



A HANDBOOK FOR STUDENTS

MICHIGAN STATE UNIVERSITY



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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. 16, 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 also should be made of the procedure utilized by students in recommending changes in ordinances or student regulations. Normally, recommendations for change are submitted through the structure of the Associated Students of Michigan State University with the Student Board making the final recommendation to the Vice-President for Student Affairs. The Vice-President for Student Affairs usually refers such recommendations to the Faculty Committee on Student Affairs for their consideration and advice before forwarding them to the President of the University. 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 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.



POLICIES, PROCEDURES, AND ORDINANCES

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 beverage, 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 stems from 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. Passes can be purchased which entitle the student to unlimited usage of the buses seven (7) days a week at the cost of \$12.00 per term.
 - b. A Commuter Pass can be purchased at a cost of \$6.00 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 \$6.00 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 by a committee to be composed of the academic dean, the instructor's departmental chairman, and three members of the *teaching faculty* to be selected from or by the Faculty Committee on Student Affairs. A representative of the Office of the Vice-President for Student Affairs will serve on the committee *ex-officio* and will chair the hearing.
5. If he so desires, the student may bring his academic adviser or any other faculty member of the University to the hearing.
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.

DRUGS

Possession and/or use of drugs not prescribed by a physician is a violation of Federal and State laws. Violations of these laws by students registered at Michigan State University may result in disciplinary action by the University.

—Administrative Ruling

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.)

FIRE ALARMS AND EQUIPMENT

The ringing of a false fire alarm or tampering with fire equipment is prohibited by State Fire Laws. Violation of this law by students registered at Michigan State University may result in suspension from the University because it places the safety and security of others in jeopardy.

—Board of Trustees

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.

FIREWORKS

Possession of fireworks is prohibited by State law. Violation of this law by students registered at Michigan State University may result in disciplinary action by the University.

—Administrative Ruling

GAMBLING

Gambling is prohibited by State law. Violation of this law by students registered at Michigan State University may result in disciplinary action by the University.

—Administrative Ruling

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.*

HEALTH INSURANCE

Associated Students of Michigan State University (ASMSU) sponsors a health insurance program which is available to students carrying seven (7) or more credits. Information regarding the health insurance policy can be obtained from the Student Insurance Office, 337 Student Services Building. (Note: All foreign students are required to purchase an accident and health insurance policy during registration, unless such insurance is provided by their governments.)

HOUSING

1. 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. 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 off-campus supervised housing.

—Faculty Committee on Student Affairs

—Board of Trustees

3. Information regarding a student's eligibility to live in unsupervised housing is under "Off-Campus Housing" on pages 14-15 of this handbook.

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.

LIBRARY

1. All users of the Library are required to present their ID 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: 5¢ per day, per book, with a maximum fine of \$10.00 per book.
 - b. Assigned Reading Books: 25¢ for the first hour overdue and 10¢ per hour thereafter, with a maximum fine of \$15.00 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 \$10.00 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 more 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 following first University business day.
 - d. To register a motor vehicle a student must:
 - (1) Pay and 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.
3. 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 Traffic Appeals 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.

OFF-CAMPUS HOUSING

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

- 1. 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.
- 2. 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.

3. 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 standards acceptable to the University community.
4. 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.)
5. 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 purpose 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.
6. Any eligible student under the age of 21 must have parental consent and waiver to live in unsupervised housing. Such consent and waiver must be submitted not later than September 1 of the year the student plans to live in unsupervised housing. Students 21 years of age or older are not required to have parental consent to live in unsupervised housing.

—Faculty Committee on Student Affairs

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

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 be also 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 Social Affairs 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 to the above University ordinances are provided in the following all-University policy:

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).

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

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 organization 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 ex-officio 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.

TELEPHONES (Ordinance 33.00)

. . . 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.
- . . . 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 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, the regular registration procedure should be followed. 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. Infractions of regulations are referred by petition to the appropriate Associated Women Students (AWS) judiciary board or administrative office.

