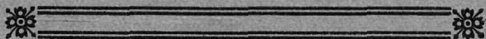
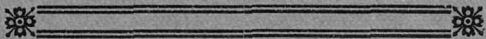


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# STUDENT GUIDE

Messiah Bible College  
Grantham, Pa.



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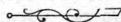
## STUDENT GUIDE



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## PRESIDENT'S GREETINGS



Most cordially we welcome each new student and all former students returning to M. B. C. We believe you will find christian character and friendship and scholarship among students and teachers.

Perplexities, difficulties and temptations surround us. We need training, instruction, discipline, and most of all the dynamic of the indwelling Christ to rightly meet these problems.

May you find your stay with us both pleasant and profitable!

Very sincerely,

C. N. HOSTETTER, JR.

## M. B. C. PRINCIPLES

1. Reverence God—Keep Him first in everything.
2. Recognize others—Be thoughtful of their welfare.
3. Respect yourself—"To thine own self be true."
4. Read and follow these regulations—they are designed to help you reverence God, recognize others and respect yourself.

## WHY DID YOU COME?

When you enter M. B. C. it is assumed that you come with serious purposes. We take it for granted that you are not here merely to have a good time or to use up money furnished by your parents or to interest yourself mainly in social affairs. We suppose that you really want to get an education and that you are willing to undergo the necessary intellectual discipline in order to obtain the training offered you here.

We assume further that you have moral earnestness and that you have the intellectual capacity to think straight. We regard students not as a group to be driven here and there by those in authority, but as intellectual free moral beings capable of cooperating in this enterprise for the mutual advancement of themselves and society.

We recognize, of course, that frequently youth are the victims of whimsical notions. We realize that youth cannot always see the world through the eyes of maturity, consequently their ideas sometimes run counter to their highest welfare. But, we

have great faith in the sincerity of youth and by considerate discipline and careful regulation we endeavor to foster standards that are genuinely christian and sympathetically guide youth toward the realization of such ideals.

Therefore, we ask you to regard the contents of this guide book as an aid to orient yourself with life at M. B. C. and to assist you in the proper integration of your own personality. Practices that cause others to suffer and do harm to yourself are a misuse and abuse of liberty. The wise and noble in heart regard rules as a protection.

"I will walk at liberty for I seek thy precepts." Psalms 119:45.

## ADMINISTRATION

The administration of Messiah Bible College is organized under the following divisions:

### Financial

The payment of all bills is made to this department. The financial supervision of the student organizations is hereby provided and student employment is handled from this office. Questions of room furniture and furnishings belong to this department. Students desiring information relative to finances, employment or furniture see the following officers:

J. E. Brechbill, Business Manager

D. B. Winger, Bookkeeper

### Personal and Social

Matters pertaining to student welfare, including the assignment of rooms, supervision of social activities, oversight of dormitory life and personal counseling are handled by the following officers:

Benjamin E. Thuma, Preceptor

Pearl Swalm, Preceptress.

## Educational

All questions relating to the academic work of the student, including registration, class assignments, educational records, class, chapel and study hall absences are in charge of the following:

A. W. Climenhaga, Dean and Registrar  
Helen Gallagher, Secretary.

## Religious and Christian Service

Teachers and students are ready and glad to give spiritual counsel and help to those who need it. Your college pastor will be glad to talk and pray with you at anytime.

All student activities away from the college such as preaching, singing, etc., group and individual, shall be supervised by the Christian Service Committee.

## FINANCES

1. Students shall make the regular payment in advance at the opening of each semester.

2. Exceptional cases, where this is impossible, may be provided for by arranging regular payments on a monthly basis.

3. No student shall be allowed to begin work until satisfactory arrangement has been made for the payment of the account.

4. Students whose accounts are not kept paid according to agreement will not be permitted to continue their studies.

The faculty members are making unusual financial sacrifices for the college and we feel this policy in the matter of student accounts is very necessary. We further believe it is a kindness to needy students to prevent them getting into distressing circumstances.

