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THE BULLETIN

CALENDAR

1915

Baccalaureate Sermon .................................. Sunday, May 23
Twentieth Atlanta Conference .......................... Monday, May 24
Annual Meeting of the Trustees ....................... Tuesday, May 25
Annual Meeting and Reception of Alumni .............. Tuesday, May 25
Commencement Day ...................................... Wednesday, May 26
Examination for Admission ............................. Wednesday, October 6
First Term begins ...................................... Wednesday, October 6
Vacation Days .......................................... Thanksgiving, Christmas
Public Rhetorical Exercises ............................ November 5, December 3

1916

First Term closes ...................................... Thursday, February 3
Second Term begins .................................... Monday, February 7
Baccalaureate Sermon .................................. Sunday, May 28
Twenty-first Atlanta Conference ....................... Monday, May 29
Annual Meeting of the Trustees ....................... Tuesday, May 30
Annual Meeting and Reception of Alumni .............. Tuesday, May 30
Commencement Day ...................................... Wednesday, May 31
Vacation Days .......................................... January 1, February 22
Public Rhetorical Exercises, January 14, February 11, March 10, April 7
CATALOGUE NUMBER

TRUSTEES

FOR ONE YEAR

Rev. Joseph E. Smith ............. Chattanooga, Tenn.
Mr. Dean Sage, A. B. ............. New York, N. Y.

FOR TWO YEARS

Mr. Lafayette M. Hershaw, A. B. .... Washington, D. C.

FOR THREE YEARS

Mr. Arthur C. Walworth, A. M. ........ Boston, Mass.
Rev. Edward F. Sanderson, A. B. .... Brooklyn, N. Y.
Mr. Charles E. Kelsey, A. B. ........ Boston, Mass.
Mr. Willis D. Weatherford, Ph. D. .... Nashville, Tenn.

FOR FOUR YEARS

Mr. William B. Matthews, A. B. .... Louisville, Ky.
Mr. Herbert A. Wilder .............. Boston, Mass.

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Vice-President—C. Breckinridge Wilmer
Secretary—William B. Matthews
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Charles E. Kelsey
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Dean Sage
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Superintendent of Buildings and Grounds

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Superintendent of Printing Office

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Instructor in Drawing

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Teacher of Vocal Music

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Local Secretary

Miss CATHARINE T. JOHNSON,
Superintendent of School Room and Teacher of German

Miss GERTRUDE H. WARE,
Supervisor of Kindergarten Work in the Oglethorpe School
CATALOGUE NUMBER

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Critic Teacher and Principal of the Oglethorpe School

*Miss GREDA S. RIETMAN,
Preceptress in North Hall

Mrs. ALDEN A. HOWE,
Matron in Furber Cottage and Teacher of Domestic Science

Miss MILDRED E. GAINES,
Recorder and Assistant Teacher

Miss ANNIE F. E. BUSHELL,
Matron in North Hall

Miss KATHRINE A. DAVIES,
Teacher in Kindergarten Branches

Miss ANGIE M. KALLOCH,
Bookkeeper and Bursar

Miss ANNA M. SIMMONS, Mus. B.,
Teacher of Instrumental Music

Miss MARTHA F. EMERSON,
Librarian

Miss ELIZABETH MARSH,
Teacher of Mathematics

Mrs. FERNE REARDON,
Teacher of Sewing and Dressmaking

Miss ALBERTA F. DRURY,
Teacher of English Branches

-Mrs. DAISY HAYES ARNOLD,
Teacher of English Branches

-Assistants in the Oglethorpe School

*Miss MARY ANGEL-EDWARDS,
Teacher of Expression

-Miss ARABELLE POLLOCK,
Secretary to the President

*Miss MARY P. MANWELL,
Preceptress in North Hall

*MRS. KATHARINE WARE SMITH
Northern Secretary

Miss VASHTI N. DAVIS,
Miss JANIE B. CUNNINGHAM,
Miss NANNIE L. NICHOLS,
Miss HENRIETTA BRANHAM,
Assistant in the Oglethorpe School

*A part of the year.
Sketch of Atlanta University

Atlanta University is one of the pioneer institutions for the Christian education of Negro youth. It possesses excellent equipment for the work of high school, normal school and college classes and has accommodations for one hundred and sixty boarding students. It is the first institution in the state of Georgia to undertake work of college grade for Negroes, and steadily emphasizes the importance of genuine scholarship. It enjoys the cumulative advantage which results from forty-five years of continuous effective work. It has been unusually fortunate in the continuity of its administration. It was founded in 1867 under the auspices of the American Missionary Association by Edmund Asa Ware. It was presided over by him until his death in 1885. President Ware was a graduate of Yale University of the class of 1863. In 1875 his Yale classmate, Horace Bumstead, came to Atlanta as a teacher and co-worker. Dr. Bumstead succeeded to the presidency and held the position until 1907 when he resigned, and became the recipient of a Carnegie pension. His successor is Edward Twichell Ware, son of the founder and first president, a graduate of Yale University of the class of 1897.

On the teaching force there always have been, as there are now, men and women who have received the best education that this country affords. Among the colleges represented by the teachers are Harvard, Dartmouth, Chicago and Wellesley. The memory of those who have devoted their lives to this work in the past is kept fresh by the grateful memorials of the graduates. On the walls of Ware Memorial Chapel hang the pictures of the first two presidents and of other teachers. The evening sun shines through two beautiful memorial windows, one placed there by the graduates living in Savannah and the other by those living in Atlanta.

The wisdom and foresight of the founders of this institution is seen in its exceptionally fine location. Atlanta University occupies a commanding site on the summit of a hill in the western part of the city of Atlanta and is surrounded by a campus of sixty acres. There are seven substantial brick buildings, three of them covered with Boston ivy. At this season of the year the campus is particularly beautiful with its fields of alfalfa south of the buildings and the green grass and trees in front.

There are enrolled four hundred students. About two-thirds of them come up the hill every day from the city of Atlanta. The rest are in the boarding department and represents ten states, and thirty-six counties in the state of Georgia. These young people are many of them children of the graduates of Atlanta University and most of them have re-
ceived their training in schools over which the graduates preside.

Instruction in domestic science and manual training is required of all the high school students and there are opportunities for pursuing this work further in the college course of mechanic arts and in the Furber Cottage for the normal students. The normal course comprises two years following the high school course. During the senior year the girls live in the Furber Cottage in groups of fifteen and under the supervision of the matron do all the work of the home. The institution also possesses a well equipped printing office from which is issued the catalogue and the student and alumni papers. Here there is an opportunity to learn the art of printing. A fund has recently been raised to install the equipment necessary for book binding and it is our hope another year to add this to the courses of manual instruction.

It is the purpose of Atlanta University to make the home life in the school strong and wholesome, a genuine part of its education. All students are required to spend at least their senior year in the school family where they come into daily association with each other and with the teachers. There is an athletic field for the boys and there are tennis courts for the girls and boys. The school fare is simple but wholesome. Occasional social gatherings bring the students together in pleasant fellowship. This institution is an outgrowth of the Christian spirit which brought so many earnest and devoted teachers South in the educational crusade of the sixties and seventies. The work is essentially Christian. It is undenominational and strong in religious motive. Students attend church and Sunday school. They also have their voluntary religious organizations, the Y. M. C. A. and Y. W. C. A. Participation in the religious exercises and in the home life of the school has often been instrumental in molding the character of the students for the most efficient service among their people.

There is probably no school for the Negroes in the South better equipped with facilities for domestic science, for library work, or for the training of teachers. This institution has also long been prominent for the excellence of its work in sociology. Its annual publications on the Negro problem have received wide recognition from scholars and may be found in the best libraries in this country and abroad. Recently a special course in the training of kindergarten teachers has been organized. Students have opportunity for practice in the Oglethorpe Practice School and in the mission kindergartens in the city. There are six young women to graduate this year from this course which is parallel in scholarship requirements with that of the regular normal school course.

The chief source of encouragement for the work rests in the almost uniform success of the graduates of Atlanta University. A summary of their present occupations will be found on page 32. Under the direct
instruction of the graduates there are about fifty thousand children in
country and city schools. The demand for graduates as teachers and
in other responsible positions increases from year to year. Never was
there greater need than to-day for just such work as this institution ac­
complishes.

This catalogue issue of the Bulletin will go to many friends of At­
tanta University, some of them contributors for the support of the work,
some of them prospective students. To the prospective student we say:
We welcome at Atlanta University all young people prepared to take up
work of high school or college grade who have an earnest desire to pre­
pare themselves for lives of usefulness. For those who cannot afford
to pay the very moderate rates there are scholarship funds available by
which expenses may be substantially reduced. As an earnest of faith­
fulness and appreciation, we require additional work from all students
receiving such beneficiary aid.

Those who contribute will be interested to know that the property of
Atlanta University is worth, all told, about $300,000. The invested
funds amount to about $100,000. For the proper maintenance of the
work we require each year about $37,000 in addition to the amount rea­
sonably to be expected from payments of students and income from
funds. This institution has no large and wealthy body of alumni to call
upon for maintenance. Many of the graduates are giving annually what
they can afford. We earnestly appeal to all who believe in Christian
education for help in the maintenance of the work. It is hoped that
through the generosity of our friends this institution may some time
possess an endowment adequate to the needs of the work. Until then
we are dependent on the endowment of friends who give from year to
year. May we not hope that their number will increase so that we may
meet the growing demands of the work and occupy a constantly broaden­
ing field of usefulness.
There are three courses of study: the High School, the Normal, and the College. See Entrance Requirements.

