RIVERSIDE JUNIOR COLLEGE BULLETIN

REGISTER
1940-1941

WITH ANNOUNCEMENTS FOR
1941-1942

RIVERSIDE, CALIFORNIA
PUBLISHED BY THE JUNIOR COLLEGE
APRIL, 1941
CONTENTS

COLLEGE CALENDAR ................................................................. 5
DIRECTORY ................................................................. 6, 7
OFFICERS OF ADMINISTRATION ............................................. 8
FACULTY ........................................................................... 9-16
ORGANIZATION ................................................................. 17-26
ADMISSION TO THE COLLEGE ............................................... 27, 28
FEES AND EXPENSES ........................................................... 29-31
MATRICULATION ................................................................. 32-37
GENERAL REGULATIONS ....................................................... 38-40
GRADING SYSTEM ............................................................... 41, 42
HONORS AND AWARDS ......................................................... 43-45
GRADUATION ................................................................... 46, 47
TRANSFER TO THE UNIVERSITY ........................................... 48-59
COURSES OF INSTRUCTION .................................................. 60-106
EXTENSION DIVISION ........................................................ 107-109
STUDENT ACTIVITIES ........................................................... 110-114
GRADUATES, CLASS OF 1940 .................................................. 115, 116
STUDENT REGISTER ............................................................. 117-134
INDEX ........................................................................ 135, 136
### COLLEGE CALENDAR 1941-1942

<table>
<thead>
<tr>
<th>1941</th>
<th>1942</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>JULY</strong></td>
<td><strong>JULY</strong></td>
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<tr>
<td>SUN</td>
<td>MON</td>
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<tr>
<td><strong>AUGUST</strong></td>
<td><strong>SEPTEMBER</strong></td>
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</table>

#### 1941

**AUTUMN QUARTER**

- Sept. 17 Wednesday, 8:00-12:00: Pre-Registration Tests.
- Sept. 18, 19 Thursday, Friday, 8:30-4:00: Registration.
- Sept. 20 Saturday, 8:30-12:00: Registration.
- Sept. 22 Monday, 8:00: Instruction begins.
- Oct. 6-10 Monday-Friday, 1:00-5:00: Deficiency examinations.
- Nov. 1 Tuesday: Armistice Day: a holiday.
- Nov. 20, 21 Thursday, Friday: Thanksgiving Recess.
- Dec. 15-17 Monday-Wednesday: Autumn Quarter examinations.

Recess from December 18 to January 4, inclusive.

#### 1942

**WINTER QUARTER**

- Jan. 5 Monday, 8:30-10:00: Pre-Registration Tests.
- Jan. 5 Monday, 8:30-4:00: Registration.
- Jan. 6 Tuesday, 8:00: Instruction begins.
- Jan. 19-23 Monday-Friday, 1:00-5:00: Deficiency examinations.
- March 25-27 Wednesday-Friday: Winter Quarter examinations.

Recess from March 28 to April 5, inclusive.

#### 1943

**SPRING QUARTER**

- April 6 Monday, 8:30-4:00: Registration.
- April 7 Tuesday, 8:00: Instruction begins.
- April 20-24 Monday-Friday, 1:00-5:00: Deficiency examinations.
- June 15-17 Monday-Wednesday: Final examinations.
- June 17 Wednesday: 8:00 p.m.: Commencement.
**DIRECTORY**

**ADMINISTRATION OFFICES:** At the right of Terracina archway
- Director: 4310, Station 10
- Registrar: 4310, Station 13
- Dean of Women: 4310, Station 12
- Office Secretary: 4310, Station 11

**LIBRARY:** North side of the Quadrangle

**BOOK STORE:** Room 117
- Student Body Office: Room 117
- Women's Lounge: Room 116

**ARRYO OFFICE:** Room 200

**DEPARTMENTS OF INSTRUCTION:** (Rooms are numbered consecutively beginning at the left of the archway)

**Quadrangle, First Floor**
- Spanish: 100
- Latin, Greek: 101
- French, German: 102
- Physics, Engineering, Astronomy: 103-105
- Physiology: 106
- Botany: 108-110
- Bacteriology: 108, 111
- English: 112, 113, 115
- Secretarial Science: 120
- Music: Theory, Piano: Music Building

**Quadrangle, Second Floor**
- News Reporting: 200
- Chemistry: 201-205
- Zoology, Biology: 206, 207
- History, Psychology, Sociology: 208, 211
- Economics, Political Science: 209, 211
- Mathematics: 210
- Commerce: 220

**Basement:**
- Geological Sciences: 20, 22, 25
- Physics, Photographic Laboratory: 23, 24

**Applied Arts Building:**
- 4310, Station 7
- Printing: Basement

**Mechanics Building:**
- 4310, Station 1
- Machine Shop: 304, 305

**Household Arts and Science Building:**
- 500

**Arts Building:**
- Voice, Choir: 400

**Lovekin Hall:**
- Art Center: 4689 Olivewood Avenue, 471-R
- First, Second, Third Floor
- Cafeteria: 4310, Station 2

**EXTENSION DIVISION**

**ADULT EDUCATION**

**Art:** Lovekin Hall
- 4689 Olivewood Avenue, 471-R
- First Floor
- Gallery and Lecture Room
- Print Making, Sculpture: Second Floor
- Drawing, Painting, Photography: Third Floor

**Drama:** Community Playhouse
- 3294 Twelfth Street
- 663

**Opera:**
- College Auditorium: Terracina Drive, 4310, 3237-J

**Orchestra Building:**
- 400
OFFICERS OF ADMINISTRATION

THE BOARD OF TRUSTEES
Terms of office expire December 31 of the year indicated.

MRS. E. M. BONNETT, JR. (1942)
FRED L. HAMBLIN (1944)
J. NORMAN IRVING (1942)
CHAS. O. REID (1944)
MRS. O. M. ROBERTSON (1944)

OFFICERS OF THE BOARD
President: CHAS. O. REID
Vice President: MRS. O. M. ROBERTSON
Clerk: MRS. E. M. BONNETT, JR.

SUPERINTENDENT OF SCHOOLS
IRA C. LANDIS
School Administration Building

EXECUTIVE OFFICERS
Director: ARTHUR G. PAUL
Registrar: ERNEST L. REA
Dean of Women: FRANCES M. FRASER

OFFICE SECRETARY: MARY ANDERSON

FACULTY
1940-1941

EMERITUS LIST

BOARDMAN, HARRY L. Concord, California
Philosophy, Sociology
A. B., Colfax College; D. D., McMinnville (now Linfield) College; A. M., University of California. At Riverside Junior College, 1920-1938.

MEERER, CHARLES H. Director of Research
4293 Orange Street
B. S., Hillsdale College; M. S., Hillsdale College. Graduate student, Stanford University and University of California. At Riverside Junior College, 1922-1937.

ACTIVE LIST

ALLISON, THOMAS G. 4690 Rubidoux Avenue
English
A. B., A. M., L. H. M., St. Mary's College, California. Graduate student, University of California, and American Academy of Dramatic Arts. At Riverside Junior College since 1928.

ANDERSON, ROBERT PATTON 2609 Carlton Place
English
A. B., Princeton University, Phi Beta Kappa; A. M., Princeton University. At Riverside Junior College since 1918.

BACKMANN, BARTON 3708 Ramona Drive
Music: Theory, Piano
First Staff Conductor, Opera, Extension Division

BAILEY, WILLIAM RUSSELL 3729 Rosewood Place
Chemistry
A. B., Stanford University. Graduate student, Pomona College, and University of California; A. M., Claremont Colleges. At Riverside Junior College since 1933.
FACULTY

Baldwin, Dr. Mary Catherine 3616 Main Street Office Phone 1106
Examining Physician for Women
A. B., Stanford University; M. D., Stanford University School of Medicine. Assistant Resident in Medicine, Stanford University. At Riverside Junior College since 1934.

Beatle, Alfred W.
4200 Ramona Drive 5243-M
German
B. S., Oregon State Agricultural College; A. M., University of Washington. At Riverside Junior College since 1932.

Bliss, Howard H.
5621 Grand Avenue 2752-W
Physics, Engineering, Astronomy
B. S., University of California, Sigma Xi; M. S., University of California. At Riverside Junior College since 1920.

Brandt, Rexford
4429 Orange Street 471-R, 2239-M
Art, and Director of Art Center, Extension Division
A. B., University of California. Graduate student, Stanford University and Redlands University. Student in art with Richard Allman, Phil Dike, Burke Miller, and Paul Sample. At Riverside Junior College since 1937.

Cole, Margaret A.
3357 Second Street 4903-W
Household Art, Household Science
A. B., Santa Barbara State College. Graduate student, University of Hawaii, and University of Southern California. At Riverside Junior College since 1939.

Cooper, Agnes B.
3743 Ramona Drive 2064
Librarian
A. B., University of Illinois, Phi Beta Kappa. At Riverside Junior College since May, 1927.

Cooper, Lawson P.
5086 Magnolia Avenue 3883-J
Art, Philosophy, Psychology
A. B., Pomona College; A. M., Claremont Colleges. At Riverside Junior College since 1937.

Cooper, Ruth
6770 Palm Avenue 1604
Botany, Zoology
A. B., University of California. Graduate student, University of California. At Riverside Junior College since 1931.

Craft, Marcella
4339 Main Street 2583-J
Opera: General Director, Extension Division
Student in voice with Charles Adams, Alessandro Guagni, Jacques Stockgold, William S. Brady; and, in acting, with Francesco Motto. At Riverside Junior College since 1932.

Cummins, George P.
3559 Chapman Place 5215
Military Science and Tactics
Lieutenant-Colonel of Cavalry, D. O. L., U. S. A. At Riverside Junior College since 1937.

Deleseu, Edith L.
3751 Fairfax Avenue 2609, 3192
Crafts: Leather, Metal, Wood, Extension Division
Graduate, Savage School of Physical Education. Student at Adelphi Art School, Brooklyn, New York. At Riverside Junior College since December, 1937.

DeBue, Bertha J.
3615 Jurupa Avenue 5128-J
Bacteriology, Hygiene, Psychology
A. B., University of California; A. M., University of California. Graduate student, University of California (Hooper Foundation), Johns Hopkins School of Hygiene and Public Health, and Stanford University. At Riverside Junior College since 1927.

Egleston, Julius Wooster
Y. M. C. A. 394
Geology, Mineralogy
B. S., Amherst College, Phi Beta Kappa; A. M., Harvard University; Ph. D., Harvard University. At Riverside Junior College, 1919-1928, and since 1936.

Farman, Ann Ford
1315 West Cypress Avenue, Redlands 4079
Crafts: Weaving, Art Center, Extension Division
A. B., Mills College. Graduate student, Columbia University, University of Southern California, and Redlands University. At Riverside Junior College since 1938.

*Transferred to Armored Replacement Center, Fort Knox, Kentucky, December 30, 1940.
FACULTY

FISHER, PAUL LEWIS  8020 Del Ray Court  3278
Botany, Agriculture
B. S., University of Maryland; M. S., University of Maryland;
Ph. D., Sigma Xi, University of Maryland. Graduate student,
University of Chicago. At Riverside Junior College since 1937.

FRASER, FRANCES MAXWELL  4570 Aurora Drive  1020
Dean of Women, Sociology
A. B., Vassar College; A. M., Columbia University; diploma,
Oxford University. At Riverside Junior College since 1923.

FULLENWIDER, FRANCIS C.  3608 Castle Reagh Place  2762-J
Commerce
A. B., Wabash College; A. M., University of Southern California.
At Riverside Junior College since 1927.

GILCHRIST, FRANCIS GARRITT  2732 Iris Street  1141-R
Physiology, Biology
A. B., University of California, Phi Beta Kappa, Sigma Xi; Ph. D.,
University of California. At Riverside Junior College since January,
1937.

GILKESON, GLENN  1323 La Cadena Drive
Baseball
A. B., Nebraska State Teachers College, Peru, Nebraska; A. M.,
Teachers College, Columbia University. Graduate student, University
of Southern California, and University of Wisconsin. At Riverside
Junior College since 1939.

GOVE, GEORGE W.  3720 Larchwood Place  2026-W
Music: Voice, Choral Training
A. B., Hamline University. Graduate student, University of Chi-
cago, Columbia University, Chicago Musical College, American
Conservatory of Music, Chicago Conservatory of Music, Claremont
Colleges. Student in voice with Frank LeForge, Dudley Buck,
Herbert Witherspoon, and Isaac Van Grove. At Riverside Junior
College since 1949.

HUNTLEY, CATHARINE S.  3668 Beechwood Place  3170-W
Physical Education
A. B., University of Nevada; A. M., Columbia University. At
Riverside Junior College since 1926.

JAMES, MARJORIE P.  2912 Chestnut Street  1989-J
Assistant Librarian
A. B., University of Southern California. Graduate, Riverside
Library School. At Riverside Junior College since 1937.

JACKSON, EDMUND C.  4462 Sixth Street
Zoology
B. S., Occidental College. Graduate student, University of Cali-
fornia and University of Colorado. At Riverside Junior College
since 1922.

JAMES, MARJORIE P.  2912 Chestnut Street  1989-J
Assistant Librarian
A. B., University of Southern California. Graduate, Riverside
Library School. At Riverside Junior College since 1937.

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A. B., Vassar College; A. M., Columbia University; diploma,
Oxford University. At Riverside Junior College since 1923.

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At Riverside Junior College since 1927.

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1937.

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Teachers College, Columbia University. Graduate student, University
of Southern California, and University of Wisconsin. At Riverside
Junior College since 1939.

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Music: Voice, Choral Training
A. B., Hamline University. Graduate student, University of Chi-
cago, Columbia University, Chicago Musical College, American
Conservatory of Music, Chicago Conservatory of Music, Claremont
Colleges. Student in voice with Frank LeForge, Dudley Buck,
Herbert Witherspoon, and Isaac Van Grove. At Riverside Junior
College since 1949.

HUNTLEY, CATHARINE S.  3668 Beechwood Place  3170-W
Physical Education
A. B., University of Nevada; A. M., Columbia University. At
Riverside Junior College since 1926.

JACKSON, EDMUND C.  4462 Sixth Street
Zoology
B. S., Occidental College. Graduate student, University of Cali-
fornia and University of Colorado. At Riverside Junior College
since 1922.
MORRELL, DONALD C. 1301 Pine Street 3203-W
Secretarial Science
A. B., Findlay College; Diploma in Secretarial Science, Findlay College, School of Commerce; A. M., New York University, Delta Pi Epsilon. Graduate student, Bowling Green State University, and Western Reserve University. At Riverside Junior College since 1939.

MORRISSEN, JESSE P. 3575 Rosewood Place 5028
Physical Education
B. S., University of Southern California. Graduate student, University of Southern California. At Riverside Junior College since 1930.

O'NEILL, KATE NAVIN 4706 Somerset Drive 2843-W
Spanish
A. B., University of California; A. M., University of California. Graduate student, University of Washington, Stanford University, University of Southern California, Harvard University, Columbia University, University of Chicago, Mexico National University, George Washington University, and Universidad de Madrid. At Riverside Junior College since 1916.

PALMER, JAMES M. 5490 Magnolia Avenue 3594
Military Science and Tactics
A. B., University of Minnesota; L. L. B., University of Minnesota. Captain of Infantry, U. S. A., retired. At Riverside Junior College since December 30, 1940.

PATTON, ROBERT L. 4607 Jurupa Avenue 2899
English
A. B., Stanford University. At Riverside Junior College since 1931.

PAUL, ARTHUR G. 1912 Pennsylvania Avenue 1035-J
Director
A. B., Occidental College, Phi Beta Kappa. Graduate student, University of California. At Riverside Junior College since 1917.

REA, ERNEST L. 3336 Mulberry Street 2717-J
Registrar, Greek, Latin
A. B., Stanford University, Phi Beta Kappa. Graduate student, Stanford University, Transylvania University, and University of California. At Riverside Junior College since 1916.

RICHARDS, JULIAN K. P. O. Box 331
French
A. B., Columbia University; A. M., Columbia University; Certificate d'Etudes Francaises, Universite de Grenoble. Graduate student, University of Chicago, Baylor University, and Stanford University. At Riverside Junior College since 1922.

SCOTT, DAVID W. 828 College Ave., Claremont 4283
Art

SCOTT, JAMES COLEMAN 4869 Rubidoux Boulevard 5498-W
English
A. B., University of California. Graduate student, University of California and Stanford University. At Riverside Junior College since 1925.

SHEPARD, WAYNE WISEMAN 4855 Terracina Court
Drama: Stagecraft, Extension Division
A. B., University of Washington. Graduate student, University of Washington. At Riverside Junior College since 1939.

SMITH, ANDREW WILLIAM 4008 Fifth Street 6149-W
Chemistry
B. S., University of Southern California. Graduate student, University of California. At Riverside Junior College since 1939.

STEPANOVIICH, ANTHONY 4486 Sixth Street 2012-W
Football, Basketball
B. S., University of Southern California. Graduate student, University of California. At Riverside Junior College since 1939.
FACULTY

THOMPSON, HAROLD W. 6511 Brockton Avenue 2817
Crafts: Ceramics, Metal Work, Art Center, Extension Division
A. B., University of Redlands. Graduate student, University of Redlands and University of Southern California. At Riverside Junior College since February, 1939.

TWOGOOD, ARCHIE J. 1895 Indianapolis Avenue 3335-M
Physics, Engineering
B. S., University of California. Graduate student, General Electric Company, Schenectady, and University of California. At Riverside Junior College since 1922.

WALTON, RUTH BOLINGER 4811 Terracina Court 5566
Assistant Librarian
Graduate, Riverside Library School. At Riverside Junior College since December, 1931.

WILCOX, LELAND F. 5140 Hallwood Avenue 4546-M
Drama, and Director of Community Playhouse, Extension Division
A. B., Stanford University; A. M., Stanford University. Graduate student, Yale University. At Riverside Junior College since 1938.

WOLFE, CLYDE L. E. 1381 Monroe Street 9118-R
Aeronautics, Mathematics
B. S., Occidental College; Phi Beta Kappa; A. M., Harvard University; Ph. D., University of California. Sigma Xi, California Institute of Technology. At Riverside Junior College since 1936.

ORGANIZATION

FOUNDATION

Riverside Junior College was founded March 13, 1916, when, in response to a general petition of electors, the City Board of Education authorized the introduction of junior college courses in the Polytechnic High School. At the opening of the fall term, September 25, 1916, twenty-four such courses were offered in fifteen departments of study. The enrollment for the first academic year was one hundred ten.

Circumstances were favorable to the development of a junior college at Riverside. The Polytechnic High School had been recently built, and its equipment was suited to advanced work. Many of the faculty had taught in college. For the period from 1916 to 1921 the new institution functioned successfully as a department of the high school.

On May 27, 1921, the California State Legislature passed the Junior College Act, which authorized the formation of junior college districts in communities having a certain assessed valuation and a certain total average daily attendance in the high schools of the district.

In accordance with this act and by authority of the State Board of Education the Riverside Junior College District was formed in 1921, and the institution became thereby a district junior college. As now constituted, the district embraces, in addition to the City of Riverside, the com-

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1 Prior to 1921: increased to $10,000,000 in 1921; and to $25,000,000 in 1929; at the present time (1941) an amount to be determined by the State Board of Education as adequate for a junior college in the proposed area.

