

1928-34

Catalogue

— of —

Dana College

and

Trinity Theological Seminary

*No catalogue issued in 28-29
Bulletin issued to announce changes*

With Announcements for

~~1927-1928~~

1928-29

BLAIR, NEBRASKA



CALENDAR

1927

JULY

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1928

JANUARY

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JUNE

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School Calendar

First Semester

1927

Sept. 12, Monday—Registration 2:00 to 5:00 P. M.

Sept. 13, Tuesday—Registration 9:00 to 12:00 A. M. and
2:00 to 5:00 P. M.

Sept. 13, Tuesday—Opening Exercises, 8:00 P. M.

Sept. 14, Wednesday—Class work begins 8:00 P. M.

Sept. 20, Tuesday—Opening of Seminary 8:00 A. M.

Oct. 31, Monday—Reformation Day.

Nov. 11, Friday—Armistice Day; a holiday.

Dec. 21, Wednesday—3:45 P. M. Christmas Vacation be-
gins.

1928

Jan. 3, Tuesday—8:00 A. M. Christmas Vacation ends.

Jan. 25, Wednesday—First Semester ends.

Second Semester

Jan. 26, Thursday—Second Semester begins.

April 5, Thursday—3:45 P. M. Easter Recess begins.

April 9, Monday—8:00 A. M. Easter Recess ends.

May 27, Sunday—Baccalaureate Service.

May 30, Wednesday—Memorial Day; Field Day.

May 31, Thursday—Alumni Day.

June 1, Friday—Commencement Day.

Dana College and Trin. Theol. Seminary

Board of Trustees

Rev. N. C. Carlsen, President, Royal, Iowa.
Rev. E. R. Andersen, Vice-President, Racine, Wisconsin.
Rev. C. M. Olsen, Secretary, Denmark, Wisconsin.
Mr. L. Vedsted, Staplehurst, Nebraska.
Mr. H. W. Hansen, Council Bluffs, Iowa.

Board of Directors

Rev. H. W. Bondo, Chairman, Albert Lea, Minn.
Rev. H. P. Jensen, West Branch, Iowa.
Rev. V. C. Mengers, Sioux City, Iowa.
Dr. P. E. James, M. D., Elk Horn, Iowa.
Mr. H. Skov Nielsen, Secretary, Blair, Nebraska.

Board of Examiners

Rev. H. W. Bondo Rev. V. C. Mengers Rev. H. P. Jensen

THE ADMINISTRATION

Rev. Theo. M. Hansen, President.
Caroline Johnson, Principal of the Academy.
Rev. Martin L. Kirkegaard, Registrar and Secretary of Faculty.
Mr. Ove T. Anderson, Treasurer and Business Manager.

The Executive Committee of the Faculty

Theo. M. Hansen, President.
Caroline Johnson, Principal of the Academy.
Martin L. Kirkegaard, Registrar.
Nellie F. Falk, Director of Social Activities.

Standing Committees of the Faculty

Appointments

Erland Nelson, Chairman; C. X. Hansen; M. L. Kirkegaard.

Lecture and Lyceum

Waldo B. Nielsen, Chairman; Caroline Johnson; C. X. Hansen.

Publicity

L. C. Bundgaard, Chairman; Nellie Falk; Waldo B. Nielsen.

Scholarships

C. X. Hansen, Chairman; Caroline Johnson; M. L. Kirkegaard.

FACULTY

of Dana College and Trin. Theol. Seminary

Rev. Theo. M. Hansen, B. A., President.

St. Olaf College; Chicago Lutheran Theological Seminary. Graduate work at University of Minnesota, University of Chicago and at Universities of Copenhagen and Tubingen.
Church History.

Rev. P. S. Vig, D. D., President Emeritus of Trinity Theological Seminary.

Old Testament Introduction and Exegesis.

Rev. C. B. Larsen, B. A., B. D.

University of Nebraska; Chicago Lutheran Seminary.
New Testament Introduction and Exegesis. Theological Encyclopedia and Ethics.

Rev. Martin L. Kirkegaard, B. A., Registrar, Dean of Men.

