leaving the building.
- 4. Books may be borrowed for a two-week period, and are renewable unless requested by another user.
- 5. While subject to change during the academic year, the following library fines are currently in effect for overdue books.
 - a. Two-week circulation: 25ϕ per day, per book, with a maximum fine of \$15.00 per book.
 - b. Assigned Reading Books: 25ϕ for the first hour overdue and 10ϕ per hour thereafter, with a maximum fine of \$20.00 per book.
- 6. Students who do not pay fines or have not returned books by the time of registration will be put on the Accounting Office hold list. They will be held from registration until such time as their account with the Library is cleared.
- 7. Lost or mutilated books will result in a \$15.00 replacement charge.
- 8. Smoking is permitted only in the properly marked area in the west stairwell.

LOANS

- 1. The Financial Aids and Withdrawal Division of the Office of the Dean of Students administers the various student loan programs such as the Michigan State University Loan Program, the National Defense Education Act Loans, the Michigan Higher Education Assistance Authority Loans, and the United Student Aid Program. Information regarding the policies and regulations that pertain to a specific loan program is available in the Office of Financial Aids and Withdrawals, 257 Student Services Building. Information on the Work-Study Program can also be obtained from this Office.
- 2. Associated Students of Michigan State University (ASMSU) has a loan fund, from which registered students may borrow a maximum of \$15.00 for up to a three-week period. The ASMSU Loan Office is located at 326 Student Services Building.

LOITERING (Ordinance 21.00)

. . . No person shall loiter in any building, street, or area where he is not assigned for living, work, or study purposes.

MOLESTING (Ordinance 24.00)

. . . No person shall improperly, lewdly, wantonly or wrongfully accost, ogle, insult, annoy, follow, pursue, lay hands on, or by gesture, word, movement of body or otherwise molest any person upon the lands governed by said Board.

MOTOR VEHICLES

- 1. Motor vehicles are defined as all motor driven vehicles, such as automobiles, trucks, motorcycles, motor bicycles, and motor scooters.
- 2. The current Student Motor Vehicle Regulation, approved by the Board of Trustees, governs the possession and operation of motor vehicles on the Michigan State University campus. Copies of this regulation in its entirety are available at the Vehicle-Bicycle Office in Quonset 103. Listed are several provisions of

this regulation, which affects all persons enrolled for "0" or moré credits, and their spouses.

- a. Freshmen, unless married, age 21, physically disabled, or residing off campus, and first year Short Course students are prohibited from possessing or operating a motor vehicle on campus except as noted in the current Student Motor Vehicle Regulation. All other students may operate duly registered motor vehicles on the campus subject to this regulation.
- b. A student *shall not* possess or operate a vehicle on MSU property without having first registered it and properly affixing the permit. (This required registration is effective twenty-four [24] hours, seven [7] days a week.)
- c. A student registers a motor vehicle at class registration or at the Vehicle-Bicycle Office in Quonset 103. When the Vehicle-Bicycle Office is closed the Department of Public Safety, Quonset 104, may issue an interim registration certificate which will be valid only until 4:00 p.m. of the first University business day that follows.
- d. To register a motor vehicle a student must:
 - (1) Pay an annual registration fee (no refunds) at class registration or at the Vehicle-Bicycle Office in Quonset 103.
 - (a) Six (\$6.00) dollars if first registered during fall term.
 - (b) Four (\$4.00) dollars if first registered during winter term.
 - (c) Two (\$2.00) dollars if first registered during spring or summer terms. (No fee is initially charged if the student is enrolled for 0-6 credits but must be paid if at a later date the student enrolls for seven or more credits.)
 - (d) Exceptions to the above fee schedule are stated in the current Student Motor Vehicle Regulation.
 - (2) Present a valid driver's license.
 - (3) Submit proof of personal or immediate family ownership of the vehicle.
 - (4) Possess liability and property damage insurance.
- e. The student registering a vehicle shall be responsible for its operation.
- The current Student Motor Vehicle Regulation (copies available at the Vehicle-Bicycle Office in Quonset 103) should be referred to for information pertaining to:
 a. Driving Permits and Regulations;
 - b. Motor Vehicle Violations, Penalties, and Fine Payments;
 - c. Parking Regulations;
 - d. Permits.
- 4. Motor Vehicle Violations Traffic Appeals:

Students who wish to appeal a summons issued for a violation of the Student Motor Vehicle Regulation may submit an appeal to the Vehicle-Bicycle Office, Quonset 103. All appeals are received by the Student Traffic Appeal Court and are answered by mail. Students who are not satisfied with the Court's decision in the absence of a hearing may make an appointment for a hearing by contacting the Vehicle-Bicycle Office, Quonset 103.

5. Proper registration and operation of motor vehicles in accord with the Student Motor Vehicle Regulation is a condition of enrollment as a student of MSU.

PARADES AND PROCESSIONS

1. A University ordinance (40.14) states the following: Permits required for parades, processions, and sound trucks: No funeral procession or parade, excepting the forces of the United States Armed Services, the military forces of this State, and the forces of the police and fire department shall occupy, march or proceed along any street or roadway except in accordance with a permit and such other regulations as are set forth herein which may apply. No sound truck or other vehicle equipped with amplifier or loudspeaker may be used unless written authorization is obtained from the Secretary of the University.

- 2. Permits to conduct parades or processions are obtained by individual registered students and registered student organizations according to the following all-University policy:
 - a. Permission to conduct parades and processions must be secured in the following order: 1) Cabinet President of ASMSU; 2) Student Activities Division;
 3) Department of Public Safety. (Forms for this permission can be obtained in the Student Activities Division, Student Services Building.)
 - b. If any portion of the route involves travel on an East Lansing street, permission must also be secured from the East Lansing Police Department.
 - c. The person applying for the permission to conduct a parade or procession will be held responsible for proper conduct of those persons participating in the event.
 - d. There shall be no more than 12 vehicles in the procession and they shall not stop along the route except as necessary to comply with traffic laws. Drivers of the vehicles will be held responsible for compliance with motor vehicle regulations and traffic ordinances.
 - e. Noise making equipment shall be operated only when the parade or procession is moving.
 - f. Parades and processions may be held on weekdays only between 5:30 p.m. and 6:30 p.m.

PROPERTY: LOST, FOUND, STOLEN OR ABANDONED (Ordinance 28.00)

. . . It shall be the duty of the Director of the Department of Public Safety of Michigan State University to maintain an accounting of all moneys, goods, wares and merchandise deposited in his office as lost or abandoned property which has been found within the campus of said institution. On the first secular day in the months of January, April, July, and October in each year, or more often as necessary, said Director of the Department of Public Safety shall cause a notice of all such property as shall remain unclaimed to be posted in four conspicuous places on said campus for three successive weeks to all persons interested or claiming such property: Provided, however, that if any of such goods, wares, merchandise or chattels shall be of a perishable nature or expensive to keep, then it shall be lawful for said Director of the Department of Public Safety to sell the same at public auction at such time and after such notice as shall to him and the Board seem proper.

... It shall be the duty of the Director of the Department of Public Safety, on receiving satisfactory proof of ownership, to deliver such property to the owner thereof on payment of all necessary and reasonable expenses which may have been incurred in the recovering, preservation or sustenance of such property and the expense of advertising the same unless the University Attorney or the Prosecuting Attorney of the County of Ingham shall otherwise direct.

... It shall be the duty of the Director of the Department of Public Safety to cause all property unclaimed after the expiration of the notice specified in

Section 1, money excepted, to be sold at public auction to the highest bidder, unless the Prosecuting Attorney of the County of Ingham shall direct that it shall remain unsold for a longer period to be used as evidence in the administration of justice; and the proceeds thereof shall be forthwith paid to the University's Business Office together with all money, if any, which shall remain in his hands after such notice as aforesaid, first deducting actual charges of said sale.

