HUSSON COLLEGE HANDBOOK FOR WOMEN



Husson College Handbook For Women

by

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"You are expected to make good
. . . not to make excuses!"



Foreword

The Husson College Handbook for Women has been written to facilitate the orientation of Husson College women students. The rules and regulations established are the results of a survey of the parents of all women students attending Husson College during the past year. Likewise, the thinking of the students, as well as that of the house mothers where the students have lived, was taken into consideration.

The author acknowledges the co-operation and contribution of the parents of Husson College students, the house mothers, the women students themselves, Miss Dorcas Jones of Warren, Maine, Miss Ruth Sperry of Perham, Maine, Mr. Linwood Decker of Bangor, Maine, Miss Mildred Bradford and Miss Madalyn Jordan of the Husson College faculty.

August 15, 1961 L.B.M.

Life Away From Home

For many young women, college offers the first experience of living away from home. The young woman is essentially on her own: she must make decisions, determine proper conduct, create respect for herself, establish her reputation, and acquire the training that will justify the time involved, the money invested, and the faith exercised in her by herself, her parents, and her school.

Beginning September, 1961, all women students are to conform to the regulations listed in the Handbook. In this way, each young woman is governed by similar regulations that insure all women students equal privileges. To this end, all Husson College women students will respect the regulations, compiled by the Dean of Women and approved by the administration of Husson College, which were based upon a survey of parental thinking, student attitudes, and opinions of members of families where students have lived.

The administration of Husson College is fortunate in having the co-operation of the residents of Bangor and neighboring communities in opening their homes to Husson College students. A variety of arrangements are available. It is recommended that each student consider carefully the following living arrangements and select the one which best fits her individual tastes.

Living accommodations for women students at Husson College fall into four catagories:

1. Residing in a dormitory
2. Living in private homes
3. Rooming in a private home with kitchen privileges
4. Working in a private home to earn one's room and board

Dormitory

Group living involves a great deal of "give and take". The larger the number of students, the greater the need for respect and conformity to the rules established for the smooth operation, comfort, friendly atmosphere, and wholesomeness of the dormitory. One's freedom stems from respect; no resident of the dormitory should interpret *liberty* as *license*. Each resident of the dormitory may have come from a different state, a different community, a different home—some having many members; others, only a few—different customs and habits, and different religious affiliations. Thus, a student living in a dormitory has an excellent opportunity to learn how to get along with others; for one of the preliminary requirements of a successful business woman is the ability to be able to conform or fit into any office situation. The following suggestions will enable each resident of the dormitory to create a goodly fellowship and to develop a quality of good citizenship that will enable her to adjust adequately to any position in business.

GROUP LIVING:

1. Each student may bring the following furnishings with her: a small radio, record player, and clock. She should also bring a flashlight, her own supply of band-aids, aspirin or whatever she usually takes for headaches and colds, and any other medication for personal needs. Likewise, she should bring needles, thread, pins, scissors, etc. *No* additional electrical appliances *except* hair dryers and razors are permitted in the room. (Regulations of the fire department of the city of Bangor ban the use of hot plates, irons, or any other electrical appliances in the bedrooms.) Students should also plan to bring blankets, small towels, wash cloths, waste baskets, and bedspreads. Students who smoke should provide themselves with a sturdy, good-sized ash tray.

2. The privilege—and it is a privilege—to have cookies or other foods for snacks in the room is permitted at the discretion of the house mother. All foods must be kept in tin or glass containers. A student must report to meals at the stated hours unless excused by the house mother.

3. A student may have pictures, calendars, or other mementos on her dresser or desk. Under no circumstances is the occupant to use nails, tacks, scotch tape, or any other means of placing pictures or any other items on the walls or the woodwork of the room.

4. Any damage, breakage, or irregularities—leaky faucets, burned-out light bulbs, etc.—are to be reported to the house mother.

5. Loss or damage to personal property is the responsibility of the student. Neither the dormitory nor Husson College carries insurance for covering such losses, as most home insurance policies contain a rider for this purpose.

6. Pets are not permitted in the dormitory.

7. The facilities for laundry will be explained by the house mother. These must be shared, and care must be taken to leave these facilities readily usable.

8. Adequate storage space is provided for trunks, luggage, etc. These articles must be clearly labeled and will be stored for the students.

9. Each resident is responsible for the daily cleanliness of her room. One of the responsibilities of the house mother is to make a *daily* check on all the rooms occupied by the student residents and report to the Dean of Women any habitual offenders.

10. It is the responsibility of each resident to introduce *each* and *all* of her guests to the house mother.

Meals

Monday through Friday

Breakfast	7:00-8:00 a.m.
Dinner	5:30-6:30 p.m.

