

**LINN-BENTON
COMMUNITY COLLEGE**

STUDENT HANDBOOK 69-70



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1969-1970

Published for and by the Associated Student Body
of Linn-Benton Community College

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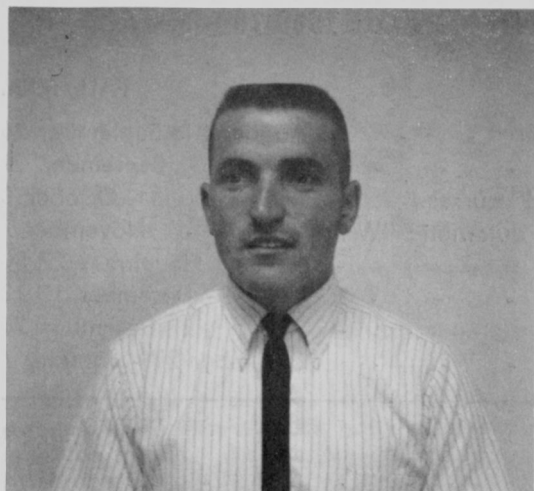
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All of us at LBCC are looking forward to an exciting and memorable year. In case you don't already know, we at LBCC consider you to be our most important people. Many of you will be called upon to assist us in the difficult and time-consuming task of building LBCC into the kind of institution of which we can all be proud.

On behalf of the LBCC Board of Education, administration and staff, welcome to your community college. If I can be of service to you, please feel free to drop in for a visit.

Eldon G. Schafer
President



To the new and to the returning students
of Linn-Benton Community College:

On my own behalf and from my fellow members
of the Student Government, I welcome you to a new
school year at Linn-Benton Community College.

The Student Government was formed and is oper-
ated by the students for the betterment of the college.

As Emerson once said, "This time, like all times,
is a very good one if we but know what to do with it."
Therefore, any ideas or needs you may have, feel
free to contact me or any member of the Student Gov-
ernment.

For this to be another meaningful and useful
year, we need to know what the student body as a
group feels is important.

Richard L. Swartzendruber
Student Body President

CALENDAR FOR 1969-70

FALL TERM

Registration	-	-	-	-	-	-	-	-	August 4 to September 26
Classes begin	-	-	-	-	-	-	-	-	September 29
Last day to register or add courses	-	-	-	-	-	-	-	-	October 3
Last day to drop with the automatic "W"	-	-	-	-	-	-	-	-	November 7
Thanksgiving	-	-	-	-	-	-	-	-	November 27-30
Final Exams	-	-	-	-	-	-	-	-	December 15-18
Last day of Fall Quarter	-	-	-	-	-	-	-	-	December 20
Christmas Vacation	-	-	-	-	-	-	-	-	December 21 - January 4

WINTER TERM

Registration begins	-	-	-	-	-	-	-	-	December 1
Classes begin	-	-	-	-	-	-	-	-	January 5
Last day to register or add courses	-	-	-	-	-	-	-	-	January 9
Last day to drop with the Automatic "W"	-	-	-	-	-	-	-	-	February 13
Final Exams	-	-	-	-	-	-	-	-	March 16-19
Last Day of Winter Quarter	-	-	-	-	-	-	-	-	March 21
Spring Recess	-	-	-	-	-	-	-	-	March 22-29

SPRING TERM

Registration begins	-	-	-	-	-	-	-	-	March 2
Classes begin	-	-	-	-	-	-	-	-	March 30
Last Day to Register or Add Courses	-	-	-	-	-	-	-	-	April 3
Last Day to drop with the Automatic "W"	-	-	-	-	-	-	-	-	May 8
Memorial Day	-	-	-	-	-	-	-	-	May 30
Final Exams	-	-	-	-	-	-	-	-	June 8-11
Last Day of Spring Quarter	-	-	-	-	-	-	-	-	June 13

SUMMER TERM

Registration	-	-	-	-	-	-	-	-	June 16-19
Classes begin	-	-	-	-	-	-	-	-	June 22
Last Day to Register or Add Courses	-	-	-	-	-	-	-	-	June 26
Independence Day	-	-	-	-	-	-	-	-	July 4
Last Day to drop with the Automatic "W"	-	-	-	-	-	-	-	-	July 17
Final Exams	-	-	-	-	-	-	-	-	August 11-12-13
Last Day of Summer School	-	-	-	-	-	-	-	-	August 15

ACADEMIC POLICIES AND PROCEDURES

REGISTRATION PROCEDURES

Students who register for 8 or more credit hours must file with the Admissions Office:

1. An Application for Admission.
2. A copy of high school transcript or copies of all college work.

Students who register for 12 or more credits must also file with the Admissions Office.

3. A completed physical examination form available through the Admissions Office.

Students enrolling for 7 or fewer credits may make application at the time of registration and are not required to secure transcripts until they have accumulated 30 or more credits.

All students planning a full-time program must arrange a conference with the counseling department. With assistance from a counselor the student will plan a full year's schedule using the "Planning Booklet." At this meeting the counselor will interpret the placement test scores (if available) and school transcripts. Using these sources of information and the student-stated preference, a schedule of classes is planned.

Near the end of each school quarter, a new schedule of classes is available. Registration for the following quarter begins on that date. Each person taking 8 or more credits must register in person and is not officially registered until tuition and fees are paid.

TUITION AND FEES

Tuition and special fees must be paid in full at the time of registration unless special arrangements have been made with the Dean of Personnel Services. Quarterly fees are as follows:

Resident Students*:	\$ 6.00 per credit hour to a maximum of \$72.00 for 12 or more credit hours.
Non-Resident Students:	\$10.20 per credit hour to a maximum of \$122.40 for 12 or more credit hours.
Out-of-State Students:	\$18.00 per credit hour to a maximum of \$216 for 12 or more hours.