2 Seventy-five prior to 1921; increased to 400 in 1921, and to 1000 in 1929; at the present time (1941) a number to be determined by the State Board of Education as adequate for a junior college in the proposed area.
munities of Alvord, Ferndale, Glenavon, Highgrove, Jurupa, Midland, Mira Loma, Moreno, Union Joint, and West Riverside. The City Board of Education constitutes the governing board, but is separately organized as the Junior College Board of Trustees. The system of finance, as prescribed by the Junior College Act of 1921, provides a state apportionment of $2000.00 and, in addition, $90.00 for each unit of average daily attendance. This apportionment is supplemented by a district tax. The college is therefore part of a state-wide system of regional junior colleges designed to popularize education in cooperation with the State University and under advisory supervision of the State Board of Education.

The formation of the district suggested the advisability of erecting a separate group of buildings for the use of the College. Accordingly, property was purchased on Terracina Drive and Riverside Avenue as a site for the new campus. Two residences, which stood on the site (Gage Hall fronting on Terracina and the Collier cottage on Riverside Avenue), were used as temporary quarters. Bonds were voted on May 10, 1922, and again on January 18, 1927, which have given the Junior College its present physical plant on a separate campus, with its own library and laboratories, and its own faculty. Since 1927, certain other units have been added, the cost being defrayed by direct tax.

MANAGEMENT AND CONTROL

The management and control of the College is vested in a Board of Trustees of five members. These are chosen at the biennial city elections and hold office for four years.

1In 1924 Gage Hall was razed and the Collier Cottage was moved to its present location on Fairfax Avenue, where it serves the department of Music for classes in piano and theory.

AIMS AND FUNCTIONS

The Junior College has a two-fold aim and function:

(1) to provide two-year college curricula complete in themselves which, so far as possible, shall meet the needs and objectives of the individual student without reference to preparation for upper division work in a senior college or university;

(2) to provide courses corresponding to lower division university courses which will enable students who wish to continue their studies elsewhere to transfer without loss of time or credit. As an integral part of the state system of education, the Junior College aims specifically to satisfy the requirements of the University of California for admission to its upper division. Fulfilling the requirements of the University of California for the junior certificate is tantamount to fulfilling the requirements of most standard colleges and universities.

THE COLLEGE YEAR

The College Year begins in the latter part of September and continues through three terms of approximately twelve weeks each. These terms are known as the autumn, winter, and spring quarters.

The ratio between units awarded on the quarter plan (as at Riverside Junior College) and units awarded on the semester plan (as at the University of California) is as three to two. Quarter units, therefore, may be converted into semester units by multiplying by two and dividing by three; semester units may be converted into quarter units by multiplying by three and dividing by two.

LOCATION AND CLIMATE

The Junior College is located at Riverside in the heart of the citrus belt, sixty miles east of Los Angeles. Riverside has an elevation of 871 feet and a population of about
35,000. It is on the lines of the Union Pacific, Santa Fe, Southern Pacific, and Pacific Electric railways. A seasonal rainfall of approximately 11 inches and a mean temperature of 59.3 degrees for the college year (September 15 to June 15) ensure climatic conditions which are exceptionally favorable for intensive study.

The main campus occupies a site at the junction of Terracina Drive and Riverside Avenue. It is about a mile from the business district, and may be reached by automobile or by the Pacific Electric Railway. The academic buildings stand at the edge of a broad mesa overlooking an ancient watercourse, which was known to the Indians as Tequesquite, the tequesquite or "soap soil" once found there in abundance. In this natural stadium the physical activities are centered. At the eastern end of the arroyo lies a five acre tract, which serves as an auxiliary campus. Half of this property was deeded to the College in 1932 by Mr. and Mrs. A. C. Lovekin. The other half, including a three-story residence, was acquired by purchase in 1935. The land, which is set with olive, walnut, and ornamental trees, has a frontage of 700 feet on Olive-wood Avenue, 270 feet on Terracina Drive, and 400 feet on Saunders Street. The building is used by the Extension Division for adult classes in art.

BUILDINGS AND EQUIPMENT

The central group of academic buildings consists of one- and two-story structures. The different units are grouped about an open court, and are connected by a continuous single or double-decked arcade except on the west side of the quadrangle. At this point the covered arcade of the upper tier gives place to an open deck with wrought iron balustrade. In style the buildings represent the best period of the Italian Renaissance. The gray walls of reinforced concrete with red tile roofing are reminiscent of Spanish missions. Except at the southwest corner the central group of buildings is complete.

On the north side of the quadrangle are grouped the Administration Offices and the Library; on the east and south most of the departments of letters and science; on the west the Auditorium and the Departments of Secretarial Science and Commerce.

On the east side of Riverside Drive stands the two-story frame building which is used by the Department of Household Arts and Science.

LIBRARY

The Library reading room, which is equipped with Library Bureau furniture, has seating accommodations for 90 students. The number of bound volumes is 14,682. Approximately 100 newspapers and periodicals are regularly received. The annual budget for books and magazines ranges from $1000.00 to $2000.00. The amount expended in 1939-1940 for new books and magazines was $1974.76. The librarian, who devotes full time to the work, is a university graduate of extensive professional experience. Two full-time assistants are also employed.

The resources of the Riverside Public Library, with its 214,066 books, bound magazines, and government documents, are available to the College students.

LABORATORIES

Laboratories devoted solely to junior college work are maintained in bacteriology, botany, chemistry, engineering, geological sciences, physics, physiology, psychology, and zoology. The value of apparatus and permanent equipment in the several departments is as follows: agriculture
and botany, $4950.00; bacteriology, $4800.00; chemistry, $9000.00; engineering, $2250.00; geology, $4000.00; physics, $13000; physiology, $1000.00; psychology, $300.00; zoology, $4300.00.

SHOP EQUIPMENT
All shops are housed in a large, new building with modern facilities. All machines are motor driven. A partial inventory of equipment in the different shops is given herewith.

AUTO SHOP.—Precision valve reconditioning equipment, cylinder grinder, stroboscope, electrical analyzer, battery charger, testing and repair tools, 30 ton hydraulic press, oxy-acetylene welder, 20" drill press, 21" lathe, body and fender repairing tools, paint spray gun, automatic air compressor, 102 electric grinder, surface grinder, special tools for various automobiles, individual tool boxes with hand tools.

MACHINE SHOP.—36" x 8' planer; Kempsmith milling machine; LeBlonde grinder universal; 16" hacksaw; 24" shaper; tool grinder, 15" blower; center grinder; buzzer furnace; drill presses, and numerous lathes of different types and sizes.

MILL CABINET.—Twenty work benches, containing individual tools for each student; Oliver cut-off saw; American 12" jointer and Universal saw table; 24" single surface planer; 36" hand saw; hollow chisel mortiser and tenoner; nine woodturning lathes and several small portable electric tools.

PRINT SHOP.—Three job presses; one flat-bed cylinder press; two monotype keyboards; one monotype caster; two linotypes; power paper cutter; wire stitcher; process embosser. The printing of the Register, Tequesquite, Arroyo, and Student Varieties, as well as all job work, is done by the College Press.

OTHER EQUIPMENT
The Departments of Music and Art have facilities adequate to their needs. A Steinway grand piano, four upright pianos, a Victor Radio Electrola, and an R. C. A. Victrola are part of the property of the Music Department. The equipment in Household Science is valued at $800.00.

ORGANIZATION

AUDITORIUM AND STAGE
The Auditorium, which is intended primarily as a student assembly hall, has a seating capacity of five hundred. The stage is unique in college architecture, opening, as occasion requires, either into the auditorium or upon the cloistered court, where open-air assemblies and commencement exercises are held. The indoor proscenium arch has a span of 20 feet 6 inches; the outdoor arch a span of 38 feet. The stage measures 41 x 44 feet.

The mural decorations in seven panels symbolize the achievements of order and design, as exemplified in aerial, agricultural, industrial, urban, electrical, governmental, and naval architecture.

The two-manual Kilgen organ is equipped with a full set of Deagan Class A chimes. The action is electro-pneumatic throughout. A double set of shutters allows the music to be heard either in the quadrangle or in the auditorium.

GYMNASIUM
The Gymnasium is located in the arroyo below the mesa on which the academic buildings stand. It is of reinforced concrete. The main hall with a floor space of 85 x 106 feet is flanked by galleries which will accommodate sixteen hundred spectators. In the wings beneath these galleries are the shower and locker rooms. The south wing, reserved for women, has one hundred and forty individual dressing booths. Auxillary rooms for special exercises are also provided, as well as individual offices for the department staff. Adjacent to the gymnasium are the athletic grounds, with two football fields, two hockey fields, a quarter mile track and a 220 straightaway, six tennis courts, ten basketball courts, twelve volley ball courts, a baseball diamond, and an auxiliary baseball practice field.
In the fall of 1930 reinforced concrete bleachers were built to accommodate spectators attending pageants, football games, and track and field meets. The seating capacity is two thousand.

To ensure safety, four main exits have been provided: one at each end of the bleachers, one at the lower center, and one at the rear, where a broad reinforced concrete bridge spans the gap between the bleachers and the hillside.

The front passageway is overhanging in design, and affords weather protection for contestants in track and field meets as well as for outdoor classes.

The space beneath the bleachers, which is divided by a tunnel into two equal parts, has been enclosed and furnished with offices and workrooms. The western half serves as the headquarters of the Reserve Officers Training Corps. The eastern half is used by the Physical Education Department.

HEALTH CONTROL AND HEALTH SERVICE

The College concerns itself with the maintenance of conditions favorable to the health of students and faculty, not only to safeguard the College community as a whole against epidemics, but also to guarantee to the individual student or instructor who enjoys normal health and physical vigor the opportunity to continue his college work under the most favorable circumstances. To this end, either Physical Education or Military Science is required of all students. Exemption may be granted to the student who because of physical disability cannot engage in active exercise, providing a physician’s certificate stating the cause of the disability and fixing the time limit for the exemption is filed with the Registrar on the day of registration. In addition, a two-unit semester course in Hygiene is required of each candidate for the title of Associate of Arts.

The College also concerns itself with controlling the academic activities of students whose health and strength do not admit of a normal curriculum, and with giving such students advice and instruction in the hope that their physical and mental health may be improved.

At the beginning of the Autumn Quarter the new student and the student who plans to participate in any sport supervised by the College is given a physical and medical examination by the College medical staff. Cases needing professional attention are referred to the physician or medical service of the student’s choice.

Emergency treatment may be administered on the campus, but only temporary and limited aid is given. The Bacteriology Department renders service in making tests and analyses. The City and County Health Department conducts a tuberculosis test of all College students who request the service. If necessary, X-rays are taken.

The College does not assume legal responsibility or obligation in the case of students who suffer injury while in athletic training or competition. Nevertheless, it is the policy of the College to pay, within certain limits, for the treatment of injuries thus received. This expense is normally covered by group insurance which is carried by the Associated Student Body.

EMPLOYMENT SERVICE

Many students who wish to attend school find it necessary to earn part or all of their expenses. The College cannot guarantee anyone employment, but it does undertake to assist worthy students in finding work suited to their abilities.
To this end (1) the Board of Trustees provides in its budget for the employment of a limited number of laboratory, clerical, and janitor assistants. (2) The National Youth Administration allocates funds for the employment of a limited number of students under twenty-five years of age who are doing acceptable academic work. (3) The College maintains a Placement Service Bureau, which attempts to find part-time jobs for students while in college and permanent positions after graduation.

Students are cautioned against trying to carry a heavy academic program while under the necessity of self-support.

**FINANCIAL STATEMENT FOR 1939-1940**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessed valuation, Junior College District</td>
<td>$39,569,150.00</td>
</tr>
<tr>
<td>Junior College District tax rate</td>
<td>.14</td>
</tr>
<tr>
<td>Balance July 1, 1939</td>
<td>$19,346.59</td>
</tr>
<tr>
<td><strong>Receipts:</strong></td>
<td></td>
</tr>
<tr>
<td>State Junior College fund</td>
<td>$60,590.00</td>
</tr>
<tr>
<td>Junior College District tax</td>
<td>51,206.06</td>
</tr>
<tr>
<td>Other receipts</td>
<td>22,757.24</td>
</tr>
<tr>
<td><strong>Total receipts</strong></td>
<td>134,553.30</td>
</tr>
<tr>
<td><strong>Expenditures:</strong></td>
<td></td>
</tr>
<tr>
<td>Salaries</td>
<td>110,467.60</td>
</tr>
<tr>
<td>Library: books and magazines</td>
<td>1,974.76</td>
</tr>
<tr>
<td>Other expenditures</td>
<td>11,537.02</td>
</tr>
<tr>
<td><strong>Total expenditures</strong></td>
<td>123,979.38</td>
</tr>
<tr>
<td>Capital outlay</td>
<td>5,868.13</td>
</tr>
<tr>
<td><strong>Total all expenditures</strong></td>
<td>129,847.51</td>
</tr>
<tr>
<td>Balance July 1, 1940</td>
<td>24,052.38</td>
</tr>
<tr>
<td><strong>Balance July 1, 1940</strong></td>
<td>129,847.51</td>
</tr>
</tbody>
</table>

**ADMISSION TO THE COLLEGE**

**IN FIRST-YEAR STANDING**

Admission to the College in first-year standing may be granted to the applicant who is a certified graduate of a high school.

Admission requirements include: (1) written application on the forms provided by the College; (2) complete official transcript of the applicant's high school record, including honorable dismissal from the school last attended.

The application for admission may be submitted either in person or by mail. The transcript of record is sent to the Registrar, on request of the applicant, by the principal of the high school from which transfer is made. If so desired, both application and transcript may be sent by the principal. To afford ample time for evaluation of credits and to insure against delay at time of registration, all credentials should be filed as soon as possible after graduation. Admission may be granted provisionally to the student whose application, without credentials, is received on or after the appointed registration days in the Autumn, Winter, or Spring Quarter, but matriculation will be officially recognized as completed only when all credentials have been received and accepted.

**IN ADVANCED STANDING**

Admission in advanced standing may be granted to the student transferring from an institution of collegiate rank. Written application on the forms provided and official transcript of all high school and college work previously undertaken, including honorable dismissal from the institution last attended, are required.
ADMISSION TO THE COLLEGE

SPECIAL STUDENTS

Admission as a special student may be granted to the applicant of college age who is not a high school graduate or who wishes to enroll for fewer than ten units. All special students are required to pay the regular fees.

AUDITORS

By special permission, students may attend, as auditors, certain lecture or recitation classes in which they are not actively enrolled. Persons not registered in the College may be granted such permission to a limited degree on payment of incidental fees. Admission cards are obtainable at the Registrar’s Office.

Auditors do not participate in class recitation or discussion; they do not submit material of any kind for review; they do not have laboratory privileges; nor do they receive any academic credit for the courses which they attend.

FEES AND EXPENSES

FEES

GENERAL FEE

No tuition is charged by the College, but a general student body fee is levied, payable at the time of registration. This fee is applicable to all students, regular and special, and may be paid at the beginning of the academic year, or by quarters, as follows:

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Autumn, Winter, and Spring</td>
<td>$10.00</td>
</tr>
<tr>
<td>Winter and Spring</td>
<td>7.00</td>
</tr>
<tr>
<td>Spring</td>
<td>4.00</td>
</tr>
</tbody>
</table>

In event of the student’s withdrawal, the general fee is refunded in whatever proportion is deemed equitable.

LATE REGISTRATION FEE

A late registration fee of $1.00 is charged the student who matriculates after the appointed day of registration.

LABORATORY FEES

In each laboratory course a fee is charged, payable at the Registrar's Office at the time indicated on page 30. The fee is based upon the cost of materials or upon the use of instruments, and is not refunded, in whole or in part, if the course be dropped after the third week of the quarter.

In certain lecture courses in which no text is required a reference book fee, or syllabus and reference book fee, is charged.

BREAKAGE FEES

A breakage fee of $1.00 for the year is charged in each laboratory course in chemistry, physics, and bacteriology. Damage costs in excess of the $1.00 fee are assessed and payable at the time such damage is incurred.
FEES AND EXPENSES

LABORATORY FEES

FEES PAYABLE EACH QUARTER:

<table>
<thead>
<tr>
<th>Course</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art</td>
<td></td>
</tr>
<tr>
<td>Ceramics</td>
<td>$2.00</td>
</tr>
<tr>
<td>Jewelry</td>
<td>$1.00</td>
</tr>
<tr>
<td>Bacteriology</td>
<td>$3.00</td>
</tr>
<tr>
<td>Bacteriology 10</td>
<td>$3.00</td>
</tr>
<tr>
<td>(S. Qtr. only)</td>
<td></td>
</tr>
<tr>
<td>Botany 1</td>
<td>$2.00</td>
</tr>
<tr>
<td>Botany 10</td>
<td>$2.00</td>
</tr>
<tr>
<td>Botany 12</td>
<td>$2.00</td>
</tr>
<tr>
<td>Chemistry 1, 2</td>
<td>$5.00</td>
</tr>
<tr>
<td>Chemistry 3</td>
<td>$2.50</td>
</tr>
<tr>
<td>Chemistry 11, 12</td>
<td>$5.00</td>
</tr>
<tr>
<td>Chemistry 14, per unit</td>
<td>$2.50</td>
</tr>
<tr>
<td>Engineering 1</td>
<td>$2.00</td>
</tr>
<tr>
<td>Geological Sciences</td>
<td></td>
</tr>
<tr>
<td>Geology 1</td>
<td>$1.00</td>
</tr>
<tr>
<td>Geology 2</td>
<td>$1.00</td>
</tr>
<tr>
<td>Mineralogy</td>
<td>$1.00</td>
</tr>
<tr>
<td>Greek 2 (syllabus; no text required)</td>
<td>$1.00</td>
</tr>
<tr>
<td>Household Art 2</td>
<td>$1.00</td>
</tr>
<tr>
<td>Household Science 2</td>
<td>$1.50</td>
</tr>
<tr>
<td>Military Science</td>
<td>$1.00</td>
</tr>
<tr>
<td>Physical Education</td>
<td>$1.00</td>
</tr>
<tr>
<td>Physics 1</td>
<td>$1.00</td>
</tr>
<tr>
<td>Physics 2</td>
<td>$1.00</td>
</tr>
<tr>
<td>Physics 10</td>
<td></td>
</tr>
<tr>
<td>Physiology 1</td>
<td>$1.50</td>
</tr>
<tr>
<td>Physiology 3</td>
<td>$2.00</td>
</tr>
<tr>
<td>Secretarial Science</td>
<td></td>
</tr>
<tr>
<td>Indexing and Filing</td>
<td>$1.00</td>
</tr>
<tr>
<td>(W. Qtr. only)</td>
<td></td>
</tr>
<tr>
<td>Dictaphone Machines</td>
<td>$1.00</td>
</tr>
<tr>
<td>Typewriting</td>
<td>$1.00</td>
</tr>
<tr>
<td>Vocational Courses</td>
<td></td>
</tr>
<tr>
<td>Auto Mechanics</td>
<td>$1.00</td>
</tr>
<tr>
<td>Electric Shop</td>
<td>$1.00</td>
</tr>
<tr>
<td>Machine Shop</td>
<td></td>
</tr>
<tr>
<td>Mill Cabinet</td>
<td>$1.00</td>
</tr>
<tr>
<td>Zoology 1</td>
<td>$2.00</td>
</tr>
<tr>
<td>Zoology 10</td>
<td>$2.00</td>
</tr>
</tbody>
</table>

FEES PAYABLE AUTUMN QUARTER FOR FIRST HALF-YEAR:

<table>
<thead>
<tr>
<th>Course</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology IA</td>
<td>$1.50</td>
</tr>
<tr>
<td>Biology 1B</td>
<td>$1.50</td>
</tr>
<tr>
<td>Secretarial Science</td>
<td></td>
</tr>
<tr>
<td>Office Machines</td>
<td></td>
</tr>
</tbody>
</table>

FEES PAYABLE WINTER QUARTER FOR SECOND HALF-YEAR:

<table>
<thead>
<tr>
<th>Course</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bacteriology 2</td>
<td>$4.50</td>
</tr>
<tr>
<td>Biology IA</td>
<td>$1.50</td>
</tr>
<tr>
<td>Biology 1B</td>
<td>$1.50</td>
</tr>
<tr>
<td>Secretarial Science</td>
<td></td>
</tr>
<tr>
<td>Office Machines</td>
<td></td>
</tr>
<tr>
<td>Zoology 2</td>
<td>$5.00</td>
</tr>
</tbody>
</table>

EXPENSES

The cost of books and equipment depends upon the courses elected and the amount of work undertaken. The average yearly expenditure for books is $15.00 to $30.00; for materials $10.00 to $20.00. If secondhand books are purchased, the cost will be materially reduced. A complete list of texts and materials required for all courses, together with costs, will be published in a separate bulletin in September, 1941.