Saturday		Sunday	
Breakfast	8:00-9:00 a.m.	Breakfast	10:00-11:30 a.m.
Lunch	12:00-1:00 p.m.	Lunch	11:30- 1:00 p.m.
Dinner	5:30-6:30 p.m.	Dinner	5:30-6:30 p.m.

Dress

College experience includes not only classroom training but opportunities for a student to perfect the social graces that enable her to meet adequately the challenge of any social experience that her profession may present. The following suggestions should lend themselves to developing these social graces:

> Student residents of the dormitory must at all times be attired as they would be dressed for school or business. None of the following will be permitted in the living room: pin curls, curlers, kerchiefs, jeans, slacks, Bermuda shorts, "short" shorts, slippers, boots or rubbers, pajamas, and housecoats.

The exception to the above permits slacks, jeans, or Bermuda shorts Saturday morning and noon in the dining room. Each resident *must* dress for dinner *at all times*. In the event of a formal—the Christmas dance or the May Ball—residents who receive the house mother's permission may appear at the dining table in pin curls.

If, in the judgment of the house mother, a girl is too ill to eat in the dining room, the house mother will see that she has a meal in bed.

Important: The hours for meals have been established for the best interest of all. It is the student's responsibility to report for meals at the designated hours if she wishes to have the meal. No deviation will be tolerated.

Study Hours

1. During study hours quiet must be respected. Studying together is permitted *only* with the approval of the house mother. Study hours are from 7:30 p.m. to 9:45 p.m. Monday through Thursday. A student may study other hours if she wishes. The college library and some of the class rooms are available for study during spare periods and afternoons. Study hours for Sunday are from 8 to 10 p.m. Regardless of when or where a student does her studying she *must* respect the study hours established for the entire dormitory.
2. Students are *not* allowed to typewrite, to use radios or record players, or to play musical instruments in their rooms except during the following hours:
   Weekdays 10:00 a.m. - 7:30 p.m.
   Saturday 10:00 a.m. - 9:00 p.m.
   Sunday 10:00 a.m. - 8:30 p.m.
   (Any exceptions must be approved by the house mother.)
3. Lights must be out by 11:00 p.m. Sunday night through Thursday night unless special permission is granted by the house mother. The dormitory doors close at 10:30 p.m. Sunday through Thursday; at midnight on Friday and Saturday nights except for special late privileges approved by the house mother.
4. Each student should so adjust her collegiate life that she will utilize the afternoon hours for shopping, doctor's appointments, relaxation, etc. At the same time, she should respect the privacy of the student who finds it necessary to study both evenings and afternoons to maintain the quality of preparation for her classes that she aspires to do.

Dormitory Residents are not permitted to have automobiles.

Living Together: One of Many

The living room. The living room is for the use of all. All students must be properly dressed—as must be the guests—when entertaining in the living room. Housecoats, pajamas, pin curls, kerchiefs, or other bedroom attire may not be worn in the living room at any time. If receiving a date for an outing, picnic, or an engagement where sports clothes are in order, then the young women may receive her caller so attired.

The dining room. To enjoy a meal, a wholesome atmosphere of relaxation and friendliness must prevail in the dining room. Good table manners are to be used, and the respect of all established regulations must be exercised. At no time is a resident to take food or utensils from the dining room—this includes knives, forks, spoons, glasses, and dishes. No resident is allowed in the kitchen at any time.

PRIVACY. There are many pleasures, privileges, and memorable moments to be experienced in group living; however, there are also times when a person wishes to be left alone. When an individual seeks privacy, the other members of the group should respect her desires and not feel that the individual is being antisocial.

TELEPHONE. The telephone, whether a pay station or a private telephone, is an instrument of business. A student should limit her conversations and *never* allow any call to exceed five to seven minutes. Should more than seven minutes be needed to complete the topic of conversation, then a student should make an appointment with the caller. No personal calls should be made or accepted during meals or study hours; therefore, a student should inform her friends of this regulation. No calls after 10:30 p.m. (House mother will receive call and the message will be delivered next morning. Parental calls after 10:30 p.m. may be made by using Bangor telephone No. 945-4023, and the house mother will contact the daughter.

The following pay telephones are available for use at Bell Hall:

First floor	942-9781
Second floor	942-9749

QUIET HOURS

The fact that some residents are "early risers" while others are "late sleepers" makes it necessary to recommend the following quiet hours:

Monday through Thursday	7:00 a.m. - 10:00 a.m.
	2:00 p.m. - 4:30 p.m.
Friday, Saturday, and Sunday	7:00 a.m. - 10:00 a.m.

Residents who have late leave should come in quietly thus respecting other residents who are sleeping. There should be no running or loud talking in the halls at any time.