The University of Nebraska; Trinity Theological Seminary and University of Copenhagen. Graduate work at University of Chicago.
Greek and Christianity.

Caroline Johnson, M. A., Principal of Academy.

University of Nebraska. Studied one year in Denmark and Germany.
German and Latin.

Nellie F. Falk, M. A.

Augustana College; University of Wisconsin.
English and French. (Leave of absence 1927-28).

C. X. Hansen, B. A., L. H. D., Director of School of Education.
Midland College, Augustana College.
Education.

Waldo B. Nielsen, B. A., B. M., Director of the School of Music.
St. Olaf College; University of Chicago.
Piano, Theory of Music, Choir Director.

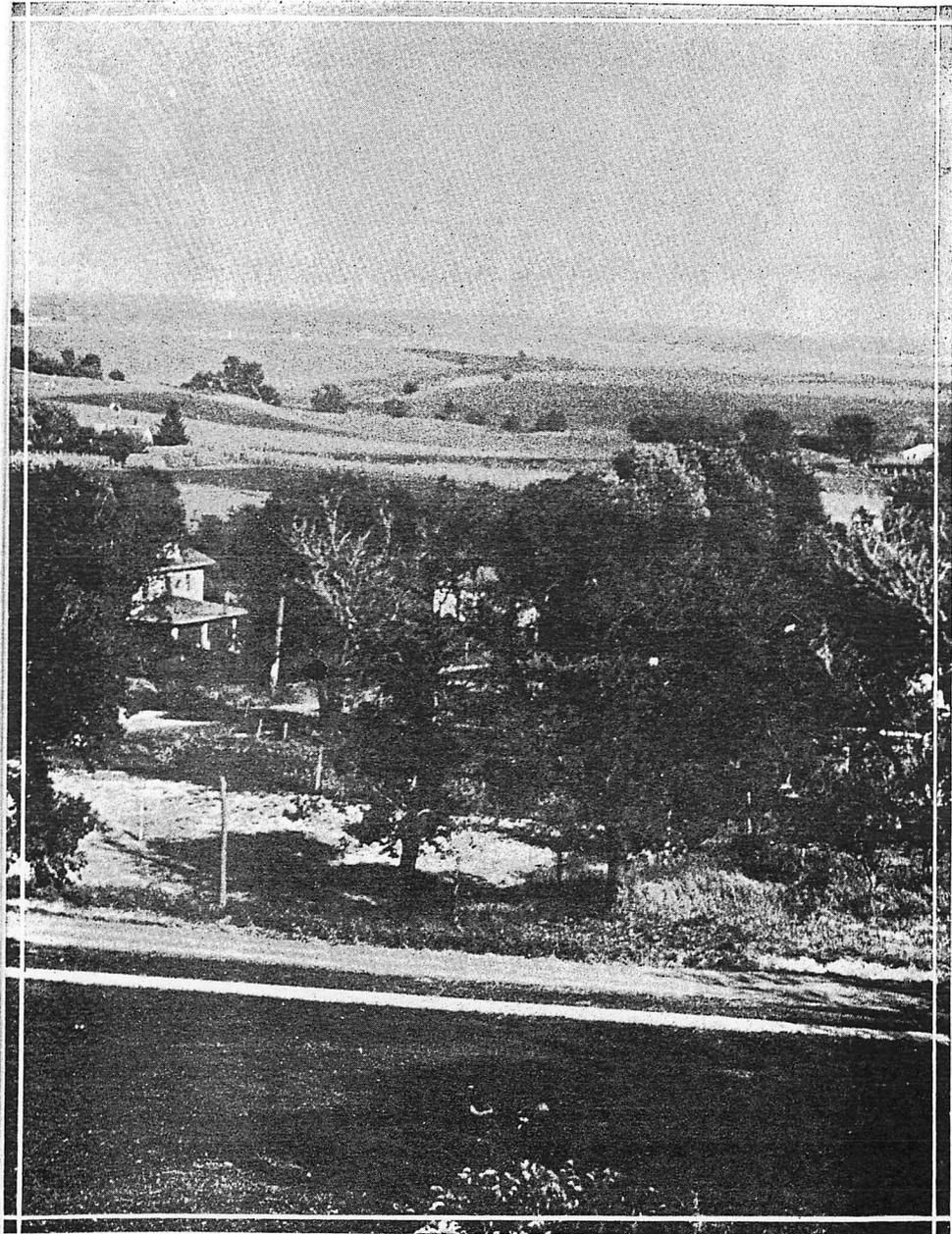
L. C. Bundgaard, Physical Director.