Note 1—The figures denote the number of recitations, or their equivalent, a week. All studies continue throughout the year, unless otherwise indicated.

Note 2—Quite a number of students enter the High School course with insufficient preparation. They are expected to take two years for the work of the First Year Class.

## The High School

<table>
<thead>
<tr>
<th>College Preparatory</th>
<th>Normal Preparatory</th>
<th>English</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>English A5 (including Bible)</td>
<td>English A5</td>
<td>English A5</td>
</tr>
<tr>
<td>Latin A5</td>
<td>Latin A5</td>
<td>Civics-Ethics 5</td>
</tr>
<tr>
<td>History A5</td>
<td>History A5</td>
<td>History 5,</td>
</tr>
<tr>
<td>Industrial 5 (including Art)</td>
<td>Industrial 3 (including Art)</td>
<td>Industrial 5; or, Bible 2 Industrial 3</td>
</tr>
<tr>
<td>Music</td>
<td>Music II</td>
<td>Music</td>
</tr>
<tr>
<td><strong>II</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>English B5 (including Expression A)</td>
<td>English B5 (including Expression A)</td>
<td>English B5 (including Expression A)</td>
</tr>
<tr>
<td>Mathematics A (Algebra) 5</td>
<td>Mathematics A (Algebra) 5</td>
<td>Mathematics A5</td>
</tr>
<tr>
<td>Latin B (Caesar) 4</td>
<td>Latin B5 or Civics-Physical-Geography 5</td>
<td>Elementary Science A4 or 5</td>
</tr>
<tr>
<td>Industrial 4 (including Art)</td>
<td>Industrial 3 (including Art)</td>
<td>Industrial 4 or 3</td>
</tr>
<tr>
<td>Music</td>
<td>Music III</td>
<td>Music</td>
</tr>
<tr>
<td><strong>III</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>English C3</td>
<td>English C3</td>
<td>English C5</td>
</tr>
<tr>
<td>Mathematics B &amp; C (Geometry) 5</td>
<td>Mathematics B (Geom.) &amp; E. (Bus.) 5</td>
<td>Mathematics B &amp; E5</td>
</tr>
<tr>
<td>Science C (Biology) 4</td>
<td>Science C (Biology) 4</td>
<td>Science C 4</td>
</tr>
<tr>
<td>Latin C (Cicero) 4 or Industrial 4</td>
<td>Science D (Chemistry) 4</td>
<td>Indust. 4 or Chemistry 4</td>
</tr>
<tr>
<td>Chorus</td>
<td>Chorus IV</td>
<td>Chorus</td>
</tr>
<tr>
<td><strong>IV</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physics 4</td>
<td>Physics 4</td>
<td>Physics 4</td>
</tr>
<tr>
<td>Mathematics 4 or Art-Household Arts 4</td>
<td>Mathematics 4 or Art-Household Arts 4</td>
<td>History-Bible 4</td>
</tr>
<tr>
<td>English D6 (including Expression B)</td>
<td>English D6 (including Expression B)</td>
<td>Economics-Civics 5</td>
</tr>
<tr>
<td>History-Bible 4 or Economics-Civics 4</td>
<td>History-Bible 4 or Economics-Civics 4</td>
<td>Industrial (or Business) 4</td>
</tr>
<tr>
<td>Chorus</td>
<td>Chorus</td>
<td>Chorus</td>
</tr>
</tbody>
</table>
The Normal School

Required of All
U. S. History and Civil Gov’t 4
Methods in Eng. Gram. (½) 4
Educational Psychology (½) 4
Art and Methods 2
Children’s Handwork and Games 2
Observation 1

Normal Course
Methods in Arithmetic 4
Constructive Materials 3
Observation (½) 1
Nature Study (½) 1

Normal Kindergarten Course
Constructive Materials 3
Observation (½) 1
Nature Study (½) 1

Junior
U. S. History and Civil Gov’t 4
Methods in Eng. Gram. (½) 4
Educational Psychology (½) 4
Art and Methods 2
Children’s Handwork and Games 2
Observation 1
Literature (½) 4 Pedagogy (½) 4
Practice Teaching 8
Child Study (½) 2 Children’s
Literature (½) 2
Music 1
Expression
Home and School Sanitation 1

Senior
Literature (½) 4 Pedagogy (½) 4
General Methods 2
Froebel’s Mother Play 2
Geology and Geography 4
Kindergarten Theory (½) 4
Practice Teaching 8
Kindergarten Theory (½) 4
Children’s Program Making (½) 4
Practice Teaching 8
Children’s Program Making (½) 4

College Courses

Classics-Philosophy

*English I 4
Mathematics I 4
Greek I 5
Latin I 4

Science-Mathematics

*English I 4
Mathematics I 4
German I 5
Chemistry I 4

Freshman

German I 5
Mathematics II Psychology 4
Elect 8 of Greek II or Latin II
or Biology or Mathematics III

Sophomore

German I 5
Mathematics II Psychology 4
Elect 8 of Greek II or Latin II
or Biology or Mathematics III

Junior-Senior, each subject recurring biennially

French 4
*Eng.-Bible 5
History 4
Sociology 4
Pedagogy 2
Phil.-Ethics 4
Econ.-Civ. 3
Science or German 4
Astr.-Geol. 4

French 4
*Eng.-Bible 5
History 4
Sociology 4
Pedagogy 2
Phil.-Ethics 4
Astr.-Geol. 4

*English includes training in Expression.

The College Course in Education includes most normal work, and enough college work to make the desired number of credits.

The College Course in Mechanic Arts includes at least one special course of four credits each year, and other college work to complete.

In All College Courses at least eight credits each are required in Mathematics, Science and Philosophy; and at least twelve each in English, Social Science and Foreign Languages.
CATALOGUE NUMBER

ENTRANCE REQUIREMENTS

The requirement for admission to the lowest class in the High School is the completion of the ordinary grammar school course. Examinations are given in arithmetic, grammar, U. S. history and geography. For admission to higher classes and courses students are required to give evidence that they have completed all lower work, or its equivalent.

In case students from other institutions desire full admission to our college or normal courses, they must strictly conform to the following: (1) They must fully convince us that they have satisfactorily completed at least fifteen units of high school work. (2) At least eleven of these units must be in the departments of English, Latin, Mathematics, Social Science (including History) and Natural Science. Of these eleven at least three must be English, and at least five (one of them three and the other two) Latin and Mathematics in the case of college students, or Natural Science and Mathematics in the case of normal students.

The word "unit", as meant in the above requirement, represents a year's study in any subject in a secondary school, constituting approximately a quarter of a full year's work. It is assumed that a study is pursued for four or five periods a week, that a recitation period is from forty to sixty minutes in length, and that the length of the school year is from thirty-six to forty weeks.

Candidates for advanced standing, from other institutions in the Association of Colleges for Negro Youth, of which Atlanta University is a member, are admitted without examination. Candidates from certain other schools, on a list approved by the faculty, are often similarly admitted; but even in such cases this institution reserves the right to examine as fully as may be deemed necessary. Particulars will be given, as adapted to each individual case, upon application.

Entrance credit is always granted on trial, and may be modified if the student's work shows that too many units have been granted to him.

Opportunities for POST GRADUATE STUDY leading to the degree of A. M. are offered to a limited extent; also two FELLOWSHIPS, open to college graduates, and three TUTORSHIPS, open to normal graduates. Particulars can be learned from the President.
COURSES OF INSTRUCTION

The figures denote the number of recitations, or their equivalent, a week. All studies continue throughout the year unless otherwise indicated.

I. CLASSICS AND MODERN LANGUAGES

PREPARATORY COURSES


LATIN B⁴. The equivalent of three books of Caesar; drill in grammar and prose composition. Greenough, D'Ooge and Daniell's Second Year Latin.


LATIN D⁴. Five books of Virgil. Prosody and Mythology.

GREEK A⁴. Elementary, and two books of Xenophon's Anabasis.

COLLEGE COURSES

LATIN I⁴. Selections from Cicero, Livy and Pliny, alternating with LATIN II⁴, selections from Horace, Tacitus and others. Attention also given to Roman history and literature.

GREEK I⁴. Selections from Lucian, Homer, Thucydides and Euripides, alternating with GREEK II⁴, selections from Herodotus, Plato, Demosthenes and Æschylus.

GERMAN I⁴. Work in grammar, with practice in speaking and easy reading, then a selected classic, this year Fluch der Schönheit.

GERMAN II⁴. Prose composition, and a selected classic, this year Die Jungfrau von Orleans.

FRENCH I⁴. Senior. Chardenal's Complete Course, supplemented by exercises in conversation, and the stories L'Abbé Constantin and Gil Blas, or their equivalents.

II. PHYSICAL AND NATURAL SCIENCES

PREPARATORY COURSES

A⁴. ELEMENTARY. Introduction to work in the sciences. New course in 1915-16.

B (⅝). PHYSICAL GEOGRAPHY. A general course.

C⁴. BIOLOGY. Physiology one-half year; and botany, and also elements of agriculture, one-half year.

D⁴. CHEMISTRY. Elementary; one credit earned by laboratory work.

E⁴. PHYSICS. Elementary, one credit being earned by laboratory work: experiments in physical measurements, mechanics of solids and fluids, heat, light, sound and electricity.

COLLEGE COURSES

CHEMISTRY I⁴. One-half of time given to laboratory work. General chemistry.
CHEMISTRY II. Qualitative and quantitative analysis. Application of chemistry. Laboratory courses.