## EMPLOYMENT

1. The wage scale at M. B. C. is in harmony with the scale of costs charged and we urge students to avail themselves of every opportunity of self help that is afforded.



2. Students whose finances must be cared for by special arrangement must be willing to work regularly the assigned number of hours and must be willing to forego many of their recreational privileges.

3. Work assigned to assist in paying school expenses must be done regularly and carefully.

4. All employment should be handled through the office of the Business Manager. Personal calls for employment coming direct to students should be checked through this office.

## EDUCATIONAL

### Recitations:

Class periods are closed by the ringing of the bell. Five minutes later the second bell is rung which marks the opening of the next period. All students entering the class room after the ringing of the second bell will be considered tardy. Three tardy marks are equal to one absence.

### Class Attendance:

Students are expected to be present at all class recitations. Necessary absences shall be arranged by securing an excuse permit from the Dean prior to the absence. The Student shall show this excuse permit to each teacher whose classes are affected by this excuse.

### Chapel:

Attendance at chapel is required daily. Necessary absences shall be excused by securing a written permit from the Dean's office. This written excuse shall be shown to the monitor who keeps the chapel attendance record.

### Study Hall:

All academy and Bible Training course students shall be required to do supervised study in the reading room when not attending classes between the hours of 10:00 and 12:00 A. M. and from 1:00 to 2:45 P. M. Excuses from this period of study must be secured from the Dean.

### Unexcused Absences:

Unexcused absences will count against the student by lowering the department score, limiting the student privileges or both.

### Grading System:

The following symbols are used in grading:

- A—Very Superior
- B—Good
- C—Fair
- D—Poor, but Passing
- E—Conditional—Re-examination necessary
- F—Failure—Subject must be reviewed

### **Honor Standing System:**

The relative standing of students as to scholarship will be determined by the total number of points computed as follows:

A equals 4 points

B equals 3 points

C equals 2 points

D equals 1 point

### **Class Interruptions:**

Class sessions shall not be interrupted by a student calling another student or the teacher from the room without first receiving permission from the Dean's office.

### **ABSENCES**

1. The campus is that piece of land bounded by the Railroad, Trout Run Creek, Minnemingo Creek and the Dean's premises and Professor Hess's farm between the Minnemingo and the railroad.

2. It is understood that the walking limits shall include: (1) the campus, (2) the Minnemingo Trail to Double Spring Rest, (3) the walk by Treona and through the covered bridge by the station, (4) the town of Grantham, (5) either road leading from the store to the Administration Building.

3. No academy boarding student shall go beyond the walking limits without permission from the preceptor or preceptress.

4. Day students after arrival at school in the morning must receive permission of the preceptor if they wish to take autos out of parking before the close of school.

### **Use of Automobiles:**

5. We discourage boarding students having the use of automobiles while in school. In such cases where business and traveling to and from their homes makes the automobile necessary its possession is allowed. The use of an automobile by students for personal and social interests is a hindrance to school work.

6. Automobiles may not be taken out either by Academy or College students without the permission of the preceptor.

### **RELIGIOUS SERVICES**

1. Boarding students are required to attend at least two services each Sunday, one of these a morning service and the other the evening preaching service.

2. All boarding students must attend the Tuesday evening prayer service.

3. Boarding students are not supposed to go out for walks during religious services.

4. Unexcused absences from service will reduce the student's department grade.

5. Requests coming direct to students for service such as singing, preaching etc.,



should be reported to and checked by the Christian Service Committee.

6. Each Sunday afternoon a period of quiet will be observed from 2:45 to 4:00. During this time the parlor will be closed and students are requested to be in their rooms.

### GENERAL CONDUCT

1. Students are required to abstain from practices which tend to a waste of time and weakening of body and mind, such as the use of alcoholic liquors and tobacco, gambling, card playing, dancing, attendance at theatres (including moving picture theatres) and meetings of secret societies.

2. The playing of chess, checkers, finch and all games of like nature is strongly discouraged.

3. Firearms are not allowed in the building and hunting on the campus is forbidden.

4. Hazing in any form, interference with the person and property of others, is contrary to the spirit of M. B. C. and is forbidden.