Bachelor of Physical Education, American School of Physical Education and University of Chicago.
Physical Education, Physiology, Sociology.

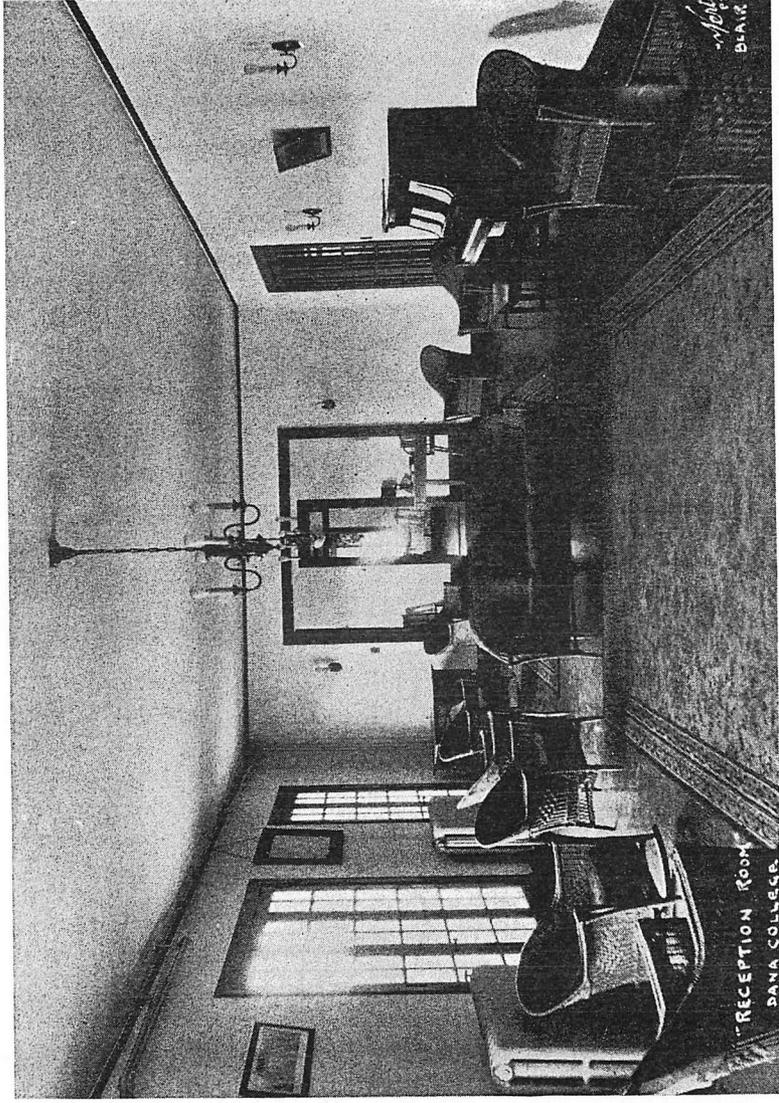
Dana College

In Pictures

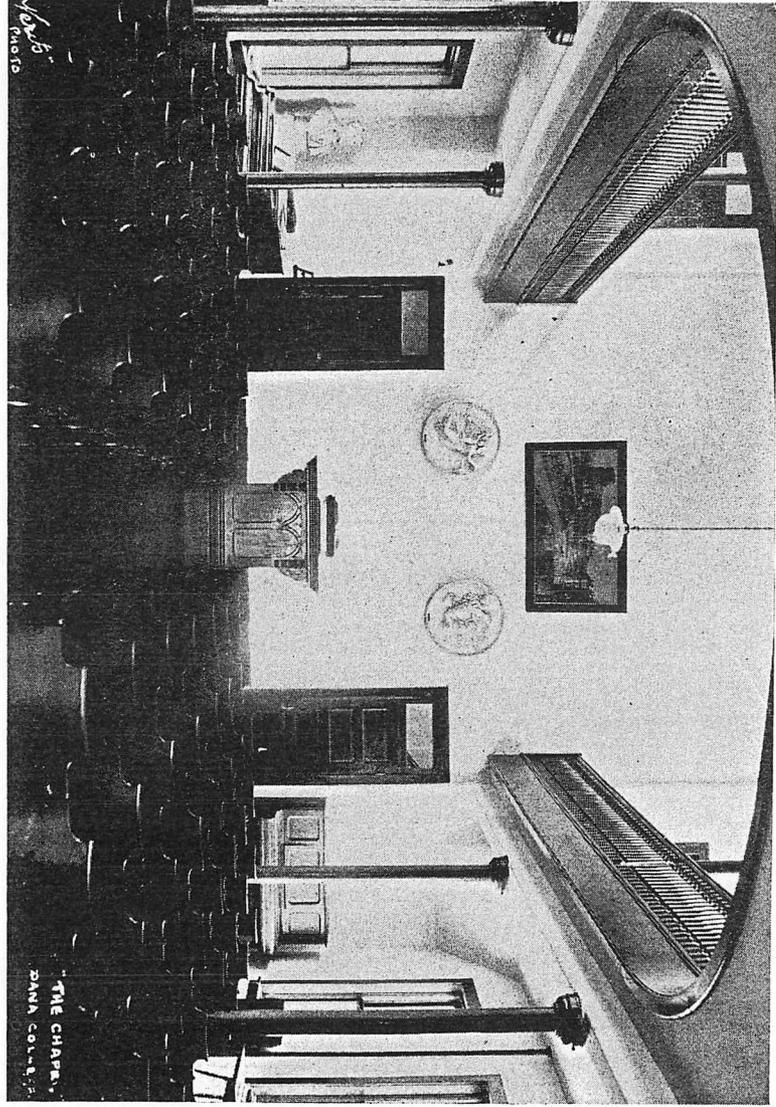
- Margareth Jorgensen, B. A., Dean of Women.
University of Minnesota; Graduate work at University of Minn.
History and Economics.
- A. H. Sanden, B. A.
St. Olaf College.
Chemistry and Biological Science.
- Erland Nelson, B. A.
Peru Teachers College; Hastings College.
Commerce, Debating Coach.
- Ida Hansen, M. A.
Fort Collins, Colorado.
Voice, Ear Training, Public School Music.
- Valborg Dahl, B. A.
St. Olaf College; Graduate work at University of Chicago.
English Rhetoric and Literature, Expression.
- Luther M. Onsgard, B. A.
St. Olaf College. Graduate work at University of Wisconsin.
Mathematics and Physics.
- Carl C. Solling Fynboe, B. A.
Luther College.
Danish Language and Literature.
- J. W. Swihart.
String instruments.