PHYSICS I. Mathematics I, II and III are pre-requisites. One-half the credit is by laboratory work, and one-half by lectures, demonstrations and recitations.

BIOLOGY. A general course.

PHYSIOGRAPHY (J). Advanced, as an equivalent for Geology.

ASTRONOMY (J). A general course, using Moulton’s Elements of Astronomy.

NORMAL COURSES

See GEOGRAPHY and GEOLOGY, under Pedagogy.

LABORATORIES AND CABINETS. The physical laboratory, 50x20 feet, and the chemical laboratory, 50x25, are fitted and furnished for the elementary and advanced courses. A well-equipped science lecture room is furnished with apparatus for class demonstration and lecture purposes. The geological and mineralogical cabinets are well adapted to teaching purposes.

III. MATHEMATICS

PREPARATORY COURSES

A. ALGEBRA. Elementary, including ratio and proportion, radicals, radical equations, theory of exponents, the binomial theorem, simple quadratics, use of the graph.

B (J). GEOMETRY. The more essential principles of plane geometry, including the simpler originals, theorems and constructions.

C (J). GEOMETRY. More complete work in the foregoing: loci, incommensurables and variables.

D. ALGEBRA. Review of elementary work, and especial drill in quadratics, complex numbers, logarithms, the use of the graph.

E. BUSINESS METHODS. Designed to give a general knowledge of business forms and the keeping of accounts.

COLLEGE COURSES

I. ALGEBRA one half year, with special drill in series, determinants, solutions of higher equations; and GEOMETRY one-half year, solid and spherical, with problems.

II (J). TRIGONOMETRY, plane and spherical, with practical applications; and surveying, with field practice.

III (J). ANALYTICS. Smith and Gale’s Analytic Geometry.

IV (J). DESCRIPTIVE GEOMETRY.

V. CALCULUS.

IV. ENGLISH

PREPARATORY COURSES

Second Semester: Further drill in composition; outlines of the history of the apostolic church, using the Bible Study Union lesson system.

ENGLISH B. General survey of both English and American literature. Reading and memorizing, with oral and written reports.

ENGLISH C. Detailed study of selected classics: Julius Caesar, Hamlet, Silas Marner, Ivanhoe, Tale of Two Cities, Paradise Lost, Kidnapped; and Shakford-Judson’s Composition.

ENGLISH D. First semester: Vanity Fair; selections from Browning; Virginibus Puerisque. Second Semester: Essay on Burns; Lowell on Books and Libraries; King Lear; Emerson on Self Reliance and Friendship.

BIBLE A. See under ENGLISH A.

BIBLE B (J) 4. Outlines of Old Testament History, using the Bible Study Union lesson system.

EXPRESSION A and B. Twice a week during one semester, for students in Second and Fourth Years; each time taking the place of one exercise in ENGLISH B and D. Drill in vocal expression, voice training and pantomime.

NORMAL COURSES


EXPRESSION. Similar to College Course.

COLLEGE COURSES

ENGLISH I 4. Detailed study of several extended classics, with special reference to the development of types; lectures upon the art of composition; elementary argumentation. Themes.


BIBLE I (J) 5. After a study of the formation of the canon, of the various versions, and of the literary qualities of the Bible, the historical method is used in a study of the history of the Hebrew people through the Greek period. Texts: The Old Testament, and Sanders and Fowler’s Outlines. Collateral reading.

EXPRESSION I and II. Voice culture, physical exercises, gesture drills and training in reading from standard literature. The aim in this department is to lead the pupil to think clearly and deeply, and to express simply, forcefully, and beautifully, his own thoughts and the thoughts of others. As an outcome of this study, the Merchant of Venice was presented as the class night exercise in 1905, the Taming of the Shrew in 1906, As You Like It in 1907, Twelfth

Public Rhetoricals. Rhetorical exercises, to which the public is especially invited, are held six times a year, being made up of orations, essays, recitations and music. For the dates, see Calendar.

V. PHILOSOPHY

Preparatory Courses

Ethics A (½). Elementary. Especial attention given to biblical teachings and practical questions.

College Courses

Psychology I (½). The text book, Angell’s, is supplemented by collateral readings, lectures and experiments. This is an introductory course, giving a general survey of the essential facts and fundamental laws of mind and of consciousness.

History of Philosophy I (½). A study of the development of philosophic thought, beginning with the Greeks, continuing through the Renaissance, the modern systems from Bacon and Descartes through Kant, and the important developments since Kant. The text book will be supplemented by lectures and required readings in the sources. Text: Cushman.

Ethics I (½). A systematic course, investigating the psychological basis of conduct, tracing the growth of moral ideas in the race and discussing the various theories of the moral standard, with especial reference to the social consciousness. A thesis is required of each student. Text: Dewey and Tufts.

Normal Courses

See under Pedagogy.

VI. SOCIOLOGY AND HISTORY

It is intended to develop this department not only for the sake of the mental discipline, but also in order to familiarize our students with the history of nations and with the great economic and social problems of the world. It is hoped that thus they may be able to apply broad and careful knowledge to the solving of the many intricate social questions affecting their own people. The department aims, therefore, at training in good, intelligent citizenship; at a thorough comprehension of the chief problems of wealth, work, and wages; at a fair knowledge of the objects and methods of social reform; and at a general comprehension of the world’s thoughts and deeds. The following courses are established.

Preparatory Courses

Civics A (½). Dole’s American Citizen.

History A. General history; the first semester, to 800 A. D., and the second semester, to 1900 A. D.
HISTORY B (1) 4. A course in English history, with a special desire to show the development of England and its relations to Western Europe, the New World, the Far East, and Africa.

ECONOMICS-CIVICS A 5. A course in the elementary principles of economics and government, with special emphasis on their application to Negro American life.

NORMAL COURSES

HISTORY (1) 4. A course in the history of the United States, intended especially for teachers. Special attention is given to the Negro's connection with the history of the United States. A thesis on slavery, embodying results of personal research, is required of each student.

CIVICS (1) 4. A course in the government of the United States, with special reference to its historical development.

COLLEGE COURSES

HISTORY 4. World history; and history of the Negro, with special reference to the United States and Africa.

ECONOMICS 3. General economics, and economic history of the Negro American. The principles of political science are included in this course.

SOCIOLOGY 4. General sociology, and social condition of the Negro American.

SOCIOLOGICAL LABORATORY. This consists of a special library of books on statistics, economics, sociology and history, with duplicate copies of standard works and of maps, charts and collections illustrating social and historic conditions. Here the courses of this department are taught, with special reference to the American Negro. Field work and thesis work are required.

In addition to this, graduate study of the social problems in the South by the most approved scientific methods is carried on by the Atlanta Conference, composed of graduates of this and other institutions. The aim is to make Atlanta University the center of an intelligent and thorough-going study of the Negro Problems. Eighteen reports of the Conference have been published.

The library contains a good working collection of treatises in history and sociology, and special reports on outside reading are required in all these courses.

VII. PEDAGOGY

GENERAL NORMAL COURSES

A (1) 4. EDUCATIONAL PSYCHOLOGY. The study of this subject in its relation to the work of the teacher.

B (1) 4. PEDAGOGY. This course deals with school management and organization, which includes the planning of courses of study for
elementary and secondary schools, the consideration of educational values, the history of education, and the discussion of the problems peculiar to the common schools of the South.

**C. GENERAL METHODS.** Discussion of all subjects of study taught in the Oglethorpe School, and of their relations to each other and to the whole. Special discussion of the methods of teaching. General critic work.

**D. OBSERVATION.** The Oglethorpe School is used for this purpose.

**E. TEACHING.**

**F. SPECIAL METHODS.**

(a) **Arithmetic**. A careful review of principles and applications, laying special stress upon analytical methods, and discussion of methods of teaching.

(b) **Grammar**. The structure of the English language is carefully studied.

(c) **Art and Methods**. Drawing and painting in connection with nature study and other school subjects. Principles of design, and their applications. Study of color and color harmony, with a view to personal applications in the home. Basketry and other handwork for the various grades. History of basketry. Teaching the use of native materials.

(d) **Geography and Physiography**. "Principles of Geography" is made the basis of the course. This includes mathematical and astronomical geography; the principles of relief, the principles of climate, the principles of plant and animal distribution.

(e) **Music**. Taken with especial reference to teaching.

(f) **Home and School Sanitation**. Healthful furnishings; ventilation; disposal of waste; general sanitation for home and school.

**KINDERGARTEN NORMAL COURSES**

**JUNIOR YEAR.**

(a) **Children's Handwork and Games**. The purpose of this course is to make the normal students more effective teachers in their work with little children through the introduction into the regular school program of simple handwork and educational games.

(b) **Constructive Materials**. Special study of the kindergarten materials and their function in the mental and moral development of the child.

(c) **Nature Study**. Taken up in its relation to the three-fold development of the child. Special emphasis on gardening and nurture of plant and animal life.

(d) **Observation** of kindergarten and primary teaching under critic teachers in the Oglethorpe School.

**SENIOR YEAR.**

(a) **Child Study**. Discussion of methods of training children in home and school to physical, mental and moral health.

(b) **Children's Literature**. Study of literature for small children, with practice in telling stories suitable for use in the home or
class room.
(c) *Froebel's Mother Play*². Study of the text for the purpose of deducing simple, practical suggestions for child training, which with pictures, stories, songs, and references to nature literature are kept in notebook form.
(d) *Kindergarten Theory*². Study of the educational theory of Froebel and comparison with other theories that affect kindergarten and primary practice today.
(e) *Program Making*². Formation and discussion of outlines of daily, weekly, monthly and yearly kindergarten programs, with study of principles and methods that underlie kindergarten and primary practice.