DEMERIT SYSTEM

Young women of college age are considered adults; therefore, they should not only be willing to accept house rules but also to respect the many demands involved in group living. The following demerit system is used at Bell Hall:

Lateness in coming in

1-15 minutes late	2 demerits
15-30 minutes late	4 demerits
More than 30 minutes late	4 demerits

plus social restriction for one week which includes no late nights either on Friday or Saturday evenings. The resident *must* be in by 8:30 p.m. on these two nights.

Lights on after hours

Sunday-Thursday, after 11 p.m.	1 demerit
Friday and Saturday, after 12:30	1 demerit

Smoking in rooms	1 demerit
Loitering and Parking	2 demerits
Untidy room	2 demerits
Radio or record player on during study hours	1 demerit
Excessive Noise	1 demerit
Talking out of Windows	1 demerit

When a resident receives her first demerit, she loses her late night the following weekend. Any resident who commits an infraction of the same rule for the third time is to appear before the committee on Conduct of Women. Each resident is allowed a total of fifteen demerits per semester.

Private Homes

Many Husson College students prefer living in a home. Residents of Bangor, Brewer, and neighboring communities of Bangor have been kind enough to open their homes to create a "home away from home" for Husson students. It is strongly recommended that a student rooming and boarding in a private home discuss with the landlady all the details involved in creating a congenial environment. A student should keep in mind, first and foremost, that she is a guest in the home even though she is paying room and board. The privacy of the home must be respected at all times.

Living away from home creates many opportunities for young women to "grow up" and to accept the challenges of adjusting to life situations. The following suggestions may prove beneficial to all Husson students who live in private homes:

1. Appreciate the effort and care that has gone in to the preparation of the meal. Try to like new foods.
2. Keep the room neat, orderly, clean and well kept at all times. (Co-operate with the house mother in disposing of all wastes.)
3. Respect all factors involved in laundry and ironing privileges. It is *not* part of one's room and board for the house mother to do the student's laundry. In some instances she does. In such cases, be appreciative, co-operative and willing to reciprocate on occasions.
4. Whether the house mother is at home or not, the student must respect the house rules, the atmosphere, and the regulations set forth by the house mother.

A student should avoid unnecessarily long conversations and monopolizing the use of the telephone. It is recommended that a student make all long-distance calls collect or, if she must call home, to ascertain the cost plus the tax and pay the house mother immediately for such a call.

Students living in private homes are expected to conform to the regulations set up for dormitory residents, pages 7 - 8. Any modifications agreed upon between the housemother and student must be approved by the Dean of Women.

Private Homes with Kitchen Privileges

For young women who prefer an apartment-like arrangement, there are rooms available in private homes where arrangements for kitchen privileges may be made. Such arrangements generally are referred to as a room with kitchen privileges, varying according to the number of occupants of the home.

It is recommended that any student desirous of such living accommodations compile a list of questions to be resolved with the head of the home in which she will be living.

The students will be expected to conform to the regulations listed in the handbook, pages 7-8.

Working in Private Homes

Students who obligate themselves to earn their room and board in a private home must accept the demands made of their time. Such a student's first responsibility is to her schoolwork; her second obligation is to the family for which she is working to earn her room and board. She must be willing to forego some of the school activities that might conflict with the responsibilities she has assumed in earning her room and board. She should be co-operative, willing to ask how a thing is to be done, to follow instructions, and to assume responsibilities.

The fact that no two homes require the same routine, hours, or duties of a working student makes it impossible to list the responsibilities.

For years, Husson College students have defrayed varying parts of their expenses while in college. A student compiled the following suggestions based upon her experiences in earning her room and board:

THE GIRL'S RESPONSIBILITY IN THE HOME-RESIDENCE PLAN

1. Be dependable and responsible—President Husson gave me a piece of good advice during my interview before coming to Husson: "Do not wait to be told to do things; do them as you see they need to be done."
2. Be on time and devote your working hours to the family and NOT to your personal desires and needs.
3. Do things the way your employer wants them done even though you have always done them differently and perhaps even more efficiently in another way.
4. Always remember that it is your responsibility to adjust to the family's way of life and not the family's responsibility to adjust to yours.
5. Have a deep respect for and keep your hands off personal property of the family.

6. Avoid getting involved in any of the family's personal business or family relationships.
7. Take an interest in your responsibilities; do them willingly and happily. If given charge of children, relax and enjoy them. Children are wonderful and fun to be with. The Home-Residence Plan, if worked out properly and with the right attitude, can—and probably will —be a part of your education.
8. Keep your own room neat and clean, as well as your own clothes and yourself.
9. Be grateful for any special privileges offered to you and do not abuse them.
10. Look for extra things to do for the family. They appreciate it, and it makes for better relationship between you and the family.

