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correspondence courses

1961 - 1962

central washington state college

CENTRAL WASHINGTON STATE COLLEGE

Ellensburg, Washington



CORRESPONDENCE COURSES

Address All Communications Concerning Correspondence Courses To:

Director of Educational Services
Central Washington State College
Ellensburg, Washington

Entered at the Ellensburg, Wash., Post Office as Second Class Matter.

GENERAL INFORMATION

This special bulletin supersedes all previous correspondence bulletins and becomes effective July 1, 1961. The regular college catalog should be used as a guide in regard to requirements for the prerequisites and more detailed information about courses and requirements.

Correspondence courses are college level courses designed for persons who cannot attend the regular college classes. They are prepared and taught by regular members of the college staff who teach similar courses in residence. Correspondence study can be taken continuously throughout the year and the student may begin at any time. The instructional method follows the best practices developed in college classes and is adapted to the special conditions for correspondence study. It varies in individual courses and subjects, but always attempts systematically to present the subject in lessons or projects supplemented by text, syllabi and required or optional reading. The study and teaching are carried on through a series of lessons which are mailed to the student. When lessons are completed they are forwarded to the Office of Educational Services, Central Washington State College, Ellensburg, Washington, where they are recorded and sent to the instructor for grades and comments. Corrected lessons are then returned to the student as soon as possible. This process is continued until the course is completed, at which time a comprehensive examination is given. All lessons should, whenever possible, be typewritten.

Students should always bear in mind that the instructors of correspondence courses are all carrying full teaching loads in residence and there might be occasional delays in correspondence work. Also during vacations and in between quarters, some of the instructors leave the campus and it is necessary to mail the work to them for correction.

The student's final grade is filed with both the Office of Educational Services and with the Registrar's Office of the College. The Registrar's Office will send the student an unofficial transcript of his grade upon completion of the course. Official copies of the transcript may be obtained from the Registrar's Office for the fee of \$1 after the first copy.

Eligibility

High school graduates and mature students who have not completed a full four-year high school course may enroll for correspondence study. College credit is not allowed for correspondence study until high school graduation requirements have been met.

Any student who has not previously been enrolled as a resident student at Central Washington State College and desiring college credit for correspondence study shall submit to the Registrar either:

- (a) An official record of high school graduation, or
- (b) An official transcript of credits earned at another college.

Resident Students

Students enrolled for resident study and wishing at the same time to enroll for correspondence study must first secure written approval of the Registrar. Correspondence study may not be taken in addition to the maximum credit allowed for resident study. A form for approval by the Registrar may be secured from his office or from the Office of Educational Services and must be filed with the application for correspondence study.

Prerequisites

Students enrolling for credit must meet the prerequisites of each course. This regulation may be waived by written consent of the chairman of the division to which the course belongs.

Lower division courses (courses numbering 100 to 299) are designed primarily for first and second year students. Upper division courses (courses numbering 300-499) are designed primarily for third, fourth and fifth year students.

How and When to Register

A student may enroll for correspondence study at any time during the calendar year. Complete the application form contained on the last page of this catalog or send to the Office of Educational Services for an application form. Text-books and references may be requested at the same time (see Text Books and Other Materials for more detailed information).

Upon receipt and approval of the completed application together with a check or money order in payment of the fee, the Office of Educational Services will send all or a large group of the lessons.

Fees

The fee for correspondence courses is \$8 per credit and the fee must be paid upon registration. Payment for courses by check, postal note or money order is preferred. All checks pertaining to correspondence courses should be made out to Central Washington State College.

Credits

A total of 48 credits earned in extension and/or correspondence courses may be counted towards the degree of Bachelor of Arts in Education at Central Washington State College. Correspondence credit may not be used in meeting resident requirements for a degree.

Students who plan to use correspondence credit towards graduation must complete all the lessons and final examination before the beginning of their final quarter of residence study prior to the issuance of a degree.

A total of 12 credits earned by extension and/or correspondence may be counted towards the fifth year. Credits earned by correspondence may not be applied towards requirements for a Master's Degree.

Letter grades (A, B, C, D, F) are given in all correspondence courses. All credits are quarter credits.

Transfer of Credits

Anyone planning to transfer correspondence credits to another institution should check with that institution to see if it will be accepted towards his graduation requirements. Correspondence credit is accepted by most higher institutions toward graduation requirements.

Textbooks and Other Materials

The student is responsible for securing his own textbooks, references, or other materials required for the course. The cost of books and materials is not included as part of the enrollment fee.