**THE OGLETHORPE SCHOOL.** In this school—described under *Buildings*—is given an opportunity to engage in the actual work of teaching and to observe such work under thoroughly competent supervisors. The organization includes eight grades and a kindergarten.

**GAME FESTIVAL.** As an outcome of the study of games, a play festival, including typical games and folk dances, in which Junior Normal girls and kindergarten, first and second grades of the Oglethorpe School participate, is held during the Commencement week.

**COLLEGE COURSES**

Normal course B is required of all, and other normal courses are included in the special College Course in Education.

**VIII. MUSIC**

**VOCAL MUSIC.** This is required of all High School students in the first and second years. These receive such elementary instruction as is needed, and have practice in chorus singing. An advanced chorus meets twice a week throughout the year, being composed of most of the High School students beyond the second year, and selected College and Normal students.

For terms of instruction to private pupils, see EXPENSES.

**INSTRUMENTAL MUSIC.** Instruction in the piano is given at a reasonable charge, for which see EXPENSES. Eight pianos are in use by the Institution. An effort is made to suit the instruction to the needs of the individual pupil. In general the *Elementary Course* includes a thorough foundation in technique, with selected studies and sonatas, and easy pieces by classical and modern composers; the *Advanced Course* continues the study of technique, including major and minor scales in various forms; arpeggios and chords, etudes and studies. Greater attention is given to such composers as Mendelssohn, Schumann, Schubert, Chopin, Grieg, Rubinstein, Mozart, Haydn, Beethoven. Students who show special fitness are given an opportunity to join a class in *Normal Methods* meeting once a week. Private recit-
als are given at intervals and a public recital is given at the close of the year.

IX. MANUAL TRAINING AND DRAWING

FIRST YEAR. **Drawing**¹ (64 hours). For all. Nature work, decorative design and construction work.

**Manual Training**² (240 hours). For boys. Mechanical drawing—practice in lettering, free hand and mechanical working drawings of projects made in the bench room; bench work—exercises and projects involving the use of the common woodworking tools and joints. Textbook—Griffith’s “Essentials of Woodworking.”

**Sewing**² (128 hours). For girls. Instruction in basting, backstitching, running, overcasting, oversewing, hemming, French seam, fell­ing, patching, tucking, gathering and binding, buttonholes, and sewing on buttons. Practical demonstration of these stitches by making small garments.

SECOND YEAR. **Drawing**¹ (64 hours). For all. Fuller development of the work of the first year; also object drawing, color work, light and shade, pose drawing and applied design.

**Manual Training**² (192 hours). For boys. Wood-turning—exercises and projects in spindle-turning; furniture-making—design, making of working drawings, construction, and finishing of a simple piece of furniture.

**Sewing** (96 hours). For girls. Practical mending. Plain machine work. Cutting and making undergarments. Each girl is required to make for herself an apron suitable for use in cooking class. Girls can buy garments at cost.

THIRD YEAR. **Cooking**. See under Fourth Year.

**Sewing**. For girls. Shirt-waist drafting. Drafting, cutting, fitting, and making plain tailored shirt waists. Cutting and making simple gingham dresses from bought patterns.

Dressmaking processes, drafting, cutting, fitting. Students are expected to buy material for an inexpensive woolen dress with linings and trimmings for practical work. **Cooking**. See under Fourth Year.

FOURTH YEAR. **Cooking**. This includes a study of the following subjects related to cooking and household management: the care and cleanliness of dishes, kitchen utensils, sink and ice chest; the value of sunshine and fresh air throughout the house; yeast and bread making; buying and cooking of meats. The chemistry of cooking is illustrated by practical experiments, and charts are used to show the comparative nutritive values of foods. Emphasis is placed upon the wholesome and economical use of “left overs”.

**Art**¹. Fuller development of advanced work of second year. Special emphasis on methods of teaching drawing.

**Household Art**¹. Marketing; preservation, preparation and attrac-
tive serving of wholesome food; and other practical topics.

NOTE:—Ordinarily cooking and sewing are taken together during the third and fourth years, the amount being as stated.

JUNIOR AND SENIOR NORMAL YEARS. The members of the Normal course spend a portion of their time in Furber Cottage, where practical instruction in cooking and housekeeping is given.

X. MECHANIC ARTS

The Mechanic Arts Course is designed primarily to fit our graduates for teaching along industrial lines.

PREPARATORY SUBJECTS

MECHANIC ARTS A. Junior Prep. Wood-turning—advanced work in spindle and face-plate turning; furniture making—design, making of working drawings, construction of a piece of furniture; mechanical drawing—projection drawing, including development of surfaces.

MECHANIC ARTS B. Senior Prep. Elementary iron-working—simple operations in blacksmithing, including welding, machine-shop practice in chipping, filing, polishing, drilling, tap and die work, simple turning. Machine drawing.

COLLEGE SUBJECTS

MECHANIC ARTS I. Freshman. Description of engineering machines and operations.

MECHANIC ARTS II. Sophomore. (a) (1/2 year). Descriptive geometry. (b) (1/2 year). Principles of design.


MANUAL TRAINING II. Senior. Materials and methods of manual training. Practice teaching.

The following are not classified above:

BUSINESS LAW AND ETHICS. Under the auspices of the Phelps-Stokes Fund of New York, an arrangement has been made by which advanced students of Atlanta University and Morehouse College may jointly pursue a course in Commercial law and business ethics. This is a course of thirty-two lectures, with examinations, and is conducted by Mr. Philip Weltner of the Atlanta bar.

SANITATION. Theory of disease; household bacteriology; simple household remedies. The course also includes household accounts, buying household linen, systematizing of labor.

PRINTING. Opportunity is given in a well-appointed printing office to learn typesetting, newspaper, book and job work. For a more complete description of this office see p. 33.

LAUNDERING. This is a part of the assigned work (p. 35) and affords opportunity for instruction in washing and ironing under the supervision of the laundry superintendent.
STUDENTS

College Course

Senior Class

Marion Austin Allen ........................................ Columbus
Eugene Heriot Dibble ........................................ Camden, S. C.
Harry Butler Peters ........................................ Atlanta
Esther Bankade Spencer ..................................... Charleston, S. C.
Frank Bryan Stoney .......................................... Savannah
Sadie Ann Thorne ............................................. Summerville, S. C.
Vestarine Hannah White .................................... Atlanta
John Phillip Whittaker ...................................... Tuskegee, Ala.
Albert Thomas Wilson ........................................ Atlanta

Junior Class

Maxie Mae Harris ............................................. Atlanta
Cleopatra Love ................................................ Macon
Mae Belle Maxwell ........................................... Atlanta
Jessie Mae Murphy ............................................ Atlanta
Rufus Elvin Payne ........................................... Jacksonville, Fla.
Walter Francis White ........................................ Atlanta
Juliette Idalene Wimby .................................... Atlanta
Walter Lewis Wright .......................................... Atlanta

Sophomore Class

Douglas Proctor Cater ...................................... Atlanta
Joseph Edwin Covington ...................................... Atlanta
Dominion Robert Glass ...................................... Atlanta
Asa Hines Gordon ........................................... Montezuma
Frank Fortune Lindsay ................................... Charleston, S. C.
Loring Bernard Moore ...................................... Brunswick
Mallalieu Winfred Rush .................................. Atlanta
Benjamin Frank Sherard ..................................... Starr, S. C.

Freshman Class

Lucius Frank Bell ............................................. Atlanta
Alva Louise Brown .......................................... Darlington, S. C.
Roscoe Thaddeus Cater ..................................... Atlanta
Anna Pierre Dart ............................................. Charleston, S. C.
Dorothy Chase Hunt ......................................... Fort Valley
Walter Adolphus Kendrick ................................ Atlanta
Lucile Lorine Mack .......................................... Athens
Leigh Benjamin Maxwell .................................. Atlanta
Joseph Daniel McGhee ...................................... Atlanta
THE BULLETIN

Willie Elsie Mosee .......................................................... Louisville, Ky.
Calpernia Florence Rogers .................................................. Athens
Wesley Ellington Scott ..................................................... Atlanta
Walter Harold Smith .......................................................... Chattanooga, Tenn.
Harold Hillyer Thomas ..................................................... Atlanta
Olive Lucile Wainwright .................................................... Charleston, S. C.
Hugh Henry Wimbish .......................................................... Atlanta

Normal School

Tutors

Lily B. Lewis ............................................................... Atlanta
Dazzarine R. Fortson ......................................................... Atlanta
Ethel E. Westmoreland ...................................................... Atlanta