REGISTRATION WITHHOLDS

Students may be withheld from registration because of failure to meet financial responsibilities to the University or for mental health or disciplinary reasons. The student must clear with the individual or office that issued the hold card before continuing registration.

SIGNS (Ordinance 31.00)

. . . No person shall efface, alter, tamper with, destroy, or remove any sign or inscription on any property governed by the said Board.

SMOKING (Ordinance 32.00)

. . . Smoking is hereby prohibited:

. . . In classrooms, lecture halls and teaching laboratories;

... In barns and farm buildings except where specifically approved for smoking by the Director of the Department of Public Safety;

. . . In and adjacent to all buildings used primarily for storage of combustible materials and/or flammable liquids; provided, however, that all buildings and areas other than classrooms shall be clearly posted as "No Smoking" areas.

. . . Smoking is hereby permitted:

. . . In private offices, conference rooms, non-teaching laboratories, and such other buildings and areas as shall not be subject to actual hazard by reason thereof when so certified by the Director of the Department of Public Safety.

SOCIAL REGULATIONS

1. Individuals

- a. Students of the opposite sex shall not be permitted to enter the living quarters of another student living in a residence hall, supervised housing, or organized living unit except during a registered open house. In housing not under the control of the University, it is expected that behavior will be in keeping with the standards acceptable to the University.
- b. Visiting hours
 - (1) Members of the opposite sex are restricted to the established public areas of women's residences except during a registered open house.
 - (2) Members of the opposite sex are not permitted in residences after women's closing hours in the evening and before residences officially open in the morning.
 - (3) Individual residences may establish more restrictive visiting hours to which visitors must conform.

-Faculty Committee on Student Affairs

2. Groups

Registered student organizations, living units, and major governing groups.

a. All group social functions attended by student couples must be registered

with the exception of those functions sponsored by clubs which are attended exclusively by married couples.

- b. Social events of an all-University nature must be cleared through the Student Activities Advisory Committee and placed on the social calendar at least one term prior to the event.
- c. Overnight social activities are not permitted.
- d. There shall be no drinking of intoxicating beverages at any time at any social function either on or off campus.
- e. Members of the opposite sex are not permitted to enter the sleeping or study quarters of their dates, except during a registered open house or when such quarters are being used as a cloakroom for a party.

-Faculty Committee on Student Affairs

SOLICITATION

1. Selling and advertising (Ordinance 30.00)

. . . No person, firm or corporation shall engage in the business of selling or advertising any services, activities, or goods, or take orders or make contacts for the purchase or delivery thereof, or sell or offer for sale tickets for goods, activities or services or solicit for any purpose whatsoever, within the boundaries of Michigan State University.

. . . No person shall erect or otherwise display any sign or poster or distribute handbills upon property governed by the Board which advertises or otherwise calls attention to any product, service or activity.

2. Exceptions

Exceptions to the above University ordinance pertaining to selling and advertising are provided as follows:

a. Fund-raising: An all-University policy states that fund-raising events sponsored by registered student organizations, living units, and major governing groups must be approved by Associated Students of Michigan State University (ASMSU) and the Secretary of the University.

(NOTE: Information regarding the procedure for seeking approval is available in the Student Activities Division, 101 Student Services Bldg.)

b. Student Publications: The sale and distribution of student publications — publications of student living units, governing groups, MSU student organizations, MSU student groups, and student publications sponsored by colleges or departments of the University — shall be in accordance with the guidelines established in the 1967 *Academic Freedom for Students* Report. (These guidlines are on pages 21-22 of this handbook.)

SPEAKERS POLICY, OUTSIDE

The current policy pertaining to speakers invited to the campus by student groups was adopted by the Board of Trustees on December 14, 1962. This policy replaces the former policy of December, 1960.

General Policy

It is the policy of Michigan State University to foster a spirit of free inquiry and to encourage the timely discussion of a wide variety of issues, provided that the views expressed are stated openly and, therefore, are subject to critical evaluation. Restraints on free inquiry should be held to that minimum which is consistent with preserving an organized society in which peaceful, democratic means for change are available. Therefore, registered student organizations are encouraged to invite speakers to the campus subject only to the following provisions:

- 1. The speaker must not urge the audience to take action which is prohibited by the rules of the University or which is illegal under Federal or Michigan law. Advocating or urging the modification of the government of the United States or of the State of Michigan by violence or sabotage is specifically prohibited. It is the responsibility of the student organization to inform speakers of these prohibitions.
- 2. Sponsorship must be by a student organization which has been registered under the general regulations approved by the appropriate University authorities.
- 3. For purposes of preserving a record of all such public meetings and/or coordinating them with the calendar of other activities taking place on University property, the sponsoring organization must (a) make all arrangements for reservation of space with the appropriate University officials, and (b) complete a form to be furnished by the appropriate University office indicating, among other things, the subject to be discussed, the names of all speakers and the time and place of the meeting, the form to be certified by the signature of the appropriate officer of the organization and the faculty adviser. All rules for administration of requests from registered student organizations must conform to the "General Policy" stated above. It shall be the responsibility of the Michigan State University Forum Committee, or someone designated by it, to certify that all appropriate steps have been taken before the event is officially scheduled.

(Note: The registration forms and information regarding the Outside Speakers Policy and the Forum Committee are available in the Student Activities Division, 104 Student Services Building.)

Michigan State University Implementing Policy

- 4. Any student organizations violating the provisions of this by-law is subject only to the procedures and penalties applicable to students and student organizations that violate other University rules.
- 5. Public announcements concerning the speaker shall contain statements that clearly and accurately identify him.
- 6. At meetings dealing with controversial issues, ample time shall be allowed for questions and free discussion of the ideas presented.
- 7. It is recommended that a committee known as the Michigan State University Forum Committee be established.
 - a. It should consist of five faculty members and five students. The faculty members are to be appointed by the President from a list of ten faculty members to be nominated by the Committee on Committees. The five student members are to be named by the President from a list of ten graduate and undergraduate students nominated by the Student Board of the Associated Students of Michigan State University (ASMSU). The President shall appoint a chairman from among his nominees. He shall also appoint as secretary the Dean of Students, or his designee, who shall serve in an exofficio capacity.
 - b. The Committee shall have four major responsibilities:
 - (1) The Committee shall make itself available for consultation on all questions concerning public lectures at Michigan State University.

- (2) The Committee shall work with the Director of the Student Activities Division of the Office of the Dean of Students in establishing programs whereby organizations and their faculty advisers shall be informed about the University's policy on speakers.
- (3) The secretary shall receive the speaker registration forms for the Committee. (Student Activities Division, 104 Student Services Building.)
- (4) The Committee shall encourage a well-balanced program of speakers on controversial subjects of great public interest.

STUDENT ORGANIZATION REGISTRATION POLICY

This policy, recommended by Associated Students of Michigan State University, was adopted by the Faculty Committee on Student Affairs on February 5, 1966. This policy replaces the former policy of March 11, 1959.

- I. The Associated Students of Michigan State University has the responsibility for registering all student organizations with the exception of those organized around living units. The Faculty Committee on Student Affairs shall have the right to review decisions of ASMSU in this area.
- II. Registration shall be valid from the date of registration until the end of the fourth week of the succeeding fall term. Student organizations shall be responsible for re-registering themselves each year.
- III. To be registered, a student organization must file the following information with ASMSU:
 - A. The name of the organization;
 - B. The names and titles of the officers;
 - C. The purpose of the organization;
 - D. The names of the advisers.
 - 1. To be eligible as an adviser the individual must be a full-time University employee with rank of instructor or higher, or an employee classified as administrative-professional. Members of the Religious Advisors Association are also eligible.
 - E. A constitution or document providing that:
 - 1. Only students registered with Michigan State University are voting members and officers.
 - a. The Student Board, upon request of the organization, may waive this requirement so that Michigan State University faculty and administrative staff may be included as voting members and/or officers.
 - 2. No discrimination on the basis of race, creed, religion or national origin may exist within the organization.
 - a. Bona fide religious, geographical, or nationality groups shall not be bound to make this certification.
- IV. ASMSU or the Division of Student Activities shall be notified of any change made in the original information presented to ASMSU within four weeks after an organization has instituted the change.
 - V. If the required information is not submitted, a group will be denied registration and will not be entitled to the privileges accorded registered student organizations. These privileges include sponsorship of all-University events, social functions and off-campus speakers, fund-raising events, and the use of University services and facilities.