*A student is considered a resident of the district if:

1. His parents are bona fide residents of the Linn-Benton Community College District.
2. The student is over 21 years of age or married and can present evidence that he has established permanent residency in the district at least 90 days prior to registration.

SPECIAL FEES

Change of Program (After classes begin).....	\$ 1.00 per change
Credit by Examination.....	\$ 5.00 per test
Student Accident Insurance (optional).....	\$10.00 per quarter
Late Fees.....	\$ 1.00 per day to a maximum of \$5.00

REFUNDS

A full-time student withdrawing from school by the end of the third week will receive a full refund of tuition less \$10.00. Part-time students with 7 or fewer credits will receive a full refund less \$5.00. Withdrawals after that date will receive no refund.

CREDIT

In general, a class which meets one hour per week for one term will yield one hour of credit; a class meeting three hours per week, three hours of credit. A lab class usually yields one credit hour for each three hours of lab time.

Courses which have been approved for transfer to four-year colleges and universities are, generally, those numbered from 50 to 299. It should be emphasized that there may be exceptions. Those courses which are generally non-transferable have course numbers below 50. Some technical courses may be accepted at technical institutions.

Questions regarding transferability of courses should be referred to the Dean of Student Personnel Services.

STUDENT CREDIT LOAD

Students are considered full-time if they have registered for 12 or more credit hours. The student may mix his schedule by registering for some general studies courses and some vocational-technical courses. If the student must work part-time while attending college, he should bear in mind that most classes require one to two hours of preparation for each class hour. Students who must work can schedule a two-year curriculum over a longer period of time.

Lower division studies students should schedule an average of 15 credit hours per term in order to accumulate 90 hours after two years, for junior standing upon their transfer to a four-year college. No more than 18 credit hours may be taken in any single term without the approval of the Dean of Student Personnel Services.

ADDING COURSES

Students may add courses to their program during the first week of class. After this period special permission of the instructor is required.

WITHDRAWAL FROM A COURSE

A student may withdraw from a class without affecting his grades any time through the sixth week of a term. After the sixth week a student may withdraw without penalty with the instructor's permission.

CREDIT TRANSFER

A student may not transfer more than 93 hours of lower division collegiate work to a state institution of higher education, nor may a student who has received 93 or more credit hours in any other university or college use the courses taken at LBCC as transferable credit to a state four-year college or university.

LBCC TRANSCRIPTS

Student transcripts may be secured through the Registrar's Office. The first request for an official transcript will be honored without charge. Additional official transcripts will be provided at a cost of \$.50 each.

CREDIT BY EXAMINATION

If a student believes that he has mastered the material presented in a certain course, or has had equivalent work experience, he may make application to be excused from the course and to receive credit by the following procedure:

1. Check with a counselor so that a decision to continue or not to continue with the request can be made.
Transcripts and other evidence of experience should be reviewed by the counselor and student.
2. Fill out a credit by examination form which is available in the Registrar's Office.
3. Go to the appropriate department chairman for approval or referral.

After the examination has been taken, a student will receive a "Pass" or "Fail" grade. At any step in this process, the right of appeal to the Administrative Council remains open. There is a \$5.00 test fee plus a fee of \$3.00 for each credit earned.

ADVANCED PLACEMENT

Students who complete college level work in high school under the Advanced Placement Program sponsored by the College Entrance Examination Board, and who receive satisfactory grades in examinations administered by the Board may, on admission to LBCC, be granted credit toward an Associate in Arts Degree in comparable courses. Amount of credit will be determined by the appropriate LBCC department. Grades will be forwarded to the LBCC Registrar's Office.

GRADES

Grades are distributed to students at the completion of each quarter.

Grade	Description	Points per Credit Hour
A	Outstanding	4
B	Above Average	3
C	Average	2
D	Below Average	1
F	Failing (no credit)	0
WF	Withdrawal Failing	0
W	Official Withdrawal	0
I	Incomplete	0
P	Pass	0
TW	Technical Withdrawal	0

Incomplete work must be completed by the beginning of the next reporting period or it is automatically considered failing.

HONOR ROLL

At the conclusion of each quarter, every student's grade point average (GPA) is computed and those students who obtain a GPA of 3.33 or better and have carried 10 hours of credit or more are placed on the President's Honor List for the quarter.

ACADEMIC PROBATION

Non-transfer students will be placed on probation if, during their first quarter of attendance their GPA drops below 1.70, or during their second quarter their GPA drops below 2.00, or at the end of their third term their cumulative GPA for all three quarters is not 2.00. This rule would only apply to those students who are carrying 8 or more credits or who have accumulated 30 or more credits.

Any student suspended or on probation who is transferring from another institution of higher education to LBCC will automatically be placed on probation at LBCC.

SELECTIVE SERVICE REQUIREMENTS

In order to qualify for student deferment, the student must see that his draft board receives two documents:

1. Student Request for Deferment - The student may write his own request or obtain a printed form in the Registrar's Office.
2. Form SS 109 - This form is sent by the college at the student's request. The SS 109 request card can be obtained in the Registrar's Office.

To maintain his deferment, the student must be certified by the college

as making satisfactory progress toward a degree. In order to be so classified he must have completed 45 credits within one year of initial enrollment, and 90 credits within two years.

The student must re-apply for his deferment each year, generally prior to the fall term. Specific questions regarding draft status should be directed to the Registrar's Office.