ROOM AND BOARD

The expense of room and board varies with the taste and resources of the student. Rooms alone are quoted at prices ranging from $7.00 to $20.00 per month, room and board from $20.00 to $45.00. Some students club together and reduce their expenses proportionally.
MATRICULATION

PRE-REGISTRATION TESTS

The Thurstone Aptitude Test and a supplementary Interest Test are given to all students who plan to enter the College in first-year standing. The purpose of these tests is not to determine who may be eligible to admission, but to assemble pertinent information which will enable counselors to give the educational and vocational guidance best suited to the individual student's needs.

The tests are given in all of the county high schools near the close of the academic year, and at the college at the times indicated in the schedule. While not required for admission, the Aptitude and Interest Tests are an integral part of registration procedure and as such are required for full matriculation.

APTITUDE AND INTEREST TESTS SCHEDULE FOR 1941-1942

- Palm Springs: Monday, March 10, 9:00 a.m.
- San Jacinto: Monday, April 21, 9:00 a.m.
- Hemet: Monday, April 21, 1:00 p.m.
- Banning: Tuesday, April 22, 9:00 a.m.
- Beaumont: Tuesday, April 22, 1:00 p.m.
- Corona: Thursday, April 24, 1:00 p.m.
- Perris: Thursday, April 24, 9:00 a.m.
- Elsinore: Thursday, April 24, 1:00 p.m.
- Coachella: Friday, April 25, 9:00 a.m.
- Riverside: Friday, April 25, 2:00 p.m.
- Blythe: Friday, April 25, 2:00 p.m.

REGISTRATION

On the appointed days at the beginning of each quarter, all students are expected to present themselves at the College for registration.

Registration includes the filling out of the information card, the selection of a program of study, and the payment of general and course fees. Each student is assigned to a Counselor (preferably in the field of the student's major interest), who will aid him in the selection of his course of study and give him advice, at intervals throughout the year, when social or academic problems arise. The student may occasionally be called into conference with the adviser, but it is hoped that the student himself will take the initiative and seek counsel whenever occasion requires.

The registration card issued to the student admits him to class. It also serves as a certificate of membership in the Associated Student Body, including a year's subscription to the Arroyo and the privilege of admission to all student body activities at the College.

After the first week of instruction the student must obtain the written approval of each instructor in whose class he desires to enroll before proceeding with matriculation. Approval forms may be obtained at the Office.

After the third week of each quarter registration is closed except to those who transfer directly from other colleges or universities.

STUDY LIST REGULATIONS

Official recognition is given only to those courses which have been approved by the Counselor and Registrar and duly entered upon the matriculation card.

Orientation and Physical Education are required of all students. Military Training may be taken instead of Physical Education. Exemption from Physical Education may be granted (1) to the student who because of physical disability can not engage in active exercise, providing he files at the Registrar's Office when registering a physician's certificate stating the cause of such disability and fixing the time limit for the exemption asked; (2) to the student
who is employed practically a full time working day; (3) to the student who is 25 years of age or over.

All candidates for the Associate of Arts title must complete one of the following options: Physical Education (3 quarter units) and Hygiene 1; or Physical Education (3 quarter units) and Hygiene 3; or Military Science (6 quarter units); or Military Science (3 quarter units) and Physical Education (1½ quarter units); or Physical Education (3 quarter units) and Physiology 1 or 3; or Physical Education (3 quarter units) and Biology 3.

No one may enroll for less than 10 units or more than 18 units (including physical education or military training) without permission from the Counselor. Students are cautioned against enrolling for more work than they can reasonably carry. For those who are in good health and able to devote the major part of their time to college study the normal load is 17 units.

The student who has made an average grade of B for all work undertaken in any one quarter may enroll for 19 units in the following quarter. The student who has made an A grade in all work undertaken in any quarter may enroll in 20 units in the following quarter.

In the College of Letters and Science at the University of California no undergraduate student in his first semester of residence may take more than 16 units of work in addition to physical education and military training. Again: "seventy units is the maximum amount of credit which a student may count toward the bachelor's degree in the University for work completed in a junior college, regardless of the College of the University he wishes to enter." If therefore the study-list total of any junior college student transferring to the University exceeds the University study-list maximums for any semester or the maximum amount of credit allowed for work completed in a junior college, such excess units will be deducted by the University. The Riverside Junior College, however, will recognize for graduation in its own curricula all units which have been officially approved by the Registrar's Office.

When a student is in doubt concerning his eligibility to enroll in any course, he should seek the written approval of the instructor concerned before making out his study-list. The student who has received a mark of failure or condition or who has attained less than a C average for all courses undertaken in any quarter is restricted to 16 units (not including physical education or military training) the following quarter. The student who has received a mark of incomplete may register for 18 units only by special permission of the Counselor.

A maximum of three weeks is granted for the removal of conditions and incompletes. A conference with the instructor concerned, preferably on registration day, is recommended so that arrangements may be made for the removal of the deficiency within the time specified. After the close of the third week unremoved conditions and incompletes are recorded as failures.

### COURSES OPEN IN THE WINTER QUARTER

The following courses are open to new registrants at the beginning of the Winter Quarter (January 5, 1942):

| Agriculture 1 | English 14* | Music |
| Agriculture 10 | English 19* | Voice I |
| Art 1b* | German 4 | Voice II |
| Art 4b* | Greek 2b | Philosophy 106* |
| Art 5b* | History 4b | Physics 21* |
| Ceramics | History 9 | Physiology 1b* |
| Jewelry | Household Art 2* | Piano II* |
| Astronomy 1f | Household Art 3 | Political Science 1b |
| Biology 3b | Household Science 2 | Secretarial Science |
| Botany 11* | Household Science 3 | Typing |
| Botany 12* | Hygiene 3b | Indexing & Filing |
| Botany 13* | Mathematics A | Sociology 1b |
| Engineering 2 | Music | Spanish 2a (Per. IV) |
| English 3* | Music 3b | Spanish 3a (Per. IV) |
| English 9* | Music 1b | Spanish 11* |
| English 10b* | Choral Training† | Spanish 12b (Per. II) |
| English 12* | Glee Clubs† | Vocational Courses |

*Approval of the Instructor required.
*Not open to first year students.
†Prerequisite: High school physics with A or B grade.
COURSES OPEN AT MIDYEAR

The following courses are open to new registrants at mid-year (February 16, 1942):

Agriculture 1
Agriculture 10
Art 3
Avigation
Bacteriology 2
Biology 1A
Biology 1B
Biology 2B
Botany 2
Botany 11*
Botany 12*I

Agriculture 10
Accounting
Advertising
Commercial Law
Marketing
Engineering 2
English 10*
English 12*
English 14*
English 19*I
German 2
German 4

Hygiene 1
Hygiene 3
Meteorology
Military Science*
Music 31
Music: Voice
Philosophy 10**
Physics 1
Physics 3
Psychology 6
Spanish 10

COURSES OPEN IN THE SPRING QUARTER

The following courses are open to new registrants at the beginning of the Spring Quarter (April 6, 1942):

Agriculture 1
Agriculture 10
Art
Art 1c*
Art 4c*
Art 5c*
Ceramics
Jewelry
Bacteriology 10*I
Biology 2c
Botany 11*
Engineering 2
English 9*

English 10c*
English 12c*
English 15*
English 19*I
German 4
Greek 2c
Household Art 4
Household Science 2
Hygiene 3
Music
Music 3*
Piano 1*
Piano 11*

Philosophy 10c*
Physiology 1*
Typing
Secretarial Science
Secretarial Administration
Business Behavior
Sociology 1c
Vocational Courses

COURSES OPEN TO TRANSFER STUDENTS

Students transferring directly from other collegiate institutions during the year may enroll in such courses in the College as they are qualified to undertake.

STUDY-LIST CHANGES

Study-lists may be changed at any time within the first week of any quarter; that is, a course or courses may be dropped, or others added, provided that all changes are submitted to and approved by the Counselor and Registrar within the week specified.

During the second or third week of any quarter, a course or courses may be dropped as provided above, but no course may be added without the written approval of the instructor whose class the student desires to enter. Approval forms may be obtained at the Office. A course may be dropped by petition, but laboratory fees are not refunded in whole or in part. Petition forms may be obtained at the Office.

During the last four weeks of any quarter, no course may be officially removed from the student's study-list. A course discontinued for any cause within the last four weeks remains upon the matriculation card, the student receiving at the end of the quarter whatever grade the work and circumstances warrant: failure, condition, or incomplete. If it is found that the deficiency incurred was due to illness or other unavoidable circumstance, an equitable adjustment is made.

*Approval of the instructor required.
*Not open to first year students.
GENERAL REGULATIONS

COLLEGE RESIDENCE

No dormitories are maintained by the Junior College. Lists of rooms and boarding places approved by the College authorities are kept on file at the Administration office. Women not living at home must reside at places approved by the Dean of Women.

AUTOMOBILE PARKING

Parking space on the streets adjacent to the campus is limited, but a large area, with individual lanes, has been set apart for students' cars at the eastern end of the stadium. On the campus itself certain lanes have been assigned to faculty members.

BOOKSTORE

A cooperative bookstore is maintained at the College. The business is conducted by a manager who is selected by the College Board of Trustees and by the Student Body Board. When books are ordered, a reasonable deposit is required.

Second-hand books are bought and sold for cash, the selling price of books in good condition being approximately two-thirds of the original price.

STUDENT RESPONSIBILITY

CONDUCT

It is assumed that students attending the Junior College have a serious purpose, and that they will maintain a worthy standard of conduct. Offenses against good behavior or academic duty will be judged in the light of attendant circumstances and such action taken as seems necessary.

SOCIAL FUNCTIONS

All social functions are under the general supervision of the Dean of Women, and must be approved by her before any announcement concerning them is made. The time, place, and names of chaperones must be submitted a reasonable time in advance.

ABSENCE

All students are expected to attend every session of every course in which they are enrolled. With the approval of the Counselor a student may be dropped from a course for excessive and inexcusable absence. Request for leave to be absent from a class or explanation for having been absent should be made to the instructor in charge. Work missed for unavoidable cause may be made up with the instructor's approval. Under no circumstances will absence relieve the student from completing all the work assigned in a given course.

When a student has been absent from college without explanation for two consecutive weeks, his name is dropped from the rolls, and permission to be reinstated must be obtained from each instructor in whose class he is enrolled.

LEAVE OF ABSENCE AND WITHDRAWAL

Temporary leave of absence or permission to withdraw from college will be granted to the student who makes application at the Registrar's Office and complies with the terms for honorable dismissal.

CHANGE OF ADDRESS

It is the duty of the student to advise the Registrar's Office of any change in college address.

USE OF LIBRARY

General reference works and periodicals, which for convenience are placed in the reading room, do not circulate
and may not be taken from the Library. Books reserved for collateral reading may be taken out at 3 p.m., and must be returned by 9 the next morning. (When taken out Friday afternoon they may be kept till Monday morning). Books not reserved for class use may be taken out for a period of two weeks. Fines for one-day books kept overtime are five cents an hour and for two-week books five cents a day. All books must be returned and fines paid before quarter term records will be officially recognized.

GRADING SYSTEM

GRADES

Grade reports are issued at the close of each quarter to all registered students in good standing. The following grade marks are used:

A, excellent; B, good; C, average; D, below average but passing, and accepted for transfer; P, passed, and accepted for graduation but not for transfer; E, conditioned; Inc., incomplete; F, failed. C is the basic grade; A and B are marks of real distinction.

E, conditioned, denotes that the work has been unsatisfactory. It may indicate lack of application rather than lack of ability. How a particular condition may be removed will depend upon the nature of the deficiency: usually a reexamination is required. If an examination be given, a fee of one dollar is charged and payable at the Registrar's Office. Receipt for payment must be presented to the instructor conducting the examination.

Inc., incomplete, denotes absence from an examination or failure to perform some of the tasks assigned in a particular course primarily because of illness or other unavoidable circumstance. If an examination be given to remove the incomplete, the same terms apply as for the removal of a condition.

A condition or incomplete must be removed within the first three weeks of the next quarter in which the student registers, or be recorded as a failure.

Removal of a condition automatically raises the grade to D. No higher mark may be given.

Removal of an incomplete establishes whatever grade is merited.
F, failed, necessitates a repetition of the course, if credit is to be received.

A course in which a passing mark has been received may not be repeated in order to raise the grade.

A regular student whose record at the close of any quarter shows him to be passing in less than ten units is placed on probation. If he fails to pass in ten units of work a second time, he is considered ineligible to register.

A special student who is taking less than ten units in a given quarter and whose work has been unsatisfactory may be declared ineligible to register in the quarter following.

GRADE POINTS

On the basis of scholarship grades, grade points are awarded as follows: A, 3 points per unit of credit; B, 2 points per unit of credit; C, 1 point per unit of credit; D, no points per unit of credit; F, minus 1 point per unit of credit.

The attention of students (particularly those who plan to continue their education at a senior college or university) is called to the fact that "The practical significance of scholarship grades is largely determined by their use in connection with grade points." To qualify for full junior standing in the College of Letters and Science at the University of California, the student must have acquired in the junior college at least sixty semester units of acceptable college work (not more than seventy are accepted by the University of California) and at least as many grade points as time units; that is, he must attain an average of C for all courses completed in a junior college or he will not be admitted to the University.

HONOR AND AWARDS

THE HONOR SOCIETY

The Riverside Junior College Honor Society was founded in February, 1921. Its purpose, as set forth in its constitution, is "the promotion of scholarship among the students," through public recognition of those who attain academic distinction.

The Honor Society is composed of active and associate members. Active members are those students who qualify for academic honors, and who upon the recommendation of the faculty are received into the Society. Associate members are members of the faculty and local community who, as representatives of other honorary scholarship fraternities, have affiliated with the Junior College organization to encourage its ideals.

Eligibility to active membership is based solely upon scholarship attainment. Election is determined in accordance with the following regulations, which were adopted February 28, 1936:

1. The candidate for honors must have been awarded 200 or more grade points in five quarters (or the equivalent) of resident study. The candidate who has transferred from another college must have spent the last two of the five quarters at Riverside Junior College.

2. Grade points shall be computed upon a maximum of 18 units of credit in any one quarter, and upon a maximum of 90 units for the five quarters. If, for any reason, the candidate has been permitted to undertake more than 18 units of work in any quarter, a proportionate reduction in grade points shall be made.

3. Of the 200 or more grade points required, at least 100 shall represent the scholarship grade A on the permanent record card. At least 75 additional grade points shall represent the scholarship grade
A or B. The remaining 25 points may represent the scholarship grade A, B, or C. The scale is as follows:

- A, 3 grade points per unit of credit
- B, 2 grade points per unit of credit
- C, 1 grade point per unit of credit

4. The candidate must have elected a major (of at least 30 units) in Subject Group 1, 2, or 3, as required for the title of Associate of Arts. (See page 46).

5. The candidate must have included in his two-year program a year-course (of at least 9 quarter units) in each of the following subjects: English; foreign language; natural science or mathematics; social science.

6. Not more than 30 grade points may be awarded for achievement in physical education courses.

The following graduates of the class of 1940 were elected to active membership at the annual meeting.

- Paul Oscar Elmquist
- James Howard Bliss
- Eleanor Ruth Wells
- Margaret Neil Himes
- Muriel Carola Snider
- Earle Douglas Paul

AWARDS AND SCHOLARSHIPS

JUNIOR LIONS CUP

The Junior Lions Cup has been presented each year since 1928 to the man of the graduating class who in the judgment of the Committee has rendered the greatest service to the College during the year. A similar cup is given to the woman of the graduating class who has been adjudged worthy of like honor. The recipients of the cup in 1940 were Richard Denton and Barbara Burlingame.

WOMENS ATHLETIC ASSOCIATION SCHOLARSHIP

The Womens Athletic Association Scholarship of the annual value of $25 has been awarded annually since 1933 to the woman student who in the judgment of the Committee is the outstanding leader in athletics and sportsmanship for the year. The scholarship average must be of at least C grade. The award is available only when the student who has been chosen enrolls for the succeeding autumn quarter at the Junior College. In 1940 the scholarship was awarded to Alberta Wood.

KIWANIS SCHOLARSHIP FUND

The Kiwanis Scholarship Fund was established in 1924. It is a revolving educational loan fund, administered in the interest of graduates of the College, who desire to continue their education at a senior college or university. In the selection of candidates emphasis is placed upon scholarship, character, and personal need. The following students were designated beneficiaries of the fund in 1940:

- William J. Horton
- Stanley Jacobsmeyer
- Albert Wood
- Robert Martin Miller
- Alton Hugh Ragdale
- Duane Kent

DONALD A. PORTEOUS FUND

The Donald A. Porteous Fund, established in 1922 by Miss Genevieve Aberdien in memory of her nephew, who was a student at Riverside Junior College in 1920-1922, is administered for the benefit of especially deserving students who need some financial aid.
GRADUATION

TITLE OF ASSOCIATE OF ARTS

The title of Associate of Arts will be conferred upon the student duly accredited as a high school graduate who completes satisfactorily a two-year curriculum of 93 quarter units, including the following specific requirements:

I. English 1.

II. Physical Education and Hygiene. The requirement is fulfilled by completing (1) or (2) or (3).

   (1) Physical Education (6 quarters) and one of the following:
   Bacteriology 1, Biology 3, Hygiene 1, Hygiene 3, Physiology 1 or 3.
   (2) Physical Education (3 quarters) and Military Science (3 quarters).
   (3) Military Science (6 quarters).

III. American Institutions and Ideals: a study of the American constitutional system and its ideals. The requirement is fulfilled by completing (1) or (2) or (3) or (4).

   (1) English 1 (winter quarter).
   (2) Political Science 1.
   (3) Sociology 1.
   (4) Examination, without unit credit.