5. Clubs and organizations of any kind will not be permitted except by the consent of the faculty.

6. The wearing of freshman caps, class-pins, and "freak" clothing is prohibited.

The use of class colors and emblems should be restricted to special occasions.

7. Students unwilling to harmonize their conduct with the accepted standards of M. B. C. will be invited to withdraw whenever the general welfare demands it, even though there be no special breach of conduct.

### DORMITORY RULES

1. Hall marshals shall be appointed in the Academy dormitories who shall be responsible for the general oversight of hall and room conduct. College students are individually responsible for quiet and decorous conduct.

2. Students rooming in one dormitory are not allowed visiting privileges in another dormitory without permission, except short personal calls.

**Study Periods:**

3. Study periods shall be from 7:50 to 11:55 A. M. and from 12:55 to 3:40 P. M. on each school day. The evening study period shall begin immediately following the prayer service at 7:00 o'clock and continue to 9:45 P. M. Monday to Saturday inclusive, Friday evening excepted.

4. The boarding students shall be required to attend a ten to fifteen minute prayer service in the dormitory each even-

ing at the opening of the study period except when there is a public service in the chapel.

5. Quiet hours for uninterrupted study are an absolute necessity in school life. During these study periods you are expected to study quietly in your own room or in the study hall. Permission should be secured from the preceptor or preceptress if persons desire to study together.

6. The playing of musical instruments in the dormitories during study periods is not allowed.

7. Students may practice music lessons any time during the day except during the evening study period.

8. After the close of the study period at 9:45 P. M. students have fifteen minutes time in which to visit other students rooms, if they so choose, and prepare for bed. At the ringing of the 10:00 o'clock bell a quiet hour song may be rendered in the halls. This bell and song are the signal for all students to retire to their rooms for the night. The evening quiet hour—devotional—shall be observed from 10:00 to 10:15 P. M. The retiring bell will ring at 10:15 at which time the lights will be extinguished.

#### General Practices:

9. Lady students may not call for gen-

tlemen students or vice versa, except through the preceptor or preceptress.

10. Gentlemen, whether students or visitors, are not permitted in the Ladies' dormitories without the permission of the preceptress.

11. Ladies, whether students or visitors, may not enter the gentlemen's dormitory without permission of the preceptor.

13. Anyone, except a teacher, not occupying a room in the dormitories, must obtain permission from the preceptor or preceptress before entering them.

13. Day students may enter the dormitory if they secure permission from the preceptor or preceptress.

14. Furniture or fixtures shall not be moved from one room to another without permission of the Business Manager.

15. Beds must be made and rooms put in order before 9:00 o'clock in the mornings.

16. Students will be charged for damage to room furniture through boisterous or careless room conduct.

17. Students rooming elsewhere than in the dormitory must make such arrangement through the college and they will be subject to the same regulations as other boarding students.

## RECREATION REGULATIONS

### Closed Sunday:

1. No canoeing, swimming, tennis or other game playing or use of the gymnasium on Sunday.

### Swimming and Boating:

2. Young women may not go swimming except in that part of the creek between the foot bridge and the covered bridge.

3. Neither young men or young women shall go swimming unless there are at least three in the party, two of whom shall be good swimmers.

4. Groups of three or more young women may go boating provided there is at least one good oarsman in the group.

5. Young men wishing to go boating with young women will be granted the privilege on the same conditions that all other social privileges are granted.

### Gymnasium:

6. The gymnasium is in charge of the physical education teachers and will be available for use according to their directions.

7. The tennis court shall not be used during study periods.

### Attire:

8. Scanty suits commonly used in athletic and gymnasium activities will not be allowed. Gentlemen must wear shirts with not less than shoulder sleeves in outdoor activities.

## SOCIAL PRIVILEGES

1. Gentlemen, whether students or visitors, may not escort or visit lady boarding students without the permission of the preceptress. Persons wishing to make such arrangements shall meet the preceptress at specified hours.