I. Residence Regulations

- A. Living units may establish regulations in addition to the minimum standards provided by the women's regulations by action of their house councils. The AWS Judiciary Council may review such house regulations.
- B. The system of judiciary actions used by individual AWS Residence Boards will be reviewed by the AWS Judiciary Council.
- C. Infractions of women's regulations will be referred to one of the AWS judiciary boards or to an appropriate administrative office.

II. Hours in University Residences

A. Women's closing hours:

1. Monday — Thursday: 11:30 p.m.
2. Friday — Saturday: 1:00 a.m.
3. Sunday: 12:00 midnight

B. Quiet hours

1. The quiet hour standards listed below can be modified by the action of the AWS Residence Board and the House Council to meet the specific needs of a residence.
2. During the term:
 - a. Monday — Thursday: 7:00 p.m. — 11:00 a.m.
1:00 p.m. — 5:00 p.m.
 - b. Friday — Saturday: Midnight — 11:00 a.m.
 - c. Sunday: 7:00 p.m. — 11:00 a.m.
2:00 p.m. — 5:00 p.m.
3. During the final examination period quiet hours are continuous.

III. Late Return

- A. A coed must return to her residence within the regular closing hour unless she has obtained special permission from the AWS Residence Board or her Head Resident Adviser.
- B. When delayed, a coed is to notify the advisory office of her residence before closing hours if possible, indicating the expected time of her arrival.
 1. Anytime a coed has been granted special permission to return to her residence after the closing hour, she is required to sign out personally.
 2. If a coed does not recall her Head Resident Adviser's number, she is to call the MSU information number 355-1855 and ask for the residence's office number. It is always possible to reach the advisory office.
- C. Parents may be notified of their daughter's absence if the Head Resident Adviser has not been able to locate her within an hour.

IV. Signing Out and Signing In

A. For the day or the evening:

1. 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 personally on the form provided. In addition, any time a coed has been granted special permission to return to her residence after the closing hour, she is required to sign out personally.
2. If a coed is out of the Greater Lansing Area and realizes that she has not signed out, she must call the advisory office of her residence as soon as possible.
3. A coed can chose to sign out when her destination is within the Greater Lansing Area, but she is not required to do so.
4. Immediately after returning to her residence, a coed is required to sign in personally.

B. For overnight absences:

1. A coed is required to sign out personally prior to overnight absences.
2. When a coed, out of the Greater Lansing Area, discovers that she has forgotten to sign out for an overnight absence, she must call the advisory office of her residence as soon as possible.

3. A coed must leave the residence before closing hours on the night of her departure unless special permission has been granted by the AWS Residence Board or her Head Resident Adviser.
 4. Immediately after returning to her residence, a coed is required to sign in personally.
- C. Registration week: Every coed is required to sign in personally 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.

V. Permissions

A. Overnight permissions:

1. Every woman living in a University residence who has not attained senior status (defined as the accumulation of 130 term credit hours) or who will not reach the age of 21 years during the academic year (defined as that period between September 15 to June 15 inclusive) is required to have a Parental Permission Card on file in her residence authorizing overnight absences from her University residence. Permission may be granted as follows:
 - a. A coed can have permission to use her discretion in taking overnight absences from her University residence.
 - b. 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.
2. A coed can stay overnight in a Greater Lansing Area hotel and/or motel only with her parents, and only if her parents talk with the Head Resident Adviser.
3. 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.
4. Coeds are expected to observe state and local laws as they relate to the above policies.

B. Working permits:

1. All coeds working outside the residence past closing hours must obtain a work permit. Work permits granting extensions of time are granted by the AWS Residence Board or the Head Resident Adviser each term such a permit is necessary.
2. Work permits for special occasions must be obtained in advance from the AWS Residence Board or the Head Resident Adviser.
3. It is recommended that a girl who wishes to work have a 2.0 all-University grade point average.
4. The latest hours granted for work permits are 12 midnight Monday through Thursday, 1:30 a.m. Friday and Saturday nights, and 12:30 a.m. Sunday night.
5. A coed returning after closing hours should be accompanied by someone from her place of employment unless otherwise arranged in advance with the Head Resident Adviser.