Textbooks are stocked by the College Book Store but will be sent only at the student's request. Requests for books

may be made through the Office of Educational Services when the application for correspondence study is submitted or an order may be sent directly to the College Book Store. Orders will be sent C.O.D. whenever possible.

Reference books may be borrowed from the College Library to the extent that such books are available. All applications for the use of reference books shall be sent directly to the librarian of the College. Books are issued for two weeks and are renewable upon application to the librarian. All books must be properly returned when due, or renewed in advance. Postage both ways is to be paid by the student.

Preparing and Mailing Lessons

The first sheet for each lesson and return envelopes will be provided by the College. All lessons should be written on 8½ x 11 paper. Write on one side only. Typewritten lessons are preferred but not required. To avoid delay in the handling of lessons, be sure that you have added enough postage to the envelope. Many lessons require more than the minimum amount for a letter. **Do not send lessons to the instructor.** Each lesson or unit should be mailed as soon as completed to:

Office of Educational Services
Central Washington State College
Ellensburg, Washington

Time Limitation

A correspondence course may not be completed in less than one calendar month and should be finished in not more than one year from the date of enrollment. If no work is done on a course within 6 months of the date of enrollment, a fee of \$1 will be required to reinstate the student. If a student cannot complete his course within one year, a six month extension of time may be granted at the discretion of the Director. The fee for this reinstatement is \$1.

Examinations

When a course is completed, examinations may be taken in the Office of Educational Services at the College. If the students cannot take the examination at the College, they may send in the name and address of a principal or superintendent to whom the examination may be mailed for super-

vision. The student should arrange the time and place for taking the examination with the supervisor.

Change of Registration

A student may change his registration to a different course if he has not submitted any lessons on the original course. The change of registration fee is \$2.

Refunds

A student withdrawing within one month from the date of enrollment will be entitled to a refund amounting to two-thirds of the course fee provided that no lessons have been completed. No refunds will be allowed four weeks after the date of enrollment or if any lessons have been completed. Course materials must be returned before refund will be given.

DESCRIPTION OF CORRESPONDENCE COURSES

(Numbers in parentheses are former course numbers.)

ART

Art 100c, Introduction to Art

A survey of the visual arts including the major areas of art expression, art in the home, and industrial art, which satisfy the problems of human needs. The emotional and intellectual values of selected historical works are analyzed in relation to their respective cultures, and contemporary works and artists are introduced in order to expand the student's knowledge of his own times, and to promote a sympathetic understanding of art in its broad application to daily life. 2 credits, \$16.

Text: "Art Today" by Faulkner, Ziegfield, and Hill, third edition, Holt Publishing Co.

Art 277c (51), Lettering

A practical background in various types of lettering. The use of pen and brush with construction and spacing of modern letter forms. The finished plates will be checked and returned with any necessary comment. All plates not meeting requirements must be done over before the next set of lessons is sent. Lessons for this course will not be graded between June 1 and October 1. 2 credits, \$16.

Text: No text. A list of necessary supplies is furnished with the course.

BUSINESS EDUCATION

Business Education 285c, Business Correspondence

Correct instruction on how to write business letters and the handling of business correspondence. Attention is given to structure and content. Likewise, emphasis is placed upon correct business English as well as proper analysis of different types of letters used. 3 credits, \$24.

Text: Reigner, Charles G., "College Business Correspondence", second edition, 1960, The H. M. Rowe Company, Baltimore, Maryland.

Business Education 375c, Consumer Education

This course is designed to aid and help the student become a more intelligent, effective, and conscientious consumer through the study of buymanship, choice making, selection, use, protection, and money management. Assists those who desire to include the consumer approach to their teaching. 3 credits, \$24.

Text: Troelstrup, Arch W., "Consumer Problems and Personal Finance", McGraw-Hill Book Company, Inc., New York, N. Y., 1957, second edition.

EDUCATION

Education 321c (124), Reading Readiness

A study is made of factors in child development which are intimately related to success in reading. Ways of checking readiness include the analysis of physical, mental, and reading-readiness tests and experience in their use. Consideration is given to kindergarten and beginning first grade experience which build background for reading. Readiness for later grades is also studied. 2 credits, \$16.

Text: Hildreth, Gertrude, "Readiness For School Beginners," 1950.