VETERANS' BENEFITS

Linn-Benton Community College is approved by the Veterans Administration for veterans attending on the G. I. Bill and other VA benefits. When a veteran has received his Certificates of Eligibility from the VA, these forms should be brought immediately to the Registrar's Office for certification and mailing. If the veteran is enrolled in a program requiring monthly certification of attendance, he must file the attendance form monthly in the Registrar's Office before his payment card can be mailed to the VA office.

The veteran is responsible for notifying the Registrar's Office of any change in program or in credit hours of enrollment. If this is not done, with subsequent notification of the Veterans Administration, the student will be required to return the excess funds received.

CLASS ATTENDANCE

Students are expected to attend each class meeting for which they have registered.

When absence for some unavoidable reason does occur, it is the obligation of the student to arrange for make-up work with the instructor.

TRANSFER TO OTHER INSTITUTIONS

Lower division students may transfer a maximum of 93 credit hours to a four-year college or university. Even though D grades are passing, many schools will not accept credits for which a D has been given. This is especially true if the course is in the student's major field.

Students who are planning to transfer are encouraged to contact a counselor so that appropriate transfer plans can be made.

DEGREES AND DIPLOMAS

ASSOCIATE OF ARTS DEGREE: Awarded to students who complete the requirements of the Lower Division Liberal Arts Program.

ASSOCIATE OF SCIENCE DEGREE: Awarded to those students who complete the requirements of a departmental curriculum, when such requirements represent the completion of an organized two-year program.

The requirements for these degrees are subject to approval of the Board of Education as well as the State Department of Education, Division of Community Colleges.

DIPLOMAS: Awarded to those students who do not meet the requirements of the AA or AS degrees but have completed any 90 hours of credit courses with a cumulative GPA of 2.00 or above and who have attended at least two terms, including the last term, and who have earned at least 24 credit hours at Linn-Benton Community College.

Specific requirements for the above degrees and diplomas can be found on page 24 of the LBCC General Catalog.

STUDENT SERVICES

COUNSELING

Linn-Benton Community College maintains a staff of professional counselors who are available to assist students in offering confidential assistance with educational and vocational planning, personal concerns, interpersonal difficulties, individual testing and evaluation, and marital problems. The counseling resources of the college are also available to assist students in meeting problems resulting from use of, or involvement with, drugs and students are encouraged to seek help from the Counseling Center.

The Counseling Center is located in Building 'A' on the Park Campus and is open from 8:30 a.m. to 5:00 p.m.

FINANCIAL AID

The primary purpose of the Linn-Benton Community College Financial Aid Program is to provide financial assistance to students who, without such aid, would be unable to attend the institution. Financial assistance consists of scholarships, grants, loans, and employment which may be offered singularly or in various "package" combinations.

Students interested in financial assistance should see the Dean of Student Personnel Services in Building 'A' on the Park Campus.

COLLEGE CENTER

The College Center, which is located at the Park Campus, serves as the gathering place for all members of the college community — students, faculty, administration, alumni, and guests. The College Center provides for the services, conveniences, and amenities that the members of the college community desire for getting to know and understand one another through informal association outside the classroom.

Among the services presently provided in the College Center are: food and drink dispensaries, Student Government offices, placement and employment service, ticket sales, recreational and game equipment, bulletin boards, lost and found, public telephones and housing lists.

The College Center is open from 8:30 a.m. to 9:30 p.m. Monday through Thursday and 8:30 a.m. to 5:00 p.m. on Friday.

HOUSING

Though the college cannot assume responsibility for the housing of students who live away from home while attending this institution, it does maintain a list of available housing in the Office of Student Activities. It should be understood that this is not necessarily an approved housing

list and that the college assumes no responsibility in negotiating housing agreements between students and landlords.

PLACEMENT AND EMPLOYMENT

A placement and employment service is provided to assist LBCC students in acquiring part-time employment both on and off campus. This service consists of current listings of job seeking students and job opportunities in the surrounding area.

Any interested LBCC student desiring part-time employment should register with the Director of Student Activities in the College Center.

INSURANCE

The college makes available to all students of LBCC an excellent Student Health and Accident Insurance Policy. This policy is optional and can be secured during registration at a cost of only \$10.00 per quarter. During the fall quarter registration, the student may purchase a full 12-months coverage for only \$30.00. Further information concerning the policy can be secured in the Registrar's Office.

LEARNING RESOURCE CENTER

The Learning Resource Center is located at 203 West 1st Avenue and is open from 7:30 a.m. to 9:00 p.m. The Learning Resource Center has available the following for student use:

- Reference Books
- Library Books
- Copying Equipment
- Reserve Books
- Periodicals
- Maps
- Pamphlets and Reprints
- Occupational Books and Files
- Programmed Books and Machines
- Listening and Viewing Facilities
- Projectors and Recorders

The Student I-D card is required for check-out purposes.

STUDY SKILLS CENTER

The Study Skills Center provides assistance to students in the area of: reading instruction, reading skills, spelling and vocabulary, and study skills. There are also listening stations; programmed books and machines available for student use.

The Study Skills Center is located at the Park Campus and is open for student use from 1:00 p.m. to 5:00 p.m.

BULLETIN BOARDS

Specific bulletin boards are provided for student use in the College Center. Notices should be typed or printed and must be stamped and dated in the Office of Student Activities before posting. Any notices which have not been stamped by the Office of Student Activities or have been on the bulletin board in excess of two months will be removed.

BOOKSTORE

The Bookstore provides all the required textbooks and miscellaneous supplies and materials which a student will require while in attendance at LBCC. All the profits from the Bookstore help support the extra-curricular activities and programs at LBCC.