Senior Class

*Beulah Ables ................................................................ Buena Vista
Inez C. Anderson ............................................................... Georgetown, S. C.
Ruth J. Andrews ............................................................... Birmingham, Ala.
Odessa Barker ................................................................ Atlanta
*Aeolian Bibb ................................................................ Atlanta
*Lizzie M. Bryant ............................................................... Atlanta
Mary E. Burney ................................................................. Atlanta
Louvinia B. Cole ............................................................... Athens
Mamie L. Cole ................................................................. Athens
Annette W. Devine ............................................................. Atlanta
Bessie J. Elston ................................................................. Anniston, Ala.
Blanche E. Fortson ............................................................... Atlanta
*Lucile E. Gassett ............................................................... Cartersville
Alice H. Greenwood ............................................................ Atlanta
Agnes E. Gullins ............................................................... Atlanta
Pauline A. Harrison ............................................................. La Grange
Lottie B. Heard ................................................................. Athens
Myra A. Height ................................................................. Rome
Cornelia Hill ................................................................. Atlanta
Eleanor Jefferson ............................................................... Athens
Geneva Jefferson ............................................................... Athens
Juanita M. Jones ............................................................... Athens
Malinda B. Jones .............................................................. Chattanooga, Tenn.
Lillian B. Keaton ............................................................... Bainbridge
*Clara B. Kellogg ............................................................... Brunswick
Christian D. Laster ........................................................... Atlanta
Genie M. Manley ............................................................. Atlanta
Ada M. Miller ................................................................. Atlanta
Tommie L. Moody ........................................................... Atlanta
VIEW OF ATLANTA UNIVERSITY CAMPUS AND BUILDINGS

Oglethorpe Practice School  Carnegie Library  Knowles Industrial Building  Boys' Dormitory  Stone Hall  Girls' Dormitory  Farber Cottage
Osie B. Moore .......................... Atlanta
Mabel Moreland ........................ Atlanta
Georgia E. Parks ....................... Atlanta
Lucile L. Ports ........................ Atlanta
Mae Belle Prather ..................... Cuthbert
Myrtis R. Ragland ...................... Atlanta
Ethel C. Redding ....................... Atlanta
Odessa M. Rivers ........................ Atlanta
Ella J. Robinson ..................... Jacksonville, Fla.
Mabel A. Robinson ................... Savannah
Ida S. Scott .......................... Chattanooga, Tenn.
Lucile C. Tucker ...................... Savannah
Allene E. Wade ........................ Jackson, Miss.
Daisy L. Waters ........................ Atlanta
Carrie Watts .......................... Atlanta
*Isabella H. Whittaker ............... Tuskegee, Ala.

Junior Class
Lizzie Mae Bell ........................ Atlanta
Bertha I. Bothwell ................... Vienna
Adella L. Evans ........................ Atlanta
Alberta M. Hamilton .................. Vienna
Carrie H. Herndon .................... Atlanta
Annie E. Massey ........................ Atlanta
Mattie Belle Scott .................... Augusta
Johnnie M. Sinclair ................... Atlanta
Lillie Belle Speight .................. Lookout Mt., Tenn.
Mary L. Stevenson .................... Atlanta
Benette D. Thompson .................. Brunswick
Alice Thornton ......................... Atlanta
Annie B. Torian ........................ Hopkinsville, Ky.

High School
College Preparatory Division
Senior Class
Vivian V. Baker ........................ Jacksonville, Fla.
Nathan J. Bolen ........................ Jacksonville, Fla.
Albert A. Edwards .................... Atlanta
Jimmie L. Elliott ...................... Atlanta
Mannie E. Gardner .................... Jacksonville, Fla.
Herman L. Grant ........................ Charleston, S. C.
William Leo Hansberry ............... Jackson, Miss.
Lawrence R. Harper .................... Atlanta
Norris B. Herndon .................... Atlanta
<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Lowell B. Hodges</td>
<td>Prairie View, Tex.</td>
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<tr>
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<td>McDonough</td>
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<td>Gloucester A. Price</td>
<td>Ft. Myers, Fla.</td>
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<tr>
<td>Annie L. Sheffield</td>
<td>Albany</td>
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<td>Herbert L. Thompson</td>
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<td>Andrew F. Strickland</td>
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<td>William M. Sledge</td>
<td>Atlanta</td>
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<tr>
<td>John A. White</td>
<td>Columbus</td>
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<tr>
<td>Nolden White</td>
<td>Atlanta</td>
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<tr>
<td>Thelma Whittaker</td>
<td>Atlanta</td>
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**Junior Class**

<table>
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<tbody>
<tr>
<td>John L. Bell</td>
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<td>Clinton N. Cornell</td>
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<td>Charles S. Elder</td>
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<td>George W. Fowler</td>
<td>Marietta</td>
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<td>Jennie W. Goodgame</td>
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<td>James F. Henderson</td>
<td>Cuthbert</td>
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<td>Horatio B. Holder</td>
<td>Cairo</td>
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<td>Sidney R. Irving</td>
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<td>Charles L. James</td>
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<td>Frank S. Jones</td>
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<td>Ernest Keith</td>
<td>Atlanta</td>
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<td>Henry E. Newton</td>
<td>Atlanta</td>
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<tr>
<td>Cyril A. Parks</td>
<td>St. Augustine, Fla.</td>
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<tr>
<td>Rachel E. Pruden</td>
<td>Atlanta</td>
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<td>Lilian S. Proctor</td>
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<td>Colclough Sheehy</td>
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<td>Jayme E. Torbert</td>
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<td>Lucile N. Walker</td>
<td>Natchez, Mass.</td>
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<td>Clayton R. Yates</td>
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**Second Year Class**

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<tbody>
<tr>
<td>John W. Allen</td>
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<td>Eugene A. Anderson</td>
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<td>Clinton P. Bishop</td>
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<td>Alfred D. Blackburn</td>
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</table>
Howard H. Bunts ........................................ Thomasville
George L. Butler ........................................ Atlanta
Edward C. Deas ......................................... Jacksonville, Fla.
Alfonso Elder ........................................... Sandersville
Charles L. Fambro ...................................... Atlanta
Lewis Ferguson .......................................... Atlanta
Willie S. Fuller .......................................... Columbus
Charles L. Gideon ........................................ Atlanta
James M. Griffin ....................................... Albany
John W. Griffin .......................................... Atlanta
Jesse P. Gomillion ...................................... Atlanta
Lorenzo Grimes .......................................... Atlanta
Waddy H. Grimes ........................................ Atlanta
Henry C. Hamilton ...................................... Atlanta
Louis J. Harper .......................................... Atlanta
James A. Henry ......................................... Chattanooga, Tenn.
Ira A. Holder ........................................... Cairo
Wendell P. Jackson ..................................... Atlanta
Charles S. James ....................................... Milledgeville
Columbus Lester ........................................ Valdosta
George M. Madisen ...................................... Jacksonville, Fla.
Walter P. McCarthy .................................... Albany
Willa McIver ........................................... Cuthbert
Wm. Oscar Murphy ...................................... Atlanta
Edwin L. Scruggs ....................................... Chattanooga, Tenn.
Marion Simmons ......................................... Atlanta
J. Curtis Strickland ..................................... Chattanooga, Tenn.
Richard D. Stinson, Jr. ................................ Atlanta
William McK. Tate ...................................... Atlanta
James C. Williams ...................................... Atlanta
Talmadge H. Woods ...................................... Savannah
Elliott Wrentz ........................................... Valdosta

First Year Class

Bennie W. Askew .......................................... Atlanta
Willmoth H. Baker ...................................... Jacksonville, Fla.
John L. Benson .......................................... Atlanta
Emboy L. Boggus ........................................ Atlanta
James Boykin ............................................. Atlanta
Jasper F. Breaker ...................................... Jacksonville, Fla.
Oliver M. Buggs, Jr. .................................... Brunswick
Leon Bunyon ............................................. Atlanta
Henry R. Butler .......................................... Atlanta
James Cannon ........................................... Atlanta
Oswell A. Coombs, Jr. .............................................. Atlanta
Almanus Crosby ...................................................... Atlanta
Reba Dobbs .......................................................... Atlanta
Raymond C. Dougan ................................................. Atlanta
Eugene Edwards ...................................................... Atlanta
Henry A. Etheridge .................................................. Atlanta
Nelson D. Goosby .................................................... Atlanta
Theodore Grant ..................................................... Atlanta
Henry Hackett ....................................................... Atlanta
Eugene Henderson ..................................................... Jackson
James E. Houston .................................................. Jacksonville, Fla.
Fred Jackson .......................................................... Atlanta
Harry Jenkins ......................................................... Atlanta
John J. Jenkins ....................................................... Atlanta
William Jones ......................................................... Atlanta
Clyde D. King ........................................................ Atlanta
Nathaniel Lamar ...................................................... Milledgeville
Dewey Lee ............................................................. Atlanta
Frank W. Lee .......................................................... Atlanta
Albert Lockett ......................................................... Atlanta
Berry F. Montgomery ............................................... Milledgeville
Clarence Moreland .................................................... Atlanta
Robert A. Morris ................................................... Cartersville
Allen Murphy .......................................................... Atlanta
William W. Nicholson ............................................... Trenton, S. C.
Horace W. Ports ..................................................... Atlanta
William McK. Reeves ................................................ Albany
John Rush, Jr. .......................................................... Atlanta
Dewey Russell ......................................................... Atlanta
Joshua Simpkins .................................................... Graniteville, S. C.
Israel Smith .......................................................... Atlanta
Mitchell Speight ..................................................... Ft. Gaines
Charles Tatum ........................................................ Atlanta
Lorenzo J. Taylor ..................................................... Atlanta
Frank Thurman ...................................................... Jackson
George W. Walker .................................................. Trenton, S. C.
Darmon C. Washington .............................................. Atlanta
Robert W. White, Jr. ................................................. Atlanta
Edward L. Williams, Jr. .......................................... Tampa, Fla.
Henry D. Wilson ..................................................... Atlanta
Ralph M. Young ...................................................... Valdosta