Adjustments Student May Need To Make When Coming To College

1. Being away from home—when she finds herself homesick, she may read a book, take a long walk, and make a new friend.
2. One is challenged by city life—adjusting to new stores, streets, buildings—most of all getting used to the fact that she may walk downtown and not meet a single person whom she knows. No easy task when one comes from a small town!
3. Face the fact that time is no longer her own; it belongs to school and her work.
4. Setting up a time schedule in which social activities are limited to allow for adequate study and sleep—giving up plans for playing basketball and wanting to be in everything.
5. Mealtime—often eating by oneself in kitchen instead of sitting down as one of the family as had previously been done—new foods—biggest adjustment was probably having dinner at seven-thirty or eight o'clock instead of six o'clock.
6. Exposed to the use of alcoholic beverages in the home.
7. Gradually taking the responsibility of managing one's finances—saving every possible penny for next tuition bill.
8. Doing one's own laundry and mending—being responsible for keeping one's own wardrobe in condition.
9. Exercising self-control and patience when caring for the children.
10. Depending on the alarm clock instead of Mom or Dad.

11. Work variation—varies from week to week and from family to family. Some weeks girls will be asked to do more than she will other weeks. At certain times, such as examination week, the employer should try to give the girl extra time off.

Personal Interview

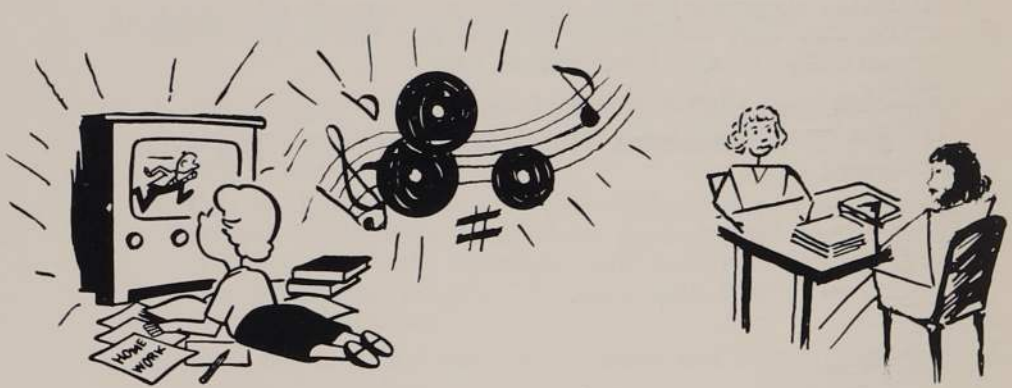
Things that should be decided at the personal interview:

1. Hours the girl will be expected to work.
2. Type of work expected of the girl.
3. Girl's room—desk, lamp, privacy—especially concerning the children's respect for girl's private things.
4. Privileges concerning the telephone, laundry facilities, entertainment such as TV, radio or musical instruments.
5. Extra spending money according to amount of work to be done and whether or not the girl has to pay transportation to and from school.
6. Weekends allowed for girl to go home.
7. Any other questions either the girl or the employer might have.

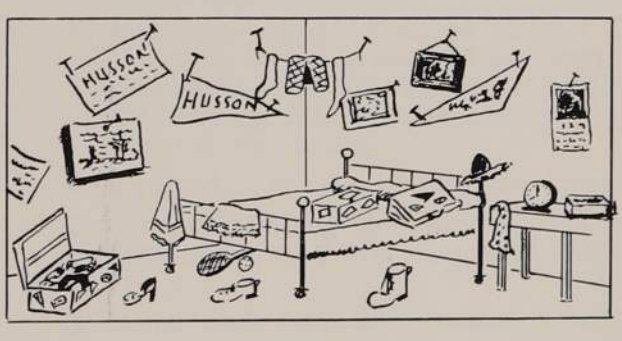
Having A Good Roommate

Perhaps the most important—as well as the smallest—sorority on any collegiate campus is created by two or three students who find themselves roommates. Living with a fellow college student can lead to life-long friendships. Having a good roommate requires that a person be a good roommate. The following suggestions are offered to help each Husson College freshman have a good roommate:

Students who live away from home should be mature enough to accept the fact that rules and regulations are "spelled out" to create an atmosphere for the best interests of all. Therefore, the regulations established for Husson College women have been devised, NOT to impose a burden upon or "to cramp the style" of any student, but to create a pleasant, helpful atmosphere which is conducive to normal living and good study conditions.



Live and Let Live



Be Neat

A neat, orderly room is the cooperative effort of all occupants. There may be times when an occupant will need to "fall to" and help her roommate in creating a well-appointed room. Be considerate in dividing the available space. To this end, it might be wise to leave high school mementos and other nonessential "space takers" at home.



Hark!

In having a good roommate, a person must become a good listener. If she waits until her roommate asks her opinion and advice, she will be able to offer suggestions that will be readily accepted.

What are you? A character; a well-rounded person! A "character" is easily created by gossiping, being idle, loafing, becoming vindictive, and flouting disrespect for established regulations. A "character", likewise, exhibits her poor taste in not conforming to accepted modes of dress of the institution which she is attending.