2. No social privilege will be granted to students under the age of eighteen except in supervised groups.

3. Couples are required to have an approved chaperon accompany them when driving out together.

4. Social calls of gentlemen upon ladies will not be permitted more than once per week and the length of such calls to be determined by the preceptress.

5. Groups of students desiring to meet in private homes in the community must secure permission from the preceptress.

6. The parlor shall be under the supervision of the preceptress. It shall be open for the use of the students at stated hours during the school days. It may be used on

Sunday from noon until 2:30 for piano playing, listening to the radio, social talks and singing. It shall be closed at 2:30 P. M. on Sunday to observe the quiet hour from 2:45 to 4:00.

### CLASS REGULATIONS

1. Classes shall organize according to regulations and choose a faculty member as sponsor who shall attend the meetings of the class and serve as general advisor.

2. Social events and entertainment engagements by the classes will be limited in number by the faculty whenever considered necessary.

3. The Academy and Bible Training Course seniors shall be entitled to a trip to Washington, D. C. between October 10 and November 10.

4. A modest reception by the Juniors may be provided the Seniors at the time of their return from the Washington trip, if such return is definitely arranged for not later than 9:00 P. M.

5. The Junior College and Bible College students are permitted to choose a skip day anytime after the opening of the fifth week of school.

6. The exit and return of classes and groups upon trip occasions shall be con-

ducted in harmony with the Christian standards of our institutions. Any person interfering with their departure will be held accountable.

7. The Academy Juniors may tender a reception to the Seniors and faculty between March 15, and April 15.

8. The College Freshmen may tender a reception to the Junior College and Bible College Seniors and faculty between April 15 and May 15.

9. The Junior College and Bible College Seniors will be permitted to take an educational trip.

10. The Academy and College class night programs during Commencement week shall be arranged with the cooperation of a faculty committee of three.

### SOCIAL EVENTS

1. Permission must be secured in advance for all social events from the College Life Committee through the preceptor or preceptress. Matters requiring consideration of this committee shall be presented not less than twenty-four hours before the time a decision is required.

2. Programs rendered upon such occasions, other than class functions, shall be subject to the approval of the College Life Committee.

3. No social event, class function included, shall be conducted during the first four weeks of school, except the "Get acquainted" reception given by the faculty at the opening of the school year and other gatherings as may be planned by the College Life Committee.

4. All social events shall begin promptly at the hour announced and must be adjourned at or before 10:00 P. M. unless special permission for a later closing hour has been previously obtained.

### DINING ROOM

1. Punctuality in coming to the table and in leaving it should be observed at all times.

2. No one shall leave the table before the others are dismissed unless he secures permission from the person at the head of the table.

3. Let your conduct in the dining-room be such as is becoming to a lady or a gentleman.

### VACATION

1. All students leaving school during vacation periods during the school year will be expected to inform the preceptor or preceptress as to their plans.

2. Students remaining at the school during the vacation periods will be subject

to the same general rules as during the regular school session. This includes the time just prior to the opening of school sessions and also Commencement week.

### LIBRARY AND STUDY HALL

1. The Study hall provides a convenient room for study with reference works near at hand. During a part of the school session the study of Academy and Bible Training Course students is supervised in this room. College students are expected to carry through a satisfactory program of study without supervision.

2. The payment of a small fee at the beginning of each semester entitles each student to draw books from the Library.

3. The study hall with the reference books is open for use each week day from 7:00 A. M. to 9:00 P. M. An adequate schedule of service will be arranged, announced and posted for the library proper.

4. General reference books and books reserved for various classes or groups are found on the shelves of the Study Hall and are to be consulted during study hall hours. In most cases such books and periodicals may be borrowed for home use between study hall sessions. They may be drawn



out ten minutes before the study hall closes and must be returned the following day when the study hall opens.

5. All books taken out must be charged at the loan desk. The necessity for charging each volume, even when taken for only an hour, cannot be over emphasized. A book not charged is lost to the library until returned and is likely to cause serious inconvenience to other readers as well as waste of time to the library staff in vainly searching for the unregistered book.