Normal Preparatory Division
Fourth Year Class

Bertha L. Alien .................................................. Columbus
Ethel E. Barnes .................................................. Hawkinsville
Carrie Bigham .......................................................... Atlanta
Mattie A. Daniel .................................................. Covington
Sarah F. Goolsby .................................................. Macon
CATALOGUE NUMBER

Lillian G. Harrison ........................................ La Grange
Ruth W. Henderson ........................................ Atlanta
Azalia Hogan ............................................. Atlanta
Maude L. Holley ........................................... Atlanta
Sara B. Howell ............................................. Atlanta
Sophie Howell ............................................. Atlanta
Ethel Lewis .................................................. Atlanta
Eloise M. Murphy .......................................... Atlanta
Muriel M. Proctor .......................................... Atlanta
India N. Rucker ........................................... Atlanta
Alice M. Simmons .......................................... Atlanta
Willie B. Thomas .......................................... Atlanta
Ruby H. White ............................................... Atlanta
Janet L. Williams .......................................... Atlanta

Third Year Class

Stella Bryant ............................................... Atlanta
Mignon Burch ............................................... Atlanta
Lollie M. Carter .......................................... Atlanta
Edith Gibson ............................................... Atlanta
Ella L. Gilbert ............................................ Athens
Ruth M. Goosby ............................................. Atlanta
Odessa M. Hollis .......................................... Atlanta
Nancie Holman ............................................. Atlanta
Emma R. Jackson .......................................... Atlanta
Winnie T. Johnson ........................................ Yazoo City, Miss.
Greta E. Laster ............................................ Atlanta
Lillian Lattimer .......................................... Statesboro
Wilhelmina Leigh ......................................... Atlanta
Arlee M. McAllister ...................................... Atlanta
Florence Miller ........................................... Atlanta
Maggie B. Person .......................................... Atlanta
Anita A. Reid ............................................... Chattanooga, Tenn.
Bessie C. Rivers .......................................... Atlanta
Hazel Rucker ............................................... Atlanta
Fannie M. Settles ......................................... Atlanta
Charlotte M. Thomas .................................... Atlanta
Myra F. Thornton ......................................... Atlanta
Lillian L. Wicker .......................................... Atlanta
Fannie M. Williams ...................................... Columbus
Willie M. Williams ....................................... Savannah
Cora Lee Younge .......................................... Atlanta

Second Year Class

Pearl Arnold ............................................... Atlanta
Rosetta Austell ........................................... Atlanta
<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Jessie E. Banks</td>
<td>Birmingham, Ala.</td>
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<tr>
<td>Willie Mae Bolton</td>
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<td>Inez Burch</td>
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<td>Essie Geter</td>
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<td>Martha L. Harkness</td>
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<td>Odessa Harper</td>
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<td>Addie Humphrey</td>
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<td>Millie Jackson</td>
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<td>Vera Jackson</td>
<td>Dublin</td>
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<td>Lila Johnson</td>
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</table>
Mary K. Johnson ........................ Atlanta
Mary Jones ................................ Atlanta
Irene K. Jones ................................ Atlanta
J. Irene Jones ................................ Atlanta
Mary C. Jones ................................ Atlanta
Willie B. Kesler ................................ Atlanta
Hattie King .................................. Atlanta
Ruth Lemon .................................. Atlanta
Alma Lewis .................................. Atlanta
Sallie Lewis ................................ Atlanta
Fannie M. Lindsay .......................... Atlanta
Manila L. Marion ............................ Atlanta
Cora Lee Marshall ........................... Columbus
Inez L. McDonald ............................ Waycross
Effie McGhee ................................ Atlanta
Willie McGinty .............................. Atlanta
Annie McWhorter ............................ Decatur
Cordelia Meade ................................ Atlanta
Louise Moates ................................ Atlanta
Zipporah Moody .............................. Atlanta
Beatrice E. Moore ............................ Atlanta
Josephine Moore ............................. Atlanta
Ursilla Morris ................................ Atlanta
Eleanor Murphy .............................. Atlanta
Artie Peterson ............................... Atlanta
Francena Potter .............................. Albany
Allene Pounds ............................... Atlanta
Prudence Pressley ............................ Atlanta
Ida Mae Reid ................................ Atlanta
Alice Rucker ................................ Atlanta
Catherine M. Scott .......................... Atlanta
Callie M. Scott ................................ Pratt City, Ala.
Hattie Scott .................................. Lincolnton
Robbie Sheppard ............................. Atlanta
May Sims ..................................... Atlanta
Erma Slaughter .............................. Atlanta
Rosa Smith .................................. Atlanta
Ruby Smith .................................. Atlanta
Willie M. Starr .............................. Atlanta
Sarah Tanner ................................ Atlanta
Nellie Thomas ............................... Macon
Mary M. Thomas ............................. Rome
Sallie M. Thomas ............................ Atlanta
Ruby Thompson ........................................ Atlanta
Lucile Turner ........................................ Atlanta
Birdie Washington ..................................... Atlanta
Mamie P. Watson ...................................... Albany
Madeline White .......................................... Atlanta
Magnolia Wicker ........................................ Atlanta
Annie M. Williams ..................................... Atlanta
Carrie C. Williams .................................. Atlanta
Fannie I. Willingham .................................. Atlanta
Bertha Wilson .......................................... Atlanta
Isabella Wilson ........................................ Decatur
Sarah Wilson ........................................... Atlanta
Susie Wilkins .......................................... Jackson, Miss.
Maud Wynn ............................................. Atlanta
Genevieve Young ....................................... Atlanta

SUMMARY OF STUDENTS

College
Senior Class ........................................... 9
Junior Class ........................................... 8
Sophomore Class ...................................... 8
Freshman Class ...................................... 16

Normal School
Tutors .................................................... 3
Senior Class .......................................... 45
Junior Class .......................................... 13

High School
Senior ................................................. 23
Junior ................................................... 22
Second Year .......................................... 37
First Year .............................................. 51

Whole number of students
Boys—Boarders ....................................... 63
Girls—Boarders ....................................... 117
Day Pupils ............................................. 133
Day Pupils ............................................. 195

Number of counties in Georgia represented .......................... 36
Number of states represented .................................... 10

Note (a).—Students remaining only a short time are not enrolled in the catalogue.
Note (b).—There have been enrolled in the Oglethorpe School; in the kindergarten, 30; in the eight grades, 120. Total, 150.
## THE BULLETIN

### Graduates in 1914

#### College Course

<table>
<thead>
<tr>
<th>Name</th>
<th>Occupation</th>
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</thead>
<tbody>
<tr>
<td>Buszeder Brady</td>
<td>Benjamin</td>
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<tr>
<td>Eva Cornelia Connor</td>
<td>Harrison</td>
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<tr>
<td>Bertha Estelle Keith</td>
<td>Graham</td>
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<td>Harriet Jewell Smith</td>
<td>Robert</td>
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<td>Kathleen Delight Smith</td>
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<tr>
<td></td>
<td>Jackson, Jr.</td>
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<tr>
<td></td>
<td>Bertrand Clifton</td>
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<td>Styles</td>
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<td>Marshall</td>
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<td>Tonsil</td>
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<td>Sidney</td>
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<td>David Williams</td>
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#### Normal Course

<table>
<thead>
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<th>Name</th>
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<tr>
<td>Mattie L. Alexander</td>
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<tr>
<td>*Mattie C. Brown</td>
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<td>Mae V. Fortune</td>
<td>Hattie</td>
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<td>Louella H. Hatfield</td>
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<td>Marion R. Henry</td>
<td>Georgia</td>
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<td>Lillian E. Pharrow</td>
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<td>Laura M. Riley</td>
<td>Hamilton</td>
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<tr>
<td>*Myrtle Scarlett</td>
<td>Hazel</td>
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<td>*Lucile B. Spencer</td>
<td>A. Heffron</td>
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<td>*Amy V.</td>
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*Normal Kindergarten Course

### SUMMARY OF GRADUATES AND THEIR OCCUPATIONS

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<tr>
<th></th>
<th><strong>COLLEGE</strong></th>
<th><strong>NORMAL</strong></th>
<th><strong>TOTAL</strong></th>
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<td>Per Cent</td>
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<tr>
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<tr>
<td><strong>Male</strong></td>
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<tr>
<td><strong>Female</strong></td>
<td>78.3</td>
<td>539</td>
<td>97.5</td>
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<td><strong>Living</strong></td>
<td>85.4</td>
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<td><strong>Dead</strong></td>
<td>14.6</td>
<td>29</td>
<td>14.8</td>
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<td><strong>Female</strong></td>
<td>71.1</td>
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<td><strong>Book-keepers and secretaries</strong></td>
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<td>10</td>
<td>2.6</td>
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<td><strong>Miscellaneous</strong></td>
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<td>6.1</td>
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<tr>
<td><strong>Married women not otherwise designated</strong></td>
<td>26.0</td>
<td>10</td>
<td>33.7</td>
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<tr>
<td><strong>Undesignated</strong></td>
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<td>5.4</td>
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*Including three graduates from a theological course.
+Two students graduated in two departments.
HONORS AND PRIZES

At the end of their Sophomore and Senior years, honors are awarded to those college and normal students who have attained a certain average rank. The designating phrases used are: With Highest Honor; With High Honor; With Honor. The award at the close of the year 1913-14 was as follows:


The Alumni Prizes for Excellence in Debate were awarded in 1914-15, in the order named, to William L. Hansberry, Eugene H. Dibble and John P. Whittaker.

The Herndon Prizes for Excellence in Public Speaking were awarded in 1914-15, in order named, for boys to Norris B. Herndon and Loring B. Moore; for girls to Mae B. Maxwell, Mattie B. Scott and Maxie M. Harris.

