



April 20, 1979  
#15 of 1979

# COMMUNITY CHRONICLE

## **MONDAY - April 23**

Noon - Division of Arts & Letters  
N117

Subject: Proposal of New B.A. Degree  
in Humanistic Studies

## **TUESDAY - April 24**

Noon - Nominations Committee  
Conference Room

2:30 - FPC - Conference Room

## **WEDNESDAY - April 25**

## **THURSDAY - April 26**

10:00 - President's Ad. Council

"Faculty Forum" - Mr. John Fahey - ODU  
"The Russians As People"

## **FRIDAY - April 27**

3:00 - Division of Natural &  
Quantitative Science  
G108

Biology Sixth Annual Seminar

Dr. Spencer Wise - "Encroachment - 4:00 P.M. - G14  
by Red Cedar in Eastern Virginia"

## **SATURDAY - April 28**

## **SUNDAY - April 29**

## NOTICES

### Grades for Spring Semester

The following schedule will be in effect for the receipt of final grades for Spring 1979 semester.

- 1) Final Grade Sheets will be distributed on Friday, May 4, 1979, via mailboxes.
- 2) All Spring 1979 grades are due by 12 Noon on Wednesday, May 16, 1979, in the Office of the Registrar.
- 3) Any grades not turned in will have the accompanying statement indicated on the grade report: "Missing grades were not provided by instructor."

For all off-campus classes whose schedules do not parallel the regular on-campus semester, the Office of Continuing Studies will issue later special instructions and schedules for grade updating.

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### Summer Rental Wanted

A faculty member at the University of Colorado will be taking a position with NASA this summer, and is interested in renting a house with at least two bedrooms for the summer only. Anyone interested in renting his house for the summer starting about the second week of June, please see Webber Casey.

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### Faculty/Staff Picnic

On Saturday, May 5, there will be a Faculty-Staff picnic beginning at 1:30 P.M. All Faculty and Staff members, their families, and guests are invited to attend. We will have food, drinks, and games for all. If you plan to attend, please let Vivian Johnson, Tim Morgan, Burnam MacLeod, Rich Greenough, or Bob Laverriere know by April 30. We need to have a rough idea of the amount of food to purchase. There will also be some distance runs.

The Happy Hour Committee

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The Renaissance Banquet planned for 27 April has been cancelled due to lack of interest. Our thanks to those who supported the attempt. We urge the faculty to support the other events of Renaissance week.

J. Hines  
M. Mazzarella

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### Billy Parks Admitted to William & Mary

We are pleased to announce that Billy Parks has been admitted to the College of William and Mary. Billy will begin there as a freshman in September.

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## FACULTY/STAFF NEWS

Dr. Vinod Maniyar has been appointed the Virginia Representative of the Eastern Economic Association. His duties will include soliciting and doing preliminary screening of papers for possible presentation at conventions and possible publication in the Eastern Economic Journal. Professor Maniyar replaces Dr. Max Moszer of VCU as the Virginia Representative.

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Dr. Phyllis Hall attended the April 5-7 Meeting of the Medieval Academy of America at Vanderbilt University. Dr. Hall presented a paper entitled: "Ermengarde of Narbonne, an Important Noblewoman of Twelfth-Century Southern France."

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MG Sholtis, Associate Professor of Physical Education, will present a workshop entitled: "Life Is Movement" at the first annual Activities Coordinators of Virginia Conference at the Howard Johnson convention headquarters in Charlottesville on Friday, April 20th from 8:45-10:15 A.M. Susan Riley also of the Physical Education Department will assist.

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#### LIBRARY NEWS

##### Nan Eddins Resigns as Readers' Services Librarian

Nan C. Eddins has submitted her resignation from the position of Readers' Services Librarian in the Smith Library, effective June 30, 1979. Nan, who has been employed in the library since August 1968, has been enrolled as a part-time student at the College of William and Mary during the past year and will become a full-time student pursuing a master's degree in business administration. We wish Nan the best of luck and success in her new endeavor, and we are sure that her cheerful willingness to help library users will be missed by members of the college community.