The Bookstore is located at the Park Campus and is open for purchases from 8:30 a.m. to 5:00 p.m. Monday through Friday.

I.D. CARDS

Upon registering at Linn-Benton Community College students are issued an I.D. card. This card is very important as it enables the student to use the many facilities, and to participate in the many activities of LBCC. If the student should lose his card he may secure a new one in the Office of Student Activities. A replacement card costs the student \$1.00.

RECREATIONAL EQUIPMENT

Recreational equipment can be checked out for student use in the Office of Student Activities in the College Center. Among the equipment presently available are cards, chess and checker sets, footballs, baseball equipment, and miscellaneous other items.

The student's I.D. card is required for check-out purposes.

LOST AND FOUND

A lost and found is maintained in the Office of Student Activities in the College Center. Students may turn in or claim lost and found items during the normal operating hours of the College Center.

TELEPHONES

A public telephone is located in the College Center just outside the Office of Student Activities.

SUBSIDIZED EVENTS

The college has made arrangements with Oregon State University, and will upon several occasions, offer to the students of LBCC at a reduced rate, an opportunity to attend many of the special events which are held at OSU. This service, however, is limited and must be conducted on a first-come, first-served basis.

STUDENT ACTIVITIES

During the 1969-70 academic year the extra-curricular program at Linn-Benton Community College will be in a state of development and organization. Through the combined efforts of students, faculty, and administration, student activities at LBCC will emerge as a balanced campus and community-wide program of events and associations which will provide opportunities for the personal, social, and cultural development of the individual; and the enjoyment of leisure activities. Among the activities presently planned by AS-LBCC are convocation speakers, film series, dances, car rallies, intramurals, and the subsidizing of larger events.

The College encourages those student activities which will complement the academic program by providing the opportunities for constructive leadership, cooperative planning, and the development of social interests. It is hoped that students will use this year to organize and develop clubs, organizations, and activities which will complement the educational pursuits of LBCC students.

PROCEDURE IN ORGANIZING STUDENT AND CAMPUS GROUPS

Students with common interests who wish to form a club or organization should proceed as follows:

Representatives of the interested groups should confer with the Director of Student Activities and secure a petition for organizing. The petition must be completed indicating the purpose of the organization, the signatures of at least 8 students who desire membership in the organization, the name of the selected advisor (advisors must be members of the LBCC faculty), and the name and phone number of one individual who will serve and the organization's representative to the Office of the Director of Student Activities.

After the petition has been completed, it should be returned to the Office of Student Activities. Final action on the petition rests with the Executive Council of the Student Government. A two-thirds (2/3) vote of the Executive Council is necessary for approval.

SCHEDULING MEETINGS AND EVENTS

All meetings, functions, events or demonstrations sponsored by student organizations, whether on or off campus should be scheduled through the Activities Calendar located in the Office of Student Activities in the College Center.

Since the college has limited facilities, at least **48 hours** should be allowed for the scheduling and reserving of classrooms, the College Center area and for activities, events, club meetings, demonstrations, etc. Individ-

uals and organizations should note that all reservations are conducted on a first-come first-serve basis.

CAMPUS CALENDAR MEETING: A meeting on campus calendaring is held during the latter part of each term. This meeting is held in order that interested groups and organizations may schedule and reserve space for the coming term's events. For further information consult the Office of Student Activities.

REGISTRATION OF SOCIAL FUNCTIONS

Any organization sponsoring a co-educational social function must submit a registration form **48 hours** prior to the date of the function to the Office of Student Activities. These forms include information about date, time, location and approximate number to attend and may be obtained in the Office of Student Activities.

Whenever a fee or admission is charged for any function or event to which the entire student body of LBCC is invited or affected, the sponsoring group must have the approval of the Student Senate.

STUDENT GOVERNMENT

The voice of students organized to participate in campus government is the Associated Students of Linn-Benton Community College (AS-LBCC). Its function is to coordinate all student activities, ideas, and legislation; to represent the students of LBCC; and to act as a liason with the faculty and administration. In addition AS-LBCC represents the students of LBCC on a state and nation-wide level.

The participation of the students of LBCC is essential in the Student Government if it and the college are to act in the best interests of the students of LBCC.

STUDENT GOVERNMENT EXECUTIVE COUNCIL

President	-	-	-	-	-	-	-	Dick Swartzendruber
First Vice President	-	-	-	-	-	-	-	Bill Hill
Second Vice President	-	-	-	-	-	-	-	Casey Hoppell
Recording Secretary	-	-	-	-	-	-	-	Bev Henderson
Corresponding Secretary	-	-	-	-	-	-	-	(Vacant Office)
Treasurer	-	-	-	-	-	-	-	Morris Roebuck

The Student Government Offices are located in the College Center.

CLUBS AND ORGANIZATIONS

As already stated the 1969-70 academic year will be a year of development and organization in the area of student activities. Students are encouraged to develop those clubs and organizations from which they feel they can benefit and best enjoy their tenure at Linn-Benton Community College.

Clubs and organizations already established at LBCC are:

PHI BETA LAMBDA: A nation-wide business club. Sponsored by the National Business Educators of America and the National Educators of America. Students in Phi Beta Lambda are provided with opportunities to learn more about business fields, see business in action, and to gain insight into business in general. Both men and women are welcome in membership.

FORUM: The Forum is, by design, a loose-knit, low pressure organization. Its members want to participate in an evaluation of the current ideas, situations, and ideals. It is the designated purpose of the Forum to:

1. Provide knowledge about current social questions.
 2. Stimulate communications through conversation.
 3. Stimulate action on the part of the individual.
 4. Stimulate insight and tolerance for the views of others.
- The Forum should be a club to which membership is open to all students and faculty of LBCC.