- VI. In addition, registered student organizations are requested to submit:
 - A. A list of membership;
 - B. Notification of national affiliations;
 - C. Notification of dates and times of regularly scheduled meetings;
 - D. Notification of dates and times of regular and special activities.
- VII. No organization shall have its registration revoked or denied by ASMSU or the University on the grounds of its beliefs, its goals, or its attitudes.
- VIII. A student organization may have its registration revoked by ASMSU:
 - A. If the required information submitted was falsified.
 - B. If violation of civil law on the part of the organization has been proven in court.
 - C. If the organization violates University procedure or policy:
 - D. If the organization actively participates in an attempted violent overthrow of the United States Government, the government of the State of Michigan, or any duly established government.

STUDENT PUBLICATIONS

The following guidelines, which pertain to the sale and distribution of student publications, are from the 1967 *Academic Freedom for Students* Report adopted by the Board of Trustees, March 16, 1967.

- ... Students should have maximum freedom to express opinions and communicate ideas by writing, publishing, and distributing materials.
- ... For the purpose of this instrument, student publications are publications in which Michigan State University students have been involved, at least in part, in writing, publishing, and distributing, namely,
 - a. Publications of student living units and governing groups;
 - b. Publications of MSU student organizations and MSU student groups;
 - c. Student publications sponsored by colleges or departments of the University.
- ... The following guidelines are established:
- ... Responsibility for editorial or other content, finance and distribution shall lie with the sponsoring agency, group, or organization.
- ... The University shall not authorize student publications.
- ... Every student publication shall identify the sponsoring agency, group, or organization.
- ... These guidelines shall apply to all student publications, whether distributed free or offered for sale.
- ...a. 1. The privilege of distribution which is accorded to any free student publication shall be equally accorded to all.
 - 2. Any place established for distribution of the *State News* shall be equally accessible for the distribution of any free student publication.
 - 3. The places of free distribution shall be limited to the places established for the distribution of the, *State News*.
 - 4. No door-to-door or hand-to-hand free distribution shall be permitted in any organized living unit or in any classroom or office building.
 - 5. No door-to-door solicitations for sale shall be permitted in any organized living unit or in any classroom or office building.
 - 6. In accordance with the five provisions just stated, each living unit shall decide for itself whether (and if so, where) it wants such a

place of distribution in the building. Its policy shall be formalized according to the procedures laid down in Article 5.

- 7. For buildings other than organized living units the Vice-President for Student Affairs shall determine, after consultation with the administrative occupants and in accordance with the first five provisions just stated, the places of distribution.
- b. 1. The establishment of booths or self-service stands for the sale of student publications or of subscriptions to them shall be permitted in the lobby of the Student Union and in the lobby of the International Center.
 - 2. No solicitation for advertising, subscription or sale shall be permitted in any organized living unit for any publication whatever. The places authorized for such solicitation within buildings are restricted to the Student Union and the International Center.
 - 3. The sale of any student publication in an organized living unit is prohibited, unless the organized living unit, according to the procedures laid down in Article 5, chooses to have it by self-service distribution (automatic vendor, coin box, etc.).
- c. Free distribution and sale by students of student publications shall be permitted on the campus outside the confines of campus buildings, subject only to such limitations as are necessary to prevent interference with the use of streets, sidewalks and building entrances.
- d. The Office of the Vice-President for Student Affairs shall keep available for inspection an up-to-date list of places of distribution within campus buildings.

... The University shall neither authorize nor prohibit the solicitation of advertising by any student publication.

... Any regulations necessary to implement the general policy of these guidelines relating to the distribution and selling of student publications on campus shall be developed according to the procedure described in Article 5.

TELEPHONES (Ordinance 33.00)

-Board of Trustees

... It shall be unlawful for any person to telephone any other person repeatedly for the sole purpose of harrassing or molesting such other person or his family, whether or not conversation ensues.

... It shall be unlawful for any person to use any threatening, vulgar, indecent, obscene, immoral or insulting language over any telephone instrument or equipment.

WASHING VEHICLES (Ordinance 48.00)

... No person shall attach a hose to any University water supply for the purpose of washing non-University owned vehicles.

 \ldots . This does not prohibit the washing of vehicles through the use of a pail or similar container.

WITHDRAWAL PROCEDURES AND POLICIES

1. A student who decides to drop *all* of his courses or his *only* course before the term in progress is completed must withdraw from the University. The student initiates the withdrawal procedure in the Office of Financial Aids and Withdrawals, 257 Student Services Building.

(NOTE: Interruption of school at the conclusion of a completed term does *not* necessitate withdrawing from the University.)

- 2. The withdrawal procedure will not take place automatically for the student who leaves campus because of illness, of either one's self or family member, but must be initiated by the student. If this cannot be done in person, it can be initiated by calling or writing the Financial Aids and Withdrawal Office, 257 Student Services Building.
- 3. A student who leaves the University without withdrawing properly forfeits any fees or deposits paid to the University.
- 4. A student who does not officially withdraw will receive "F" grades in all courses for that particular term.
- 5. Refunds:
 - a. The *MSU Catalog* should be consulted for information regarding the policy on the refund of fees.
 - b. A student living in a residence hall should consult the manager regarding the policy on the refund of room and board. (It should be noted that a student withdrawing during the last two weeks of any term will not receive a refund on room and board.)
 - c. A student living in an off-campus organized living unit should consult the individual unit for policies regarding room and board refunds.
- 6. For information about policies regarding the effect of official withdrawal on grades and credits, refer to the *MSU Catalog* section on "Withdrawals" or to the specific academic department.
- 7. If a student returns to Michigan State University the term following withdrawal, he cannot pre-register but must follow the regular registration procedure. If one or more *complete* terms of school are missed, the student must apply for readmission through the Office of the Registrar, Administration Building.

WOMEN'S STANDARDS AND REGULATIONS

These regulations apply to all University women's residences, sorority houses, and off-campus supervised housing, inclusively.

I. CLOSING HOURS IN UNIVERSITY RESIDENCES

The following women's closing hour policies reflect the University's intention to provide for the development of maturity on the part of coeds as they progress from the home through the University community to the society-at-large. Freshman closing hours provide guidelines for new coeds as they make the transition from the home environment to the University community. Selective closing hours provide greater opportunities for selfregulation on the part of sophomore, junior, and senior coeds. This selective closing hours policy is based, in part, on the assumption that coeds are able to grow toward maturity when they have the opportunity to practice selfregulation. Further, such a policy provides for the transition the coed will make from the University community to the society-at-large. Selective closing hours are not intended to encourage late hours, but rather to provide the freedom of choice necessary for self-regulation.

A. University closing hours:

- 1. Women's residence halls, sororities, and supervised housing will be closed by the following hours:
 - Sunday Thursday: 12:00 midnight
 - Friday Saturday: 1:00 a.m.
- 2. Non-residents are not permitted in these residences between the closing hour and the official opening hour of the next day.

B. Freshman closing hours:

- 1. Freshman women under 21 years of age are required to return to their residence within the University closing hour.
- 2. Freshman coeds may select three weekend nights (Friday or Saturday) each term as 2:00 a.m. late permission nights.

C. Selective closing hours:

- 1. Sophomore, junior and senior women and coeds 21 years of age or over are exempt from closing hours established by the University. These coeds are permitted to leave and return to their University residences at any hour. (For returns to University residences after 6:00 a.m., overnight absence and sign out regulations apply.)
- 2. Sophomore women are defined as those coeds who have accumulated 40 credit hours by the last official day of registration of any given term.