IV. A major of at least 30 quarter units in one of the four groups of subjects:

   Group 1. Natural science, or mathematics, or mechanical drawing, or any combination of these.
   Group 2. English, or foreign language, or fine arts, or any combination of these.
   Group 3. Social science, or philosophy, or psychology, or commerce, or secretarial science, or any combination of these.
   Group 4. Vocational Courses.

No student will be required to undertake the two-year curriculum leading to the title of Associate of Arts, but only those students who do complete the curriculum prescribed will be considered candidates for graduation.

With proper election the same curriculum will satisfy the requirements for the title of Associate of Arts and for the junior certificate at a senior college or university. The conferring of the title of Associate of Arts is not, however, a guarantee of the student's admission to a university in its upper division.

The following curriculum is suggested as a well-balanced program for the average first year student whether he expects to terminate his education in the Junior College or to transfer to a senior college or university.

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 1</td>
<td>3</td>
</tr>
<tr>
<td>Foreign language</td>
<td>3 or 5</td>
</tr>
<tr>
<td>Natural science</td>
<td>3, 4, 5</td>
</tr>
<tr>
<td>Social science</td>
<td>3</td>
</tr>
<tr>
<td>Physical Education or Military Science</td>
<td>½ or 1</td>
</tr>
<tr>
<td>Electives</td>
<td>0, 1, 2</td>
</tr>
<tr>
<td>Total (maximum)</td>
<td>18</td>
</tr>
</tbody>
</table>

A unit represents one hour of passing work for a quarter term of twelve weeks; it may stand for one hour of classroom work and two hours of preparation, for three hours of laboratory work, or for such distribution as the particular course may demand.
TRANSFER TO THE UNIVERSITY

IN ADVANCED STANDING

The junior college student who desires to transfer to the University must have completed, as a graduate of an accredited high school, the requirements for admission to the University (a) in freshman standing, (b) in advanced standing.

REQUIREMENTS FOR ADMISSION IN FRESHMAN STANDING

High school subject requirements:

(a) History........................................................................... 1
(b) English........................................................................... 3
(c) Mathematics: elementary algebra and plane geometry....2
(d) Science (a 3rd or 4th year laboratory science): chemistry; physics; biology; zoology; botany; or physiology..1
(e) Foreign language (two years in one language)..............2
(f) Advanced (3rd or 4th year) mathematics; chemistry; physics; foreign language: one or two additional years of the foreign language offered under (e); or two years in another foreign language........................................... 1 or 2

High school grade requirements:

Any passing mark is accepted for work completed in the ninth year. A general average of at least B grade is required in the subjects listed above (a) to (f) taken in the tenth, eleventh, and twelfth years. In computing the average, a semester grade of A may be used to offset a semester grade of C in any of the prescribed courses, whether it be the same or in a different field. No subject completed with a grade of D in the tenth, eleventh, or twelfth grade will be counted in satisfaction of subject or grade requirements.

REQUIREMENTS FOR ADMISSION IN ADVANCED STANDING

Sixty semester units of acceptable college work (in addition to 6 quarter terms of military science or physical education) with a scholarship average not less than C (1.00), or 15 semester units with a scholarship average of C plus (1.5).

The junior college student who did not qualify as a high school graduate for admission to the University in freshman standing must remove all entrance deficiencies before his application for admission to the University will be considered.

To remove an entrance deficiency, the student may take a course in junior college in the same field in which he incurred the deficiency. Three semester units of acceptable college work completed with a grade not less than C are equivalent to one year's high school work in the same field. Such units may be used to remove a high school subject deficiency or D grade deficiency incurred in the tenth, eleventh, or twelfth grade; or to lift a non-recommending high school scholarship average of C in a particular field to recommending level.

HIGH SCHOOL SUBJECTS

in which deficiencies may have been incurred

JUNIOR COLLEGE FIELDS

in which high school deficiencies may be removed

History................................................................. Social science: any course in economics, history, political science, or sociology.

English.............................................................. English: English 1 or 10.

Mathematics: algebra or plane geometry. Mathematics: any course.

Science (3rd or 4th yr., with lab.)................................ Natural science: bacteriology, biology, botany, chemistry, physics, physiology, or zoology.

Foreign language.............................................. Foreign language (not necessarily the same language).

Work of college level employed to remove high school grade deficiencies may also be assigned full college credit, but work of college level employed to remove high school subject deficiencies is ordinarily given no credit in advanced standing.
TRANSFER TO THE UNIVERSITY

Work taken in high school by junior college students to remove high school subject deficiencies, such as elementary algebra and plane geometry, may be counted for graduation from junior college but not for credit in advanced standing.

THE JUNIOR CERTIFICATE

The Junior Certificate is granted by the University of California to the student who has fulfilled the general requirements for admission to the upper division, and who also has completed the junior certificate requirements of one of the academic colleges of the University.

The student who has not fulfilled the requirements for the junior certificate, but who has been allowed 90 quarter units of credit and, in addition, has completed the physical education or military science requirement, with a general scholarship average not less than C, may be admitted to the University in upper division standing and given the opportunity of completing the requirements for the junior certificate while undertaking to satisfy the requirements for the bachelor's degree.

The junior certificate requirements of the several academic colleges of the University are not identical. It is important therefore that the student acquaint himself with the specific requirements of the academic college for which he is preparing so that he may plan his high school and junior college curriculum to conform with these requirements.

The College of Letters and Science is the largest college of the University. Its curricula are designed to acquaint the student with the elements that are essential in a liberal education: breadth of culture, a basic knowledge of some one field of human endeavor, and personal initiative and leadership. Those who are seeking a cultural education, or who wish to prepare themselves for a professional career in architecture, dentistry, law, medicine, journalism, social service, or teaching should qualify for admission to this College of the University. Of the 120 semester units required for the Bachelor of Arts degree 60 semester units constitute the requirement for the Junior Certificate.

JUNIOR CERTIFICATE REQUIREMENTS, COLLEGE OF LETTERS AND SCIENCE, UNIVERSITY OF CALIFORNIA, BERKELEY

(Courses marked with an asterisk meet the laboratory requirement.

(a) Subject A. This requirement is satisfied by the completion of English 1 with a grade not less than C. Military Science or Physical Education, 4 semesters (6 quarters).

Sixty semester (90 quarter) units of acceptable college work, in addition to Military Science or Physical Education, with a grade point average not less than C.

(b) Foreign language. At least 15 semester (22 1/2 quarter) units in not more than two foreign languages. Each year of foreign language satisfactorily completed in high school is counted as 3 semester (4 1/4 quarter) units.

(c) Mathematics: elementary algebra and plane geometry.

(d) Natural science: at least 12 semester (18 quarter) units chosen from the following list and including at least one course marked with an asterisk: high school chemistry*, 3 semester (4 1/4 quarter) units; high school physics*, 3 semester (4 1/4 quarter) units; Astronomy 1, Bacteriology 1*, 2*, Biology 1A-1B*, 3, Botany 1*, Chemistry 1-2*, 3*, 10-11*, 13, Geology 1, Physics 1*, 2*, 10*, Physiology 1*, 2*, Zoology 1*.

(e) A year course of at least 6 semester (9 quarter) units in each of three of the following groups:

(1) English 1, 12.

(2) Foreign language (additional to b). High school Latin is accepted in satisfaction of this requirement.

(3) Mathematics: high school trigonometry, 2 semester (3 quarter) units; Mathematics 2D, 3A, 3B.

(4) Social science: Economics 1; History 4, 8; Political Science 1; Psychology 1; Sociology 1.

(5) Philosophy: Philosophy 1, 10.

(6) Fine Arts: Art 1abc; Music 3.
## Pre-Architectural Curriculum (approximates University curriculum)

<table>
<thead>
<tr>
<th>First Year</th>
<th>Second Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 1</td>
<td>Art 4abc, 13, 14</td>
</tr>
<tr>
<td>French 1</td>
<td>Engineering 11</td>
</tr>
<tr>
<td>Mathematics 2D, 3A</td>
<td>French 2</td>
</tr>
<tr>
<td>Physics 1</td>
<td>Mathematics 3B, 4A</td>
</tr>
<tr>
<td>Physical Education or Military Science</td>
<td>P. E. and hygiene requirement</td>
</tr>
<tr>
<td></td>
<td>Elective to complete lower division requirements</td>
</tr>
</tbody>
</table>

## Pre-Dental Curriculum

This curriculum assumes the completion of the following subjects in the high school: English, 3 units; history, 1 unit; mathematics (elementary algebra, plane geometry, and trigonometry), 3 units; chemistry, 1 unit; physics, 1 unit; foreign language, 3 (or, better, 4) units.

<table>
<thead>
<tr>
<th>First Year</th>
<th>Second Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemistry 1</td>
<td>Chemistry 13</td>
</tr>
<tr>
<td>English 1</td>
<td>P. E. and hygiene requirement</td>
</tr>
<tr>
<td>Foreign language</td>
<td>Physics 2, or Zoology 1, or</td>
</tr>
<tr>
<td>Elective to complete lower division requirements</td>
<td>Physiology 1</td>
</tr>
<tr>
<td>P. E. or Military Science</td>
<td>Electives to complete lower division requirements</td>
</tr>
</tbody>
</table>

## Pre-Legal Curriculum (suggested, not prescribed)

<table>
<thead>
<tr>
<th>First Year</th>
<th>Second Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 1</td>
<td>Economics 1</td>
</tr>
<tr>
<td>Latin AB, if not taken in high school; otherwise, French 1 or German 1</td>
<td>English 10</td>
</tr>
<tr>
<td>History 4 or Political Science</td>
<td>History 8, or Psychology 1, or</td>
</tr>
<tr>
<td>Philosophy 1</td>
<td>both</td>
</tr>
<tr>
<td>P. E. or Military Science</td>
<td>Philosophy 10</td>
</tr>
<tr>
<td>Elective to complete lower division requirements</td>
<td>P. E. or Military Science</td>
</tr>
<tr>
<td></td>
<td>Hygiene requirement</td>
</tr>
<tr>
<td></td>
<td>Elective to complete lower division requirements</td>
</tr>
</tbody>
</table>

## Pre-Medical Curriculum

<table>
<thead>
<tr>
<th>First Year</th>
<th>Second Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemistry 1</td>
<td>P. E. or Military Science</td>
</tr>
<tr>
<td>English 1</td>
<td>Physics 2</td>
</tr>
<tr>
<td>Foreign language (French or German preferred)</td>
<td>Zoology 1</td>
</tr>
<tr>
<td>P. E. or Military Science</td>
<td>Hygiene requirement</td>
</tr>
<tr>
<td>Elective necessary to complete lower division requirements</td>
<td>Electives necessary to complete lower division requirements</td>
</tr>
</tbody>
</table>

## Transfer to the University

### Junior Certificate Requirements, College of Letters and Science, University of California, Los Angeles

- Courses marked with an asterisk meet the laboratory requirement.

(a) Subject A. This requirement is satisfied by the completion of English 1 with a grade not less than C.
- Military Science or Physical Education, 4 semesters (6 quarters).
- Sixty semester (90 quarter) units of acceptable college work, in addition to Military Science or Physical Education, with a grade point average not less than C.
- Foreign language. At least 15 semester (22½ quarter) units in not more than two foreign languages, with not less than 6 semester (9 quarter) units in any one language. Each year of foreign language completed in high school with grade of at least B is counted as 3 semester (4¼ quarter) units.
- Mathematics: elementary algebra and plane geometry.
- Natural science: at least 12 semester (18 quarter) units chosen from the following list and including at least one course marked with an asterisk: Astronomy 1, Bacteriology 1*, 2*, Biology 1A–1B*, 3, Botany 1*, Chemistry 1–2*, 5*, 10–11*, 13, Geology 1, Physics 1*, 2*, 10*, Physiology 1*, 3*, Zoology 1*. Any third or fourth year laboratory science completed with a grade of at least B is accepted in satisfaction of this requirement in the amount of 3 semester (4¼ quarter) units.
- Three semester (4¼ quarter) units of mathematics not offered in satisfaction of requirement (c) may be substituted for 3 semester (4¼ quarter) units of requirement (d).
- A year course of at least 6 semester (9 quarter) units in each of three of the following groups:
  1. English 1, 12.
  2. Foreign language (additional to b). No high school foreign language work is accepted in satisfaction of this requirement.
  3. Mathematics: high school trigonometry, 2 semester (3 quarter) units; Mathematics 2D, 3A, 3B.
  4. Social science: Economics 1; History 4, 8; Political Science 1; Sociology 1.
  5. Philosophy: Philosophy 1, 10.
  7. Art, Music: Art Lab; Music 3.
TRANSFER TO THE UNIVERSITY

The College of Applied Arts at Los Angeles offers curricula of technical or professional character, including curricula leading to special secondary teaching credentials. For the Junior Certificate requirements of this College the student is referred to the University catalog and to his Junior College adviser.

The College of Commerce at Berkeley and the College of Business Administration at Los Angeles offer undergraduate curricula designed to give a broad preparation for a business career. It is the opinion of the University that the junior college student should take the fundamental cultural courses constituting the requirements for the Junior Certificate before undertaking the more specialized and professional studies reserved for the upper division in accounting, banking and finance, marketing, management, and industry. The completion of 120 units leads to the Bachelor of Science degree, of which 60 (exclusive of physical education or military science) are required for the Junior Certificate.

The graduate curriculum of the College of Commerce at Berkeley trains the student “for work in public accounting, statistics, insurance, consular service, foreign trade, transportation, banking, marketing, advertising, and personnel administration.”

**Junior Certificate Requirements, College of Commerce, Berkeley**

(a) Subject A. This requirement is satisfied by the completion of English 1 with a grade not less than C. Physical Education or Military Science, 4 semesters (6 quarters).

(b) Foreign language. Twelve semester (18 quarter) units in one language. Each year of foreign language satisfactorily completed in high school is counted as 3 semester (4 1/2 quarter) units.

(c) Mathematics: elementary algebra; plane geometry; Mathematics 2.

(d) Natural science: nine semester (13 1/2 quarter) units chosen from the following list: high school chemistry, 3 semester (4 1/2 quarter) units; high school physics, 3 semester (4 1/2 quarter) units; Astronomy 1; Botany 1; Chemistry 1-2, 3, 10-11, 13; Geology 1; Mathematics 1, 2, 10; Physiology 1, 3; Zoology 1.

(e) English 1.

(f) History 4 or 8, or Political Science 1.

(g) Geography 3.

(h) Economics: Economics 1; 40.

Electives necessary to bring the total number of units to 60, in addition to the physical education requirement, with a general grade point average not less than C.

**Junior Certificate Requirements, College of Business Administration, Los Angeles**

(a) Subject A. This requirement is satisfied by the completion of English 1 with a grade not less than C. Physical Education or Military Science, 4 semesters (6 quarters).

(b) Either:

- Foreign language. At least 16 semester (24 quarter) units in one foreign language. Each year of high school work in this language, not duplicated by college courses taken by the student, will count as 3 units in satisfaction of this requirement.
- Natural science. At least 14 semester (21 quarter) units chosen from the following list, including not less than 4 units of college courses with laboratory work. Courses marked with an asterisk meet the laboratory requirement.

- High School chemistry
- High school physics
- Astronomy 1
- Biology 1A*
- Biology 1B*
- Chemistry 3*
- Physics 2*

(c) Social science. At least 6 semester (9 quarter) units chosen from the following list: History 4, History 8, Psychology 1.

(d) Required courses.

Accounting
Economics
Geography 3
Mathematics 1
Mathematics 2
Mathematics 2D

Electives sufficient to bring the total number of units to 64, with a general grade point average not less than C.
The College of Agriculture at Berkeley offers curricula in Plant Science; Animal Science; Entomology and Parasitology; Agricultural Economics; Forestry; Soil Science; Home Economics; Landscape Design; Agricultural Education. Of the 124 semester units required for the Bachelor of Science degree 60 units, exclusive of physical education or military science, constitute the requirement for full junior standing.

The College of Agriculture at Los Angeles offers the Plant Science curriculum and the major in Subtropical Horticulture leading to the Bachelor of Science degree, and graduate work in this field leading to the degree of Master of Science.

For the junior certificate requirements in the Colleges of Agriculture the student is referred to the special bulletins of the University and to the Junior College department of Agriculture.

The College of Engineering offers three curricula: Civil Engineering; Electrical Engineering; Mechanical Engineering. Each of these is a four-year curriculum leading to the degree of Bachelor of Science on the completion of 136-140 units. In the opinion of the University the student should enter the College of Engineering not later than the beginning of the sophomore year.

For the junior certificate requirements in the College of Engineering the student is referred to the special bulletins of the University and to the Junior College departments of Physics and Engineering.

School of Education, University of California, Berkeley

"The School of Education offers professional courses intended for students preparing for educational service in secondary schools and colleges, for graduates of state colleges who are fitting themselves for supervisory or administrative positions in elementary schools, and for students who propose to engage in school administration, to teach in state teachers' colleges or in university departments of education, or to do research in the field of education." These professional courses lead to certificates of completion and to the following credentials: (1) General Secondary, authorizing the holder to teach any or all subjects in all grades of any junior college, senior high school, four-year high school, junior high school, and the seventh and eighth grades of elementary schools; (2) Junior College Credential, authorizing the holder to teach any or all subjects in all grades of any junior college; (3) The Credential of General Junior High School Grade, authorizing the holder to teach any or all subjects in the seventh, eighth, or ninth grades of any elementary or secondary school in the State; (4) Administration Credential.

Applicants for admission to the School of Education must have at least upper division standing and normally must have completed the requirements for the Junior Certificate.

Junior College students who indicate their desire to qualify for admission to the School of Education will be assigned to counselors competent to advise them concerning the prescribed junior certificate requirements.

School of Education, University of California, Los Angeles

The School of Education at the University of California, Los Angeles, offers professional curricula to students who are preparing for teaching or administrative service in elementary and secondary schools. These curricula lead to certificates of completion and state credentials authorizing service in the following fields: (1) Kindergarten-Primary;
TRANSFER TO THE UNIVERSITY

(2) Elementary (all grades); (3) Junior High School; (4) General Secondary; (5) Special Secondary; (6) Junior College; (7) Elementary School Administration; (8) Secondary School Administration. The School also provides opportunity for individual programs of study meeting the requirements of the State Board of Education for credentials in child welfare and supervision of attendance, educational research, and educational counseling.

All candidates for enrollment in curricula of the School of Education must have completed the requirements for the Junior Certificate in one of the colleges of the University.

Junior College students who indicate their desire to qualify for admission to the School of Education will be assigned to counselors competent to advise them concerning the prescribed junior certificate requirements.

PREPARATION FOR THE MAJOR, UPPER DIVISION

Certain lower division courses are prerequisite to a specified major in the upper division in the University. In most cases, these should be completed before upper division work is begun. It is advisable, therefore, that the student expecting to qualify for junior standing include in his study-list, so far as possible, not only those courses which satisfy the requirements for the junior certificate but also those which are prerequisite to the department major. These are listed in the following section.

OFFICIAL TRANSCRIPT

In the interest of the student who desires to continue his studies elsewhere the College issues an official transcript. This is a duly certified record of all work completed or undertaken by the student at the Junior College and carries with it honorable dismissal. It is forwarded direct to the institution designated by the student, but only if there is a reasonable presumption that he will be admitted. One official transcript is furnished free upon request. For each additional transcript a fee of one dollar is charged.