LBCC PLAYERS: An organization concerned with the promotion of interest and opportunities for the improvement of individuals in all aspects of Theater Arts. The LBCC Players are affiliated with the Associate Collegiate Players, an international honorary drama fraternity.

INTRAMURAL SPORTS

A comprehensive intramural sports program is available to LBCC students during the academic school year. Interested students should see Mr. McClain, chairman of the Health and P.E. Division.

PUBLICATIONS

At present the only student publications sponsored by the Linn-Benton Community College Student Body are the Student Handbook and Student Directory. It is hoped that publications, such as a student newspaper and student yearbook, will be developed in the course of the coming year. Students interested in developing and working on such publications should see the Director of Student Activities.

POLICIES

Certain policies and regulations, necessary if the college community is to carry out its goals successfully, are based upon respect for civil and moral laws and the rights of others. These policies demand personal honor, integrity, and common sense.

It is expected that Linn-Benton Community College students will conduct themselves as good citizens at all times. It is essential that all who enroll realize that their success rests upon their own efforts and attitudes, and that attendance is a privilege and not a right.

Freshmen entering Linn-Benton Community College from high school will find that they must make an adjustment to the added responsibilities inherent in a college education. These are a minimum of the policies which students are expected to observe.

INTELLECTUAL HONESTY

An institution of higher education is obligated to succeed in its multiple goals of educational leadership both to its students and the community through excellence in scholarship, teaching, and the extension of the frontiers of knowledge. To do this, a college must contain a community of scholars comprised of administration, faculty and students, all of whom are committed to a vigorous, yet wise, pursuit of knowledge. It is the desire of Linn-Benton Community College to provide an atmosphere where free inquiry and intellectual honesty will become the means to attaining the goals of higher education.

Consistent with this philosophy, it is expected that the principles of the honor system will prevail and be rigorously defended. Students will be responsible for their own academic work so that unmarred academic progress may be achieved and recorded on each student's permanent record.

CAMPUS DRESS

When students are in campus facilities for any reason, they are expected to be attired appropriately. Standards of good taste and propriety in dress should become part of the Linn-Benton Community College pattern. An appropriately dressed student body adds to the total impression of our Campus and the seriousness of the pursuits of educational excellence.

SMOKING

Smoking is not permitted in any of the present college classroom facilities by either staff or students. Since smoking would jeopardize the col-

lege's use of these facilities, students and staff are requested to adhere to this policy.

Smoking is permitted in the College Center.

USE OF ALCOHOLIC BEVERAGES

No alcoholic beverages are permitted on any of the college campus facilities or at any college sponsored events off campus. Individuals who disregard this policy will be subject to disciplinary action.

USE AND POSSESSION OF DRUGS

Student involvement in the use, possession, distribution, or sale of drugs or narcotics which are illegal except when taken under a doctor's prescription is a matter of college concern, and may subject the student involved to disciplinary action by the college.

USE OF COLLEGE FACILITIES

Students are reminded that we are presently in temporary facilities and that attendance is a privilege and not a right. With this privilege goes the obligation to use the temporary campus facilities properly. Any individual who is responsible for the willful destruction or defacing of college property will be subject to disciplinary action as well as full restitution.

USE OF CHURCH FACILITIES

In order for students and staff to better understand the commitment we all have to our hosts, the congregation of the First Baptist Church, the following special rules and guidelines for that facility are stated at this time:

1. The First Baptist Church is allowing the use of the church on a rent-free basis. The college does assist in maintenance of this building.
2. The church does provide a full-time elementary school program on the first floor. For this reason LBCC students are asked to:
 - (a) Use the Jackson Street entrance only.
 - (b) Not smoke in or near the entrance of the building.
 - (c) Not smoke in the church at all.
 - (d) Allow free passage of youngsters to and from the Gym entrance.
 - (e) Not enter the Gym before 3:30 (since the elementary school children use it for recess, etc.)

- (f) Not congregate near the entrance since the noise and activity is often distracting to the children.
- 3. Parking - Students and staff are asked to use good judgment in parking their vehicles. Since staff and members of the church do need ready access to the building, students are asked to not park directly at the church entrance on Third Street.
- 4. Beginners Room - The carpeted room off the mezzanine is not within the college "use area." Areas for studying are provided in the Learning Resource Center and any vacant room on the top floor.

TRAFFIC REGULATIONS

Violations of local traffic regulations will be handled by the local authorities to whom any fines incurred will be paid. Any special traffic regulations will be posted on the bulletin board in the College Center.

CARD PLAYING AND GAMBLING

While card playing is allowed in designated areas, gambling is not permitted. However, students should recognize the rights of others and refrain from card playing during rush hours and during the normal eating periods.

SOLICITATION

It is the policy of the college to limit requests for the solicitation of funds not officially part of the college. No individual or organization shall solicit funds, without first securing written approval from the Dean of Student Personnel Services.

STUDENT CONDUCT

Linn-Benton Community College expects that students who enroll in the college accept certain responsibilities as would be expected of any adult. The conduct and behavior of our students either in class or in and around college facilities is of interest to the college.

In enforcing student conduct regulations, the college makes every effort to be fair to the student in keeping with democratic practices.

DISCIPLINARY PROCEDURES

Procedures for disciplinary action are handled through the Office of the Dean of Student Personnel Services. Requests for an appeal, which must be submitted in writing within 30 days following the action taken, are referred to the Administrative Council.