What Are You?



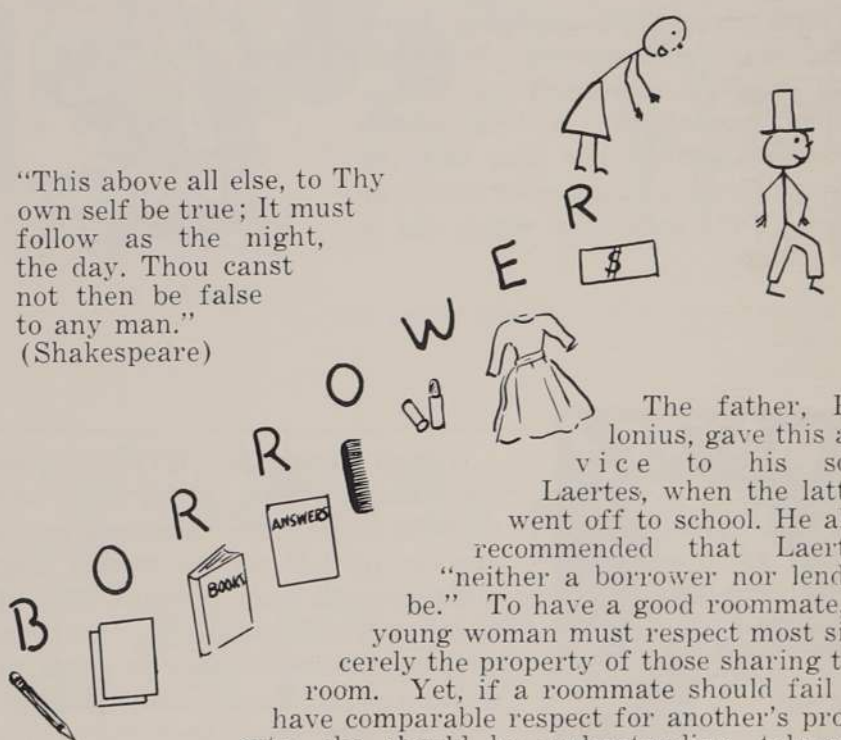
"Time Killer"

A good roommate NEVER wastes other people's time. Study hours are established to insure adequate preparation for all college work. For many reasons, some students have to study more than others. Perhaps your roommate is one who needs to spend a great deal of time studying. The periods established for quiet hours must be respected by the students at all times.



"Cleanliness is next to godliness"—For many students the sharing of bathroom facilities with others is a new experience. Therefore, one should plan to "take her turn" in the bathroom but complete her personal grooming in her room. Likewise, a good roommate is orderly and meticulous in the care of her soiled clothing. Each occupant should have a laundry bag or some type of receptacle for soiled clothing. She should respect and adhere to whatever regulations are in order for the disposing of wastes.

"This above all else, to Thy own self be true; It must follow as the night, the day. Thou canst not then be false to any man." (Shakespeare)



The father, Polonius, gave this advice to his son, Laertes, when the latter went off to school. He also recommended that Laertes "neither a borrower nor lender be." To have a good roommate, a young woman must respect most sincerely the property of those sharing the room. Yet, if a roommate should fail to have comparable respect for another's property, she should be understanding, tolerant, and forgiving.

Thus, if each young woman at Husson follows these suggestions, she will find herself, not only having a good roommate, but being a good roommate.

College Regulations

No hard and fast rules for student conduct are prescribed, because for every rule there is an exception. However, the general regulations concerning study hours, number of dates per week, number of social evenings per week, together with the hours women must be in their residence (see page 19) must be respected.

The jurisdiction of Husson College is exercised from the time actual residence is taken in Bangor or vicinity to the expiration of the period of enrollment, excepting scheduled holiday periods, week ends at home or wherever parents' chaperonage becomes operative.

Husson College prides itself in training young men and women for business; therefore, students' conduct, whether in the classroom, recreation rooms, or public places, must always reflect good taste and maturity of judgment. The use of any alcoholic beverages at any school function is not tolerated. Husson students are responsible for the conduct of their guests who are not affiliated with Husson College.

In all towns and cities of any size, there are sections and places that should not be frequented by a young woman who is jealous of her reputation. Avoid patronizing any establishment in which you could not proudly take your parents or be happy to be seen by the head of your church.

School Life

Academic





Don't Be Late for Classes

Classes at Husson College begin at 8:00 a.m. and run for 50-minute periods with a 10-minute break between each class. The fact that students are trained for business creates the need for them to develop their own initiative in punctuality. The 10-minute break between classes provides adequate time for the many incidentals connected with the day's activities. Classroom dress must be in good taste: no slacks, dungarees, bermuda shorts, or sloppy sweaters; no pin curls or excessive make up; and no extremely short skirts. Socks may be worn; however, for all social events consult the section, "Suit the Dress for the Occasion". Wholesome cleanliness and neatness radiates a healthy mind and a positive attitude toward the profession for which the student is training.