Education 323c (128), Teaching of Arithmetic

A study of the purposes, principles and methods of arithmetic instruction. Attention is given to the true nature of the fundamental processes, the "discovery" method as one means of putting the "meaning theory" into practice, the use of proof, the building of number concepts, and the purpose of problems. 3 credits, \$24.

Text: Spitzer, "Teaching of Arithmetic," third edition.

Education 346c (107), School Law

A study of those laws of the State of Washington which have bearing upon public education. 1 credit, \$8.

Text: State Manual of Washington, 1958, seventeenth edition.

Education 358c (146), Introduction to Guidance

This course considers the philosophy underlying guidance, i.e., the personal viewpoint and the major areas of guidance—namely, educational, personal-social and vocational adjustments. Consideration is directed toward the tools of guidance such as cumulative records, case studies, tests, observation, rating scales, and other application at various levels of educational and social development. 3 credits, \$24.

Text: Lefever, Turrell, and Weitzel, "Principles and Techniques of Guidance," 1950.

Education 420c (103), Teaching Procedures in the Language Arts

This course is designed for elementary and junior high school teachers, principals, and supervisors. It emphasizes curriculum objectives and selection of subject matter content, the materials and methods of instruction, and latest research accomplishments in language and spelling. 3 credits, \$24.

Text: Tidyman and Butterfield, "Teaching the Language Arts", McGraw-Hill, 1959, second edition.

Education 421c (132), The Modern Reading Program (Primary)

This course is designed primarily for experienced primary-grade teachers. The following topics will receive emphasis: Making the transition from reading-readiness activities to direct, systematic instruction in reading; experience-chart reading; vocabulary development (the acquisition of the sight vocabulary, the use of clues, extending the speaking and meaning vocabulary, word analysis

including structural and phonetic analysis); developing fluent oral and silent reading; provisions for individual differences. 2½ credits, \$20.

Text: Heilman, Arthur W., "Principles and Practices of Teaching Reading", Charles E. Merrill, 1961 edition.

Education 422c (132), The Modern Reading Program

This course is designed primarily for experienced intermediate-grade teachers. Topics included are: Vocabulary development, comprehension, reading skills and abilities, individual differences, grouping. 2½ credits, \$20.

Texts: 1. McKee, Paul, "The Teaching of Reading in the Elementary Schools," 1948. 2. Russell, David, "Children Learn to Read," 1949.

Education 427c, The Modern Arithmetic Program (Primary)

This offering is designed to acquaint teachers with the newer concepts in arithmetic and furnish an opportunity to develop skills in applying these concepts in grades 1 through 3. 3 credits, \$24.

Text: "Learning and Teaching of Arithmetic," Banks, 1959, Allyn and Bacon. ALSO: "A Teacher's Introduction to the Cuisenaire-Gattegno Method of Teaching Arithmetic," by G. Gattegno. Cuisenaire Co. of America, 1960.

Education 428c, The Modern Arithmetic Program (Intermediate and Upper Grades)

This course emphasizes the new concepts in mathematics for grades 4 through 8 and the development of skills in applying these concepts. 3 credits, \$24.

Text. "Learning and Teaching Arithmetic," J. Houston Banks, 1959 Allyn and Bacon. ALSO: "Sets, Sentences, and Operations," by Donovan A. Johnson and William H. Glenn, Webster Publishing Co., 1960.

Education 435c, Safety Education

This course includes a thorough examination and study of factors affecting the safety of individuals. Areas included are accident prevention, safety in driving, water safety, home safety, accident prevention in the school—physical education, shops, safety as a social problem, development of safety skills, habits, and attitudes and ideals. Special attention will be given to driver education. 3 credits, \$24.

Texts: Stack, H. J. and J. D. Elkow, "Education For Safe Living," third edition, Prentice-Hall; National Safety Council, "Accident Facts," Latest Edition. (The student is responsible for securing the latter text. Directions for securing this book can be found with the lessons.) "Education for Safe Living" can be obtained at the College Bookstore.

Education 462c, Construction and Use of Classroom Tests

This course is concerned primarily with the production and use of classroom tests. It includes a study of objectives, test theory, item theory, and item thoughts. The students will be required to prepare the following types of exercises: Multiple choice, sentence and paragraph completion, matching questions, true-false and essay questions. Students will be expected to construct a comprehensive achievement test of the objective type for any selected intermediate, junior or senior high school class. 2 credits, \$16.

Text: C. C. Ross and Julian Stanley, "Measurement in Today's Schools," third edition, Prentice-Hall.