C. Special permissions:

1. Special time extensions are granted to cover certain University functions:
 - a. 11:30+ permissions are granted for programs sponsored by the University. A coed with an 11:30+ extension must return to her living unit within 30 minutes after the function has ended or within her normal closing hours. The functions for which 11:30+ extensions are granted include:
 - Lecture-Concert Series
 - University Theatre
 - ASMSU Popular Entertainment
 - Other activities covered by the student activity book
 - b. The Social Affairs Committee designates three weekend nights each term as 2:00 a.m. late permission nights. On these designated nights any woman student can use the 2:00 a.m. late permission closing hour.
2. A coed may not leave her living unit before 6:00 a.m. without consulting her Head Resident Adviser in advance.
3. A coed who must return to the residence hall between closing hours and 7:00 a.m. must have permission in advance from the AWS Residence Board or the Head Resident Adviser.
4. On the last night of the examination period the closing hour in all student residences is 10:00 p.m. Any girl wishing to remain in a residence more than 24 hours after her last examination, or past the closing of the residence hall for the vacation period, must have permission from her Head Resident Adviser.

VI. Official University Trips or Activities which Require Early Departure, Late Return, or Overnight Permission

Women students participating in activities which necessitate any of the above special permissions must secure approval from the Student Activities Division. The adviser for the trip or activity should request such permission, using the appropriate form, two weeks prior to the date of the event.

VII. 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 preceding class days or examination days as determined by the University. In addition, guests are prohibited on those weekend nights preceding 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. 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.

- F. 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 atmosphere of the living unit.
- G. Special requests for guests during the week must be referred in advance to the Head Resident Adviser.

VIII. 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 — 12:00 midnight
 - 2. Sororities — 11:30 p.m.

IX. 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.

X. Miscellaneous

- A. No food may be delivered to the living unit after closing hours.
- B. 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.



UNIVERSITY ORGANIZATION—STUDENT AFFAIRS

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.

Mr. Warren M. Huff, Chairman

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 administrative 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 Students 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 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 programs available to students 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 Judiciary and 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, 206 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. Fredrick Williams, 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 All-Campus Radio Board, the All-University Traffic Committee, the Athletic Council, the Lecture-Concert Series Committee, the Social Affairs Committee, and the Board of Student Publications.

1. 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 Hall 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

2. 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 of 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.

Dr. Charles F. Reed, Chairman
Mr. Robert Bissell, Secretary

3. 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 the Intercollegiate Association, and to the University Administration on matters of Intercollegiate Athletic policy.

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

4. Board of Student Publications

The Board of Student Publications is composed of three faculty members nominated by the Committee on Committees and appointed by the President; the Head of the School of Journalism; the Vice-President for Student Affairs; the Vice-President for Business and Finance and Treasurer; the Director of University Relations; and three students selected by the Student Board of Publications from open petitioning and/or nomination by responsible student groups. Students who are staff members of or employed by any Michigan State University publication are not eligible for appointment. The Board may invite student managers of publications to sit with the Board but without vote.

The Board of Student Publications is generally responsible for the overall supervision of all student publications. This responsibility has been delegated by the Board of Trustees through the President. Information regarding policies of the Board of Student Publications can be obtained from the Chairman.