II. SIGNING OUT AND SIGNING IN

A. Sign out regulations:

The sign out provides the opportunity for the University to become concerned for the welfare of a coed who does not return when anticipated and assists in subsequent efforts to locate her. Coeds are encouraged to make use of this opportunity for their own protection. In addition to the sign out requirements listed below, the sign out procedures may be utilized voluntarily by any coed in instances where a sign out is not required.

1. Beyond the Greater Lansing Area.

Anytime a coed plans to leave the Greater Lansing Area (this area is defined as including those locations designated by the Lansing Area Telephone Directory), she is required to sign out.

2. Overnight Absences.

- a. A coed is required to sign out prior to overnight absences.
- b. A coed's destination for overnight absences must be an established place of residence or lodging.
- c. A freshman coed must leave the residence before closing hours on the night of her departure unless special permission has been granted by the appropriate residence hall governing body or sorority judiciary or her Head Resident Adviser.
- d. As a sign out definition for coeds with selective hours, an overnight absence is defined as a return to the residence after 6:00 a.m.
- e. A coed can stay overnight in a Greater Lansing Area hotel or motel only with her parents, and only if her parents have so advised her Head Resident Adviser.
- f. A coed can stay as a guest in another Michigan State University residence, on the weekend, provided that guest provisions have been made and that she signs out for an overnight absence.

3. Registration Week.

Every coed is required to sign in, in person, when she arrives at her residence during registration week. If she leaves the campus again before classes start, she will sign out for an overnight absence. 4. Freshman Coeds — Returns to the Residence After Closing Hours. Anytime a freshman coed plans to return to her residence after closing hours, as a result of special permission or of use of her weekend late permission nights, she is required to sign out.

B. Sign out procedures:

The procedures listed below must be followed in those instances where a sign out is required.

- 1. A coed is required to sign out, in person, on the form provided, indicating her destination and hour of return.
- 2. When a coed, out of her residence, realizes that she has forgotten to sign out as required by the above sign out regulations, she must call the advisory office of her residence as soon as possible.
- 3. When delayed, a coed is to notify the advisory office of her residence, indicating the expected time of her return.
- 4. Immediately after returning to her residence, a coed is required to sign in, in person.

To assist in the location of a coed who has not returned when expected, parents or police may be notified if the Head Resident Adviser has been unable to locate the coed within an hour.

III. PERMISSIONS FOR FRESHMAN COEDS

A. Permission for early departure or late return:

Permissions may be granted to freshman coeds whose special plans or obligations require that they leave the residence before it officially opens or return to the residence after closing hours. Freshman coeds who wish exceptions to the closing hour regulations should seek the permission of the appropriate residence hall governing body or sorority judiciary or Head Resident Adviser, in advance.

B. Parental permission for overnight absences:

All coeds are expected to observe MSU regulations pertaining to overnight absences. In addition, every women under 21 years of age living in a University residence who has not attained sophomore status (defined as the accumulation of 40 term credit hours) is required to have a Parental Permission Card on file in her residence authorizing overnight absences. The University will not keep a Parental Permission Card on file for sophomores, juniors, seniors and coeds 21 years of age or over. Permission may be granted as follows:

- 1. A coed can have permission to use her discretion, in accordance with University regulations, in taking overnight absences from her University residence.
- 2. A coed can have permission to take overnight absences to those places listed on the permission card in addition to her home. Parents will notify the Head Resident Adviser, in writing, each time their daughter has permission to take overnight absences to places other than those listed on the card.

IV. GUESTS IN WOMEN'S RESIDENCES

A. Residents may have overnight guests on Friday and Saturday nights during the term. Overnight guests are not permitted on evenings pre-

ceeding class days or examination days as determined by the University. In addition, guests are prohibited on those weekend nights preceeding final examination periods.

- B. The hostess may not take an overnight while she has a guest.
- C. Residents are expected to make arrangements for their guests in advance. All guests must be registered by the hostess with the Head Resident Adviser no later than the closing hours of the days they arrive.
- D. All overnight guests must observe University regulations.
- E. Any guest of a resident of University residence halls, sorority houses, or supervised housing must observe the same women's closing hour regulations and sign out regulations as her hostess.
- F. All MSU coeds who are guests in University residences must observe women's closing hour regulations according to their own age or class standing.
- G. A student hostess is responsible for her guest and must assume all penalties contracted by her guest, unless the guest is a student of MSU or of a college to which the infractions can be referred. Student nurses, student teachers, and others training off-campus must assume the responsibility for all penalties acquired while visiting the campus.
- H. It is recommended that coeds entertain no more than three guests per term. This recommendation is made in consideration of other students and to maintain the academic atomsphere of the living unit.
- I. Special requests for guests during the week must be referred in advance to the appropriate residence hall governing body or sorority judiciary or Head Resident Adviser.

V. SPORTSWEAR IN WOMEN'S RESIDENCES

- A. Sportswear is defined as slacks, stretch pants, or bermuda shorts of any nature, including cut-offs, jeans, and sportswear of a levi-type.
- B. All apparel must be neat and clean.
- C. Sportswear may be worn in the dining room during:
 - 1. Breakfast: every day.
 - 2. Lunch: every day except Saturday of a home football game.
 - 3. Dinner: Saturday, except Saturday of a home football game.
 - 4. Final exam week: all meals.
- D. Sportswear may be worn in the main lounge of the residence except on any Sunday; and the Saturday of a home football game.

VI. SERENADES

- A. Serenades are held on Monday through Thursday nights.
- B. The Head Resident Adviser of the living unit to be serenaded must be contacted in advance.
- C. The burning of insignia on the sidewalks is prohibited.
- D. The serenade must be concluded by:
 - 1. Women's Residence Halls 12:30 a.m.
 - 2. Sororities 12:00 midnight.

Please Note:

Women students are urged to take precautions to avoid being alone outside their living units after dark. It is advisable to stay on well traveled paths and walk with other people.



BOARD OF TRUSTEES

The Board of Trustees, elected by the voters of the State of Michigan and responsible to all of the people of Michigan, exercises the final authority in the government of the University, within the limits fixed by the State Constitution. In exercising its responsibility, the Board delegates to the President of the University and through him to the faculty, appropriate authority, and jurisdiction over matters for which they are held accountable by the Board. These matters include educational policy and the development of a strong and efficient organization with which to accomplish the objectives of the University.

ADMINISTRATIVE OFFICIALS

The President of Michigan State University is elected by the Board of Trustees and is an ex-officio member of the Board without the right to vote and is the Board's sole administration officer. The President presides at meetings of the Board of Trustees.

The administrative officials of the University are appointed by the Board of Trustees upon the recommendation of the President. The following positions comprise the administrative officials of Michigan State University: President, Provost, Vice-President for Business and Finance and Treasurer, Vice-President for Research Development and Dean of the School for Advanced Graduate Studies, Vice-President for Special Projects, Vice-President for Student Affairs, Assistant to the President and Director of University Relations, Secretary of the Board of Trustees and of the University, and University Attorney.

VICE-PRESIDENT FOR STUDENT AFFAIRS

The Vice-President for Student Affairs has the general administrative responsibility for all student personnel matters. The multiple services of the Office of Student Affairs are carried out through the Counseling Center, the Office of the Dean of Students, the Health Center and the Office of Intramural Programs.

1. Counseling Center

The Counseling Center located in the Student Services Building, Room 207, aids students in making the best possible adjustment to the University; offers educational, vocational, and personal counseling to Michigan State University students; provides a complete testing service; and maintains an occupational information library. Students living in the Hubbard (Akers, Fee, Holmes, Hubbard, and McDonel Halls), Brody, and Case-Wilson-Wonders-Holden Complexes may make appointments with counselors at the Counseling Center Offices in those residence halls. All other students make appointments with counselors in the main Counseling Center, 207 Student Services Building.