Education 472c (159), Elementary Education

This course treats the teaching procedures used in the specialized areas not covered in Education 312. Special attention is given to creative experiences, classroom organization and management, techniques of studying and helping children, current trends in elementary curriculum, and problems of the beginning teacher. Prerequisite, Education 311 (104) or 312 (105). 3 credits, \$24.

Texts: Logan and Logan, "Teaching the Elementary Child", Houghton-Mifflin, 1961 edition.

Education 473c (160), Secondary Education

This course deals with the history of secondary education in the United States, broad objectives of secondary education, different forms of curriculum organization, appraisal of students, guidance and counsel programs, procedures for class management, objective aids to instruction, extra class and extra school activities of teachers and students, youth problems and preparing youth for their life problems. Prerequisite, Education 311 (104) or 312 (105). 3 credits, \$24.

Text: Bent and Kronenberg, "Principles of Secondary Education," fourth edition, McGraw-Hill.

ENGLISH

English 205c (20), Literary Backgrounds

In this course literature is approached as a record of ideas. Sections include a variety of literary forms, chiefly from English and American literature. Prerequisite, sophomore standing. 5 credits, \$40.

Text: Brooks, Purser, Warren, "An Approach to Literature," third edition. Additional references are listed with the lessons.

English 320c (119), Children's Literature

A study of the types of literature best suited to children of grades one to six. Includes reading and evaluation of material from early folklore to present-day books for children. Prerequisite, Junior standing. 2 credits, \$16.

Text: Huber, Miriam Blanton, "Story and Verse for Children," 1955 revised edition. Additional references are listed with the lessons.

HEALTH EDUCATION

Health Education 100c, Health Essentials

A survey of the principles and practices of healthful living leading towards a personally satisfying and socially useful life. Problems of personal and community health are studied to provide the knowledge needed to develop correct attitudes and positive health actions. 3 credits, \$24.

Text: Johns, Sutton and Webster, "Health for Effective Living" Latest edition.

Health Education 207c, Introduction to School Health

This course is designed to give a background in history, philosophy, legal requirements and the total school health program. 3 credits, \$24.

Text: S. L. Anderson, "School Health Practices", C. V. Mosby Company, latest edition.

Health Education 460c (103), School Health

School health problems are studied with emphasis upon the teacher's responsibility for maintenance of good health, prevention of disease, and control of a healthful school environment. 2 credits, \$16.

Text: Turner, "School Health and Health Education." 1957 edition, C. V. Mosby Co.

HISTORY

History 100c (21), Growth of American Democracy

Attention is directed towards the rise and growth of the democratic ideal in government and politics, and in social, economic, and cultural life. Reform movements which have led to changes will be studied. The aim of the course is to help students to a fuller appreciation of the American heritage and an awareness of their own responsibilities as citizens. (Note: Students who expect to major in History or in the Social Sciences should take History 143 and 144 instead of History 100c.) 5 credits, \$40.

Text: Baldwin, "Survey of American History." 1957, American Book.

History 201c (110), The History and Government of Washington

This course deals with the early phases of exploration and settlement in Washington as well as the more recent political, economic, and social development. The latter part of the course is devoted to a study of the organization and functioning of the state government. Meets the requirement for a teaching certificate in Washington. 3 credits, \$24.

Texts: Johansen & Gates, "Empire of the Columbia," 1957 textbook edition. 2. Avery, Mary, "Government of the State of Washington," 1955 or 1957 or 1959 editions.

History 347c (111), The United States Since 1919

This course provides an intensive study of the United States since World War I. The period of "normalcy," the depression, the New Deal, World War II, and the period since 1945 comprises the field of study. Special attention is given to those aspects of modern life which must of necessity be omitted from survey courses. 5 credits, \$40.

Text: Barck and Blake, "Since 1900," third edition, MacMillan.
Paperbacks: "Only Yesterday," Frederick Lewis Allen, Bantam Books, and "The Great Depression," Shannon, Spectrum Books.

HOME ECONOMICS

Home Economics 200c, General Nutrition

This course includes the fundamental principles and their application to human nutrition. The aims of the course are to help the student obtain a good understanding of the body needs and body processes through careful study. As a result of the course, the student should: (1) Have a better understanding of all essential nutrients, requirements and recommended allowances for each; (2) know how to plan adequate diets; (3) utilize such knowledge for preventing ill health and promoting a high degree of physical fitness. 3 credits, \$24.

Text: Bogert: "Nutrition and Physical Fitness," seventh edition, 1960.