Mr. Frank B. Senger, Chairman

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. Social Affairs Committee

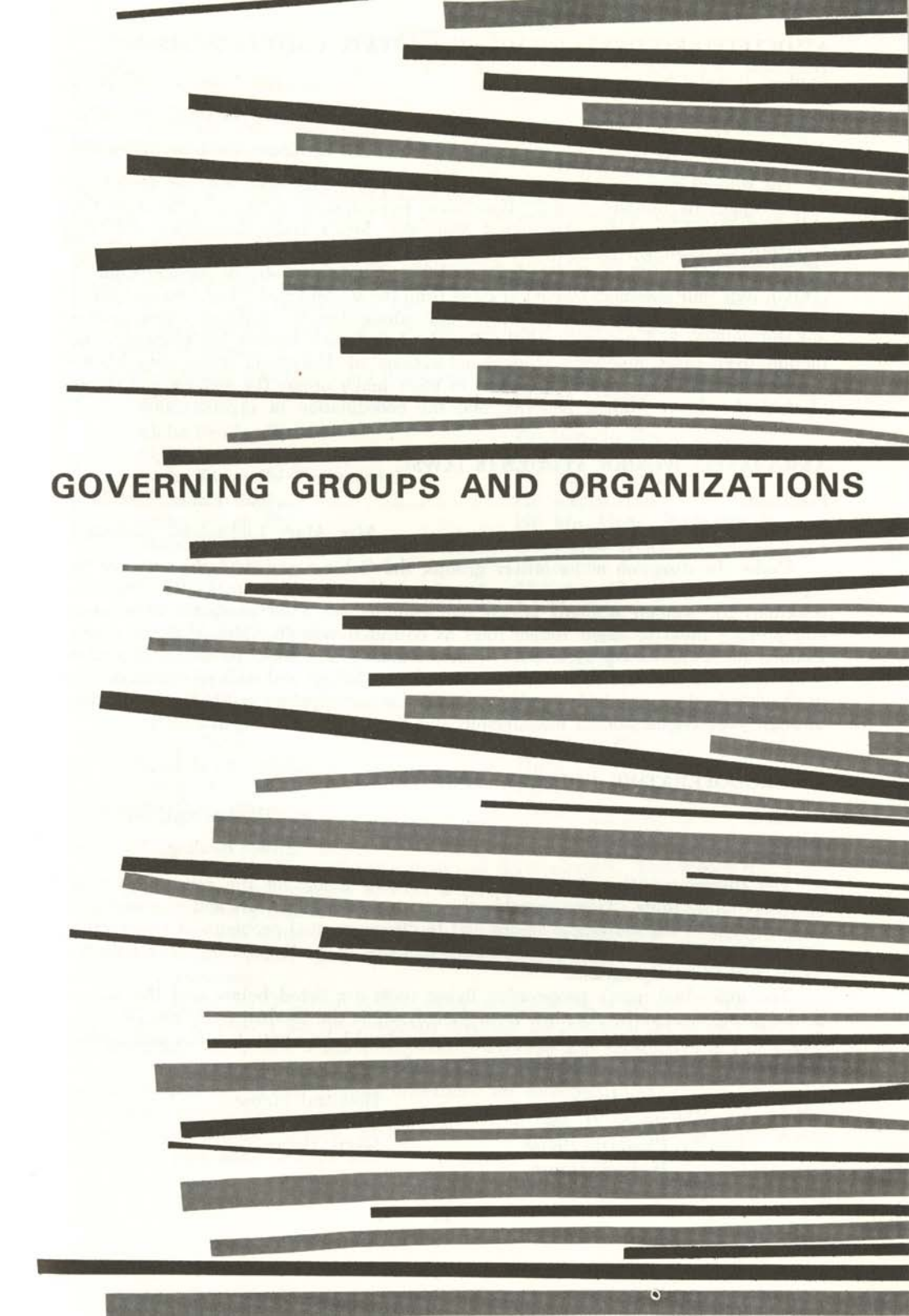
The Social Affairs Committee is composed of student representatives from each of the major governing groups, Associated Students of Michigan State University (ASMSU), Union Board, and Associated Women Students; representatives from the Office of the Dean of Students who are advisers to each of the major governing groups; and a chairman from the Office of the Dean of Students. The Committee is responsible for recommending to the Vice-President for Student Affairs changes in the social regulations; for implementing and communicating the social regulations to organized living units, and registered student organizations; for approving and calendaring all-University social events; and for reviewing disciplinary actions recommended by a Major Governing Group concerning infraction of the social regulations and procedures by an organized living unit or registered student organization.