COPY OF RECORD

One copy of record is furnished free to the student requesting it. For each additional copy a fee of one dollar is charged. The copy of record carries honorable dismissal but no academic recommendation.
COURSES OF INSTRUCTION

WITH TIME SCHEDULE

GENERAL INFORMATION

All of the courses offered by the College, except a few which are noted as they appear in this section of the Register, are accepted by the University, either toward fulfillment of the requirements for the Junior Certificate, or in preparation for a chosen major, or as electives.

Courses marked with an asterisk (*) are not open to first-year students; those marked with a dagger (†) require the approval of the instructor.

Most of the courses given in the Junior College are continuing courses and should be taken for the full year. Courses open to new registrants at the beginning of the winter quarter (January 5, 1942) are listed on page 35; those open at mid-year (February 16, 1942) on page 36; those open at the beginning of the spring quarter (April 6, 1942) on page 36.

A class enrollment of at least fifteen is normally required in each course given.

A unit of credit represents one hour of passing work for a quarter term of twelve weeks; it may stand for one hour of classroom work and two hours of preparation, for three hours of laboratory work, or for such distribution as the particular course may demand.

TIME SCHEDULE

<table>
<thead>
<tr>
<th>Period</th>
<th>8:00-8:50</th>
<th>Laboratories</th>
<th>1:00-4:00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period I</td>
<td>8:55-9:45</td>
<td>Activities</td>
<td>4:00-6:00</td>
</tr>
<tr>
<td>Period II</td>
<td>9:50-10:40</td>
<td>Assemblies</td>
<td>Tu III, 1st, 3rd wks.</td>
</tr>
<tr>
<td>Period III</td>
<td>10:45-11:35</td>
<td>Orientation</td>
<td>Tu III, 2nd, 4th wks.</td>
</tr>
<tr>
<td>Period IV</td>
<td>11:40-12:30</td>
<td>Counseling hour</td>
<td>Th III</td>
</tr>
</tbody>
</table>

Rooms, which are indicated in parentheses, are located as follows:
- Quadrangle: First floor 100 to 120, Music Bldg. and Atld.
- Second floor 200-220
- Basement 20-25
- Household Arts and Science Building 500
- Lovekin Hall 4089 Olivewood Avenue

AGRICULTURE

1. General Agriculture FISHER
General theory and practice of commercial and subsistence agriculture; deciduous fruits and vegetable crop production; citriculture; plant propagation; crop diseases; soils; plant nutrition; irrigation; floriculture; home gardening; landscape architecture; agricultural inspection; packing house management; agricultural economics; farm management; animal husbandry. Opportunity is given to pursue any phase of agriculture as far as the student may desire. The course may be entered at any time in the quarter. Unit credit is given on the basis of work completed.

Discussion periods: M W F III, T T IV (109); conferences: M T W T F V (109); supervised projects: M T W T F 1:00-4:00 (109).

One to five units, each quarter.

10. Advanced Agriculture FISHER
A continuation of Agriculture I. Whatever phases of agriculture the student may elect are pursued as far as time and individual capacity permit. The course may be entered at any time in the quarter. Unit credit is given on the basis of work completed. Prerequisite: Agriculture I.

Discussion periods: M W F III, T T IV (109); conferences: M T W T F V (109); supervised projects: M T W T F 1:00-4:00 (109).

One to five units, each quarter.

AESTHETICS

Nature Appreciation BLISS
A course designed to heighten the enjoyment and appreciation of natural beauty. Study of landscape, clouds, storms, the sea, the stars; reading of nature writers; exercises in analysis, description, and photography of interesting places in the vicinity of Riverside. Discussion of methods of living in the open, vacation trips, and mountaineering. Prerequisite: two years of high school English with recommending grades. Two hours weekly. Not offered in 1941-1942.

T T V (109)

Two units, each quarter.

Art (See Art Iabc, 2, 3)

Greek (See Greek 2b)

Music (See Music 3)
COURSES OF INSTRUCTION

ANATOMY

Physiology 3 (See page 93)  

GILCHRIST

ART

Preparation for the Major:  Art 1abc, 2, 3, 4abc, 5abc.

1abc. History of Art  

COOPER
Painting, architecture, sculpture, and minor arts. Weekly lectures illustrated with slides. Reading assignments, special problems.

a. Prehistoric and ancient periods
b. The Middle Ages
c. The Renaissance

M W F III (120)

Three units, each quarter.

2. History of Art  

COOPER
Painting, architecture, sculpture, and minor arts. America and the modern period. Normally follows 1abc or equivalent. First 18 weeks (September 22-February 13).

T T I (120)

Two units, autumn quarter; one unit, winter quarter.

3. Appreciation of Art  

COOPER
Principles which underlie the theory and practice of the various arts. Cultural and psychological factors governing artistic style. The analysis of form and function. Normally follows History of Art 2.

Second 18 weeks (February 16-June 17).

T T I (120)

One unit, winter quarter; two units, spring quarter.

4abc. Form  

BRANDT
Fundamental to all advanced work in art. Required for the curriculum in architecture.

a. Sculpture and graphic form; problems in ceramic design; carving.
b. Perspective; line and proportion.
c. Graphic composition; study of the figure.

M W 1:00-4:00 (Art Center)

Two units, each quarter.

5abc. Color and Design  

SCOTT
Fundamentals of plastic and decorative design, especially as related to textiles, ceramics, architecture, commerce, and the stage. Prerequisite: Art 4abc or its equivalent.

a. Color theory and application in various media.
b. The part of color in design.
c. Problems in color and design.

W F 1:00-4:00 (Art Center)

Two units, each quarter.

11. Figure Drawing and Anatomy  

BRANDT, SCOTT
Lectures and intensive work from the model. Section 1: Th II-IV (Art Center); section 2: Th 7:00 p. m. (Art Center).

One unit, each quarter.

12. Business Art

BRANDT
Color psychology, lettering, design and layout, show cards, window decorating. First 18 weeks (September 22-February 13).

T T II-IV (Art Center)

Two units, autumn quarter; one unit, winter quarter.

14. Rendering in Water Color

BRANDT
Second 18 weeks (February 16-June 17).

T T II-IV (Art Center)

One unit, winter quarter; two units, spring quarter.

19. Landscape

BRANDT, SCOTT
Picture composition in any medium. Prerequisite: Art 3abc, or approval of instructor.

Section 1: Tu 1:00-4:00 (Art Center); section 2: Th 1:00-4:00 (Art Center).

Two units, each quarter.

122. Advanced Problems in Art

BRANDT, SCOTT
Intended for the superior student who plans to continue in a special field.

Hours to be arranged

One or two units, each quarter.
30. Jewelry  
**THOMPSON**
Making of costume jewelry, using semi-precious stones and silver, with emphasis on the modern methods of enriching the jewelry forms. Cabochon stone polishing, hard soldering, enameling and etching.  
Tu F 1:30-4:30 (103, High School Science Bldg.)  
Two units, each quarter.

32. Ceramics—Pottery  
**THOMPSON**
Pottery, tiles, sculpture, and other ceramic forms, from the original design to the firing of the finished article. Techniques of modeling, slip casting, and glazing.  
M W 1:30-4:30 (Art Center)  
Two units, each quarter.

49. Commercial Art  
**THE STAFF**
Essentials of layout and design. Posters, stage design, industrial airbrush, cutawl. Prerequisite: Art 4abc, or equivalent.  
M W II-IV (Art Center)  
Three units, each quarter.

Note: The art courses offered in the Extension Division of the College are also open to students enrolled in the regular division and are given full credit. See page 104.

**ASTRONOMY**

1. Elements of Astronomy  
**BLISS**
General facts and principles of the science of astronomy, relating primarily to the solar system. Two lectures weekly, occasionally illustrated with lantern slides. A few evenings of observation with the telescope. No knowledge of mathematics is required.  
T T V (105)  
Two units, each quarter.

**BACTERIOLOGY**

1. General Bacteriology  
**DuBEAU**
The fundamental concepts of bacterial life, including the history of bacteriology, microorganisms in their relation to disease, immunology, and the biochemical activities of bacteria. The laboratory exercises deal with bacteriological technique, media making, isolation and identification of microorganisms, as well as with standard methods employed in water and milk analyses.  
Two lectures and two laboratory periods weekly.  
Lectures: T T V (108); laboratory: section 1, T T (111); section 2, W F (111).  
Four units, each quarter.

2. General Bacteriology  
**DuBEAU**
A shorter course than Bacteriology 1. Meets the requirements for Agriculture and Nurses' Training. Three lectures and two laboratory periods weekly. Second 18 weeks (February 16–June 17).  
Lectures: M W F III (111); laboratory: W F (111).  
Two and one-half units, winter quarter; five units, spring quarter.

10. Advanced Bacteriology  
**DuBEAU**
A continuation of general bacteriology. Studies of certain anaerobes and pathogenic organisms. Some serology. Problem work. Blood and urine analyses. One lecture and two laboratory periods weekly. Prerequisite: Bacteriology 1, autumn and winter quarters.  
Hours to be arranged (111)  
Three units, spring quarter.

**BIOLOGY**

1A-1B. General Biology  
**FISHER, JASER**
A study of life as revealed in plants and animals, including the basic principles of morphology, physiology, and classification; also a brief presentation of human physiology and metabolism. Two lectures and one laboratory period weekly.  
Lectures: T T II (108); laboratory: W (109).  
Three units, autumn quarter and one and one-half units, winter quarter; or one and one-half units, winter quarter and three units, spring quarter.
1B. Animal Biology
JAEGER
The course is completed in 18 weeks, and may be taken either half of the year (September 22–February 13 or February 16–June 17).

   Lectures: T T II (207); laboratory: W (207).
   Three units, autumn quarter and one and one-half units, winter quarter; or one and one-half units, winter quarter and three units, spring quarter.

2A. Natural History of Southern California
JAEGER
A brief survey of the native animals and plants, together with a consideration of the geological and physiographical background. Of special value to students preparing for teaching or biological field work. Lectures, readings, special reports, and field work. First 18 weeks (September 22–February 13).

   T T IV (206)
   Two units, autumn quarter and one unit, winter quarter.

2B. Natural History of the Vertebrates
JAEGER
The habitats, habits, distribution, and relationship of the mammals, birds, reptiles, and amphibians of California. Field studies, lectures, and special reports. Second 18 weeks (February 16–June 17).

   T T IV (206)
   One unit, winter quarter and two units, spring quarter.

3abc. Human Biology
GILCHRIST
Facts and principles of biology as they relate to man. Not open for credit to students who have had Biology 1 or 3, or Zoology 1. The course is accepted in satisfaction of the hygiene requirement for the title of Associate of Arts.

   a. The cell; protoplasm; the physiology and hygiene of the maintenance systems (autumn quarter).
   b. Reproduction; development; heredity; evolution (winter quarter).
   c. The physiology and hygiene of the nervous system; behavior; the biology of the race (spring quarter).

   T T II (206)
   Two units, each quarter.

BOTANY
Preparation for the Major, U. C. (Berkeley). Required: Botany 1, 13; Chemistry 1–2, 13. Recommended: French, German, and elementary courses in other biological sciences.
68

*13. Comparative Morphology

Comparative morphology, gross anatomy, and life cycles of representative species of the thallophyta, bryophyta, pteridophyta, and spermatophyta. One lecture and two laboratory periods weekly.  
Prerequisite: Botany 1.  
Hours to be arranged (109)  
Three units, each quarter.

CHEMISTRY

Preparation for the Major. Recommended: Chemistry 1-2, and one or more of 10, 11, 13, 14; Physics 1, 10; Mathematics 2D, 3A, 3B, 4A, 4B, 4C; and a reading knowledge of German. This work may be completed, in part, in the upper division.

1. General Chemistry

For those who have had high school chemistry and who wish to continue in chemistry or to undertake subjects dependent on chemistry. The theoretical and industrial sides of the subject are especially stressed. Three lecture periods weekly throughout the year and two laboratory periods, autumn quarter. Prerequisite: high school chemistry and physics with grades not less than C, or either subject alone with a grade of A or B. High school physics and trigonometry are recommended.  
Lectures: M W F III (205); laboratory: section 1, M W (202); section 2, T T (202).  
Five units, autumn quarter.  
Three units, winter and spring quarters.

2. Qualitative Analysis

To be taken in conjunction with Chemistry 1 in the winter and spring quarters. Two laboratory periods weekly, winter and spring quarters.  
Laboratory: section 1, M W (202); section 2, T T (202).  
Two units, winter and spring quarters.

3. General Chemistry

Primarily for those who do not expect to continue the subject. The descriptive side of chemistry and its application in every day life. Fulfills the requirement for majors in Physical Education or Home Economics. Three lectures and one laboratory period.  
Lectures: M W F II (205); laboratory: W or F (202).  
Four units, each quarter.

*10. Quantitative Analysis

The principles and methods of quantitative analysis and their application to simple methods of commercial analysis. Two lectures, autumn and winter quarters. Prerequisite: Chemistry 1 and 2.  
Lectures: T T II (205)  
Two units, autumn and winter quarters.

*11. Quantitative Analysis: Laboratory

To be taken in conjunction with, or to follow, Chemistry 10. Three laboratory periods weekly, autumn and winter quarters.  
Laboratory: M W F (304)  
Three units, autumn and winter quarters.

*12. Advanced Quantitative Analysis

Special methods of quantitative analysis designed to give the student an opportunity to take up advanced work. One lecture and two laboratory periods weekly, spring quarter. Prerequisite: Chemistry 10 and 11.  
Lecture: Tu II (205); laboratory: M W (204).  
Three units, spring quarter.

*13. Organic Chemistry

The compounds of carbon. Two lecture periods weekly, each quarter. Prerequisite: Chemistry 1 and 2.  
Lectures: T T IV (205).  
Two units, each quarter.


To be taken either in conjunction with, or to follow, Chemistry 13. The preparation, properties, and reactions of typical organic compounds. One or two laboratory periods weekly, each quarter.  
Laboratory: one unit, Tu or Th (203); two units, T T (203).  
One or two units, each quarter.

CIVIL AERONAUTICS AUTHORITY:

PRIMARY GROUND COURSE

Under the authority of the Civil Aeronautics Administration the Primary Ground Course in the Civil Pilot Training Program is offered at the College. Meteorology (24 classroom hours), Navigation (24 classroom hours), and Civil Air Regulations (24 classroom hours), are taught by a member of the College staff as ground instructor. Aircraft Operation (18 classroom hours) is taught by a flight instructor approved by the Civil Aeronautics Administration.
1. Meteorology
Wolfe
The course is completed in 18 weeks and may be taken either half of the year (September 22–February 13 or February 16–June 17).
M T F (105)
Two quarter units, first or second eighteen weeks.

2. Navigation
Wolfe
The course is completed in 18 weeks, and may be taken either half of the year (September 22–February 13 or February 16–June 17).
M W F (105)
Two quarter units, first or second eighteen weeks.

3. Civil Air Regulations
Wolfe
The course is completed in 18 weeks, and may be taken either half of the year (September 22–February 13 or February 16–June 17).
M W F (105)
Two quarter units, first or second eighteen weeks.

4. Aircraft Operation
Theory and principles of flight, aircraft and engine operation and maintenance, use and care of instruments, parachutes, and other equipment.
M W F 7:00–8:00 a.m. (105)
One and one-half quarter units, autumn or winter quarter.

COMMERCIAL
Lower Division Requirements. See pages 54, 55.

Accounting
Fuller
The fundamental principles of accounting. The use of columnar books, business papers, voucher systems, departmental and comparative financial statements, and cash and bank records. Two laboratory periods weekly.
T T 1:00–4:00 (120)
Three units, each quarter.

Business Administration
Fuller
An analysis of the various forms of business organization with special attention to the corporation. Studies of management, wages, purchasing, selling, traffic, credit, banking, and accounting. Lectures held by representative business men. First 18 weeks (September 22–February 13).
M W F IV (120)
Three units, autumn quarter; one and one-half units, winter quarter.

Marketing
Fuller
Distribution, marketing functions, wastes and inefficiencies; types of distributors; cooperative marketing groups in California. Second 18 weeks (February 16–June 17).
M W F IV (120)
One and one-half units, winter quarter; three units, spring quarter.

Commercial Law
Fuller
The principles of law which are essential to business men: contracts, agency, partnerships, corporations, negotiable instruments, bailments, suretyship, and bankruptcy. Special emphasis is placed on real estate law, including mortgages, trust deeds, and leases.
M W F II (120)
Three units, each quarter.

Retail Merchandising
Fuller
Details of organization profits and expenses; stock control; policies in retail advertising, merchandising, and selling. First 18 weeks (September 22–February 13).
T T II (120)
Two units, autumn quarter; one unit, winter quarter.

Advertising
Fuller
Fundamental principles of advertising, problems of space, type, engraving, copy, media, practice in writing copy. Second 18 weeks (February 16–June 17).
T T II (120)
One unit, winter quarter; two units, spring quarter.

Banking
Fuller
The functions of money; the money system of the United States; value of money and prices; credit; functions of the bank; banking development in the United States; domestic and foreign exchange; bank supervision; the Federal Reserve system.
T T IV (120)
Two units, each quarter.
ECONOMICS

Preparation for the Major. Required: Economics 1, 40; and at U. C. L. A., Accounting. Recommended: History 4 or Political Science.

1. Principles of Economics MACKENZIE
The principles of economics, including such fundamental theories as those of value, price, wages, interest, rent, and profits; with a consideration of the problems of society which arise from existing methods of production and distribution of wealth, such as railways, public ownership, combinations and trusts, socialism, and taxation.

M W F 1 (209)
Three units, each quarter.

2. Economic Principles and Problems MACKENZIE
A more elementary course than Economics 1, with greater relative emphasis upon economic institutions and current economic problems. Open to all students. The course is completed in 18 weeks and may be taken in either half year (September 22-February 13 or February 16-June 17). Required in the Pre-Nursing curriculum: first 18 weeks.

T T II (209) and F III (209)
Three units, autumn quarter, and one and one-half units, winter quarter; or one and one-half units, winter quarter, and three units, spring quarter.

40. Elementary Statistics LINHART
Modern methods of analyzing statistical data, their gathering and classification, with emphasis on analysis and presentation. Economic material is used as the basis of illustrative problems. The mathematical treatment is reduced to the simplest possible terms. One lecture and two two-hour laboratory periods weekly. Second 18 weeks (February 16-June 17). Prerequisite: Mathematics 1C or 1D. Students who intend to make economics their major, and students in the College of Commerce must complete this course in the sophomore year.

Lecture: T II (210); laboratory: M W 2:00-4:00 (216).
One and one-half units, winter quarter; three units, spring quarter.

ENGINEERING

Preparation for the Major. See announcement of the College of Engineering, University of California, Berkeley. Recommended: physics, mathematics, chemistry, surveying, materials and production, descriptive geometry, and machine drawing. Many positions in the field of engineering do not require more than two years of preparation beyond the high school. Students looking forward to this type of work should take in the Junior College all the courses listed under Engineering together with Physics 1, Physics 10, and mathematics.

A. Engineering Practice WOLFE
A course designed to familiarize students with the routines and techniques of scientific and engineering practice from the simple operations of everyday life to the methods of modern industrial organizations. Lectures, demonstrations, projects, laboratory work, inspection trips. Recipes, formulas, tables, maps, charts, graphs, bulletins, reports.

M W F V (210)
Three units, each quarter.