2. Office of the Dean of Students

The responsibilities of the Office of the Dean of Students are carried out through the Office of Financial Aids and Withdrawals, the Division of Residence Hall Programs, and the Student Activities Division.

- a. The Office of Financial Aids and Withdrawals has the responsibility for administering the various loan and scholarship programs, the Federal Work-Study Program, and within-the-term withdrawals from the University.
- b. The Division of Residence Hall Programs is responsible for the selection and training of the residence hall advisory staff; the implementation of policy within the residence halls; coordination of educational, social,

and recreational programs within the individual residence halls; and the advisement of the individual living unit governments and the major governing groups — Women's Inter-Residence Council and Men's Halls Association and the activities of these groups.

c. The Student Activities Division is responsible for advising the Student Board and the Cabinet of Associated Students of Michigan State University (ASMSU), the all-University events sponsored by ASMSU, the All-University Student Judiciary, Traffic Appeals Court; and for coordinating the interest area student organizations. It is also responsible for the advisory program in sororities, fraternities, cooperatives, and religious living units; the implementation of policy within these units; the coordination of the educational, social, and recreational programs in these living units; and advisement of the major governing groups — Interfraternity Council, Panhellenic Council, and Intercooperative Council. Associated Women Students (AWS) is also advised from this Office. Through the Off-Campus Housing Office, this Division has the responsibility for implementing the off-campus housing policies and advising the Off-Campus Council.

3. Health Center

The Olin Memorial Health Center provides facilities for Michigan State University students who are in need of medical, surgical, or psychiatric care. Policies of the Health Center are on pages 10-12.

4. Office of Intramural Programs

The Intramural Office has the responsibility of coordinating all intramural activities. Information and handbooks regarding these activities can be obtained from the Women's Intramural Office, 121 Women's IM Building, and the Men's Intramural Office, 202 Men's IM Building.

FACULTY COMMITTEE ON STUDENT AFFAIRS

The Faculty Committee on Student Affairs, a standing committee of the Academic Council, is composed of one faculty member from each of the twelve academic colleges and two ex-officio members, the Vice-President for Student Affairs and the Associate Dean of Students, who serves as the secretary of the Committee. The faculty members are nominated by the Committee on Committees and appointed by the President. The Committee is responsible for examining, evaluating, and recommending policy in the areas of scholarships, student organizations, discipline, and housing to the Vice-President for Student Affairs.

Individual Committee members report to the faculty of their respective colleges and the Committee as a whole advises and reports to the Vice-President for Student Affairs and the Academic Council.

> Dr. John Reinoehl, Chairman Dr. Eldon Nonnamaker, Secretary

STUDENT-FACULTY-ADMINISTRATIVE COMMITTEES

Student-faculty-administrative committees provide an opportunity for students, faculty and administrators to work together in evaluating, recommending, and implementing policy. This university community approach to decision making and policy formulation creates a better understanding of the total University and gives each segment an equal opportunity to discuss various points of view. Depending on their origin these committees are responsible to the Board of Trustees, the President of the University, the Vice-President for Student Affairs, and/or the Academic Council.

Individual students may express their views and ideas to members of a specific committee or they may initiate discussion within their respective major governing groups or the Student Board of Associated Students of Michigan State University (ASMSU) with these groups in turn communicating with the various committees. Students interested in serving on these committees should contact the chairman of the ASMSU Student Board for information regarding the appointment process.

Currently students are represented on the Advisory Board for the *State News* and the *Wolverine*, the All-Campus Radio Board, the All-University Traffic Committee, the Athletic Council, the Lecture-Concert Series Committee, the Student Activities Advisory Committee, the Standing Committee on the Academic Rights and Responsibilities of Students, the Student-Faculty Judiciary Committee, and the University Forum Committee.

1. Advisory Board for the STATE NEWS and the WOLVERINE

The Advisory Board for the State News and the Wolverine, as established by the 1967 Academic Freedom for Students Report is composed of the following voting members: four students, not affiliated with any student publication — two students, not members of the ASMSU Student Board, nominated by the ASMSU Student Board and appointed by the President of the University and two students selected from the student body at large by open petition to the President, who shall make the appointment; and four faculty members, selected according to the pattern employed for establishing the membership of faculty standing committees. The two non-voting members of this Committee are the professional consultant and the financial consultant to the Advisory Board for the State News and the Wolverine.

As one of its responsibilities the Advisory Board for the *State News* and the *Wolverine* provides advice, counsel, and criticism to the staff of the *State News* but does not exercise any veto or censorship over the content of the newspaper.

2. All-Campus Radio Board

The All-Campus Radio Board is composed of the network manager, the WMSN (W-Michigan State Network) station manager, managers of affiliated stations, the adviser to the network, two residence hall students appointed by the Radio Board from open petitioning, one representative from each of the following areas: Women's Inter-Residence Council, Men's Halls Association, the ASMSU Student Board, the Office of the Dean of Students, the Division of Residence Hall Programs, Dormitories and Food Services, and the Television and Radio Department, and a chairman. The All-Campus Radio Board is responsible for the operation of the student radio station designated as WMSN; for the establishment of general policies for the Network; for the appointment of the network manager; and for the financial operations of WMSN.

Peter Sorum, Chairman

3. All-University Traffic Committee

The All-University Traffic Committee was established by the Board of Trustees and consists of four faculty members nominated by the Committee on Committees and appointed by the President, four student members nominated by the Student Board of the Associated Students of Michigan State University (ASMSU) and appointed by the President, and four ex-officio members — the Director of the Department of Public Safety, the University Motor Vehicle supervisor, who acts as secretary, a representative from the Office of the Vice-President for Student Affairs, and a representative from Physical Plant Planning and Development. The Committee is charged with recommending to the President any changes in the faculty and student driving and parking regulations. It also has the responsibility of evaluating requests for exceptions to the driving and parking regulations.

> Mr. James Tanck, Chairman Mr. Robert Bissell, Secretary

4. Athletic Council

The Athletic Council is composed of six faculty members, two alumni members, and five ex-officio members. The ex-officio members are the faculty representative to the Intercollegiate Conference, the Director of Athletics, the Director of Alumni Relations, the Vice-President for Business and Finance and Treasurer, and the Chairman of the Student Board of Associated Students of Michigan State University. The faculty members are appointed by the President subject to the approval of the Academic Senate.

The Athletic Council is responsible for formulating policy as it relates to: athletic schedules, athletic tickets, television and radio broadcasts of athletic contests, and athletic awards. It serves in an advisory capacity to the Director of Athletics, to the Faculty Representative to the Intercollegiate Conference and to the University Administration on matters of Intercollegiate Athletic policy.

> Dr. John A. Fuzak, Chairman Mr. John R. Kinney, Secretary

5. Lecture-Concert Series Committee

The Lecture-Concert Series Committee is composed of six faculty members appointed by the Dean of University Services, who is an ex-officio member of the Committee; two student members appointed by the Student Board of the Associated Students of Michigan State University; and a chairman, who is the Director of the Lecture-Concert Series.

The responsibilities of this Committee are to formulate policy regarding the Lecture-Concert Series; to provide the University community with a varied cultural and educational program; and to recommend performing groups to the Director of the Lecture-Concert Series.

Dr. Wilson B. Paul, Chairman

6. Standing Committee on the Academic Rights and Responsibilities of Students

The Standing Committee on the Academic Rights and Responsibilities of Students is composed of five students appointed by the ASMSU Student Board; five faculty members selected according to the pattern employed for establishing the membership of faculty standing committees; and one member of the Provost's staff who serves as secretary without a vote. This Committee, as established in the 1967 *Academic Freedom for Students* Report, may make recommendations to the Provost and to the Academic Council on matters relating to the academic rights and responsibilities of students.