Mrs. Mary Luginsland, Chairman

7. 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
Mr. Louis Hekhuis, Secretary



GOVERNING GROUPS AND ORGANIZATIONS

ASSOCIATED STUDENTS OF MICHIGAN STATE UNIVERSITY (ASMSU)

Student Board Chairman: Jim Graham, 355-8268

Cabinet President: Terry Hassold, 355-4560

Adviser: Mr. 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); plus four members elected at large from the student body, and two appointed members. 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.

ASSOCIATED WOMEN STUDENTS (AWS)

President: Jean Fisher, 353-2964

Adviser: Mrs. Mary Luginsland, 355-8288

Under the direction of its officer groups, the Cabinet and with the voice of its representative body, the Assembly, Associated Women Students (AWS) provides programs for women students which will complement their academic experience and prepare them for their future roles as educated women. The AWS Programs Council stimulates new programs for women students. The AWS Judiciary Council is concerned with the implementation of women's regulations and with recommendation of changes in those regulations. Opportunities for participation in AWS are available through your organizational membership and through your living unit.

INTERCOOPERATIVE COUNCIL (ICC)

President: Bill Vredevoogd, 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: Larry Owen, 355-8250

Adviser: Mr. Edwin Reuling, 355-5280

The Interfraternity Council (IFC) is the governing body for the thirty-seven (37) fraternities 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	Phi Gamma Delta
Alpha Gamma Rho	Phi Kappa Psi
Alpha Kappa Psi (Professional)	Phi Kappa Sigma
Alpha Phi Alpha	Phi Kappa Tau
Alpha Sigma Phi	Phi Mu Alpha (Professional)
Alpha Tau Omega	Phi Sigma Delta
Beta Theta Pi	Phi Sigma Kappa
Delta Chi	Pi Kappa Phi
Delta Sigma Phi	Psi Upsilon
Delta Sigma Pi (Professional)	Sigma Alpha Epsilon
Delta Tau Delta	Sigma Alpha Mu
Delta Upsilon	Sigma Chi
FarmHouse	Sigma Nu
Kappa Alpha Psi	Sigma Phi Epsilon
Kappa Sigma	Tau Delta Phi
Lambda Chi Alpha	Theta Chi
Omega Psi Phi	Theta Delta Chi
Phi Delta Theta	Triangle

Zeta Beta Tau

The Interfraternity Council has a policy of deferred rush. This means that first-term 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: John Mongeon, 353-2963
Adviser: Dr. Arthur Sandeen, 355-7733

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

South Campus Complex

Case, South

Wilson, East

Wonders, North

Northeast Complex

(Red Cedar Complex)

Abbot

Snyder

Shaw, East

Shaw, West

OFF-CAMPUS COUNCIL (OCC)

President: Gregg Hopkins, 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: Diane Eliason, 353-2965
Adviser: Miss Mabel Petersen, 355-8289

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 follow. 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:Anne Osborne, 353-2034
 Adviser:Miss Betty DelDin, 353-7733

Women's Inter-Residence Council (WIC) is the governing group for the women's residence halls. It is composed of the presidents of all the women's halls and it is this group of students that elect the WIC officers: President, Vice-President for Social Activities, Vice-President for Special Projects, Secretary and Treasurer. 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. An Officers' Workshop, Inter-Residence Hall Sing, Freshmen Mixers and an annual reception for out-going hall officers are some of the activities sponsored by WIC.

Grouped by complex, the individual women's residence halls follow. Names of the presidents can be obtained from the adviser in the Division of Residence Hall Programs.

