Preliminary and tentative

INFORMATION BULLETIN (No. 1)

about the

REGIONAL COMMUNITY COLLEGE

125 Federal Street, Greenfield
Phone: Prescott 4-4378

under the auspices of the
Massachusetts Board of Regional Community Colleges

Apply now for admission September 1962

Walter M. Taylor, Director
Doris E. Kelley, Secretary  Feb. 1962

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FEES and other costs

Application fee . . . . . . . . . . . . . . . $10
(Payable with the application and
not refundable.

*Tuition fee, per semester . . . . . . . . . $100
(Payable at Registration.

*Tuition fee for part-time programs
(per semester-hour of work . . . . . . $13

Activities fee, per year . . . . . . . . . $25
(Payable at Registration, supports
activities and programs not included
(in Legislative appropriations, and
includes student accident insurance.

Laboratory fees, when required,
(per laboratory course, per semester . . . $5

Graduation fee, payable in second year . . . $10

*Make check payable to
COMMUNITY COLLEGE at GREENFIELD
until official name is announced.

BOOKS and supplies, available at the College Bookstore,
will cost about $60 per year.

These fees pay but a fraction of the
cost of your education at the College.
The balance is paid in annual appro-
priations made by the state Legislature
In addition -

The General Studies student will take:
- a science (Biology or Chemistry) ... 3 or 4 credits
- Mathematics, a foreign language, or
- a second Humanities elective ... 3 credits

The University-parallel (Transfer) student will take:
- a laboratory science (Biology or
- Chemistry) ... 4 credits
- Mathematics or a foreign language ... 3 credits

The Executive Secretarial student will take:
- Typing 1 (5 hours) ... 3 credits
- Shorthand and Transcription 1 ... 3 credits

The Business & Management student will take:
- Basic Accounting ... 4 credits
- Principles of Economics (as part of
- Humanities 1) ... (3 credits)
- Introduction to Mathematics or a
- Liberal Arts elective ... 3 credits

An individual not desiring a full
16 or 17 hours of classes per week
may be enrolled as a Special Student.
PROGRAMS

The College offers four curriculums this year each leading to the Associate in Arts or the Associate in Science degree upon successful completion of requirements:

I. General Studies -- for students desiring but two years of general education; for those who are unsure of themselves and their ability to handle college-level work; for those of ability whose records of school performance do not prove it; for those who simply do not yet know what they want to do and who need more time, guidance, and exploration to find out.

II. University-parallel (Transfer) -- for students whose maturity, motivation, and records of performance indicate their capacity for higher education. The student accepted into this curriculum will select his or her courses of instruction, with the help of an adviser, with the requirements of the college to which he hopes to transfer in mind.

III. Executive Secretarial -- for students who desire to acquire a high degree of competence in marketable skills in the secretarial field. Electives in this field may be chosen on the basis of a special secretarial field the student wishes to enter.

IV. Business & Management -- for students desiring a foundation for responsible positions in business or industry. One's record in first-year Accounting will determine whether he or she may be regarded as a candidate for transfer to a baccalaureate program in Business Administration.

Other programs, including extension courses, of variable length, some meeting evenings, will be established for adults, young and old, as need becomes apparent. In the years ahead the College expects to offer significant semi-professional and technical courses leading to certificates and degrees.
ENTRANCE REQUIREMENTS

Candidates for admission to full-time programs must ordinarily be high school graduates and take the Scholastic Aptitude Test (SAT) prior to admission.

The steps to admission are:

Step 1. Write, 'phone, or appear in person at the College office to get an application blank.

Step 2. Fill out this form in full.

Step 3. Ask the records office at your secondary school to mail to the Admissions Officer a transcript of your scholastic record—to include scores on any SAT's or other similar tests you have taken.

Step 4. Mail or take your application form, together with the non-refundable application fee ($10) to the College.

Step 5. Alert your referees (Cf. item 5 on the application form) to the likelihood that they may receive from the College a request for comments about you.

Step 6. Be ready for a personal interview at the College.

Step 7. Expect to receive a letter of admission or rejection from the College.

The College welcomes students of promise, of good will, and of sound personal qualities. It reserves the right to dismiss the student who demonstrates his inability to meet the College's standards for conduct or scholarship.
COURSES OF INSTRUCTION

All full-time students will take these three courses:

(1) Humanities 1 -- THE BACKGROUND AND DEVELOPMENT OF AMERICAN THOUGHT AND INSTITUTIONS (6 credit-hours)

This course comprises lectures, readings, field trips, and laboratory experiences connected with European antecedents for American ideals and ideas, the impact of eastern history and culture, the impact of science and mathematics on the conduct of men, with related courses in one or more of these areas: anthropology, sociology, psychology, economics, history, government, fine arts, and literature. These courses are selected by the student with the assistance of an adviser as they are related to the individual's educational plans.

(2) English Comp. 1 -- THE COMMUNICATION OF IDEAS (3 cr.-hrs)

This course is concerned with improvement of the student's abilities to communicate in English—with attention to effective listening as well as to reading, speaking, and writing.

(3) DIRECTOR'S HOUR (1 credit-hour)

This course consists of meetings of the entire student body and is concerned with the development of attitudes and value judgments which will enable the student to make best use of the College facilities, programs, policies, and practices. It will be a matter of intelligent self-interest that the student attend these meetings if for no other reason than to hear announcements of policies. The Director and faculty will also bring to this hour regional leaders and other guests with whom students may converse about matters important to the region, the Commonwealth, the nation, and the world.

Beyond these three courses, a student will enroll, with the help of an adviser, in the courses appropriate to his or her curriculum, as listed on the next page.
PURPOSE:

To offer meaningful college-level programs and courses

-- to high school graduates and adults qualified by adequate backgrounds of ability and intelligence, strong motivation, good will and a cooperative frame of mind,

-- meeting individual community and regional needs and

-- utilizing community and regional resources,

-- with the object of helping each student develop something of his or her potential in terms of individual self-realization and of civic and social competence,

-- by means of materials and methods calculated to involve each student in predicaments from which he (or she) will want to extricate himself by his own efforts and without threat to his security,

-- as taught by distinguished, dedicated and sympathetic faculty members,

-- in a total environment and climate for learning conducive to maximum individual and even pleasurable effort on the student's part,

-- all within commuting distance of home and

-- at a reasonably low cost.
The college at Greenfield is the fifth to be opened by the Massachusetts Board of Regional Community Colleges for the Commonwealth under the provisions of Ch. 605 of the Acts of 1958. Walter M. Taylor was Executive Director of this Board before his appointment as Director at Greenfield. The Board, appointed by the Governor, comprises:

Kermit C. Morrisey, Brandeis University, Chairman

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Edward J. Russell, former Supt. of Schools, Pittsfield

Martin Sweig, Secretary to the Speaker of the House, Washington, D.C.

*Ex-officio

A ten-member regional ADVISORY BOARD, also appointed by the Governor, may have been announced by the time you are reading this page. If so, an insert will list their names.