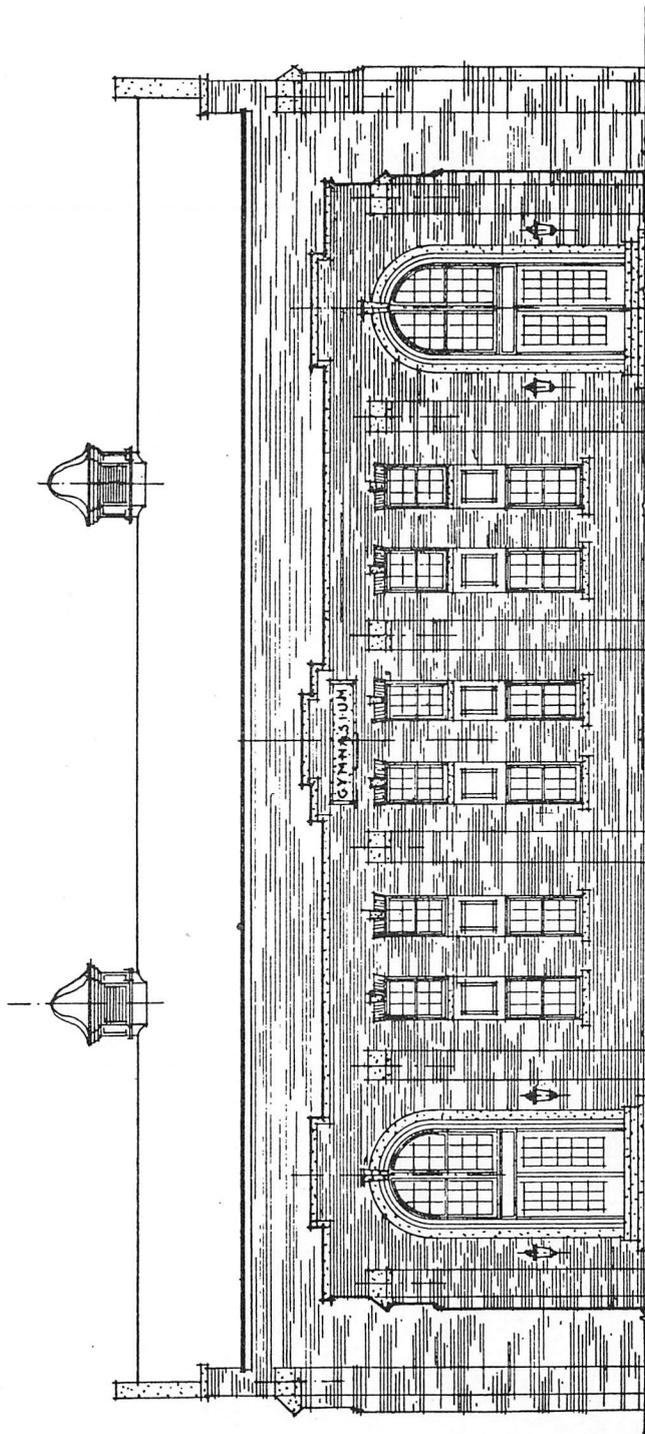
View from Administration Building Tower



Reception Room in Ladies' Hall



The Chapel



The New Auditorium-Gymnasium

General Statement

Dana College and Trinity Seminary is owned and supported by the United Danish Evangelical Lutheran Church of America. It aims to serve primarily the interests of this organization, but all, who desire a liberal education based upon Christian principles, are welcomed.

When first established, in 1886, its aim was the preparation of young men for the ministry. At the third annual convention of the United Danish Evangelical Lutheran Church, held at Hutchinson, Minnesota, in 1899, it was decided to unite the two schools which the Church at that time was conducting, Elk Horn College, Elk Horn, Iowa, and Trinity Seminary, Blair, Nebraska. The aim of the united schools then became not only the preparing of young men for the ministry but also to educate and train young men and women for other professions and occupations.

To surround the students with such forces as favor the healthy and harmonious spiritual and moral, mental and physical development is the purpose of those in charge of the institution.