Brody Complex

Butterfield

Rather

East Campus Complex

Akers, West

Fee, East

Holmes, West

Hubbard, South

McDonel, East

Northeast Complex**(Red Cedar Complex)**

Mason

Phillips

South Campus Complex

Case, North

Wilson, West

Wonders, South

West Circle Complex

Campbell

Gilchrist

Landon, East

Landon, West

Mayo, East

Mayo, West

Williams

Yakely

Van Hoosen

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 student organizations at Michigan State University. Additional information regarding these organizations and the names of their presidents and advisers can be obtained from the Director of the Student Organizations Bureau, Student Services Building, 353-1752 or the Student Activities Division, 101 Student Services Building, 353-3860.

ACADEMIC INTEREST AREA, POLITICAL, SOCIAL, AND SERVICE ORGANIZATIONS

- | | |
|--|--|
| Accounting and Finance | India Club |
| African Students Association | Industrial Arts Club |
| Agriculture Council | International Club |
| Agriculture Economics | International Relations Club |
| Agriculture Education Club | Iranian Student Foundation |
| Agronomy Club | Israeli Club |
| Alpha Phi Omega (National Scouting Fraternity) | Jazz Society of West Circle Drive |
| Angel Flight | Korean Club |
| Arab Club | Les Gourmets (Hotel, Restaurant, & Institutional Management) |
| Bengali Club | Management Club |
| Block and Bridle | Mensa |
| Campus 4-H | Michigan State University Amateur Radio Club |
| Child Development — Teaching Club | Michigan State University College Republicans Club |
| Chinese Student Club | Michigan State University Conservative Club |
| Dairy Club | Michigan State University Film Society |
| Economics Undergraduate Club | Michigan State University Physics Club |
| Education Council | Michigan State University People-to-People Association |
| Engineering Council | Michigan State University Players |
| Engineering Wives Club | Michigan State University Poultry Science Club |
| Filipino Club | Michigan State University Sociology Club |
| Fisheries and Wildlife Conservation Club | Michigan State University United Nations |
| Floriculture Forum | Michigan State University Young Americans for Freedom |
| Folklore Society of Michigan State University | Moslem Student Association |
| Food Science Club | National Association for the Advancement of Colored People |
| Foods and Nutrition and Institutional Administration | Packaging Society |
| Forensic Union | Packaging Wives' Society |
| Forestry Club | Pakistan Student Association |
| Freshman Home Economics Club | Park and Recreation Club |
| German Club | |
| Health, Physical Education and Recreation Club | |
| History Club | |
| Home Economics Council | |
| Home Economics Teaching Club | |

Pomolar
 Pre-Medical and Pre-Dental Society
 Pre-Veterinary Club
 Retailing Club
 Risk and Insurance Society
 Russian Club
 Semper Fidelis Society (Marine Corps)
 Sino — American Friendship Committee
 Social Work Undergraduate Club
 Spanish Club
 Spartan Guard All-University Drill Team
 Spartan Wives Club
 Spartan Women's League

Student Non-Violent Coordinating
 Committee
 Student Society of Urban Planners
 Students for a Democratic Society
 Students Off-Campus
 The Paper
 The Pioneers
 Varsity Club
 Veteran's Association
 W. E. B. Du Bois Club
 Young Democrats
 Young Socialists

HONORARIES

°Alpha Delta Sigma	Advertising
Alpha Kappa Delta	Sociology
°Alpha Lambda Delta	Freshmen Women's Scholastic
°Alpha Phi Sigma	Police Administration
°Alpha Zeta	Agriculture
°Arnold Air Society	Sabre Air Command
°Beta Alpha Psi	Accounting
Beta Alpha Sigma	Landscape Architecture
°Beta Beta Beta	Bio-Science
°Beta Gamma Sigma	Business
°Blue Key	Junior 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	Men's Residence Halls
°Eta Kappa Nu	Electrical Engineering
Excalibur	Senior Men's Honorary
Green Helmet	Sophomore Men, Scholastic
Green Splash	Women's Swimming
°Kappa Delta Pi	Education
°Knights of St. Patrick	Engineering
°Mortar Board	Senior Women, Scholastic, Leadership, and Service
°Omicron Delta Kappa	Men's Leadership
°Omicron Nu	Home Economics
Orchesis	Dance
°Pershing Rifles	Military Science
°Phi Alpha	Social Work
°Phi Alpha Theta	History
°National affiliation	