1. Plane Surveying TWOGOOD
Principles; field practice; calculations and mapping. Two one-hour class discussions and one three-hour period of field or mapping weekly. Prerequisite: plane trigonometry. One extra unit of intensive field work may be taken at the student's option, credit for which will be allowed toward graduation but not for transfer.

Class discussions: T T V (103); field or mapping: M or Th.
Three units, each quarter.

2. Engineering Drawing TWOGOOD
Practice in lettering and in the use of drawing instruments. Fundamentals of projection drawing as used by the engineer in the design of machines. Limited to students taking engineering courses.

T T 1:00-4:00 (105)
Two or three units, each quarter.

11. Materials, Descriptive Geometry, Machine Drawing BLISS
A year course, combining (a) Materials and Production: materials of engineering; manufacturing processes; use of tools and measuring
74 COURSES OF INSTRUCTION

Instruments; heat treatment of metals; (b) Descriptive Geometry: representation and solution of space problems through the use of two or more projection views; (c) Mechanisms and Machine Drawing: practical application of descriptive geometry, especially with reference to cams and gears.

In transfer the unit of credit value of each division of the year course is: (a) 3 units; (b) \( \frac{4}{3} \) units; (c) \( \frac{4}{4} \) units.

Class discussions: T T IV (165); laboratory: two sessions weekly to be arranged for drawing, shop, or field trip.

Four units, each quarter.

ENGLISH

Preparation for the Major. The student who wishes to make English his major subject must have completed, with an average grade of C or higher, English 1 followed by English 10.

At least one ancient and one modern foreign language should be studied in high school and continued in college. Philosophy and at least one foreign language should be elected in the lower division.

1. Composition

Allison, Anderson, Patton, Scott

The chief forms of composition, oral and written, with outside reading and written reports. Theme writing and individual conferences.

The completion of English 1, winter quarter, fulfills the "Requirement of American Institutions" for the A. B. or B. S. degree at the University of California, Berkeley. The "Requirement of American Institutions" for the A. B. or B. S. degree at U. C. L. A. is fulfilled by Political Science 1 or Sociology 1.

Sect. 1 (A-K) I Allison (108) Sect. 6 (A-K) III Patton (208)
" 2 (L-Z) I Scott (113) " 7 (L-Z) III Scott (112)
" 3 (A-G) II Allison (112) " 8 (A-R) IV Allison (113)
" 4 (H-P) II Anderson (113) " 9 (L-Z) IV Scott (112)
" 5 (Q-Z) II Patton (206) " 10 (A-Z) V Patton (112)
All sections: M W F
Three units, each quarter.

3. Practical News Reporting

Patton

Theory of the correctly written news and feature articles combined with contacts in actual reporting fields. Members of class may expect work on the College paper, the Arroyo.

T T I (113)
Two units, each quarter.

8. Voice and Diction

Scott

Vocal training, the use of the speaking voice, and oral reading of prose and poetry selections. Particular attention is given to quality, force, time, and rhythm, and a careful study is made of the international phonetic alphabet to develop careful habits of enunciation and pronunciation.

Section 1: T T II (112); section 2: T T V (112).
Two units, each quarter.

9. Dramatic Art

Wilcox

Introduction to the arts of the theatre through lectures, reading, and class exercises. Training in the fundamentals of acting.

T T V (Auditorium)
Two units, each quarter.

9W. Rehearsal and Performance

Wilcox

The practical application of the principles of dramatic art, through the preparation of sketches and short plays. Performance for Junior College Assembly and Community Players' Workshop audiences. A companion course to English 9, though either course may be taken independently.

M W F V (Auditorium)
Three units, each quarter.

*10. English Literature

Anderson

An historical survey of the entire course of English literature, its leading periods, movements, personalities, and masterpieces. Lectures, recitations, collateral reading, and reports on special topics.

a. Non-dramatic poetry from the beginning to 1830 (autumn quarter).
b. Victorian and twentieth century poetry, first six weeks; drama, second six weeks (winter quarter).
c. Non-fiction prose, first six weeks; the novel, second six weeks (spring quarter).

M W F III (113)
Three units, each quarter.

*11. Advanced Composition

Anderson

Studies in descriptive and narrative writing, with special reference to the technique of the short story, autumn and winter quarters. Expository writing, with relation both to the literary essay and to
the preparation of extended papers and reports, spring quarter. Literary models are studied and the constant writing of themes required. Open to a limited number of students who have completed English 1 or its equivalent.

**T T II (113)**
Two units, each quarter.

**12. Public Speaking**  
Allison

The study of the general principles of voice and diction; the acquiring of correct posture, gesture, and platform manner; and the development of the particular speech skill of each student. Throughout the year attention is given to the preparation of speeches for delivery in class and in public. The course is a second-year subject, but is also open to qualified first-year students who are specializing in public speaking.

**M T T V (102)**
Three units, each quarter.

**13. Advanced News Reporting**  
Patton

Open to a limited number of staff members who plan to continue affiliation with the College publications. Occasional meetings and conferences. Prerequisite: English 3.

**Tu 2:30 (Print Shop)**
One unit, each quarter.

**14. American Literature**  
Anderson

A study of the achievements in American letters from Colonial times to the present: outstanding literary personalities, memorable works, and reflections of American thought in literature. Lectures, discussions, collateral readings, and oral reports.

**T T V (113)**
Two units, each quarter.

**19. Advanced Dramatic Art**  
Wilcox

A continuation of English 9. A more thorough study of the art of acting; correction of individual faults; coaching; elements of directing; scene design and stagecraft. Prerequisite: English 9, or the equivalent.

**T T IV (Auditorium)**
Two units, each quarter.
11. Advanced French Composition and Conversation

Students who intend to major in French or to continue with more advanced study should take this course concurrently with French 10. Not offered in 1941-1942.

Hours to be arranged (102)
Two units, each quarter.

GEOGRAPHY

3. Economic Geography

A world survey of the interrelationship of man in his economic activities and the factor of his natural environment. Two lectures and one additional period weekly.

Lectures: T T IV (209); map work: M or W (108).
Three units, each quarter.

GEOLOGICAL SCIENCES

1. General Geology

Physical and historical geology. Three lectures and one laboratory period or one field trip weekly. Two or three Saturdays in the spring quarter are required for all day excursions. Class limit: 30. Second-year students given priority.

Lectures: M W F III (25); laboratory: Tu (20).
Four units, each quarter.

2t. Advanced Geology

Further work in field geology, paleontology, petrography, or mineralogy. Prerequisite: Geology 1, Mineralogy 1, or enrollment in either. Hours to be arranged (22)
One to four units, each quarter.
10. Advanced German Reading

Advanced German Reading is an intensive course designed for students who have completed German 2 or its equivalent. The course focuses on reading German novels and dramas from the eighteenth and nineteenth centuries, with directed outside reading and reports. Prerequisite: German 2 or its equivalent. Not offered in 1941-1942.

Hours to be arranged (100)
Two units, each quarter.

GREEK

Preparation for the Major. Required: Greek 1. Recommended: Latin AB, CD, 2, 3.

1. Elementary Greek

An introduction to essential forms and syntax through Xenophon's Anabasis, with occasional reading in the New Testament during the third quarter.

M T W T F I, or hours to be arranged (101)
Five units, each quarter.

2. Greek Culture

A lecture-recitation course dealing with Greek ideals and achievements in the world of thought. The aim of the course is to interpret modern civilization in the light of Greek civilization, and to stress those things that are of permanent worth for the life of the twentieth century. Assigned readings and reports. No knowledge of Greek required.

a. Geographical background; historical survey; government; religion; education (autumn quarter).
b. Architecture; sculpture; painting; music (winter quarter).
c. Literature; philosophy; science (spring quarter).

M W F I (101)
Three units, each quarter.

10. Plato and Homer

Plato: the Apology and selections from other dialogues. Homer: Illiad or Odyssey (selected books). Prerequisite: Greek 1.

Hours to be arranged (101)
Three units, each quarter.

11. Advanced Composition

Systematic review of Greek syntax. Prerequisite: Greek 1.

Hour to be arranged (101)
One unit, each quarter.

HISTORY


2. Greek Culture (See Greek 2, page 80)

Rea

4. History of Modern Europe

McDermont

A brief introduction to the narrative and institutional history of modern Europe. A more thorough study of the political, social, and economic development of modern Europe, with particular reference to the rise of the nationalities and the establishment of colonies.

a. The period from 500 to 1660 (autumn quarter)
b. The period from 1660 to 1870 (winter quarter)
c. The period from 1870 to the present day (spring quarter)

Section 1: M W F I (208); section 2: M W F V (208).
Three units, each quarter.

8. History of the Americas

McDermont

The European background of North American civilization, the colonial establishments, colonial rivalries of European states, the founding of the American nations, the occupation of the continents, the international relations of the western nations, and, more particularly, the history of California. Open to first year students, with approval of instructor.

a. The period of European colonial establishment in America (autumn quarter)
b. The period of independence movements and nation building (winter quarter)
c. The current period of industrialization, expansion, and international problems (spring quarter).

M W F II (208)
Three units, each quarter.

9. History of Printing

Moore

A study of the means and materials used in making permanent record of thought from earliest times to modern typography. For students interested in journalism, English, library work, and vocational printing. Lectures, class discussions, and outside reading. The course is completed in one quarter.

Th II (Print Shop)
One unit, autumn or winter quarter.
2. Clothing Construction and Selection

Garment construction and selection. Materials, color, and styles, with consideration of individual needs and clothing wardrobe. One lecture and two laboratories weekly.

Lecture: Tu IV (500); laboratory: M W (500).

Three units, each quarter.

3. Textiles and Fabrics

Textile fibers and fabrics made from them. Historical background; production and manufacture; merchandising values; artistic and economic considerations in the selection of materials for clothing and household use.

T T II (500)

Two units, each quarter.

4. Household Management


M W IV (500)

Two units, each quarter.

7. Costume Design

Line, composition, and color applied to costume as related to the human figure and modern living. Interpretation of styles for various occasions; historic costumes of different nations in relation to period and country; stage and festive costumes. Actual construction.

Lecture: Th IV (500); laboratory: F (500).

Two units, each quarter.

2. Food Study and Preparation

Composition, selection, and preparation of food factors in cookery; analysis of recipes and standard products. Details and manipulation required to attain highest standards. Expenditure of time and money. One lecture and two laboratory periods, weekly.

Lectures: Tu V (500); laboratory T T (500).

Three units, each quarter.
1. Elementary Italian  
RICHARDS  
M W F V (101)  
Three units, each quarter.

2. Intermediate Italian  
RICHARDS  
Further study of grammar; composition and conversation; reading of modern prose, drama, and verse, with oral and written exercises based thereon. Prerequisite: Italian 1 or its equivalent. Not offered in 1941–1942.  
Hours to be arranged (102)  
Three units, each quarter.

LATIN

Preparation for the Major. Required: four years of high school Latin or Latin AB and CD; Latin 2, 3. Recommended: Greek 1; and, at U. C. L. A., modern languages.

†AB. Elementary Latin and Cesar  
REA  
An introductory study, equivalent to the first two years of high school Latin.  
M W F III (101)  
Three units, each quarter.

CD. Cicero and Virgil  
REA  
Selected orations of Cicero, and Æneid of Vergil. Prerequisite: two years of high school Latin, or Latin AB.  
Hours to be arranged (101)  
Four units, each quarter.

2. Cicero, Horace, Pliny  
REA  
The De Senectute of Cicero, the Odes and Epodes of Horace, selected letters of Pliny, and possibly the Andria of Terence. Prerequisite: three years of high school Latin, or Latin CD.  
Hours to be arranged (101)  
Three units, each quarter.

MATHEMATICS

Preparation for the Major. Two years of high school algebra, plane and solid geometry, and trigonometry; Mathematics 2D, 3A, 3B, 4A, 4B, 4C. Recommended: physics and a reading knowledge of French and German.

The student who shows ability to complete Mathematics 2D, 3A, 3B, 4A, 4B, and 4C in two years will be given special consideration.

A. Review Course in Mathematics  
WOLFE  
A review of the essentials of applied mathematics, with constant practice in the solution of problems involving the use of formulas, graphs, tables, and machines. The course will cover the fields of business, commerce, industry, science, and engineering.  
M W III and M or W or F 1:00–4:00 (210)  
One, two, or three units, each quarter.

1D. Intermediate Algebra with Plane Trigonometry  
LINHART  
A second course in algebra and plane trigonometry. Prerequisite: two years of high school mathematics.  
Section 1: M W F I (210); section 2: M W F IV (210).  
Three units, each quarter.
2. Mathematics of Finance LINHART
Simple and compound interest, discount, annuities, payment of debts by various methods, depreciation and capitalized cost, and related topics. Prerequisite: Mathematics 1D. By permission of the instructor this course may be taken concurrently with Mathematics 1D.
Hours to be arranged (210)
One and one-half units, each quarter.

2D. College Algebra and College Trigonometry LINHART
The usual topics in college algebra and analytic trigonometry. First 18 weeks (September 23-February 7). Prerequisite: four years of high school mathematics, Mathematics 1C, or Mathematics 1D.
MTWFII (210)
Five units, autumn quarter; two and one-half units, winter quarter.

3A. Engineering Mathematics LINHART
Plane analytic geometry, and an introduction to solid analytic geometry. Second 18 weeks (February 10-June 18). Prerequisite: Mathematics 2D.
MTWFII (210)
One and one-half units, winter quarter; three units, spring quarter.

*3B. Engineering Mathematics LINHART
Differential calculus, and an introduction to integral calculus. First 18 weeks. Prerequisite: Mathematics 3A.
TTI and one additional hour (210)
Three units, autumn quarter; one and one-half units, winter quarter.

*4A. Engineering Mathematics LINHART
Applied integration, solid analytic geometry, and partial differentiation. Second 18 weeks. Prerequisite: Mathematics 3B.
TTI and one additional hour (210)
One and one-half units, winter quarter; three units, spring quarter.

*4B. Engineering Mathematics LINHART
Multiple integration with applications, and infinite series. First 18 weeks. Prerequisite: Mathematics 4A.
MWF (hours to be arranged) (210)
Three units, autumn quarter; one and one-half units, winter quarter.
Preparation for the Major. Required: Music 1, 3, 4, 10. Recommended: related courses in art, English, history, philosophy; foreign languages, particularly French, German, or Italian. Specialization presupposes some ability in piano playing.

Note: During autumn registration days all students enrolling in harmony courses must arrange with the instructor for advanced standing examinations. All students enrolling in piano courses must arrange with the instructor for auditions.

**THEORY**

1. **Musicianship**
   Bachmann
   The fundamentals of music: the melodic, harmonic, and rhythmic elements through aural approach. Major and minor chords, keys and scales, intervals from the harmonic basis, and cadences, through singing, writing, playing, and dictation. Time durations, notations, time signatures, rhythmic reading and dictation. Elementary four-part harmony, melodic dictation, and sight-singing.
   
   M W F IV (Music Building)
   Three units, each quarter.

3. **History and Appreciation**
   Bachmann
   The appreciation and enjoyment of good music through intelligent listening. The evolution of music from ancient times to the present. The development of musical form. The lives of the great composers and analysis of their works, illustrated by recordings. Lectures, assigned readings, term papers.
   
   M W F III (Music Building)
   Three units, each quarter.

4. **Harmony I**
   Bachmann
   The fundamental principles governing four-part harmonization from melody and figured bass. The secondary triads, dominant seventh and ninth chords and their inversions, altered triads, common chord and pivot modulations. Harmonic and melodic dictation. Keyboard application. Original compositions in the smaller forms. Prerequisite: Music 1, or its equivalent.
   
   M W F II (Music Building)
   Three units, each quarter.

10. **Harmony II**
    Bachmann
    Secondary seventh chords and their alterations, chromatic harmony. Analysis, harmonic and melodic dictation, enharmonic modulations, keyboard application. Original compositions in the smaller forms. Prerequisite: Music 4, or its equivalent.
    
    M W F I (Music Building)
    Three units, each quarter.

**APPLIED MUSIC**

**Choral Training**
Gove
Practical experience in the study and performance of acceptable choral music is offered in the following courses:

The College Choir. A mixed chorus devoted to the study of oratorio and cantata. Open to all. Two hours weekly.
Tu 7:00-9:00 p.m. (400)
Two units, each quarter.

Men's Glee Club. Members are selected by examination. Two hours weekly.
Tu 6:00-8:00 p.m. (400)
Two units, each quarter.

Women's Glee Club. Members are selected by examination. Two hours weekly.
T T 4:00-5:00 (400)
Two units, each quarter.

Student Choir. Membership limited to 35 selected voices. Two hours weekly.
Hours to be arranged (400)
Two units, each quarter.

**Voice I**
Gove
A class in voice culture conducted for beginners. The elements of vocal technique, including breathing, tone placement, diction, and song interpretation are presented in proper sequence, emphasis being placed upon tone production. Two or three hours weekly. Students who cannot read music will be instructed in the rudiments of sight singing.

M W F V or hours to be arranged (Cottage)
Two or three units, each quarter.
Voice II
Continuation of Voice I. Students are required to participate in recitals. Two or three hours weekly. Supplementary reading.
T T V (Cottage), or M W F IV (Auditorium).
Two or three units, each quarter.

Orchestra
Routine work in the reading and performance of standard compositions. Qualified students are eligible for the opera orchestra. May be taken for credit, or as an extracurricular activity without credit.
Th 1:00 (Auditorium)
One unit, each quarter.

Organ I
A beginning course in organ technique and style, based chiefly on a study of the organ works of J. S. Bach.
The student who has completed satisfactorily a year's work in Organ I but who does not qualify for the more advanced work in Organ II may take a second year in Organ I, using new material, and upon satisfactory completion of the course will receive one additional unit of credit.
M 1:00 (Auditorium)
One unit, each quarter.

Organ II
A continuation of Organ I. A survey of the classic, romantic, and modern organ composers in connection with the basic work of J. S. Bach. Pedal study emphasized.
Hour to be arranged (Auditorium)
One unit, each quarter.

Piano I
A beginning course in piano technique and interpretation. The work is conducted in classes.
The student who has completed satisfactorily a year's work in Piano I but who does not qualify for the more advanced work in Piano II may take a second year in Piano I, using new material, and upon satisfactory completion of the course will receive two additional units of credit.
M F 2:30-3:30 (Music Building)
Two units, each quarter.
relations occupy the first eighteen weeks; the nature of proof, hypothesis, causal relations, generalization, theorem and probability, the second eighteen weeks.

*M W F V (113)
Three units, each quarter.

#10. History of Philosophy
This course traces in brief outline the historical development of philosophy. Attention is given to the main ideas of the several schools of thought, to the personalities of the thinkers, and to historical setting. A textbook is used and extensive reading and written work are required.

a. The Greek period, including the physical philosophers, the enlightenment, and the systematic thinkers (autumn quarter).
b. The ethical and religious periods and the Middle Ages, including the Renaissance and transition to modern philosophy (winter quarter).
c. The modern period, including the systems of rationalism, empiricism, and German idealism; philosophy since Hegel (spring quarter).

*M W F I (120)
Three units, each quarter.

**PHYSICAL EDUCATION**

Physical education is required of all men who are not taking Military Training. It is required of all women. Students must report to the department on the day of registration for assignment to a definite section.

Men or women expecting to major in physical education should consult the department instructors before making out their study list.