A system of a maximum number of absences has been resolved by the Husson College Faculty Council to provide for "extenuating factors beyond anyone's control" in the life of the students. Two absences for each one-hour credit per course are allowed. When this provision is exceeded, the student forfeits credit in that course. Therefore, it is the student's responsibilty to keep a record of all the absences to avoid forfeiting credit in a course. The following graph is only suggestive for this purpose, but it might be helpful.

Attendance Record

Periods	Monday	Tuesday	Wednesday	Thursday	Friday
8:00					
9:00					
10:00					
11:00					
12:00					
1:00					
2:00					
3:00					

One gets out of a course what she puts into its preparation. It is recommended that each student spend at least one hour, preferably two, in the preparation of each assignment. If the course seems difficult, the student should take the initiative in contacting the instructor who will arrange to assist the student. The ranking system and the point average requirements to be in good standing at Husson College are as follows:

A	Exceptional quality	Four points per credit hour
B	High quality	Three points per credit hour
C	Average quality	Two points per credit hour
D	Inferior quality	One point per credit hour
F	Failure	No point
Inc	Incomplete	May be made up within a semester

Students must maintain the following point averages in order to avoid being placed on probation for one semester:

1.5 at the close of the first semester

2.0 at the close of the second semester

2.0 Cumulative, all succeeding semesters

When a student falls below the point average required for good standing in a given semester, she is placed on probation until the academic standing is improved. Probation is a regulatory procedure which the Dean of Women uses to help a student help herself. Probation regulations include:

1. Extended hours for studying
2. Only one date during the weekend
3. Only one school activity a week
4. No evening permits from the residence



Have a Career in Mind

If a student does not bring up her point average to the accepted average for her given semester in college, she will be asked to withdraw from the school for at least one semester. Readmission is only through petition to the Faculty Council.

It is recommended that each student work out a weekly study schedule to accompany the program of study, blocking out at least 20 hours for home preparation.

A student's first responsibility is to herself, her school work, and keeping faith with her parents. To this end, the College wants to offer the best opportunity for the student to complete her course.

Students whose grades are not satisfactory will not be permitted to participate in extra-curricular activities.

Social

"All work and no play makes Jill a very dull girl!" Realizing the importance of creating experiences in all phases of development, the administration of Husson College has developed a well-rounded social life for all of the students. For young women, the following organizations are available: Student Council, Sorority, Glee Club, Dramatic Club, Basketball, Student Education Association (for teacher-training students), Women's Athletic Association (bowling, swimming, hiking, etc.).

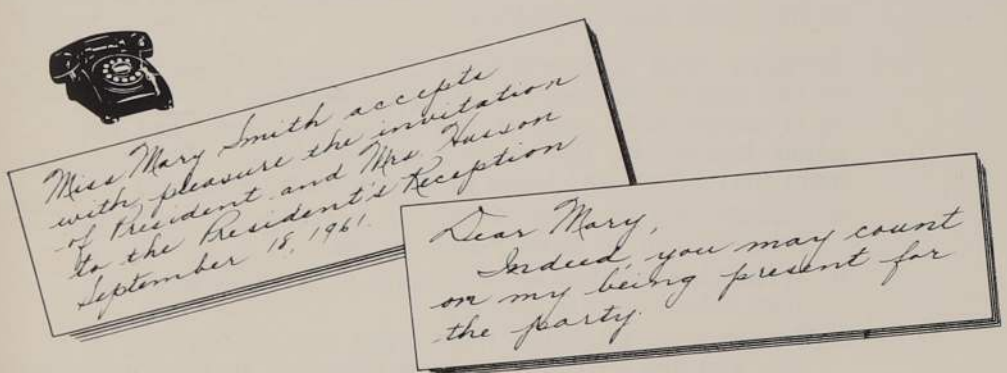
Membership in the Student Council, one of the most active, democratic organizations of Husson College, is made up of student representatives elected by the several other organizations and classes. Membership in the Student Council is a privilege and a responsibility.

By invitation, a young woman may become a member of Epsilon Tau Epsilon Sorority or Delta Sigma Delta Sorority. Throughout the year, there are informal parties, dances, and other events sponsored by the various organizations or by the school.

All members of the student body are encouraged to participate in some of the social activities that will insure them the opportunities for developing into well-rounded individuals. At the same time, each student is cautioned that "no dog wags by its tail" and Husson College is not a Debutante's Club; therefore, each student should use great discretion in committing herself to club responsibilities. As to dress, please consult "Suit the Dress for the Occasion" (pages 24-27).