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##### Library Materials on Reserve

The Circulation Department (ext. 7133) must be notified by May 11, 1979, if any materials presently on reserve are to be used for a Summer Session. All other materials presently being held "on reserve" in the library will be removed on Monday, May 14, 1979. Faculty members' personal copies will be placed in faculty mailboxes by noon on Tuesday, May 15, 1979. Please make arrangements to pick up these materials. No materials from the spring semester will be held over for the fall semester.

Nan Eddins, Readers' Services Librarian

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#### REGISTRAR'S OFFICE

##### Pre-Registration

The pre-registration materials have been sent to all current students. The Registration News will be available on Friday, April 13, 1979, in the Library, the Campus Center and the Tobby of the Administration Building.

PRE-REGISTRATION is Monday - Friday, April 23-27. The day time hours are 8:00 A.M.-3:00 P.M. in the Office of the Registrar, with evening hours of 6:00-8:00 P.M. on Monday and Thursday evenings only.

Please note the attached REGISTRATION FORM. There is NO course code anymore - the departmental prefix, course number and section designators key the new HP3000 CIS and it is of utmost importance that these be correct in order to assure proper data entry by my office.

Also, if there is any limitation on the student's enrollment it has been placed beneath the adviser's signature and above the student's signature, approximately 3/4 of the way down the form. (Note circled limitation on sample.)

Once again, I hope this pre-registration goes as smoothly as the Spring '79 one did. You, as advisers, can assure this.



CHRISTOPHER NEWPORT COLLEGE REGISTRATION FORM  
FALL 1979

SOC. SEC. NO.

MAJOR UNCLASSIFIED -

STUDENT NAME

ADVISER

STUDENT ADDR

PHONE

CITY/STATE

CLASS

SEX

SAMPLE

COURSE (DEPT & NO)	SECTION	DAYS	TIME	CREDIT	AUDIT
ACCT 201	01	MWF	0800-0900	3	
BIOL 295 B TP	02	MWF	1100-1200	3	
BIOL 101	L 14	R	1400-1700	1	
ENGL 102	02	MWF	0900-1000	3	

NOTE: Must be included

SAMPLE

CREDIT HRS

10

AUDIT HRS

DATE

ADVISER SIGNATURE

LIMITED ENROLLMENT

2 COURSES (MAX. 7 HRS.) DOCUMENTATION

DATE

STUDENT SIGNATURE

RETURN THIS FORM TO THE OFFICE OF THE REGISTRAR FOR EARLY  
REGISTRATION, OR TURN IT IN AT THE SITE OF REGISTRATION  
ON THE INDICATED DAYS. FOLLOW DIRECTIONS ON ATTACHED SHEET.

OFFICE OF THE REGISTRAR, CHRISTOPHER NEWPORT COLLEGE  
P. O. BOX 6070 NEWPORT NEWS, VA 23606 PHONE 599-7155.



## OF ACADEMIC INTEREST

### Advising of Course Prerequisites

In its work with records of students having academic difficulties, the Academic Status Committee has come across numerous cases of students being allowed by their advisers to enroll in upper-level courses without first taking required lower-level prerequisites (e.g., English and literature courses). Often the result is a grade of D or F in a course which the student was never authorized to take and in which the adviser should not have allowed the student to enroll.

Such misadvising can do the student real injury. The ASC strongly urges advisers to pay close attention to college and departmental requirements as listed in the catalog, as well as the personal needs and capacities of the individual advisee during the upcoming pre-registration period.

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### BUSINESS OFFICE

To insure that goods and services purchased during this fiscal year are charged against your current Fiscal Year budget, all invoices and travel vouchers should be approved and received in the Business Office by June 1. State regulations require that invoices be approved after the items have been received and accepted. Advance approval is prohibited.