*Phi Epsilon Kappa	Physical Education
*Phi Eta Sigma	Freshmen Men, Scholastic
*Phi Kappa Phi	All-University, Scholastic
*Phi Lambda Tau	Engineering
Pi Kappa Gamma	Packaging
*Pi Omega Pi	Business Education
*Pi Sigma Alpha	Political Science
*Pi Sigma Epsilon	Food Distribution
*Pi Tau Sigma	Engineering
*Psi Chi	Psychology
*Scabbard and Blade	Military Science
*Sigma Delta Pi	Spanish
*Sigma Gamma Epsilon	Earth Science
*Sigma Lambda Chi	Building Construction
*Sigma Phi Delta	Engineering
*Sigma Pi Eta	Hotel Management
*Sigma Pi Sigma	Physics
Sparta	Senior Men's Honorary
*Tau Beta Pi	Engineering
*Tau Sigma	Arts & Letters, Business, Natural Science, and Social Science
Theta Alpha Phi	Theatre
Tower Guard	Sophomore Women's Scholastic and Service
*Xi Sigma Pi	Forestry Education

PROFESSIONAL ORGANIZATIONS AND PROFESSIONAL FRATERNITIES AND SORORITIES

Alpha Kappa Psi (Men's Business)	Institute of Electric and Electronic Engineers
Alpha Mu (Music Therapy Fraternity)	MSU Chapter of the Association for Computing Machinery
American Foundrymen's Society	MSU Chapter of the Council for Exceptional Children
American Institute of Chemical Engineers	MSU Collegiate Chapter of the American Marketing Association
American Institute of Interior Designers	Phi Beta Lambda (Business Education)
American Society of Agricultural Engineers	Phi Delta Kappa (Men's Education)
American Society of Civil Engineers	Phi Gamma Nu (Women's Business and Economics)
American Society of Mechanical Engineers	Pi Mu Epsilon (Mathematics)
American Society of Medical Technologists	Sigma Alpha Eta (Speech and Hearing Science)
American Society of Metals	Sigma Alpha Iota (Women's Music)
American Veterinary Medical Association	Sigma Delta Chi (Journalism)
Cantilever (Homebuilding)	Society of Automotive Engineers
Delta Omicron (Women's Music)	Student Chapter of the American Society of Landscape Architects
Delta Sigma Pi (Business)	Student Education Association
Gamma Theta Epsilon (Geography)	Theta Sigma Phi (Women's Journalism)
Industrial Designer's Society of America	

*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

STUDENT SERVICES AND GENERAL INFORMATION

INTRAMURALS

The Intramural Department has the responsibility of coordinating all intramural activities. Information and handbooks regarding these activities may be obtained from the Women's Intramural Office, 121 Women's IM Building and the Men's Intramural Office, 206 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 Program
Intramural Competition
 Individual
 Team

Intramural Eligibility Rules
Intramural Sports Calendar
Sports Equipment Available
(Students must present their ID card when checking out equipment.)

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 Scholarships, Student Services Building. Information regarding the Educational Opportunity Grants (EOG) is also available from this Office.

STUDENT GOVERNMENT SERVICES

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

1. Legal Aid

A lawyer has been retained 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. Information regarding the lawyer's office hours may be obtained by calling the ASMSU office.

2. 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.

3. Mimeographing Service

Mimeographing service is available to registered students and registered student organizations. The service of running the mimeograph machine is free, however, there is a charge for the paper used. Information may be obtained by either visiting the Mimeographing Office, 25 Student Services Building, or calling 353-1749.

4. 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.

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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