All invitations should be accepted in a similar manner in which they were extended: either verbally, by telephone, formal acceptance, or informal acceptance.

Accepting Invitations



Timely Tips For Touching Top

All of the many new experiences in attending college often create a situation not conducive to developing good study habits. Many students have really never studied so thoroughly or so effectively as they might have and few have ever exhausted their potential in the mastery of an assignment. Therefore, these "Timely Tips" are offered to get you off "on the right foot."

1. MAKE YOUR BRAIN "WORK" FOR YOU! Discipline yourself to concentrate and to develop speed and accuracy in reading. Try to shut out wandering thoughts and "time killers."

2. IMPROVE YOUR READING EFFICIENCY. Accept the challenge of reading assignments three times:
   a. Skim through the entire assignment to get the gist of the material.
   b. Reread the assignment rapidly—closing out all other ideas from your mind.
   c. Read again for exact meanings—jotting down main topics and important details.



3. DEVELOP THE SKILL OF LISTENING. It is said that about three-fourths of the ideas and facts are received through listening and about one-fourth are received through reading. Look over the day's assignment beforehand and keep in mind the ideas related to the class work. This preparation will help to understand the new ideas that are presented. Notes taken during a lecture should be at a minimum and should be in the student's own words, thus expressing his knowledge or interpretation of the lecture. If the student can put into words what has been said, her understanding is probably quite in line with the instructor's.

4. IMPROVE YOUR HANDWRITING. Poor handwriting is one of the major reasons for students making low grades. It is conceivable that, if the student cannot read the paper handed in, the teacher cannot either. Improvement may be accomplished in the following manner:
   a. Choose two or three sentences varying in length of from fifteen to twenty-five words.
   b. Write these sentences twice with your whole attention upon what you are writing.
   c. Switch your attention from what you are writing to *how* you are writing, by using the same sentences.

d. Practice only for short periods of time at first and gradually increase the practice period. Practice should be done daily in a comfortable sitting position, with good lighting and with a relaxed hand. Do not grip the pencil.

5. ANALYZE YOUR TEST PAPERS. Tests are graded on what you have put on paper, not what you may know and did not express. Positive analysis of test papers can help a great deal in finding what you have done wrong and seeing that it does not happen again. Some of the reasons for a low score on a test may be:

   a. Lack of skill in analysis of problems
   b. Careless errors
   c. Poor handwriting
   d. Failure to follow instructions
   e. Lack of concentration



6. PREPARE FOR AN EXAMINATION. Cramming for an examination can be sheer torture. With a little foresight, you can enter an examination class with considerable confidence. Study the daily assignments regularly. Keep up to date with all class work. Attend class with a positive attitude. Know what the objectives of the course are—ask the instructor, not a fellow student. Keep a notebook for future use. The above-listed suggestions may seem to take more time; but with practice, actual study time is decreased for learning what had previously been a very tedious task.

7. Consult the instructor—don't bore him!

Suit The Dress

To The Occasion



Class Attendance

Do

Dress

cotton or wool dress
sweaters—skirts
suits

Shoes

loafers, saddles
sneakers

Don't

Dungarees—Peddle pushers
culottes—shorts
slacks—short-short skirts
Heavy make up—mascara
pin curls—kerchief
boots—heels



Social Life

Do



Formal

formal gown or cocktail gown, gloves
dainty handkerchief, heels
dressy hand bag, dressy jacket (if needed)

Informal

dressy dress or suit
hat (unless after 6 p.m.)
Heels—Purse—Gloves
Dainty handkerchief

Don't



Sportswear
Hatless
Gloveless
Tissues



Do

Activities Sports

Sweater and skirt
(Slacks in cold weather)

Loafers, Boots, Saddles, Sneakers

Kerchief—Scarf

Don't



Dressy dress—Heels

Elaborate make up or hair style



Do *Church*

Suit or Dress
Coat (if needed)
Hat—Always!
Heels, or flats
Hose—Always!
Purse—Gloves—
Handkerchief!



Don't

Kerchief—Sneakers
Slacks—Saddles
Sportswear

Bangor

COLUMBIA STREET BAPTIST
63 Columbia St. Tel. 945-6616
Sunday School 9:30 a.m.
Worship 10:45 a.m.
Evening Service 7:30 p.m.

ESSEX STREET BAPTIST
84 Essex Street Tel. 942-2212
Sunday School 9:30 a.m.
Worship 10:45 a.m.
Evening Service 7:15 p.m.

FIRST BAPTIST
56 Center St. Tel. 945-9694
Sunday School 9:30 a.m.
Worship 10:45 a.m.

ADVENT CHRISTIAN
96 Center St. Tel. 942-0863
Sunday School 9:45 a.m.
Worship 11:00 a.m.
Evening Service 7:00 p.m.