BYLAWS OF THE ASSOCIATED STUDENT BODY OF LINN-BENTON COMMUNITY COLLEGE

ARTICLE I. Membership

Section 1.

Voting membership shall consist of all students paying the full-time enrollment fee.

Section 2.

An Associated Student Body Card shall be issued to each member of the AS-LBCC.

Section 3.

Full-time Student Body Cards shall be differentiated from Part-time Student Body Cards.

ARTICLE II. Student Body Officers

Section 1.

The elected Student Government Officers for Linn-Benton Community College shall be the President, First Vice-President, Second Vice-President, Recording Secretary, Corresponding Secretary, and Treasurer. The term of the Student Government Officers shall be from May through April for a period not to exceed one year.

Section 2.

The duties of the Executive Council of the Student Government shall include:

(a) President

- (1) Shall serve as Chairman of the Executive Council.
- (2) Shall carry out the provisions of the Constitution and By-laws of the AS-LBCC.
- (3) Shall represent the AS-LBCC at all official functions.
- (4) Shall be an ex-officio member of all committees.
- (5) Shall appoint, subject to the approval of the Executive Council, all special committee chairmen.
- (6) Shall perform all duties usually pertaining to the office of Executive Council of the AS-LBCC.
- (7) Shall have one vote in the Executive Council.

(b) First Vice-President

- (1) Shall perform the duties of the Executive Council President in the absence or inability to act of that officer.
- (2) Shall act as Chairman of the Inter-Club Council.
- (3) Shall act as Executive Council Parliamentarian.
- (4) Shall have one vote in the Executive Council.

(c) Second Vice-President

- (1) Shall perform the duties of the Executive Council President in the absence of, or inability to act of, the duly

- elected President and/or First Vice-President.
- (2) Shall act as Chairman of the Inter-Council of Clubs in absence of or inability to act of the First Vice-President.
 - (3) Shall carry out all duties assigned by the President.
 - (4) Shall be in charge of all elections and campaigns.
 - (5) Shall act as public relations representative for the AS-LBCC.
 - (6) Shall have one vote in the Executive Council.
- (d) Recording Secretary
- (1) Shall be the official recorder of the Executive Council meetings.
 - (2) Shall keep an official record of the functions and important highlights of the AS-LBCC.
 - (3) Shall preserve all records, reports, and documents of the AS-LBCC.
 - (4) Shall keep an attendance record of the members of the Executive Council.
 - (5) Shall be fourth in the Executive Council chain of command.
 - (6) Shall prepare a list of unfinished business for the Executive Council President before each meeting of the Executive Council.
 - (7) Shall have one vote in the Executive Council.
- (e) Corresponding Secretary
- (1) Assume the duties of the Recording Secretary in the event of that officer's absence or inability to act.
 - (2) Shall be fifth in the Executive Council chain of command.
 - (3) Shall assist the Recording Secretary in compiling the official record.
 - (4) Take care of all correspondence on behalf of the AS-LBCC.
 - (5) Shall keep a file of all correspondence sent and received on behalf of the AS-LBCC.
 - (6) Shall have one vote in the Executive Council.
- (f) Treasurer
- (1) Shall work with the College Business Manager for the accounting of all Student Body monies.
 - (2) Shall act as Chairman of the Finance Committee.
 - (3) Shall be sixth in the Executive Council chain of command.
 - (4) Shall receive all monies from Student Body activities or other functions, and deposit the same in official depositories.
 - (5) Shall have accounts and books open at all times for the Administrative Council, the Board of Directors, and

- any authorized auditors.
- (6) Shall have one vote in all Executive Council meetings.
- (7) Shall prepare a recommended budget.

ARTICLE III. Student Senate

Section 1.

The duties of the Student Senate Officers shall include:

- (a) President
 - (1) Shall preside at all Student Senate meetings.
 - (2) Shall conduct all business that will be beneficial to the AS-LBCC.
 - (3) Shall perform all duties usually pertaining to the office of Senate President of the AS-LBCC.
 - (4) Shall have no vote in the Senate except in the event of a tie vote.
- (b) Vice-President
 - (1) Assume the duties of the Senate President in the absence of or inability to act of that officer.
 - (2) Shall perform all duties assigned by the Senate President and/or the Student Senate.
 - (3) Shall have one vote in all Student Senate activities, except when acting as Senate President.
- (c) Senate Secretary
 - (1) Shall be third in line in the Senate chain of command.
 - (2) Shall prepare a list of all Senate old business and submit the list to the Senate President before each Student Senate meeting.
 - (3) Shall keep a record, in the form of minutes, of all business, debate and votes that occur in the Student Senate.
 - (4) Shall keep an attendance record of all Student Senate meetings.
 - (5) Shall have one vote in the Student Senate, except when acting as Senate President.
- (d) Senate Treasurer
 - (1) Shall be fourth in the Senate chain of command.
 - (2) Shall prepare a financial statement on the financial condition of the AS-LBCC and present the statement at each Senate meeting.
 - (3) Shall carry out all duties assigned by the Senate President and/or Student Senate.
 - (4) Shall have one vote in all the Senate except when acting as Senate President.
- (e) Any officer acting as Senate President shall have no vote except in case of a tie vote.

Section 2.