PRINTING OFFICE

This catalogue was printed in the Atlanta University Printing Office, where we also print and bind the annual Conference report; the other issues of the Bulletin; a monthly for the students, The Scroll; and a quarterly for the Alumni, The Crimson and Gray. Job work is also done.

The office is equipped with one Colt's Armory press 14x22, one Gordon press 8x12, one 32-inch paper cutter, one power stitching machine, one Chandler & Price Proof Press 10x31, 80 fonts of job type, 1,500 pounds of body type, one Kaufman stone 40x80, one Polhemus and three Tracy steel-run cabinets, a complete book-binding equipment, and electric power to operate the machinery.
THE BULLETIN

GENERAL INFORMATION

LOCATION

The University grounds are at the head of West Mitchell street, about one mile from the center of the city of Atlanta, Ga., and a little more than one-half mile from the new terminal station. Electric cars marked “WEST HUNTER, ASHBY ST.,” leave the corner of Marietta and Broad streets, run near the terminal station, and directly past our gate.

MEMBERSHIP

Good health being necessary for success in study, it is expected that none who are permanently weak or diseased will apply for admission. The Institution has a good reputation for healthfulness, and the interests of the people for whom it was founded demand that this reputation should be maintained. Applicants are required to present a physician’s certificate certifying to good health, and the time of the last effective vaccination; otherwise, they will be expected to bear the expense of a thorough physical examination upon entrance; and in any case, of vaccination if needed.

Application for admission should be made at least a month before the beginning of the school year, and should state, fully, previous education and present plans.

Students should enter the first day of the school year, that they may be immediately classified, and thus lose no time in beginning work.

During vacation, as well as during term time, students are held amenable to the authority of the school.

The Institution is not sectarian in its religious instruction or influence, while aiming to be thoroughly Christian. It is open to all students of either sex.

GOVERNMENT

Discipline is administered with firmness and impartiality, and aims to induce a high moral sentiment, which shall be in itself a powerful governing force in the school.

When it becomes plain that a pupil has not a fixed purpose to improve his time, and an earnest desire to fit himself for usefulness, he is removed without specific charges.

Suspension and expulsion from the Institution are resorted to in cases whose seriousness calls for such punishment.

When students are exposing themselves and others to permanent harm, it is expected that high-minded persons will be governed by the dictates of conscience and common sense, rather than by any false sense of honor in regard to disclosing the facts to the proper authorities.
EXPENSES

Per Month

Boarding, including furnished rooms, fuel, lights and washing ........ $14.00
Tuition in College and Normal courses .................................... 3.00
Tuition in High School course .................................................. 2.50
Instruction in Instrumental Music ........................................... 2.00
Use of instrument one hour per day ........................................... .50
Instruction in Vocal Music ..................................................... 2.00
Incidental fee, due at entrance each year: boarders, $2.00; day pupils, $1.00.

All payments are due in advance on the first of each calendar month. Fractions of a month are charged at a somewhat higher rate. Deduction of 10% on tuition if paid in advance by the third of the calendar month, provided all other bills of the student have been settled.

The following laboratory charges are made: Elementary Physics, $1.00; Elementary Chemistry, $1.00 a term, $2.00 a year; College Chemistry $2.00, a term, $4.00 a year; College Physics, $2.00 a year.

Students taking instruction in music, vocal or instrumental, are required to make a deposit of $1.50 at the beginning of each term to pay for needed music. Any unused balance will be returned. Notice of intention to discontinue special lessons should be given in writing at least two weeks in advance.

Students given the favor of a special examination, apart from the time regularly assigned to entrance or class examinations, pay a moderate fee for the privilege.

All boarding students are required to work for the Institution at least one hour a day. This requirement helps make the above low charges possible.

Remittances in payment of bills should be made by money orders, drafts, in registered letters, or by express.

Make money orders or drafts payable to Atlanta University. Receipts will be promptly returned.

STUDENT AID

Some students have been aided in past years by contributions from the friends of popular education. It is expected that this help will be continued, and the income of the scholarship funds is also now available.

Persons should not come expecting to receive aid until they have applied for it and received a favorable answer. Those applying should state their pecuniary circumstances, their advancement in their studies, and as far as possible, what pursuit they intend to follow. In no case is aid granted for a longer time than the current year, without renewed application. Those who are aided are assigned to some extra work. Upon the faithfulness with which this work is done depends the continuance of aid. It is expected that those who receive help will, when able, return the amount to aid others.

THE LIBRARY

By the liberality of the late R. R. Graves, Esq., of New York, and a few other friends, the library now contains about 14,000 volumes. Mr. Graves also gave a permanent endowment of five thousand dollars, since increased to six thousand, which insures its steady growth. It has been completely catalogued according to the Dewey system.
In January, 1906, the books of the library were moved from Stone Hall into the new building, erected by the munificence of Mr. Andrew Carnegie. For a description, see Buildings.

Aside from the reading-room in the library building, there are also reading-rooms in each of the two principal dormitories, thus giving to those in the boarding department convenient access to many of the leading papers and periodicals of the country.

THE MARBLEHEAD LIBRARIES

In 1910 a traveling library system was inaugurated at Atlanta University. This was made possible by the generosity of the late James J. H. Gregory of Marblehead, Mass., who carefully selected and gave for this purpose over 2,000 books. They have been arranged in collections of from forty to fifty volumes, and are sent for terms of six months to schools or responsible individuals, so that they may be used to the greatest advantage in the localities receiving them. Fifty libraries are now in circulation.

THE ATLANTA CONFERENCE

Atlanta University recognizes that it is its duty as a seat of learning to throw as much light as possible upon the intricate social problems affecting the American Negro, both for the enlightenment of its own graduates and for the information of the general public. It has, therefore, during the last nineteen years sought to unite its graduates, the graduates of similar institutions, and educated persons in general throughout the country in an effort to study carefully and thoroughly certain definite aspects of the Negro problems.


BUILDINGS

The buildings are situated on high ground, in the western part of the city, and surrounded by sixty acres of land belonging to the Institution.

DORMITORIES

There are two principal dormitories, the one used by the girls having been erected in 1869, with a wing added in 1880. This building contains
the school-kitchen and dining-room. The dormitory used by the boys was built in 1870, with a wing added in 1871. Each of these buildings contains a parlor, reading-room and gymnasium. They also have a complete system of sanitary plumbing, with bath-tubs supplied with hot and cold water.

**STONE HALL**

This building, erected in 1882, stands between the two dormitories and is a gift of the late Mrs. Valeria G. Stone, of Malden, Mass. It contains the chapel, the large school-room, recitation and lecture rooms, the physical and chemical laboratories, offices, etc. This building, the two dormitories, the practice school, the library and the domestic-science building, are heated by steam from one plant.

**KNOWLES INDUSTRIAL BUILDING**

This building, erected in 1884, is for the use of the mechanic arts department. It is a memorial of the late Mr. L. J. Knowles, of Worcester, Mass., whose widow appropriated from his estate $6,000 for its erection, this amount being increased by the gifts of a few other friends.

Power for the machinery in the building is furnished by a steam boiler and a fifteen horse-power engine, and the rooms are equipped with pipes so as to use either steam from the boiler or the exhaust steam from the engine for heating purposes.

On the first floor of the building are various wood-working machines, a lumber room, and benches and tools for repairing and construction work. On the second floor are a bench-room, containing twenty benches, each furnished with a set of tools, and ten wood-turning lathes and tools; and two drawing-rooms, containing the necessary drawing-stands, instruments, models, etc., for free hand and mechanical drawing. In the basement are a forge-room, having twelve forges and anvils and the tools required for ordinary blacksmith work and small machine forging, and a machine-room, containing an engine lathe, drilling machine, wet and dry emery grinders, and a cabinet of machinists’ tools.

**THE FURBER COTTAGE**

This building, also known under the more formal name of "The King’s Daughters’ Model Home and Maria B. Furber Cottage", was erected in 1899 from contributions which had been slowly gathered during a number of years, chiefly from circles of King’s Daughters in many parts of the country and from personal friends of the late Mrs. Maria B. Furber, wife of the late Rev. Dr. Daniel L. Furber, of Newton Centre, Mass., who himself made generous additions to the building fund previous to his death. It contains dormitory rooms for at least eighteen occupants, who carry on all the work of the home without servants, and is equipped with facilities for teaching the domestic arts in the most thoroughly scientific as well as practical manner.
THE OGLETHORPE SCHOOL

This building, erected in 1904, is the gift of the General Education Board of New York and its Treasurer, Mr. George Foster Peabody, each contributing the sum of $5,000, and of a large number of other friends who contributed a third sum of $5,000. The building contains ten rooms besides a large basement, and is used for practice teaching in connection with the Normal Department, special attention being given to the training of Kindergarten teachers as well as teachers for the public schools.

CARNEGIE LIBRARY BUILDING

This building, erected in 1905, is the gift of Mr. Andrew Carnegie, who contributed $25,000 for its erection and furnishing. It contains a fire-proof stack-room, large reading and reference rooms, a lecture room, picture room, rooms for unpacking, traveling libraries, etc., and is equipped with the most modern furnishings and apparatus for effective library administration.