7. Student Activities Advisory Committee

The Student Activities Advisory Committee is composed of one student representative from each of the following organizations: ASMSU Student Board, ASMSU Organizations Bureau, Women's Inter-Residence Council, Men's Halls Association, Panhellenic Council, Interfraternity Council, OffCampus Council, Intercooperative Council, Associated Women Students, Union Board and Intramural Programs. The advisers to each of the above organizations, and the Director of Intramural Programs are also members of this Committee which is chaired by the Director of the Student Activities Division or his designee. This Committee exists to coordinate the communication, implementation, interpretation and review of University policies pertaining to student activities.

8. Student-Faculty Judiciary Committee

The Student-Faculty Judiciary Committee, as established in the 1967 Academic Freedom for Students Report, is composed of four students appointed by the ASMSU Student Board from nominees submitted by the All-University Student Judiciary; seven faculty members selected according to the pattern employed for establishing the membership of faculty standing committees; and one member appointed by the Vice-President for Student Affairs who serves *ex officio* with no vote and who also serves as secretary to the Judiciary.

The 1967 Academic Freedom for Students Report establishes the original and appellate jurisdiction of the Student-Faculty Judiciary. In addition the Student-Faculty Judiciary shall review the substance of a regulation or an administrative decision which is alleged to be inconsistent with the guidelines established in Article 1 ("Student Rights and Responsibilities"), Article 2 ("Academic Rights and Responsibilities of Students"), Article 3 ("Student Records"), and Article 6 ("Student Publications") of the 1967 Academic Freedom for Students Report.

9. University Forum Committee

The University Forum Committee was established by the Board of Trustees and is a standing committee of the faculty. It consists of five faculty members nominated by the Committee on Committees and appointed by the President, five student members nominated by the Student Board of the Associated Students of Michigan State University and appointed by the President, and the Dean of Students, or his designee, who serves as secretary in an ex-officio capacity. The Committee has the following responsibilities: serves as a consultant on questions concerning public lectures at Michigan State University; encourages a balanced program of speakers on controversial subjects of public interest; communicates the Outside Speaker's Policy to the officers and advisers of student organizations; and receives the speaker registration forms.

> Dr. Colby Lewis, Chairman Dr. Louis Hekhuis, Secretary



ASSOCIATED STUDENTS OF MICHIGAN STATE UNIVERSITY (ASMSU)

Student Board Chairman:	Gregory	Hopkins,	355-8268
Student Board Vice-Chairman:	Peter	Ellsworth,	355-8267
Cabinet President:	Terry	Hassold,	355-4560
Adviser:	Dr. Louis	Hekhuis,	355-8286

The student governing body on campus is directed by a fifteen-member governing board called the Student Board. The Board is composed of the presidents of the six major divisions of the Associated Students: Men's Halls Association (MHA), Interfraternity Council (IFC), Off-Campus Council (OCC), Intercooperative Council (ICC), Panhellenic Council (Panhel), and the Women's Inter-Residence Council (WIC); six members elected at large from the student body; Cabinet President; Secretary; and Comptroller. The Student Board organizes and administers the Cabinet which carries out the policies and programs of the Board. A judiciary branch has original jurisdiction over cases involving student infractions of University rules, regulations and policies. ASMSU directs its efforts in three major areas: the welfare and rights of students, direct student benefits, and the coordination of organizations. Information regarding the student services provided by ASMSU is on pages 44-45 of this handbook.

INTERCOOPERATIVE COUNCIL (ICC)

President: ______Hal Lashlee, 355-8313 Adviser: ______Mr. Edwin Reuling, 355-5280

The Intercooperative Council is the governing group for the seven men's cooperative living units. Twice monthly this group meets to discuss and to coordinate the programs of the individual co-ops and to discuss mutual problems of cooperative living. The ICC encourages individual members to participate in its scholastic, social, and athletic programs.

The individual men's cooperative living units are listed below and the names of the presidents can be obtained from the adviser in the Student Activities Division. The president of the individual men's co-op should be contacted for information regarding membership and living arrangements.

> Beal House Bower House Elsworth House Hedrick House

Howland House Montie House Motts House

INTERFRATERNITY COUNCIL (IFC)

President:		Dick	Herrold,	355-8250
Adviser:	Mr.	Edwin	Reuling,	355-5280

The Interfraternity Council (IFC) is the governing body for the thirty-five (35) fraternities and three (3) colonies at Michigan State University. It is responsible for governing the fraternity system and for coordinating and directing activities which involve all of the campus chapters. The President's Council, composed of the presidents of each chapter, is the legislative body of the IFC. The executive and judicial arm of IFC is the Executive Board. It is responsible for executing and administering IFC policy and enforcing the rules and regulations specified by the
IFC Constitution and by the University. The IFC continually works toward fostering communication between the houses, encouraging and rewarding scholastic achievement, service, and athletic programs, and promoting the continual improvement and welfare of the fraternity system.

The individual fraternities are listed below and the names of the presidents can be obtained from the adviser in the Student Activities Division.

Alpha Epsilon Pi Alpha Gamma Rho Alpha Kappa Psi (Professional) Alpha Phi Alpha Alpha Tau Omega Beta Theta Pi Delta Chi Delta Sigma Phi Delta Sigma Pi (Professional) Delta Tau Delta Delta Upsilon FarmHouse Kappa Alpha Psi Kappa Sigma Lambda Chi Alpha Omega Psi Phi (Colony) Phi Delta Theta Phi Gamma Delta Phi Kappa Psi

Phi Kappa Sigma Phi Kappa Tau Phi Kappa Theta (Colony) Phi Mu Alpha (Professional) Phi Sigma Delta Phi Sigma Kappa Pi Kappa Phi Psi Upsilon Sigma Alpha Epsilon Sigma Alpha Mu Sigma Chi Sigma Nu Sigma Phi Epsilon Tau Delta Phi Theta Chi Theta Delta Chi Theta Xi (Colony) Triangle Zeta Beta Tau

The Interfraternity Council has a policy of deferred rush. This means that firstterm freshmen are not eligible to rush a fraternity. This program was instituted to give the incoming freshmen an opportunity to gain a fundamental knowledge of Michigan State and some concept of the fraternity system, and to establish himself academically, before embarking upon such important steps as rushing and pledging a fraternity.

According to the IFC rush policy, each candidate for a formal invitation must have earned at least a 2.2 all-University average for his total terms in school. If the candidate has below a 2.2 all-University average and received a 2.5 or better the previous term, he may be extended a formal invitation. After a one-week period of open and closed rushing, invitations are extended to candidates who meet the above requirements. Information regarding open rush is available in the Interfraternity Council Office, Student Services Building, or in the *State News* during the first week of each term.

MEN'S HALLS ASSOCIATION (MHA)

President: ______Bill Lukens, 353-2963 Adviser: ______Residence Hall Programs, 353-3780

Men's Halls Association (MHA) is an association which provides a means of uniting the individual men's residence halls to further the common interests of their residents, to coordinate their activities, and to promote better relations and communications between the men's halls and other groups on campus. All residents of men's residence halls are members of MHA and exercise their voting rights and opinions through the president of their respective halls. Grouped by complex, the individual men's halls are listed below and the names of the presidents may be obtained from the adviser in the Division of Residence Hall Programs.

Brody Complex Armstrong Bailey Bryan Emmons

East Campus Complex Akers, East Fee, West Holmes, East Hubbard, North McDonel, West Northeast Complex (Red Cedar Complex) Abbot Shaw, East Shaw, West Snyder

South Campus Complex Case, South Holden, East Wilson, East Wonders, North

OFF-CAMPUS COUNCIL (OCC)

President: ______Jim Friel, 355-8300 Adviser: ______Mr. Patrick Smith, 355-8303

The purpose of the Off-Campus Council (OCC) is to promote the welfare and continued betterment of the off-campus students in their capacities as students at Michigan State University. It is the governing body which provides the means of communication between these students and the administration. The OCC Governing Board meets bi-weekly to consider problems which affect off-campus students. All students residing off campus are members of OCC and exercise their voting rights by the election, each spring, of representatives to the OCC Governing Board. As the official representative of the off-campus student, the president of OCC is on the ASMSU Student Board.