The duties of the Student Senators shall include:

- (a) The Executive Council Second Vice-President and the Executive Council Corresponding Secretary
 - (1) Shall act as Advisors to the Senate Officers.
 - (2) Shall have one vote each in all Student Senate activities.
 - (3) Shall become a Student Senate Officer in the event of the inability to act or the absence of any student officer.
- (b) The four (4) Directors appointed by Executive Council
 - (1) Shall insure that all matters brought before the Student Senate are beneficial for all the members of the AS-LBCC.
 - (2) Shall keep in touch with student goals and ambitions, and introduce legislation that pertains to the above matters.
 - (3) Shall have one vote each in the Senate.
- (c) The six (6) Representatives elected by the general voting members of the AS-LBCC
 - (1) Shall insure that all matters brought before the Student Senate are beneficial to the AS-LBCC.
 - (2) Shall keep in close contact with the General Membership of the AS-LBCC.
 - (3) Each Representative shall have one vote in the Senate.

ARTICLE IV. Introduction of Legislation to the Student Senate.

The sponsoring Student Senator or AS-LBCC Member shall present a copy of the proposed legislation to the Executive Council for review. If the Executive Council, by a majority vote, believes the legislation will be beneficial to the AS-LBCC, then the legislation will be given back to the sponsoring member and may then be introduced to the Student Senate.

ARTICLE V. Elections

Section 1.

The Election Committee will consist of seven (7) members. One (1) member of the committee shall be the Second Vice-President of the Student Government Executive Council. The Second Vice-President shall serve as Chairman of the Election Committee, and shall have no vote except in event of a tie vote. No appointed member may run for Student Body Office while serving on the committee.

Section 2.

The Committee's duties shall include but not be limited to:

- (a) Review all candidate petitions so they comply with this Article.
- (b) Set dates for petition deadline, campaign assembly and voting.
- (e) Prepare ballots and polls.
- (d) Make any specific rules for campaigning and elections in

accordance with these Bylaws.

- (e) Shall immediately post all election results.

Section 3.

Any portion of these Bylaws may be temporarily suspended if the question will make an election impossible, or greatly impare the election process. The procedure for temporary suspension of articles within this Bylaw shall be as follows:

- (a) A petition shall be presented by the Election Committee Chairman to a formal meeting of the Student Government Executive Council.
- (b) The Executive Council shall then by a two-thirds (2/3) vote either suspend the article or let the article stand.
- (c) The temporary suspension shall be reverted automatically when the election in question is completed.

Section 4.

Election rules and regulations are as follows:

- (a) Any Student wishing to run for office must submit a petition.
- (b) Elections must be by secret ballot.
- (c) Candidates must have a 2.00 GPA for all high school work or be in good standing with Linn-Benton Community College.

Section 5.

Rules pertaining to office holders are as follows:

- (a) If any member of the Executive Council or Student Senate misses three (3) consecutive meetings unexcused, he shall be removed from office by a two-thirds (2/3) vote of the Senate. A Special Election will be called.
- (b) The grade point average of officers shall be reviewed by the Election Committee.

ARTICLE VI. Clubs and Organizations

Section 1.

Petitions for club formation must include eight (8) student's signatures. All clubs and organizations must submit a constitution to the Executive Council for approval. A two-thirds (2/3) vote of the Executive Council is necessary for approval of the constitution.

Section 2.

Any club or organization which is presently non-functioning will be given a period of one year to reorganize its membership and to comply with the sections of this article. If the club or organization fails to meet these requirements of reactivation within the time period, it shall lose any status that it previously held as a part of the AS-LBCC.

ARTICLE VII. Initiative and Recall

Section 1.

Before circulating an initiative or recall petition to the Associated Student Body, on any act or part of an act of the Student Senate or

an amendment to the Constitution or its Bylaws, or demanding the recall of an officer, signed copy of the petition shall be delivered to the Student Government Executive Council Secretary. One or more sponsors of the petition shall sign and file the petition with the Second Vice-President Executive Council.

Section 2.

One hundred or fifteen per cent, whichever is the lesser, of the full-time students must sign a petition. The AS-LBCC Student Body Number must be included with each signature. The Student Body Number must be verified by the Student Activities Office. Two-thirds (2/3) of the votes cast will decide the issue. The Student Senate shall act in accordance with the election outcome. The election results must be posted within two (2) days after the election.

ARTICLE VIII. Reference Board

Reference Board shall be formed to render professional advice to the Student Government. Members may be from fields as insurance, law, or law enforcement. Also, the following persons may be included: members of the LBCC Board, the Faculty Association President, the College President, or the Business Manager. Others may be included.

ARTICLE IX. Bonding of Officers

The following officers shall be bonded as recommended by the Associated Student Body auditing firm: the Treasurer and any others authorized to handle Associated Student Body funds who may be recommended by the auditing firm.

ARTICLE X. Standing or Special Committees

Standing or special committees will be created by the Executive Council. The Executive Council President will appoint the Committee Chairman.

ARTICLE XI. Amending or Adding Bylaws

The Bylaws may be amended by a two-thirds (2/3) vote of the Student Senate. New Bylaws may be added by a simple majority vote of the AS-LBCC. Any amendment or new Bylaw can be voted on only after being made available for inspection by the AS-LBCC for at least fifteen school days before the election. In addition, the Bylaws will be printed in the LBCC news bulletin at this time.

LBCC COMMITTEE STRUCTURE

I. ADMINISTRATIVE COUNCIL

Meets every Tuesday, 9:00 a.m.

President, Chairman

Dean of Instruction

Dean of Student Personnel Services

Director, Adult Education, Evening College, and Summer School

Business Manager

The Administrative Council is composed of the top line administrators and is the body which approves and suggests topics for board consideration. Recommendations from various other college committees are discussed, approved, or referred for further study by the Administrative Council. It also serves to keep the President informed of activities of the various divisions.

II. COLLEGE COUNCIL

Meets the third Thursday of each month, 3:30 p. m.