MATHEMATICS

Mathematics 147c, Geometry

A course for students having a deficiency in high school geometry, who contemplate enrolling later in courses more advanced than College Algebra. Not to be counted toward a mathematics major or minor. 5 credits, \$40.

Text: L. J. Adams, "Plane Geometry for Colleges," 1958.

Mathematics 163c, College Algebra

Prerequisites, four semesters of high school algebra, or Mathematics 145, or permission. A study of quadratic, higher degree polynomial, logarithmic, and exponential functions; determinants, progressions, series, permutations, combinations, and probability. Not open to students with credit in Mathematics 161 or 162. 5 credits, \$40.

Text: Bardell and Spitzbart, "College Algebra," 1957 edition.

Mathematics 165c (51), Trigonometry

Prerequisites, two semesters of high school algebra and either high school geometry or Mathematics 147. Functions of acute angles, solution of right and oblique triangles, functions of any angle identities, trigonometric equations. Not to be counted toward a mathematics major or minor. 3 credits, \$24.

Text: Rosenback, Whitman, and Moskovitz, "Essentials of Plane Trigonometry," with tables.

Mathematics 175c (52), Analytic Geometry and Calculus

Graphic representation, the straight line, graphs of the circle, ellipse, parabola, hyperbola, a study of rates, differentiation, and integration. Prerequisites, Mathematics 162 and 165. 5 lessons, \$40.

Text: Smail, Lloyd L., "Analytic Geometry and Calculus."

PSYCHOLOGY

Psychology 310c, Learning and Evaluation

Prerequisites, Education 207 and Psychology 309 and admission to the Teacher Education Program. A study is made of how children and youth learn, how to assess readiness for learning, and how to measure the changes in performances which occur as a function of the teaching-learning process. 4 credits, \$32.

Text: Klausmeir, H. J., "Learning and Human Abilities; Educational Psychology," Harper and Brothers, 1961.

Psychology 346c, Social Psychology

Prerequisite, Psychology 100. A study of the effect of human institutions upon group and individual behavior and the reciprocal effect of the individual on society. Topics include the study of motives, attitudes, values, role behavior, group development, and "self" development. 4 credits, \$32.

Text: Kimball Young, "Social Psychology," Appleton-Century-Crofts, latest edition.

Psychology 351c, Youth and Marriage

Preparation for marriage. The contribution of the dating, courtship, and engagement periods to successful marriage. The role of personality, financial, religious and sex adjustments and emotional maturity. Reproduction, parenthood, and family crises. 3 credits, \$24.

Text: Lester A. Kirkendall, "A Reading and Study Guide for Students in Marriage and Family Relations," W. C. Brown, 1960 edition.

Psychology 456c, Personnel Psychology

A study of the contributions of psychology to personnel problems in labor, industry, government, education and the armed forces. 3 credits, \$24.

Text: Haire, "Psychology in Management," McGraw-Hill, latest edition.

Psychology 461c, History and Systems of Psychology

Prerequisite, Psychology 452. A consideration of experimental and theoretical backgrounds of modern psychology and an introduction to the major contemporary points of view. Consideration is given to the major differences and similarities in behavioral, field or gestalt, and psychoanalytic approaches to contemporary problems. 5 credits, \$40.

Text: Heidbreder, "Seven Psychologies," Appleton-Century-Crofts, latest edition.

SCIENCE

Biological Science 100c (2), Survey of Biological Sciences

This course deals with a survey of plants and animals to show variety, patterns and relationships, the dynamics of living things with an emphasis on the physiology of man, and organic evolution, heredity and eugenics. 5 credits, \$40.

Text: Etkin, William, "College Biology," 1950.

Physical Science 100c (1), Survey of Physical Sciences

A course designed to give the student an understanding of his physical environment and an appreciation of the rule of science in our present day world. Effort is made to impart an understanding of the scientific method and to give the student an opportunity to use it to trace changes and growths in scientific concepts; and to analyze some of the implications of science in a modern society. 5 credits, \$40.

Text: Jean, F. C. and others, "Man and His Physical Universe," Revised edition, 1949. Supplementary text: Shapely, H., "Readings in the Physical Sciences," 1948.

SOCIAL SCIENCE

Social Science 420c (117), Methods and Materials in the Social Sciences—Elementary

The central purpose of this course is the selection and use of methods and materials for effective teaching of the social sciences in the elementary school, from kindergarten through sixth grade. 2 credits, \$16.