PANHELLENIC COUNCIL (PANHEL)

President: _____Sally Aylesworth, 353-2965 Adviser: _____Miss Mabel Petersen, 355-5280

Panhellenic Council is the governing group for the 22 national sorority chapters at Michigan State University. It is composed of two representatives from each chapter who meet once a week to discuss and act on such matters as membership, rush rules, and chapter activities. Panhellenic Council helps to sponsor Greek Week and Homecoming activities for sororities and provides a scholarship each year for a foreign student who attends Michigan State.

The individual sororities are listed below and the names of the presidents may be obtained from the Panhellenic adviser in the Student Activities Division.

Alpha Chi Omega Alpha Delta Pi Alpha Epsilon Phi Alpha Gamma Delta Alpha Kappa Alpha Alpha Omicron Pi Alpha Phi Alpha Xi Delta Chi Omega Delta Delta Delta Delta Gamma Delta Sigma Theta Delta Zeta Gamma Phi Beta Kappa Alpha Theta Kappa Delta Kappa Kappa Gamma Phi Mu Pi Beta Phi Sigma Delta Tau Sigma Kappa Zeta Tau Alpha The Panhellenic Council has a policy of deferred rush. This means that formal rush is held during winter term rather than fall term. The purpose of deferred rush is to give freshmen girls an opportunity to become acquainted with college and sorority life. During fall term there is a weekend of teas in which every girl is given an opportunity to visit all the sororities. To be eligible for sorority rush according to the Panhellenic Council policy, each girl must:

1. Register for rush during the sign-up period fall term. (Sign-up dates are announced in the *State News* by Panhellenic Council.) Late sign-ups will not be accepted.

- a. To be eligible to sign-up for rush a student must be carrying twelve (12) or more credits fall term. Improvement courses may not be counted as part of the twelve credits.
- 2. Carry twelve (12) credits or more during the term she is rushing.

3. Have a two-point all-University average and a two-point term average the term preceding rush.

Questions regarding rush eligibility and sororities should be directed to Panhellenic Council or the Panhellenic adviser in the Student Services Building.

WOMEN'S INTER-RESIDENCE COUNCIL (WIC)

President: ______Joan Aitken, 353-2034 Adviser: ______Miss Betty DelDin, 353-3780

Women's Inter-Residence Council (WIC) is the major governing group for the women living in residence halls. It is composed of the presidents of all the women's halls. WIC's purposes are to further the communication between individual halls and the University community; to sponsor and coordinate all-University activities for students living in residence halls; to formulate policy and regulations pertaining to residence halls; and to discuss areas of interest and concern to the students living in residence halls. In addition to these purposes, WIC also has judicial responsibilities which are implemented through the WIC Judiciary. An Officers' Workshop, Freshman Mixers, the MHA-WIC Movie Program and an annual banquet for outgoing hall officers are some of the activities sponsored by WIC.

Grouped by complex, the individual women's residence halls are listed below and the names of the presidents can be obtained from the adviser in the Division of Residence Hall Programs.

Brody Complex	South Campus Complex
Butterfield	Case, North
Rather	Holden, West
East Campus Complex	Wilson, West
Akers, West	Wonders, South
Fee, East Holmes, West Hubbard, South McDonel, East	West Circle Complex Campbell Gilchrist Landon, East
Northeast Complex	Landon, West
(Red Cedar Complex)	Mayo, East
Mason	Mayo, West
Phillips	Williams
Van Hoosen	Yakely

REGISTERED STUDENT ORGANIZATIONS

Student organizations are registered through the Organizations Bureau of Associated Students of Michigan State University (ASMSU) according to the Student Organization Registration policy. Following is a list of registered student organizations at Michigan State University. Additional information regarding these organizations and the names of the presidents and advisers can be obtained from the Director of the Student Organizations Bureau, 316 Student Services Building, 353-6633, or the Student Activities Division, 101 Student Services Building, 353-3860.

ACADEMIC INTEREST AREA, POLITICAL, SOCIAL, AND SERVICE ORGANIZATIONS

African Students Organization Agriculture Council Agriculture Economics Agriculture Economics Graduate Student Organization Agriculture Education Club Agriculture Mechanization Club Agronomy Club Alpha Phi Omega (National Scouting Fraternity) Amateur Radio Club Angel Flight Anthropology Club Arab Club Associated Students of General Agriculture Short Course Club Bengali Club Block and Bridle Campus 4-H **Campus United Nations** Child Development — Teaching Club Chinese Student Foundation **College** Republicans Conservative Club Dairy Club Economics Undergraduate Club **Education** Council **Engineering Wives Club** Farm Equipment Service and Sales Club Filipino Club Fisheries and Wildlife Conservation Club Floriculture Forum Folklore Society of Michigan State University Food Science Club Foods and Nutrition Club Forensics Union Forestry Club Freshman Home Economics Club

Friends of Student Non-violent Co-ordinating Committee Friends of the Paper German Club Health, Physical Education and Recreation Club History Club Home Economics Council Home Economics Teaching Club Honors College Student Board India Club Industrial Education Association International Club International Relations Club Iranian Student Association Israeli Student Organization Jazz Society of West Circle Drive Korean Club Les Gourmets (Hotel, Restaurant, and Institutional Management) Mensa MSU Film Society MSU People-to-People Association MSU Physics Club **MSU** Players MSU Scots Highlanders MSU Young Americans for Freedom Moslem Student Association Pakistan Student Association Park and Recreation Administration Club Pomolar Poultry Science Club Pre-Medical and Pre-Dental Society Pre-Veterinary Club Ranger I **Retailing** Club **ROTC** Cadet Officers Club Science Fiction Club Semper Fidelis Society (Marine Corps) Social Work Undergraduate Club Spanish Club Spartan Guard Drill Team Spartan Wives Spartan Women's League Student Association of Biafra Student Duplicate Club of Akers Hall Student Friends of Citizens for New Politics Student Political Education Committee Student Society of Urban Planners Students for a Democratic Society Students Off-Campus The Pioneers Turkish Club United Students Veteran's Association Veteran's for Peace Young Democrats

HONORARIES

*Alpha Dalta Sigma	Adventising
*Alpha Delta Sigma *Alpha Lambda Delta	Erschman Wamen's Scholastia
*Alpha Phi Sigma	
*Alpha Zeta	
*Arnold Air Society	
*Beta Alpha Psi	Accounting
Beta Alpha Sigma	
*Beta Beta Beta	
*Beta Gamma Sigma	Business
*Blue KeyJunior and	Senior Men Scholastic and Service
*Chi Epsilon	Civil Engineering
Circle Honorary	Women's Residence Halls
*Delta Phi Epsilon	Foreign Service
*Delta Psi Kappa	Women's Physical Education
*Delta Sigma Rho-Tau Kappa Alpha	Speech
Enzian Honorary	
*Eta Kappa Nu	
Excalibur	
Green Helmet	
Green Splash	
*Kappa Delta Pi	
*Knights of St. Patrick	Engineering
*Mortar BoardSenior Women, S	cholastic, Leadership, and Service
*Omicron Delta Kappa	
*Omicron Nu	
Orchesis	
*Pershing Rifles	
*Phi Alpha	
*Phi Epsilon Kappa	
*Phi Eta Sigma	
*Phi Kappa Phi	
*Phi Lambda Tau	
*Pi Alpha Xi	
Pi Kappa Gamma	Packaging
*Pi Omega Pi	
*Pi Tau Sigma	Engineering
*Psi Chi	
*Scabbard and Blade	Military Science
*Sigma Gamma Epsilon	Earth Science