FUNDS

The University has thus far received but a very small part of the endowment needed to carry on even its present work, to say nothing of future growth. The invested funds on hand July 1, 1914, amounted to

For scholarships ........................................ $33,905.00
For general endowment .................................. 61,958.93
For maintenance of library ............................... 6,000.00

Total ..................................................... $101,863.93

NEEDS

It will be seen from the above statement that, proportionally, the funds for general endowment are in greatest need of increase. For endowment Atlanta University needs $800,000. This would relieve the Institution of the harassing task of raising money for current expenses by incessant personal solicitation. Appealing to its record of forty-five years completed, Atlanta University asks for sufficient endowment to maintain the work at a high grade of usefulness and to meet the opening opportunities of the future.

Until such endowment is secured the Institution is almost wholly dependent upon annual donations from the benvolent public. For many years the Trustees of the John F. Salter Fund have helped the work, their present appropriation amounting to $2,250. In addition to the payments of the students, $37,000 is needed annually.

CORPORATE NAME

The corporate name of the Institution is THE TRUSTEES OF THE ATLANTA UNIVERSITY. Wills containing bequests should be attested by three witnesses in most of the States.
CATALOGUE NUMBER

MISCELLANEOUS SUGGESTIONS

Each pupil should bring a Bible. It is needed for private reading, for Sunday-school, and for use in classes.

Students are required to be furnished with all prescribed text-books at the time when the use of them begins.

All should be provided with warm clothing.

Young women should provide themselves with rubbers, umbrella and coat for stormy weather.

The use of silks, velvets, or other expensive or showy materials or trimmings is considered inappropriate. Dresses of cotton and woolen materials are most suitable. Only simple dresses for the close of school are permissible. Parents are asked not to send clothing, unless the request for it is endorsed by the preceptress.

Experience has taught us that much evil comes from pupils receiving food or large quantities of fruit or candy, from home or friends. They are, therefore, not allowed to receive it. Friends will please not send it.

Letters should be directed in care of Atlanta University, Atlanta, Ga.

Students who do not board at their homes are not allowed to board out of the Institution, unless by special permission.

The Institution encourages the customary student organizations: athletic, literary, debating, musical and religious. Membership in unauthorized student organizations is prohibited.

Boarders are expected to furnish their own towels and napkins, and it is suggested that each one bring a blanket or comfortable and a knife, fork and spoon.

Keeping or using firearms on the premises is forbidden.

Especial attention is called to the rule prohibiting the use of all intoxicating drinks, and tobacco in every form.

The proper observance of Sunday is most important for the moral and religious welfare of the students. This Institution is the result of benevolent efforts, and that it be decidedly religious in its influence, without being sectarian, is the reasonable expectation of its friends. Boarding pupils are therefore required to attend stated religious services. Students should arrange so as not to travel on Sunday, and friends are earnestly requested not to call upon them on that day.

It is desired to make the school, as far as possible, a home for those who attend. Not only their intellectual, but also their physical, social, moral and religious culture receives careful attention.

The majority of our graduates, and many others who have left before finishing their course, are engaged in teaching during a part or all of the year. Besides these, during the four months of the summer vacation, some of the students engage in teaching, so that a large number of children in Georgia and other states are taught annually by those who have been connected with the Institution.
Graduates

This year the number of Atlanta University graduates passes the eight hundred mark. We plan from now on to publish the list of graduates occasionally in a separate pamphlet, and not as a part of the annual catalogue.

With this issue we print as usual a brief sketch of their work and a table indicating their occupation.

THE WORK OF OUR GRADUATES

As an encouragement to prospective students to attend Atlanta University, and to friends of Southern education to support the work, the following statement is presented showing the marked success our graduates have had in securing not only remunerative positions for their self-support, but also opportunities for the widest usefulness in the work of uplifting their race.

THE COLLEGE GRADUATES

While the two hundred and nine graduates from the College represent only a small part of the work done by the University, they represent a very important part of that work, as will be evident from a statement of the positions they occupy and the work they are doing.

Of these two hundred and nine graduates, twenty-nine have died. Of the one hundred and eighty now living, thirteen are ministers, several of whom however are classed in our summary as teachers; eight are physicians, five are lawyers, one is a dentist, eighty-six are teachers, seventeen are in the service of the United States, twenty-seven are in other kinds of business, and eight are students. These statistics together with those of the Normal graduates, are given in tabular form on page 32 of this catalogue.

MINISTERS

One of the ministers is pastor of a Congregational church in Chattanooga, Tenn., four of Baptist churches in Charleston, S. C., Atlanta,
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Ga., Augusta, Ga., and Joliet, Ill.; four of Methodist churches in Columbus, Ohio, Baltimore, Md., Guthrie, Okla., and one is chaplain of the Tuskegee Normal and Industrial Institute. Another is secretary of a Y. M. C. A. branch in New York City. Some of these ministers have made addresses in national and international assemblages, one is a fellow of the Royal Geographical Society, and one has had the unique honor of being a member of the board of education in a large Southern city for fourteen successive years.

TEACHERS

Many of the teachers are holding high positions. No less than four are college presidents: of the Georgia State Industrial College, Savannah, Ga.; of Lincoln Institute, Jefferson City, Mo., of the Florida Baptist College, Jacksonville, Fla., and of the Farmers' Improvement Society College, Waco, Tex. Nine are principals of city public schools. Some of the others are designated as follows: principal of the Charleston Industrial Institute, Charleston, S. C.; principal of the Howard Normal School, Cuthbert, Ga.; principal of Manassas Industrial School, Manassas, Va.; principal of Knox Institute, Athens, Ga.; principal of High and Industrial School, Fort Valley, Ga.; principal of Payne Institute, Cuthbert, Ga.; professor of pedagogy in Atlanta University; associate professor of mathematics and science in Howard University, Washington, D. C.; professor of sloyd and mechanical drawing in the State Normal School, Petersburg, Va.; professor of pedagogy in the Georgia State. Industrial College, Savannah, Ga.; principal of Burrell Normal School, Florence, Ala.; professor of mathematics in Lane College, Jackson, Tenn.; teacher of Latin in Atlanta University; supervisor of industrial work in the public schools of Memphis, Tenn.

OTHER PROFESSIONS

Of the eight physicians three are located in Atlanta, Ga., and three respectively in Denver, Colo., Evanston, Ill., and Philadelphia, Pa. Most of them were among the first in their classes in the medical schools that they attended.

The five lawyers practice two in Chicago, Ill., and the others severally in Boston, Mass., Macon, Ga., and Savannah, Ga., and are successful in their profession. One is Master in Chancery by appointment of the Governor of his State. The one dentist lives in Atlanta and has an extensive practice.

One of the graduates was a lieutenant in the army during the
Spanish War, and captain of U. S. Volunteers in the Philippine Islands. Another was paymaster with the rank of major.

NORMAL TRAINED TEACHERS

Most of these teachers are located in Georgia, but some are in Virginia, West Virginia, North Carolina, South Carolina, Missouri, Tennessee, Arkansas, Oklahoma, Texas, Alabama, Louisiana, Florida and the District of Columbia. About two-thirds of the teachers in the colored schools of Atlanta were educated in Atlanta University. Several of these have been in continuous service many years. Two have been in the same school in Savannah since 1876. While most are teaching in public schools, some being principals in important positions, a large number are also in private institutions. One is the founder and principal of Haines Normal and Industrial Institute in Augusta, Ga., a large and important school, under the Freedman's Board of the Presbyterian Church. Here several others of our graduates are assistants. Another is founder and manager of an orphans' home and school in Covington; another is principal of the Model and Training School near Athens, Ga.

Almost every one of these graduates is a Christian and is doing work in the church, Sunday-school and home, and is exerting a strong influence for good in the community in which he lives. In a large measure they are moulders of public sentiment, and are helping in a quiet way to solve some of the perplexing problems of these troublous times. Although they are reformers in the best sense of the word, they are an eminently conservative social element.
Report of Atlanta University Library

The following statistics are taken from the annual report of the Atlanta University Library:

Number of books in the library 17,996

Divided as follows:

- Adult fiction 974
- Juvenile fiction 373
- Philosophy 410
- Religion 1182
- Sociology 1847
- Philology 162
- Science 1069
- Useful arts 401
- Fine arts 234
- Literature 1435
- History and travel 1905
- Biography 1059
- General works, including encyclopaedias and bound periodicals 1350
- Government documents, unclassified 435

17,996

The total circulation of books has been 6023

Divided as follows:

- Fiction 1324
- Non-fiction 1905
- New Book Club books 332
Everyman’s library of 600
\[
\begin{array}{lcl}
\text{Fiction} & 212 \\
\text{Non-fiction} & 43 \\
\end{array}
\]

Overnight charges of reserved books
to students \hspace{1cm} 1791

Extended time charges to teachers \hspace{1cm} 356

Primary teachers’ collection \hspace{1cm} 43

Primary teachers’ collection, Carnegie Library deposit \hspace{1cm} 17

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\begin{array}{c}
6,023
\end{array}
\]

New books added during the year \hspace{1cm} 665

New books catalogued \hspace{1cm} 665

New cards filed in the card catalogue \hspace{1cm} 3609

Books re-catalogued \hspace{1cm} 2345

Total attendance of readers through the year, counting mornings and afternoons separately so that the same person may be counted twice in a day, but not more than twice \hspace{1cm} 14480

Fines for over-due books \hspace{1cm} $11.46

New Book Club membership fees \hspace{1cm} 7.41

New Book Club fines \hspace{1cm} .94

There have been six books lost and paid for by borrowers; two have been lost from the teachers’ extended time books, and nine have been taken from the reserve shelves without permission and not returned; ninety-four have been repaired and rebound at the school printing office at an actual cost of $78.50.