Text: Preston, Ralph C., "Teaching Social Studies in the Elementary School," 1958 edition, Rinehart Co., Inc.

SOCIOLOGY

Sociology 100c (20), Development of Social Institutions

A study beginning with the natural history of the human species, showing how man has come to think, live and utilize his environment. The influences of thought, cultures, and institutions are related to contemporary problems. Special attention is given to analyzing contemporary problems, the criteria for determining them, and a scientific approach that will contribute to their understanding and possible solution. 5 credits, \$40.

Text: Hedger, G. A., "An Introduction to Western Civilization," 1949.

TEACHING STAFF

DONALD H. BAEPLER, Ph.D., Assistant Professor of Zoology
D. DARYL BASLER, Ph.D., Assistant Professor of Education
THEODORE B. BOWEN, M.A., Associate Professor of Physical Science
J. WESLEY CRUM, Ph.D., Professor of Education
AYLEEN ERICKSON, B.S. plus Graduate work in Institutional Management, Member of American Dietetic Association
WILLIAM D. FLOYD, Ed.D., Associate Professor of Education
GERALD GAGE, Ed.D., Assistant Professor of Psychology
DONALD G. GOETSCHUIS, Ed.D., Associate Professor of Education
EDWARD C. HAINES, MAE, Associate Professor of Art
BERNARD MARTIN, M.Ed., Assistant Professor of Mathematics
SAMUEL R. MOHLER, Ph.D., Professor of History
DONALD J. MURPHY, Ph.D., Associate Professor of Education
ELWYN H. ODELL, Ph.D., Professor of Political Science
ALBERT H. POFFENROTH, M.S., Associate Professor of Physical Education
REINO RANDALL, M.A., Associate Professor of Art
LINWOOD E. REYNOLDS, M.A., Associate Professor of Physical Education
KEITH RINEHART, Ph.D., Associate Professor of English
HOWARD B. ROBINSON, M.A., Associate Professor of Psychology
FLOYD H. RODINE, Ph.D., Associate Professor of History
HOWARD A. SCHAUB, M.S., Associate Professor of Physical Education
MARY I. SIMPSON, A.M., Associate Professor of Education
T. DEAN STINSON, Ed.D., Professor of Education
MARY I. UBER, Ph.D., Associate Professor of Business Education

**CENTRAL WASHINGTON STATE COLLEGE
OFFICES OF EDUCATIONAL SERVICES**

Ellensburg, Washington

Application for Correspondence Courses

Name of Applicant, Mr., Mrs., Miss: Date.....

.....
(Last Name)

(First Name)

(Middle Name or Initial)

Maiden Name, if married woman.....

Address:

.....
(Street and Number)

(City)

(State)

Date of Birth.....

Present Occupation.....

Employer or School.....

Have you graduated from High School?..... When?.....

Where?

List Colleges Attended.....

.....
Present Collegiate standing:

Freshman..... Soph..... Junior..... Senior..... Post Grad.....

Do you wish college credit?..... Is credit to be used toward a degree
at C.W.S.C.?..... If not, for what purpose are you taking this
course?

.....
If credit is desired for a degree, for teacher certification or for
some other purpose, what is the final date on which credit is
due?.....

(Correspondence credit to be used for a degree at C.W.S.C. must be completed
before a student's final quarter of residence study. Correspondence credit to be
used for teacher certification in September must be completed by August 1.)

(Application continued on next page.)

Are you now enrolled or do you plan to be enrolled for resident study at C.W.S.C. or elsewhere while taking this correspondence course?

(Students enrolled for resident study at C.W.S.C. or at any college are requested to file written approval from the Registrar at that college with any application for correspondence study.)

Do you desire to have us place an order for the required textbooks?

.....
(Textbooks will be sent C.O.D. in cases where payment does not accompany the order.)

Courses Desired:

1. **Department and Course Number**.....**Credit**.....

Course Title

2. **Department and Course Number**.....**Credit**.....

Course Title

Check or postal money order enclosed for \$.....

(Checks are to be made payable to Central Washington State College.)

Upon approval of application and receipt of fees, the first lessons will be sent. Courses are to be completed within twelve months from the date of enrollment.

A student withdrawing within one month from the date of enrollment will be entitled to a 2/3 refund of the course fee provided that no lessons have been completed. No refunds will be allowed four weeks after the date of enrollment or if any lessons have been completed. Course materials must be returned before refund will be given.

Application approved by.....

Director of Educational Services