Preparation for the Major, University of California, Berkeley. Required: Chemistry 1-2, first 18 weeks; Biology 1B; Physiology 1; Psychology 1, first 18 weeks; Hygiene 3; Physical Education (3 quarter units); and training in the various athletic activities. Recommended: English 12; Psychology 1, second 18 weeks; Hygiene 1; Physical Education: Theory and Practice (for men) and (for women) Recreational Leadership.

Preparation for the Major, University of California, Los Angeles. Required: Chemistry 3; Physiology 3; Biology 1; Hygiene 1; Physical Education (3 quarter units); Physical Education: Theory and Practice (for men) and (for women) Recreational Leadership.

### COURSES OF INSTRUCTION

#### For Men

**Physical Education**

Mortensen

The physical education course for men comprises activities for groups and for individuals. Group activities include touch football, speedball, playground ball, basketball, baseball, volleyball, apparatus work, and tumbling. Individual activities include wrestling, boxing, golf, swimming, and tennis. Competition in wrestling is allowed only after the student is thoroughly conditioned. In tennis, match play is a regular feature of the training.

Physical Education (section limit, 35): section 1: T T II; section 2: M W IV; section 3: T T IV; section 4: T T V (Gymnasium and Field).

Tennis: Open to first year students and to those second year students who have not had tennis before. Class limit, 24. M W 1:00 (Courts).

Golf: M W 2:00 (Course)
One-half unit, each quarter.

**Physical Education: Theory and Practice**

Mortensen

Instruction in tumbling, boxing, wrestling, apparatus performance, and the rules of all sports. Required of all physical education majors; open to others on approval of instructor.

M W III (Gymnasium)
One unit, each quarter.

**Athletics**

Mortensen, Steponovich, Gilkeson

Men who can pass the required physical examination may elect an athletic activity in place of physical education. The object of the training is the developing of representative athletic teams. Those enrolled are under the instruction and supervision of the College athletic coaches, and at the close of a season's schedule are transferred to classes in physical education for the rest of the quarter.

M T W T 4:00 (Field)
One-half unit, each quarter.

**For Women**

**Physical Education**

Huntley

The physical education course for women comprises the following activities and types of training: folk and character dances; gymnastic
COURSES OF INSTRUCTION

94

PHYSICS

Preparation for the Major. Required: Physics 1, 19; Chemistry 1-2; Mathematics 2D, 3A, 3B, 4A, 4B, 4C. Recommended: a reading knowledge of French and German.

1. General Physics

Mechanics, properties of matter, and heat. Primarily for students who expect to major in physics, and for students in engineering, chemistry, and architecture. Mathematics 2D, 3A, 3B should be taken concurrently with Physics 1. Three one-hour conferences and one laboratory period weekly. Prerequisite: high school physics, or Physics 2.

Lectures: M W F IV (105); laboratory: section 1: W (105); section 2: Th (105).

Four units, each quarter.

2. General Physics

Properties of matter, mechanics, heat, light, sound, electricity, and magnetism. A less technical course than Physics 1. Required for pre-medical students. Three one-hour conferences and one laboratory period weekly. Prerequisite: elementary algebra and plane geometry.

Lectures: section 1: M W F II (105); section 2: M W F III (105); laboratory: section 1: Tu (105); section 2: W (105).

Four units, each quarter.

3. Photography

Lectures on making exposures, pictorial composition, lighting, slide making, apparatus, and materials; criticism of student's photography. Prerequisite: high school chemistry or physics with grade A or B. 

T T II (105)

Two units, each quarter.

*10. General Physics

Magnetism, electricity, wave motion, sound, and light presented as a continuation of Physics 1. Primarily for engineering students and for those who expect to major in physics. Two one-hour conferences and one laboratory period weekly.

Lectures: T T V (105); laboratory: W (105).

Three units, each quarter.

Archery

Development of skill in the use of bow and arrow. Shooting and scoring Columbia Round. Open to both men and women. May be taken instead of the regular Physical Education course. 

Section 1: M W IV (Range); section 2: M W V (Range).

One-half unit, each quarter.

Badminton

Instruction to beginners and competition for more experienced players. Open to both men and women. May be taken instead of the regular Physical Education course. Class limit: 15 men and 15 women.

M W V (Gymnasium)

One-half unit, each quarter.
PHYSIOLOGY

Preparation for the Major. Required: Physiology 1; Physics 2; Chemistry 1-2, 13. Recommended: Zoology 1; Chemistry 10, 11; a knowledge of calculus; and a reading knowledge of French and German.

Physiology 1 or 3 is accepted in satisfaction of the requirement in hygiene for the title of Associate of Arts.

1. Introductory Physiology
   Gilchrist
   The structure and function of the human body. Two lectures and one laboratory period weekly.
   Lectures: section 1: T T I (205); section 2: T T V (205); laboratory: Tu W or F (107).
   Three units, each quarter.

2. Physiology and Anatomy
   Gilchrist
   Same as Physiology 1, but with an additional laboratory period each week devoted to anatomy. Equivalent in content and hours to "Introductory Physiology" and "General Human Anatomy" as given at the University. Designed for majors in nursing or physical education.
   Lectures: section 1: T T I (205); section 2: T T V (205); laboratory: Th and either Tu W or F (107).
   Four units, each quarter.

PSYCHOLOGY

Preparation for the Major. Required: Psychology 1, and either Physiology 1 or Zoology 1. Recommended: French, German, chemistry, physics.

1. General Psychology
   Cooper
   The scientific study of mental processes and human behavior. Required in preparation for upper division courses in psychology. Recommended prerequisite: Biology 1A-1B or Zoology 1 or Psychology 6.
   Section 1: M W F IV (205); section 2: M T T V (205).
   Three units, each quarter.

2. Mental Hygiene
   Dubau
   A study of the principles involved in the preservation of mental health. Open to second year students and, with the approval of the instructor, to first year students. The course is completed in one quarter.
   M W F IV (111)
   Three units, autumn or winter quarter.

3. Elementary Psychology
   Fraser
   Man's experience in relation to himself and to his fellows: personality, emotions, motivation, behavior adjustments, observing, learning, and thinking. The course is completed in 18 weeks, and may be taken either half of the year (September 22-February 13 or February 16-June 17).
   M W F V (108)
   Three units, autumn quarter and one and one-half units, winter quarter; or one and one-half units, winter quarter and three units, spring quarter.

SECRETARIAL SCIENCE

The department of Secretarial Science has been introduced to provide a vocational curriculum which shall prepare for positions emphasizing secretarial duties and responsibilities. In the attainment of this objective through the acquisition of technical skills, the development of professional spirit plays an important part. The curriculum, therefore, comprises not only thorough training in
shorthand, typing, and office practice but also instruction in business ethics and behavior. Both beginning and advanced courses in shorthand and typing are offered. Instruction is conducted on the college level, and unit requirements are the same as for academic courses. Credit received for work completed in Secretarial Science will be accepted in partial satisfaction of the requirements for the Associate of Arts title, but the evaluation of units in transfer will be left to the institution to which transfer is made. All courses in the secretarial curriculum are strictly vocational, and the standards imposed by business custom and practice are maintained. English 1 is required of all Secretarial Science students. The directed training program must be completed satisfactorily to qualify for recommendation to business positions.

1abc. Beginning Shorthand MORRELL
An intensive one-year study of the Gregg system of shorthand. This is the basic vocational shorthand course, designed for both men and women who plan to be stenographers, secretaries, or reporters. A speed of 70 words a minute in five minute dictation is developed.

MTWTF I (220)
Five units, each quarter.

2. Intermediate Shorthand MORRELL
A review of fundamental theory with advanced vocabulary development. Intended for those who have been trained elsewhere and who wish to review or continue their study. A skill of 100 words a minute is developed. The course is taken concurrently with Transcription. Prerequisite: one year of high school shorthand or equivalent, and the ability to take dictation at 70 words a minute.

MTWTF II (220)
Five units, autumn quarter.

3. Advanced Shorthand MORRELL
A further development of skill in dictation and transcription of letters, business articles, short stories, and court testimony. Shortcuts and phrase writing. Rapid and accurate transcription. A skill of 120 words a minute is developed. Prerequisite: Intermediate Shorthand or equivalent, and the ability to write 100 words a minute.

MTWTF IV (220)
Five units, winter quarter.

4. Secretarial Dictation MORRELL
Designed to develop the student to his maximum capacity as a rapid, accurate shorthand writer. Dictation and transcription in the more common business fields. A skill of 140 words a minute is developed. Prerequisite: Advanced Shorthand or equivalent, and the ability to write 120 words a minute.

MWF IV (220)
Three units, spring quarter.

5abc. Beginning Typing MORRELL
Learning machine parts, cleaning and general care of machine, finger gymnastics, automatization of the frequent words and phrases, rhythmic drills, mastery of keyboard, alignment, centering titles and paragraphs, and the beginning of speed work. Attaining speed and accuracy, setting up business letters in various approved styles, simple tabulation problems and manuscript writing. Minimum speed requirement of 40 words a minute, by the end of the year.

MTWTF I (220)
Three units, each quarter.

6. Intermediate Typing MORRELL
Fundamental for practical use in business, with emphasis on accuracy and speed in business letters, legal forms, rough drafts, billing, carbon copies, and tabulation work. A course for those who have been trained elsewhere and who wish to review or continue their study. Prerequisite: Beginning Typing and the ability to write 40 words a minute.

MTWTF V (220)
Three units, autumn quarter.

7. Advanced Typing MORRELL
Emphasis placed on speed and accuracy in doing professional work. Opportunity offered to perfect typing technique preparatory to the use of this skill in a vocation. Special training for civil service stenographer-typist examinations. Prerequisite: Intermediate Typing and the ability to write 50 words a minute.

MWF V (220)
Two units, winter quarter.

8. Transcription MORRELL
Arrangement, grammar, spelling, punctuation, and accurate transcription of new material. Designed to combine what has been
learned in typing and shorthand into efficient transcription. Required of all advanced secretarial students. To be taken concurrently with Intermediate Shorthand. Prerequisite: one year of high school shorthand and typing or equivalent.

M W III (220)
One unit, autumn quarter.

Indexing and Filing  
MORRELL
A lecture and laboratory course devoted to the theory and practice of alphabetic, varialex, numeric, automatic, and geographic systems of filing, and filing equipment. Certificates are given by the American Institute of Filing upon evidence of satisfactory skill attainment. All secretarial students must take this course or submit evidence of proficiency in the subject. No prerequisite.

M W F III (220)
Two units, winter quarter.

10. Secretarial Administration  
MORRELL
The study of secretarial practice, office methods and procedure; technique of obtaining employment and securing advancement. Lectures and discussions covering essential characteristics of a good employee, handling of correspondence, postal and telegraph regulations, proper handling of callers, survey of reference books, preparation of reports, and a knowledge of business and office organization. Required of all advanced secretarial students. No prerequisite.

M W F V (220)
Three units, spring quarter.

11. Business Behavior  
MORRELL
Lectures and discussions of problems covering business etiquette and ethics. Extensive reading on personal qualifications of a secretary, office conduct, and manners in business. Required of all advanced secretarial students. No prerequisite.

T T V (220)
Two units, spring quarter.

12. Office Machines  
MORRELL
A laboratory course to acquaint secretarial students with appliances used in a modern office. The student learns how to cut stencils and make master copies, and to operate and care for the following machines: mimeograph, mimeoscope, dictaphone, ediphone, ditto, Burrough's Listing Machine, and several types of calculators. He is also given training in P. B. X. (switchboard operation). Required of all advanced secretarial students. No prerequisite. The course is completed in 18 weeks, and may be taken either half of the year (September 22-February 13, or February 16-June 17). Not offered in 1941-1942.

M T W T F 1:30 (220)
Three units, autumn quarter and one and one-half units, winter quarter; or one and one-half units, winter quarter and three units, spring quarter.

13. Dictating Machines  
MORRELL
Study and use of modern office dictating machines. Training is given in both Dictaphone and Ediphone. Instruction given on all three phases of voice writing: dictating unit, transcribing unit, and shaving unit. Prerequisite: ability to type at the rate of 40 words a minute. Open to advanced secretarial students only.

Hours to be arranged
Two units, each quarter.

14. P. B. X. (Switchboard Operation)  
MORRELL
A study of a cord pbx board and the necessary training to develop dexterity and speed in the operation of such a board. Instruction is given, and actual practice is provided, in operating a pbx switchboard at the offices of the Administration Building of the College. Prerequisite: ability to type at the rate of 40 words a minute. Open to advanced secretarial students only.

Hours to be arranged
Two units, each quarter.

SOCIOLOGY

1abc. Social Institutions and Problems  
MACKENZIE, McDERMONT
Introductory study of forms, trends, purposes, and interdependence of social groups.

a. Survey of the problems of the principal social and economic institutions (autumn quarter).

b. Principles and problems of American government (winter quarter).

c. The agencies and problems of social welfare in a more local sense, including the institutions of home, school, and church (spring quarter).

The course fulfills the "Requirement of American Institutions" for
10. Advanced Spanish

The modern and contemporary Spanish novel and drama. The first eighteen weeks are devoted to a study of the novel; the second eighteen weeks to the drama. Selections from the works of important novelists and dramatists are read and discussed in class and as collateral work, with reports in Spanish. Advanced theme writing upon selections read. Prerequisite: Spanish 2abc, or four years of high school Spanish.

Hours to be arranged (100)

Three units, each quarter.

11. Advanced Spanish Composition and Conversation

A review of grammar, composition, and conversational practice. Individual projects. This course is designed to meet the requirements of two classes of students: (1) those desiring further preparation for courses in the university; (2) those desiring greater facility in the practical use of the language. Spanish majors are advised to take this course concurrently with Spanish 10. Prerequisite: Spanish 2abc, four years of high school Spanish, or approval of instructor.

T T IV (114)

Two units, each quarter.
12. Advanced Spanish: Directed Reading O'NEILL
An extensive reading course. Oral and written reports submitted at weekly conferences. Prerequisite: Spanish 10.
   Hour to be arranged (114)
   One or two units, each quarter.

14. Advanced Spanish: Conversation and Article Writing O'NEILL
Practice adapted to the needs and interests of the individual student. Prerequisite: Spanish 11.
   Hours to be arranged (114)
   One or two units, each quarter.

VOCATIONAL COURSES

Students wishing to enroll in vocational courses should confer with the Registrar. Units received for work completed in shop courses will be counted in partial satisfaction of the requirements for the Associate of Arts Title, but the evaluation of such units for transfer will be left to the institution to which transfer is made.

Under the Smith-Hughes Act five hours of related work and fifteen hours of applied work are required weekly for ten units of credit. Students not working under the Smith-Hughes Act may register for from one to five units of credit.

Auto Mechanics
A laboratory course in the fundamental principles of the operation and repair of the modern automobile. It is primarily intended to train the student with some mechanical aptitude for entry into some branch of the automotive trade. Special emphasis is placed on making the work practical and to conform with the best shop practices. Five hours of related work and fifteen hours of applied work weekly.
   Related work: M T W T F I (305); applied work M T W T F 1:00-4:00 (304).
   One to five units; or ten units, each quarter.

Machine Shop
First year.—Elementary machine operation. Floor and bench work. Related subjects covering mathematics, science, and drawing connected with the machinist’s trade.

Second year.—Advanced shop practice. A continuation of elementary machine work, including the more intricate machine and floor operations. Five hours of related work and fifteen hours of applied work weekly.
   Related work: M T W T F I (305); applied work: M T W T F 1:00-4:00 (304).
   One to five units; or ten units, each quarter.

Mill Cabinet
An advanced course in furniture making and wood turning. Includes training in the use of woodworking machinery and a study of different kinds of wood. Five hours of related work and fifteen hours of applied work weekly.
   Related work: M T W T F I (305); applied work: M T W T F 1:00-4:00 (307).
   One to five units; or ten units, each quarter.

Printing MOORE
General theory and practice of commercial printing, covering fundamental principles of hand composition, linotype operation and maintenance; make-up; platen and cylinder press work; pamphlet binding; layout and design; use of English; copy editing, fitting, and proofreading; history of printing, its place in the arts and crafts, and its influence on civilization.
   Related work: M T W T F I (Print Shop, Applied Arts Building); applied work: M T W T F 1:00-4:00 (Print Shop).
   One to five units; or ten units, each quarter.

History of Printing (See History 9, page 81) MOORE

ZOOLOGY

Preparation for the Major, U. C. (Berkeley). Required: Zoology 1, and high school chemistry or Chemistry 1, 2 (first 18 weeks). Recommended: Chemistry 1, 2 (second 18 weeks), 13, 14; French; German; elementary courses in other biological subjects.

Preparation for the Major, U. C. L. A. Required: Zoology 1, Chemistry 1, 2. Recommended: French and German.
1. General Zoology  
JAEGER
A study of the structure, classification, and the life histories of animal organisms. During the spring quarter the essentials of animal embryology are covered. Lectures, discussions, and field trips. The principal animal types are studied in the laboratory. Three lectures and two laboratory periods weekly.
Lectures: M W F III (206); laboratory: T T (207).
Five units, each quarter.

*10. Comparative Anatomy of Vertebrates  
JAEGER
An introduction to vertebrate morphology, development, and classification. The osteology, myology, and nervous system of the shark and the cat are studied in detail. Designed particularly for those who plan to major in zoology and for pre-medical and pre-dental students. One lecture and two laboratory periods weekly. Prerequisite: Zoology 1. First 18 weeks (September 22-February 13).
Hours to be arranged (207)
Three units, autumn quarter; 1½ units, winter quarter.

*12. Entomology  
JAEGER
Anatomy, physiology and life history studies of insects, with special reference to insects of economic importance. Lectures, conferences, laboratory, and field work. Prerequisite: Biology 1A-1B or Zoology 1, or equivalent. Second 18 weeks (February 16-June 17).
Hours to be arranged (207)
One and one-half units, winter quarter; three units, spring quarter.

EXTENSION DIVISION

ADULT EDUCATION

In the field of adult education the College sponsors activities in three departments: music, drama, and art. Musical activities are represented by the College Adult Chorus under the direction of Mr. George W. Gove and by the Riverside Opera Association under the direction of Miss Marcella Craft; drama by the Riverside Community Players under the direction of Mr. Leland Wilcox; art by the Art Center under the direction of Mr. Rexford Brandt.

The opportunities and the courses offered in the Extension Division are also open to students in the regular division and are given full credit.

MUSIC

COLLEGE ADULT CHORUS, 1940-1941 SCHEDULE
Program of International Music (December 8, 1940) Verdi
Requiem (May 11, 1941) Brahms

RIVERSIDE OPERA ASSOCIATION, 1940-1941 SCHEDULE
The Masked Ball (October 17, 19, 21) ... Verdi
Carmen (November 28, 30, December 2) ... Bizet
Mirtha (January 23, 25, 27) ... Flotow
La Gioconda (March 6, 8, 10) ... Ponchielli
Blonde Donna (May 15, 17, 19) ... Carter

DRAMA

RIVERSIDE COMMUNITY PLAYERS, 1940-1941 SCHEDULE
Three Men on a Horse (October 25-November 2) ... Holm and Abbott
Berkeley Square (December 13-21) ... Balderston
Margin for Error (February 14-22) ... Booth
Hurry, Cuthbert, Hurry! (March 28-April 6) ... Sutton and Melander
(an original musical extravaganza)
The Male Animal (May 14-22) ... Nugent and Thurber
ART

ART CENTER, 4689 Olivewood Avenue

Beginning Drawing and Painting  BRANDT, SCOTT
A course designed for adult beginners in drawing and painting.
Tu 1:00-4:00 p.m.; W 7:00-10:00 p.m.; F 9:00-12:00 a.m.
One, two, or three units, each quarter.