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### POSITION OPENINGS

#### Counselor

a) Provide leadership for the Center's programs to minority student population (e.g., counseling, peer helping, consultation, and developmental groups that assist minority students in making maximum utilization of the educational environment), b) Provide counseling and consultation to all students with personal, career and educational concerns, c) Offer developmental group experiences to assist students in learning life skills, resolving life themes, and in coping with life transitions, d) Establish effective consulting relationships with campus organizations and agencies that have impact on minority students (Black Student Association, Basic Studies Department, etc.), e) Participate in academic advising responsibilities of the Center, f) Serve on campus-wide committees, g) Other responsibilities as assigned by the director.

Requirements: Master's required (Doctoral degree preferred) in Counseling Psychology, Counseling and Guidance or closely related fields, and demonstrated effectiveness in working with a minority student population. Preferred internship or one year of experience in college counseling. Blacks represent the largest campus and community minority population.

Salary range: \$12,500 to \$18,000 for the calendar year. Starting date is August 1, 1979. Christopher Newport College is a four-year state-supported, non-residential institution with an enrollment of 4,000 located in urban, Tidewater Virginia. Respond by May 25, 1979, with letter of application, resumé, transcripts, and three current letters of recommendation to Frank K. Babcock, Ph.D., Director of Counseling Services. P.O. Box 6070, Newport News, Va. 23606. An EEO/AA employer.

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#### Clerk Typist B

SALARY: \$6432 - \$8784

POSITION NO: 88, 71, 13, 69

DATE OF VACANCY: May 16, 1979

DEPARTMENT: Financial Aid  
Registrar's Office  
Library

APPLICATION DEADLINE: April 26, 1979

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EEO/AA employer.



APPLICATION INSTRUCTION: EMPLOYEES OF THE COMMONWEALTH OF VIRGINIA WHO MEET THE MINIMUM QUALIFICATIONS DESCRIBED BELOW AND WHO ARE INTERESTED IN THE POSITION SHOULD COMPLETE THE STATE APPLICATION FOR EMPLOYMENT (G. O. FORM P-12) AND SUBMIT IT TO MRS. ELIZABETH WELCH, PERSONNEL OFFICE, TRAILER 8-A, NO LATER THAN 5:00 P.M., APRIL 26, 1979.

JOB QUALIFICATIONS: Completion of high school and one year of typing experience required. Seeking applicants who have work experience in a College Library, Registrar's Office and Financial Aid Office.

Mental alertness, clerical aptitude; general knowledge of business English and mathematics; general knowledge of office equipment and its uses; general knowledge of filing systems and principles; ability to type accurately and with satisfactory speed from copy of more than average difficulty.

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Housekeeping Supervisor A - EEO/AA Employer

SALARY: \$6720 - \$8040

POSITION NO: 07

DATE OF VACANCY: May 16, 1979

DEPARTMENT: Building & Grounds

APPLICATION DEADLINE: April 27, 1979

APPLICATION INSTRUCTION: EMPLOYEES OF THE COMMONWEALTH OF VIRGINIA WHO MEET THE MINIMUM QUALIFICATIONS DESCRIBED BELOW AND WHO ARE INTERESTED IN THE POSITION SHOULD COMPLETE THE STATE APPLICATION FOR EMPLOYMENT (G. O. FORM P-12) AND SUBMIT IT TO MRS. ELIZABETH WELCH, PERSONNEL OFFICE, TRAILER 8-A, NO LATER THAN 5:00 P.M., APRIL 27, 1979.

JOB QUALIFICATIONS: Completion of elementary school and 3 years of supervisory experience in janitorial work required. Education may be substituted for all but one year of required experience.

Considerable knowledge of cleaning methods; ability to use and demonstrate the use of cleaning supplies and equipment to subordinates; ability to read and write and keep simple records; ability to train and supervise workers.