*Sigma Lambda Chi	Building Construction
*Sigma Phi Delta	Engineering
*Sigma Pi Eta	Hotel Management
*Sigma Pi Sigma	Physics
Sparta Men's Honorary	
Tau Alpha Rho	
	Engineering
*Tau SigmaArts & Letters,	Business, Natural Science, and Social Science
	Sophomore Women's Scholastic and Service
*Xi Sigma Pi	Forestry Education

*National Affiliation

PROFESSIONAL ORGANIZATIONS AND PROFESSIONAL FRATERNITIES AND SORORITIES

Alpha Mu (Music Therapy Fraternity) American Foundrymen's Society American Institute of Chemical Engineers American Institute of Interior Designers American Society of Agricultural Engineers American Society of Civil Engineers American Society of Mechanical Engineers American Society of Medical Technologists American Society for Metals American Veterinary Medical Association *A* ssociation for Computing Machinery Cantilever (Homebuilding) Council for Exceptional Children Delta Omicron (Women's Music)

Gamma Theta Upsilon (Geography) Institute of Electric and Electronic

Engineers

- MSU Marketing Club American Marketing Association
- Phi Beta Lambda (Business Education)
- Phi Delta Kappa (Men's Education)
- Phi Gamma Nu (Women's Business and Economics)
- Pi Mu Epsilon (Mathematics)
- Sigma Alpha Eta (Speech and Hearing Science)
- Sigma Alpha Iota (Women's Music)
- Sigma Delta Chi (Journalism)
- Society of Automotive Engineers
- Student Association of Landscape Architects
- Student Education Association
- Theta Sigma Phi (Women's Journalism)

RELIGIOUS

American Baptist Student Fellowship Baha'i Club Baptist Student Union *Beta Sigma Psi (Lutheran Men) Campus Crusade for Christ International Canterbury Club Chi Alpha (Assembly of God) Chinese Student Christian Fellowship Christian Science Organization Covenant Student Fellowship Deseret Club Fellowship of Christian Athletes Friends of the University Christian Movement Gamma Delta (Lutheran Men) Lutheran Collegians of MSU Lutheran Student Association Navigators Reformed Christian Fellowship Spartan Christian Fellowship St. John's Student Parish (Catholic Student Organization) Student Religious Liberals Twentieth Century Christian Fellowship Trinity Collegiate Fellowship United Campus Christian Fellowship Wesley Foundation

RECREATIONAL AND ATHLETIC

Acrobatics Club Boxing Club Crew Club Cycling Club Judo Club MSU Ski Club MSU Spartanettes (Ice Skating) MSU Sport Parachuting Club Outing Club MSU Varsity Club Promenaders Sailing Club Spartan Bowmen Volleyball Club Water-Polo Club Weightlifting Club Winged Spartans, Inc.

*National Affiliation

RELIGIOUS

American Baptist Student Fellowship Baha'i Club Baptist Student Union *Beta Sigma Psi (Lutheran Men) B'nai B'rith Hillel Foundation Canterbury Club Chi Alpha (Assembly of God) Chinese Christian Fellowship Christian Science Foundation College Life (Campus Crusade for Christ) Covenant Student Fellowship Deseret Club Gamma Delta (Lutheran Men) Liahona Fellowship Lutheran Student Association MSU Fellowship of Christian Athletes Pan Orthodox Student Association Reformed Christian Fellowship Spartan Christian Fellowship

St. John's Student Parish (Catholic Student Organization)
Student Religious Liberals
Trinity Collegiate Fellowship
United Campus Christian Fellowship
Wesley Foundation
Young Life

RECREATIONAL

Acrobatics Club Judo Club Lacrosse Club Michigan State Cycling Club MSU Crew Club MSU Flying Club MSU Ski Club MSU Spartanettes (Ice Skating) MSU Outing Club Promenaders Sailing Club Weightlifting Club

*National affiliation



ASMSU SERVICES

The Associated Students of Michigan State University (ASMSU) provides the following services:

1. Discount Services

ASMSU is currently participating in the Varsity International Sale Association, more commonly known as VISA. This service allows students to receive discounts on their purchases at businesses in the Lansing-East Lansing area. Periodically, flyers are distributed with coupons to give students that are VISA members an additional discount on goods and services. VISA cards are sold for \$1.00 and may be used for the entire academic year. Students who wish to receive more information can do so by calling the ASMSU main office at 355-8266.

2. Insurance

ASMSU sponsors a student insurance program which is available to students carrying seven (7) or more credits per term. Information regarding the student insurance policy can be obtained from 3:00 p.m. to 5:00 p.m., everyday in the Student Insurance Office, 337 Student Services Building.

3. Legal Aid

A lawyer has been retained by ASMSU for registered students seeking advice on legal problems. To use this service, students must make an appointment and pay a \$2.00 fee per consultation. The lawyer's office hours are from 1:00 p.m. to 4:00 p.m. on Friday and an appointment can be made by calling the ASMSU Office, 355-8266. The Legal Aid Committee can also release funds to students pursuing cases involving the welfare of the University community.

4. Loan Program

A loan fund, which provides a maximum loan of fifteen dollars (\$15.00) for a maximum of three (3) weeks, is available to registered students. The ASMSU Loan Office is located at 326 Student Services Building.

5. Mimeographing Service

Mimeographing service is available to registered students and registered student organizations. There is a small charge for this service and also for the paper. Information may be obtained by either visiting the Mimeographing Office, 25 Student Services Building, or calling 353-1749.

6. Silk Screen Service

Silk screen service for the making of posters is available to registered students and registered student organizations. There is a minimum fee charged for the cutting of the screen and the paper used. For information regarding this service you may call 353-1749 or visit the Office in 25 Student Services Building.

7. Travel

The student travel service of ASMSU provides registered students with low cost transportation during the holiday periods. The travel service provides discount flights to New York for both the Thanksgiving and Christmas vacation periods. A special tour is also sponsored during spring vacation. Information concerning student travel may be obtained by calling 353-2966, 317 Student Services Building.

8. Tutoring Service

The purpose of the ASMSU Tutoring Service is to provide tutors in a wide range of courses. Registered MSU students can obtain the names of available tutors by calling 355-8302. The student then contacts the respective tutor to make further arrangements. A fee of \$1.50 per hour, which is payed directly to the tutor by the student, has been established by ASMSU for this service.

INTRAMURALS

The Intramural Department is interested in providing organized intramural and recreational activities to all students. Information and handbooks regarding these activities as well as sport club opportunities may be obtained from the Women's Intramural Office, 121 Women's IM Building and the Men's Intramural Office, 202 Men's IM Building. The Women's Intramural Handbook and the Men's Intramural Handbook should be used as a reference for information pertaining to:

Building Hours Facilities Available to Students Informal Recreation Programs Intramural Competition Individual Team Intramural Eligibility Rules Intramural Sports Calendar Sports Equipment Available (Students may check out any available sports equipment by presenting their ID Card.)

OFF-CAMPUS HOUSING OFFICE

The Off-Campus Housing Office, 162 Student Services Building, has listings of available supervised and unsupervised off-campus housing.

PLACEMENT BUREAU

The Placement Bureau, located in the Student Services Building, provides assistance to graduating students seeking jobs in business, industry, government, and the teaching profession. Employment opportunities offered through the Bureau are listed in the *State News* and in the *Placement Bureau Bulletin*, which is published weekly. Through the Student Employment Office, the Bureau assists students seeking part-time employment on and off campus and summer employment.

SCHOLARSHIPS

Undergraduate students currently enrolled at Michigan State University have an opportunity annually to apply for several types of scholarships. Applications and information regarding these scholarships and the eligibility requirements are available at the Office of Financial Aids and Withdrawals, 257 Student Services Building. Information regarding the Federal Educational Opportunity Grants (EOG) program is also available from this Office.

VETERANS' GUIDANCE CENTER

The Veterans' Administration maintains an office in the Student Services Building to assist veterans and war orphans who are in attendance at the University under one of the various public acts. The primary concern of this Office is with educational and vocational counseling of students, but assistance with problems relating to the Veterans' Administration will be given.

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