ALL SOULS CONGREGATIONAL
10 Broadway Tel. 942-0689
Sunday School 9:30 and 10:45
Worship 10:55 a.m.

FIRST CHRISTIAN
517 Hammond St. Tel. 942-4185
Sunday School 9:30 a.m.
Worship 11:00 a.m.

FOREST AVE. CONGREGATIONAL
300 Forest Ave.
Sunday School 9:30 a.m.
Worship 10:45 a.m.

HAMMOND ST. CONGREGATIONAL
176 Hammond St. Tel. 942-4381
Sunday School 9:30 and 11:00
Worship 9:30 and 11:00

ST. JOHN'S EPISCOPAL
225 French St. Tel. 942-0124
Sunday School 9:15 a.m.
Worship 8:00, 9:15 and 10:45

ST. GEORGE'S GREEK ORTHODOX
90 Sanford St. Tel. 945-9588
Sunday School 10:30 a.m.
Worship 10:30 a.m.

GRACE METHODIST
193 Union St. Tel. 942-8320
Sunday School 9:30 and 11:00
Worship 9:45 and 11:00

FIRST METHODIST
155 Pine Street Tel. 942-1180
Sunday School 9:30 and 10:45
Worship 10:45 a.m.

FIRST UNIVERSALIST
120 Park St. Tel. 947-7009
Sunday School 10:30 a.m.
Worship 10:30 a.m.

UNITARIAN
Main and Union Sts.
Sunday School 11:00 a.m.
Worship 11:00 a.m.

SALVATION ARMY
45 York St., Tel. 945-9732
Sunday School 11:00 a.m.
Worship 11:00 a.m.
Evening Service 7:30 p.m.

CHRISTIAN SCIENCE
183 French St. Tel. 947-7282
Sunday School 10:45 a.m.
Worship 10:45 a.m.

FIRST CHURCH OF THE NAZARENE
Cedar and Sanford Sts.
Sunday School 10:00 a.m.
Worship 11:00 a.m.
Evening Service 7:30 p.m.

OHIO ST. EVANGELICAL COVENANT
1612 Ohio St. Tel. 942-2689
Sunday School 9:45 a.m.
Worship 11:00 a.m.

ORTHODOX PRESBYTERIAN
375 Mt. Hope Ave. Tel. 942-8054
Sunday School 9:45 a.m.
Worship 11:00 a.m.
Evening Service 7:30 p.m.

CHURCH OF JESUS CHRIST OF LATTER DAY SAINTS
268 Center St. Tel. 942-0571
Sunday School 11:00 a.m.
Priesthood 9:30 a.m.
Sacrament Service 6:00 p.m.

CHURCH OF CHRIST
516 Union St. Tel. 942-4176
Sunday School 9:30 a.m.
Worship 10:45 a.m.
Evening Service 7:30 p.m.

Brewer

CALVARY BAPTIST
State and Jordan Sts. Tel. 989-2416
Sunday School 9:30 a.m.
Worship 10:45 a.m.
Evening Service 7:30 p.m.

FIRST CONGREGATIONAL
35 Church St. Tel. 942-4427
Sunday School 10:00 a.m.
Worship 10:00 a.m.

SECOND CONGREGATIONAL
South Main St. Tel. 945-9761
Sunday School 9:30 a.m.
Worship 10:45 a.m.
Evening Service 7:00 p.m.

FIRST METHODIST
40 South Main St. Tel. 942-5663
Sunday School 9:30 a.m.
Worship 10:45 a.m.

Catholic Churches

ST. JOHN'S
207 York St. Tel. 945-4732
Masses 5:45, 7:00, 8:15, 9:30, 10:45 a.m., 5:00 p.m.

ST. MARY'S
30 Cedar St. Tel. 945-5018
Masses 6:00, 7:00, 8:00, 9:00, 10:00 and 11:00 a.m.

ST. JOSEPH'S (Brewer)
No. Main and Holyoke Sts. Tel. 989-5388
Masses 7:00 and 9:30 a.m.

ST. TERESA'S (Brewer)
So. Main St. Tel. 945-3669
Masses 5:45, 7:00, 8:30, and 10:00 a.m.

Pentecostal

PENTECOSTAL ASSEMBLY
117 Court St. Tel. 942-9745
Sunday School 1:30 p.m.
Worship 2:30 p.m.
Evening Service 6:30 and 7:30 p.m.

Synagogues

BETH ABRAHAM
145 York St.
Daily Services 6:00 a.m. and Sundown
Saturday 8:30 a.m. and Sundown

BETH ISRAEL
144 York St.
Daily Service 7:00 a.m. and Sundown
Saturday 8:30 a.m. and Sundown

TOLDOS ITZCHOCK
37 Essex St.
Daily Service 6:15 a.m.
Saturday 9:00 a.m. and Sundown

Begin the week well: remember the folks back home: WRITE.