6. All books must be returned to the loan desk where the charges for them will be cancelled. Borrowers remain responsible for books as long as they are charged to them. All books are subject to recall by the Librarian if needed in the library.

7. Every book not returned at the time it is due is subject to a fine of 1c a day including Sunday and holidays. A book taken out for over night only is subject to a fine of 5c a day or any part of a day if not returned the morning it is due.

8. Talks on the use of the Library are given every student in the school during the English classes. The aim of these talks is to familiarize the pupils with the use of the school library and of libraries in general, to teach the use of the reference material, to establish a wider knowl-

edge of the field of books, to inspire a love for reading and to cultivate a taste for the best in literature.

9. Quietness must be maintained in the study hall and library.

## ORGANIZATIONS AND ACTIVITIES

Each student is encouraged to participate in a limited number of extra-curricular activities. These should not be allowed to hinder the efficiency of your regular school work.

### Hapantes:

Every student by registration becomes a member of this organization. The Hapantes provides a general correlative organization for a variety of student interests. The Clarion is published under its auspices. A fee is charged each semester.

### Literary Society:

Each student automatically becomes a member of the Literary Society. The meetings are held weekly and attendance and participation is required. There are no fees charged.

### Missionary Circle:

This organization meets weekly studying in alternate years the work of Personal Evangelism and Missions. A small fee entitles you to a life membership in the



Circle. Students who wish to share in the gospel team work of the College are expected to regularly attend the meetings of the Circle.

#### **Choral Society:**

This musical organization composed of ladies and gentlemen students and former students meets weekly under the direction of our musical director. The Christmas Carol program and the Commencement Musical are annual renditions of this group. A small fee is charged each semester and applicants are admitted by voice test.

#### **Male Chorus:**

This organization renders many musical programs throughout the last half of the school year. Candidates are examined and admitted by the musical director. A small fee is charged each semester.

#### **Student Prayer Meeting:**

Each Tuesday evening the students gather in the chapel for their weekly prayer service. It has proved to be a great source of blessing. Attendance of boarding students is required.

#### **Young Peoples Society:**

Each Sunday evening the Grantham Young People's Christian Society meets just prior to the regular preaching service.

Students are encouraged to join the Society and share in the service opportunities afforded.

### **CHARACTER BUILDERS**

Every action in company ought to be with some sign of respect to those present.

One should be embarrassed to mention subjects that embarrass others.

A person of sound character avoids telling lightminded stories.

It is wiser to be silent than to talk when you have nothing to say.

The more faults one sees in others the more sure one may be that he has a large stock of his own.

While you are putting up with others, remember that they are putting up with you and that they may have the worst of the bargain.

Loud talking and boisterous laughing in public are not becoming to a lady or a gentleman.

Be business-like; have something to do and be about it.

Ask no questions about matters that do not concern you; the asking may prove that you are one of the inquisitive kind.

Open your purse and your mouth cau-

tiously and your stock of wealth and reputation will be great.

Be no flatterer but neglect not to bestow praise for a worthy action worthily done.

Think not more highly of yourself than you ought; esteem others better than yourself.

When a person does all he can, though success crown not his efforts, do not blame him.

Mock not, nor jest at anything of importance, and make no jests that are sharp-biting.

Wherein you reprove another be unblamable yourself, for example is more powerful than precept.

Be not hasty to believe flying reports and be less hasty in passing such reports to others.

Be not forward, but friendly and courteous; always consider others before yourself.

Go not where you know not whether you will be welcome or not.

Abstain from giving advice without being asked and, when asked, do it briefly.

Think before you speak; pronounce not imperfectly, nor bring out your words too hastily, but orderly and distinctly.

Labor to keep alive in your breast that little spark called conscience.

Spying through windows and doors should be far beneath you.

Punctuality is a valuable asset in life; cultivate it zealously.

"God first, others second, and self last," should be the guiding principle for every human being.

Meditation and prayer are the sources of greatest strength; make diligent use of them.

"Youth comes twice to none." The wise young person will make use of every opportunity to strengthen his life.