President, Chairman

4 - students

4 - certificated staff members

1 - classified staff member

2 - administrators

The College Council serves as the President's informal line of communication with students and staff. It offers opportunities for discussion on any topic affecting the college without going through "channels." Suggestions may initiate from this group and be referred to appropriate bodies for action.

III. CURRICULUM COMMITTEE

Meets the third Wednesday of each month, 3:30 p. m.

Dean of Instruction, Chairman

2 - students

8 - faculty representatives by division Director of Occupational Education

The Curriculum Committee is designated as the official body responsible for approval of all proposals dealing with development of the curricular offerings of LBCC. New courses, credit and non-credit, challenge procedures, etc., must be approved by this committee before it is forwarded to the Administrative Council for review prior to presentation to the Board of Education.

IV. ACTIVITIES AND CO-CURRICULAR FUND COMMITTEE (Finance)

Meets the first Thursday of each month at 12:15 p. m. (except during

the budgeting period when additional meetings may be called).

Co-Chairmanship: Dean of Student Personnel Services, General
Chairman

Business Manager, Budget Chairman

- 4 - students
- 2 - faculty members
- 2 - administrators

The Activities and Co-Curricular Fund Committee acts as the advisory and budgeting group for ACCF purposes. Each year the ACCF Committee develops the ACCF proposed budget for the succeeding year. The proposed budget is then forwarded to the Administrative Council for evaluation prior to Board review. This committee also reviews and considers special budget requests within the ACCF budget structure.

ADDITIONAL COLLEGE COMMITTEES WHICH MEET ON CALL

1. BOOKSTORE ADVISORY COMMITTEE

Business Manager, Chairman

- 2 - students
- 2 - faculty members
- 1 - administrator

Bookstore Manager

This group recommends policy to the Administrative Council.

2. INSTRUCTOR APPRAISAL COMMITTEE

Dean of Instruction, Chairman

Director of Occupational Education

Director of Adult Education, Evening College and Summer
School

Two members chosen on the basis of occupational back-
ground

This body is called into session by the Dean of Instruction as one method of obtaining State Department approval for an occupational instructor whose qualifications may not meet state requirements.

3. INSTRUCTIONAL COORDINATING COMMITTEE

Dean of Instruction, Chairman

Director of Occupational Education

Director of Adult Education, Evening College and Summer
School

Assistant Director of Adult Education

Director of Learning Resources Center

This group meets to schedule work assignments and coordinate efforts in the instructional area.

4. **FINANCIAL AIDS COMMITTEE**

Dean of Student Personnel Services, Chairman
Business Manager
Director of Counseling
2 - students

This committee assists the Dean of Student Personnel Services in determining the financial aids and related student financial needs.

5. **ADMISSIONS AND GRADE STANDARDS COMMITTEE**

Dean of Student Personnel Services, Chairman
Director of Counseling
2 - students
2 - faculty members

This group reviews individual scholarship problems and special admissions cases. Suggestions for revision and/or modification of admissions and grade standards may be initiated by this committee.

6. **LEARNING RESOURCES CENTER COMMITTEE**

Director of the Learning Resources Center, Chairman
2 - students
3 - faculty members
2 - administrators

This committee meets at the request of the Director of the Learning Resources Center to assist in the development, resource allocation, and operation of the LRC to meet the needs of staff and students.

7. **ACTIVITIES COMMITTEE (Artists and Lecturers)**

Director of Student Activities, Chairman
4 - students
2 - faculty members
2 - administrators

This committee assists the Director of Student Activities in planning and recommending appropriate activities, artists and lecture series, etc.

WHERE TO GO IF YOU WISH TO FIND OUT ABOUT:

Academic Information	Dean of Student Personnel Services
Accidents and Injuries at the College.....	Dean of Student Personnel Services
Adding a Course	Registrar's Office
Admission Information	Dean of Student Personnel Services
Athletics	P. E. Department
Book Purchasing	Bookstore
Changing a Course	Counselor - Registrar's Office
College Publications	Office of Student Activities
Credit Evaluation	Registrar's Office
Dropping a Course	Counselor - Registrar's Office
Grade Point Average (GPA)	Registrar's Office
Health Problems	Dean of Student Personnel Services
Housing	Office of Student Activities
Information	Switchboard or Office of Student Activities
Insurance	Registrar's Office
Jobs, Part-time	Office of Student Activities
Loans	Dean of Student Personnel Services
Lost and Found	Office of Student Activities
Make-up Work	Individual Instructor
Meeting and Conference Rooms	Office of Student Activities
Payment of Tuition	Bookstore
Personal Problems	Counselor
Refunds	Registrar's Office
Registration	Registrar's Office
Scholarships	Dean of Student Personnel Services
Selective Service Information	Counselor
Social Activities	Office of Student Activities

Student Government	Student Government Offices
Study Skills	Study Skills Office
Supplies for Classes	Instructor - Bookstore
Transfer to other Colleges or Universities	Counselors
Transcripts, Copies for Forwarding	Registrar's Office
Tuition Information	Registrar's Office
Veterans Affairs	Registrar's Office
Vocational Information	Counselors
Vocational Tests	Counselors
Withdrawal from College	Counselors - Registrar's Office

WHERE TO FIND:

Bookstore	Building A, Park Campus
Counselors	Building A, Park Campus
Dean of Student Personnel Services	Building A, Park Campus
Instructors	Individual Offices
Office of Student Activities	College Center, Park Campus
P. E. Department	Baptist Church Gym
Registrar's Office	Building A, Park Campus
Student Government Offices	College Center, Park Campus
Study Skills Office	Building A, Park Campus
Switchboard	Administration Building, 203 W. 1st