Ceramics—Pottery  THOMPSON
Pottery, tiles, sculpture, and other ceramic forms, from the original design to the firing of the finished article. Techniques of modeling, slip casting, and glazing.
M W 1:00-4:00 p.m.
One or two units, each quarter.

Crafts  D’ELISCU
Leather, metal, wood: Theory and practice.
T T 7:00-10:00 p.m. (Administration Building, Ninth and Lemon Streets)
One or two units, each quarter.

Figure Drawing  BRANDT
Half-hour illustrated lectures on art anatomy and kinesiology, followed by one and one-half hours work on model. Quick sketch portrait and character subjects in any suitable medium.
Th 9:00-12:00 a.m.; Th 7:00-10:00 p.m.
One or two units, each quarter.

Jewelry  THOMPSON
Making of costume jewelry, using semi-precious stones and silver, with emphasis on the modern methods of enriching the jewelry forms. Cabachon stone polishing, hard soldering, enameling and etching.
Tu F 1:30-4:30 (103, High School Science Bldg.)
Two units, each quarter.

Landscape  BRANDT
Problems in picture composition in watercolor, oil, tempera, pastel, or any suitable medium.
Th 1:00-5:00 p.m.
Two units, each quarter.

Weaving  FARRAN
Theory and practice of textile weaving. Lessons in wool, spinning, study of colonial weaves for three and four harness looms, tapestry and Indian weaving. Creation of all types of fabrics.
T W T 1:00-4:00 p.m. (500)
One, two, or three units, each quarter.
The Associated Student Body is the official organization of the students of Riverside Junior College. The management of its affairs is vested in an executive board consisting of the following officers, who are elected annually: President; Vice-President; Secretary; Treasurer; Men's Athletic Manager; Women's Social Chairman; Men's Social Chairman; President Associated Women Students; President Women's Athletic Association; Editor Arroyo; Editor Tequesquite; Editor Varieties; Rally Committee Chairman; Forensics Manager. Official acts of the executive board are subject to review by the Director.

Associated Student Body Officers: 1940-1941
President—ORIN SYLVESTER TRESHER
Vice-President—JEANNETTE VAN DE GRIFT NIELSEN
Secretary—JOY BIERY
Treasurer—MARTIN HOSCH
Men's Athletic Manager—VINCENT JACOBMEYER
Women's Social Chairman—DOROTHY MARIE BRUBAKER
Men's Social Chairman—ROBERT DICKIE
President Associated Women Students—ELIZABETH JEAN BABCOCK

Editor Arroyo—ROBERT BODEN
RICHARD FRED CHRISTENSEN
MARYS HOPE RICHARDSON
Editor Tequesquite—CHAD ACHESON MACILVAINE
Editor Varieties—(Magazine not published in 1940-1941)
Rally Committee Chairman—DONALD GLENN BECK
Forensics Manager—MURRAY MORTIMER OLDHAM

Faculty Adviser—ROBERT P. ANDERSON

Other Organizations
Engineers' Club
International Relations Club
Junior Lions
Kappa Upsilon (Y. M. C. A. Fraternity)
Lettermen's Club
Music Club
Out of State Club
Veleda Club (Y. W. C. A. Sorority)
Spectacles Club
Women's Athletic Association

Publications

The Tequesquite is the Junior College annual. Its editor and business manager are appointed by the outgoing editorial board of the Tequesquite.

The Arroyo

The Arroyo, which is published weekly, contains current news of campus and college activities. Its editors and manager are appointed by the outgoing editorial board of the Arroyo. It is printed by the College Press.

Student Varieties

Student Varieties is an occasional magazine, usually appearing once a year. Its literary content is selected from material submitted and reviewed in English 13, although voluntary contributions are also given consideration. The
Illustrations are drawn by students of the Art department, and the printing is done by the College Press. Staff appointments are made after students have demonstrated special abilities. The class in English 13 serves as a consulting editorial board.

DEBATING
Riverside Junior College is a member of the Southern California Junior College Debating Conference, which consists of two divisions, with the member colleges grouped as follows:
Western division: Compton, Glendale, Long Beach, Los Angeles, Pasadena, Santa Monica, Ventura.
Eastern division: Chaffey, Citrus, Fullerton, Pomona, Riverside, San Bernardino, Santa Ana.
In the eastern division, three debate tournaments are held each year. On each occasion the ballots of the judges are sealed without being announced, and opened only at the close of the third tournament to decide the conference champion.

DRAMATICS
The interests of drama are served by the classes in dramatic art, English 9 and 19, which sponsor the production of two or three programs of short plays during the year. Further opportunities for experience in acting and in stagecraft are offered in the major productions and workshop plays of the Riverside Community Players and in the Community Opera Association. Both organizations are a part of the Junior College Extension Division.

MUSIC
Musical activities are given a large place in the life of the College. Instrumental music is represented by the string ensemble; choral music by the student choir and glee clubs.

These organizations participate in assembly and commencement programs.
Opportunity is also given those who are specially interested in instrumental or choral music to affiliate with the College Adult Chorus or with the Community Opera Association in the College Extension Division.

ATHLETICS FOR MEN
The College is a member of the Southern California Junior College Association, Eastern Conference. Two Commissioners of Athletics, one for the Western Conference, one for the Eastern, are charged with the enforcement of all rules and regulations pertaining to the athletic activities of their respective sections.
The Association recognizes for intercollegiate competition the following activities: baseball, basketball, boxing, cross country running, football, golf, gymnastics, mass athletics, swimming, tennis, track and field, and wrestling.
All institutions of the Association winning either sectional or association championships through regularly arranged sectional schedules or play-off contests are awarded suitable trophies. No individual awards are made.

ATHLETICS FOR WOMEN
Riverside Junior College is also a member of the Southern California Women's Athletic Association of Junior Colleges. Basketball, volleyball, indoor baseball, hockey, and tennis constitute the program of intercollegiate sports.
Three junior college play days are scheduled each year.

ELIGIBILITY TO STUDENT ACTIVITIES
To be eligible to hold any Student Body office or to represent the College in any intercollegiate activity, a student must be passing in at least twelve units of work.
tion, all except first-year students enrolled in their first quarter must have passed in at least twelve units of work in their last previous quarter or semester. No student shall represent his institution in any athletic activity who registers later than three weeks after the first day of instruction in the quarter or semester in which he desires to compete.

RIVERSIDE JUNIOR COLLEGE GRADUATES
CLASS OF 1940

Philip Leo Akins
Harry Kenneth Ande
Eugene Roy Andrews
Barbara Durfee Ashbrook
Marian Alice Ashby
Stanley Calvin Bagwell
Margaret Banwell
Velma Marie Barnes
Arthur James Bazil, Jr.
John Alexander Bennett*
Marvin Dale Benz
Frank Thomas Bingham
John James Bingham
James Howard Bliss
Barnet Edward Bonar
Stewart Bond
Arthur Borja
Beryl Elizabeth Braun
Katherine Buehler
Walter Lee Bugg
Margaret Burgess
Barbara Mary Burlingame
James John Bushman
June Evelyn Cameron
Flora Millicent Carter
Catherine Elizabeth Case
Hannah Jean Chung
Leonore Mae Colburn
Gene Ernest Cole
Ina Lucille Collenbaugh
Joan Compere
Patricia Colemore Corey
Robert Herschel Cundiff
Martin Richard Denton
Paul Oscar Elmquist
Donald Keith Emerson
Irland Robert Engleman
Eula Mae Flippo
Robert Wilson Freeland
Geoffrey Alston Fricker
John Julius Fritz
Margaret Lucille Frost
Mabel Sumiko Fujimoto
Maurice Wallace Fyffe
William Francis Gardner
Francis Byron Gowdy
Jack Grant
Richard Harding Hain
George William Haney
Robert Elston Hargis
Andrew Grover Harris
Charles Wilbourne Harris
William Brevard Hawkins, Jr.
Dean Edward Hewitt
Margaret Neil Himes
Rosalie Margaret Hollcraft
Anna Marie Holthaus
Gilbert Leverenz Isaacs
Lucilla Rose Johnson
Eileen Jewell Jones
Vincent Reed Jones
Charles V. Kern
Grace Mabelle Kimball
Eugene Nicholas Kozloff
Frederick George Lathrop
Harry Burlew Lawrence
Avery Arland Lee
Dorothy Dolores Lockyer
Jack Lewis Lowentrot
Dorothy Lee McDowell

*Deceased
RIVERSIDE JUNIOR COLLEGE GRADUATES

Raymond Mapstead
Harold C. Meese
Ralph Waldo Menees
E. Edward Miller
James Perry Muri
Teddy Edwin Nelson
Lowell Byron Orange
Irene Munoz Ortiz
John Morris Parker
Walter Bond Pascoe, Jr.
Earle Douglas Paul
Maryhelen Paxton
Catherine Jane Pomeroy
Hazel Nadine Puder
Olive Jean Reeves
Herman F. Reis
Margaret Reutgen
Thomas Winfield Reynolds
Albert James Rich
Harold Glenford Rickert
Allen Edward Romberg
Virginia Margaret Rose
Ella Louise Roseberry
William MacDonald Ross
Jane Sadie Rouse
Thomas J. Rowen
Eugene Thomas Runyan
Gertrude Theresa Sallot
Nyla Marie Scott
Larry Joseph Sheehan
Marjorie Lorraine Sheldon
Henry Joseph Sijohn
Joseph Willis Skinner
Muriel Carola Snider
Perry Gordon Stahlman
Donald Duane Stark
John Svenningsen
Henry George Swartz
Evelyn Beulah Thomas
Philip Timberlake
Elizabeth Janet Timmons
Horace Wilbur Toner
Margaret Louise Twogood
Peter Charles Vassuer
Ellen Louise Vaughan
Evelyn Arlene Voss
Jewell Evelyn Waggoner
Eleanor Ruth Wells
Helen Joyce Wheeler
Frederick Milton White
Lucy Phyllis White
Gerald P. Wight
Harry Edward Willard
Eleanor B. Williams
Walter Ashley Williams
Donald McCunn Wilson
Willie Wong
Theodore Wood
Emma Jane Wooldridge
Melvin Oliver Worrel
Ralph Leon Wright

STUDENT REGISTER

Names are listed alphabetically without regard to class. Status is indicated as follows:
(1) first year student
(2) second year student
(3) third year student
(Sp.) special student
(C) cooperative student
(Gr.) graduate student
A superior figure after Sp. or C indicates first year, second year, etc.
Home residence denotes the high school from which the student transferred unless otherwise stated.
College address is in Riverside unless otherwise stated.

SPRING QUARTER, 1940

Name          Home Residence          College Address

Buchanan, James Burill (2)          Minot, N. D.          March Field
Butler, Edward Daniel (2)           Marin Junior College,         March Field
                                          Kentfield
Deibens, Sam Brown, Jr. (3)        University of Texas, Austin        March Field
Hamill, James Mearl (2)             West Texas State College,         March Field
                                          College, Canyon
Jones, Donald Thomas (2)            Riverside          4056 Jurupa Ave.
Nelson, Arnold Eugene (1)           Fortuna          March Field
                                          Portola
Oldman, Murray Mortimer (1)         Stanford University          1735 Ramona Dr.
Parker, Newell L., Jr. (Gr.)        Riverside          4519 Magnolia Ave.
Robertson, Robert Lee (Gr.)         Riverside          4442 Lime St.
Tivy, Donald Kenneth (1)            Bremerton, Wash.          March Field

Enrollment, Spring Quarter          10 0 10

AUTUMN AND WINTER QUARTERS, 1940-1941

Aberta, Martha Jane (3)          Glendale Junior College          4651 Larchwood Pl.
Alexander, Marjorie Clarke (1)          Riverside          4424 Ninth St.
Alfaro, Estella Marie (2)           Riverside          3645 Van Buren St., Arlington
Allatt, Horace Edmund (2)           Riverside          4988 Jurupa Ave.
Allen, Charlotte Louise (C)         Riverside          3360 Cedar St.
Ames, Ruth Evelyn (1)              Riverside          4493 Edgewood Pl.
Amundson, Marion Elaine (1)         Riverside          2142 Chestnut St.
Ando, Harry Kenneth (Gr.)           John Brown University, March Field
Anders, Robert Harold (2)          Riverside          4399 Larchwood Pk.
Anderson, Clarence Burton (1)      Riverside          4399 Larchwood Pk.

117
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<td>4616 Olive Wood Ave.</td>
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**Ohio State University, Columbus**

- Riverside 3445 Twelfth St.
- Redlands 825 Washington St., Redlands
- Manual Arts High School, March Field
- Los Angeles
- Essex School, Oneonta, N. Y.
- Moira Valley High School, Overton, Nev.
- Waupun, N. D.
- Sherman Institute
- Riverside 4258 Jurupa Ave.
- Pasadena Junior College, Riverside
- Riverside 2926 Lemon St.
- Riverside 3614 Orange St.
- Riverside 4226 Larchwood Pl.
- Hemet
- Riverside 4526 Larchwood Pl.
- Riverside 4241 Fourteenth St.
- Riverside 6749 Hillside Ave.
- Taft Junior College
- Riverside 4434 Orange St.
- Riverside 3007 Rosewood Pl.
- Riverside 5426 Elsinore Rd.
- Riverside 5911 Grand Ave.
- Air Corps Technical School, March Field
- Denver, Colo.
- Riverside 4291 Elmwood Ct.
- College of Emporia, Emporia, Kansas
- Riverside 4605 Elmwood Ave.
- Riverside 4492 Riverside Ave.
- Riverside 4259 Washington St.
- Virginia Polytechnic Institute
- Riverside 2926 Prince Albert Dr.
- Riverside 2409 Prince Albert Dr.
- Riverside 2409 Prince Albert Dr.
- Riverside 2791 Orange St.
- Riverside 3421 Fourteenth St.
- Riverside 3235 Jurupa Ave.
### STUDENT REGISTER

<table>
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</tr>
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<td>Riverside</td>
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### SUMMARY, AUTUMN AND WINTER QUARTERS, 1940-1941

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*Residence denotes location of institution from which transfer was made.

## INDEX

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<thead>
<tr>
<th>Section</th>
<th>Page</th>
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</thead>
<tbody>
<tr>
<td>Absence</td>
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<td>Address, Change of</td>
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</tr>
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<td>Application for admission</td>
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<tr>
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<td>Associate of Arts, Title of</td>
<td>46</td>
</tr>
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<td>Athletics</td>
<td>29, 89, 94, 112</td>
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<td>44</td>
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<td>Civil Aeronautics Authority</td>
<td>69</td>
</tr>
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<td>College year</td>
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</tr>
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<td>112</td>
</tr>
<tr>
<td>Director</td>
<td>112</td>
</tr>
<tr>
<td>Dramatics</td>
<td>75-77, 107, 112</td>
</tr>
<tr>
<td>Eligibility to student activities</td>
<td>113</td>
</tr>
<tr>
<td>Employment Service</td>
<td>113</td>
</tr>
<tr>
<td>Enrolment, Summary of</td>
<td>114</td>
</tr>
<tr>
<td>Epidemiology (Hygiene)</td>
<td>83</td>
</tr>
<tr>
<td>Equipment, Shop and other</td>
<td>22</td>
</tr>
<tr>
<td>Expenses</td>
<td>30</td>
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<tr>
<td>Extension Division</td>
<td>7, 107</td>
</tr>
<tr>
<td>Faculty</td>
<td>9</td>
</tr>
<tr>
<td>Failures</td>
<td>34, 37, 42</td>
</tr>
<tr>
<td>Fees and expenses</td>
<td>29, 39</td>
</tr>
<tr>
<td>Financial statement</td>
<td>26</td>
</tr>
<tr>
<td>Forestry (Botany 2)</td>
<td>67</td>
</tr>
<tr>
<td>Foundation</td>
<td>17</td>
</tr>
<tr>
<td>Geometry, Descriptive</td>
<td>73</td>
</tr>
<tr>
<td>(Engineering 11)</td>
<td>73</td>
</tr>
<tr>
<td>Graduation</td>
<td>46</td>
</tr>
<tr>
<td>Graduates (class of 1940)</td>
<td>115</td>
</tr>
<tr>
<td>Gymnasium</td>
<td>23</td>
</tr>
<tr>
<td>Health control and health</td>
<td>24</td>
</tr>
<tr>
<td>service</td>
<td>24</td>
</tr>
<tr>
<td>Honors and awards</td>
<td>43</td>
</tr>
<tr>
<td>Honor Society</td>
<td>43</td>
</tr>
<tr>
<td>Incompletes</td>
<td>36, 37, 41</td>
</tr>
<tr>
<td>Junior Certificate</td>
<td>60, 67</td>
</tr>
<tr>
<td>Junior Certificate requirements</td>
<td>56</td>
</tr>
<tr>
<td>Laboritories</td>
<td>21</td>
</tr>
<tr>
<td>Leave of absence</td>
<td>39</td>
</tr>
<tr>
<td>Library</td>
<td>6, 21, 39</td>
</tr>
<tr>
<td>Location and climate</td>
<td>19</td>
</tr>
<tr>
<td>Logic (Philosophy 1)</td>
<td>91</td>
</tr>
<tr>
<td>Management and control</td>
<td>18</td>
</tr>
<tr>
<td>Major, Preparation for</td>
<td>58</td>
</tr>
<tr>
<td>Materialization</td>
<td>32</td>
</tr>
<tr>
<td>Mineralogy</td>
<td>79</td>
</tr>
<tr>
<td>Music</td>
<td>88, 197, 112</td>
</tr>
<tr>
<td>Nursing curriculum</td>
<td>91</td>
</tr>
<tr>
<td>Opera, Extension Division</td>
<td>7, 107</td>
</tr>
<tr>
<td>Organization</td>
<td>17</td>
</tr>
<tr>
<td>Orientation requirement</td>
<td>33, 91</td>
</tr>
<tr>
<td>Parking, Automobile</td>
<td>38</td>
</tr>
<tr>
<td>Physical education requirement</td>
<td>32</td>
</tr>
<tr>
<td>Plane Surveying (Engineering 1)</td>
<td>73</td>
</tr>
<tr>
<td>Pre-architectural curriculum</td>
<td>52</td>
</tr>
<tr>
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</tr>
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</tr>
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<td>111</td>
</tr>
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<td>59</td>
</tr>
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<td>117</td>
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<tr>
<td>Removal of high school</td>
<td>39</td>
</tr>
<tr>
<td>deficiencies</td>
<td>49</td>
</tr>
</tbody>
</table>
Residence, College .......... 38
Room and board ............. 31
Schedule, Time ............. 60
Scholarships ................. 44
Shop equipment .............. 22
Social functions ............ 29
Special students ........... 28, 42
Student activities .......... 110

Student activities eligibility .... 112
Student responsibility ......... 28
Study-list regulations ........ 33-37
Tests, Aptitude and Interest .... 22
Transcript, Official ........... 58
Transfer to the University .... 48
Withdrawal ................. 29
Year, College ............... 19