General Information

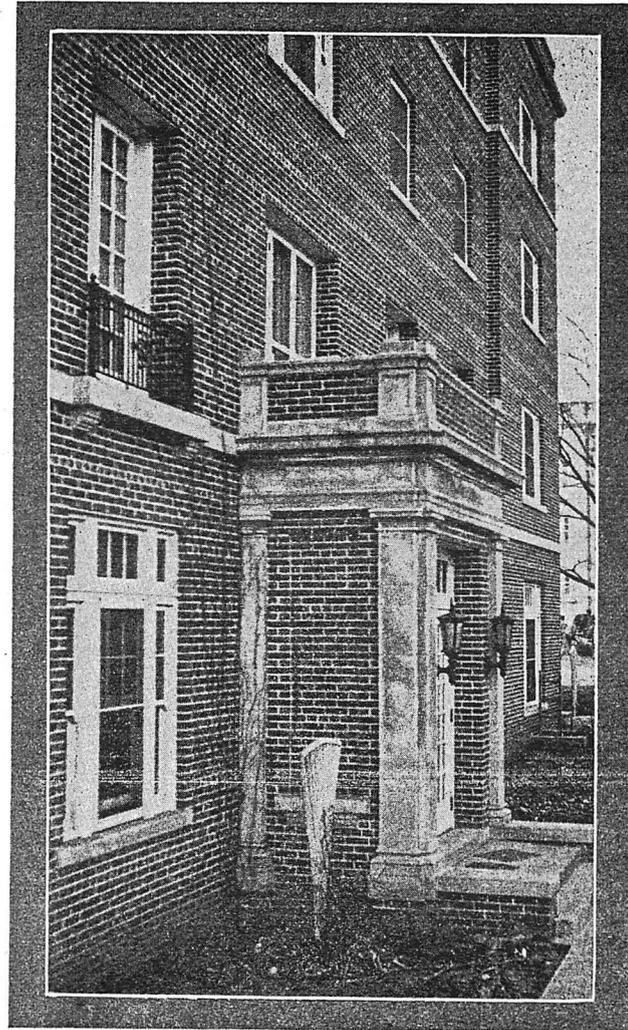
LOCATION

Blair is a city of about 3,000 inhabitants. It is located only 25 miles northwest of Omaha, the metropolis of Nebraska. The North Western Railway furnishes convenient connections between Blair and Omaha. Its road also runs north to Sioux City and west to Fremont. To the east it connects with the Chicago-Omaha line at Missouri Valley, Iowa. It is located on a graveled highway. It is easy of access and has excellent bus service between Omaha and Sioux City.

Dana College is situated on the bluffs of the Missouri River. To the east, at the foot of the hills, lies the city of Blair; and another mile beyond, the mighty Missouri River flows. The campus commands a most excellent view of the Missouri River Valley which extends far into Iowa.

BUILDINGS

There are at present seven buildings on the college grounds. The main building is used for administration, recitation, music, and library purposes. Two new and fully modern, beautifully equipped dormitories, one for men and one for women, offer the best of accommodations for dormitory life. The dormitory for the women has the kitchen and dining room on the ground floor. It is expected that a new gymnasium will replace the old one in time for Basket Ball and indoor Athletics. A central heating plant furnishes heat for all the above buildings. Besides these, there are two residences; the Bondo Memorial, erected in 1909—10 by the Bondo family of Weston, Iowa, in memory of their father and intended as the residence of the College President; the Kline residence which was acquired by purchase in 1919.



Ladies' Hall

The new Ladies' Hall is located on the College Hill, and is thoroughly modern in every respect. The rooms are spacious and furnished to accommodate two students. They are heated by steam and lighted by electricity. Each room has two closets and is furnished with two single beds with mattresses, two

chairs, one rocker, one table, and one dresser. Comforts and bed linen must be furnished by the students.

Men's Hall

The new Men's Dormitory is an exact counterpart to the Ladies' Hall. Each room has two closets, two single beds, two tables, chairs, etc. Bed linen is furnished, so that the student need bring with him only blankets. A bathroom with shower is located on each floor. A beautifully furnished Reception Room on the first floor makes this building an ideal home for students. In our old dormitory, the rooms are smaller and the accommodations are at a minimum. However, they are well heated by steam and also well lighted by electricity. The men must furnish all bed clothing, including pillows, for these rooms.

Dining Hall

The Dining Hall occupies the ground floor of the new Ladies' Hall. It is a most attractive Hall, spacious and well lighted. Here the school furnishes board to the students at cost. The student with small means is considered in providing good, wholesome meals. Teachers residing in the student halls eat from the same tables with the students.

Laboratories

The remodeling of the Administration Building in the summer of 1926 involved also the betterment of our laboratory facilities. New laboratories were arranged for Chemistry, Physics, and Biology. Equipment to meet our needs was installed.

Library Facilities

During the summer of 1923 the library and reading rooms were moved to the room formerly used as dining room. This gives very much better accommodation for library work. In connection with the library is a reading room, provided with daily, weekly, and monthly periodicals in the Danish and the English languages.

As this is a Christian School, every effort is made to care for the moral and spiritual welfare of the students by a thoroughly Christian management. A pleasing unanimity of action pervades the entire atmosphere, and Christian love does for the school what severe rules never accomplish.

Church Services

The local congregation of our Synod in Blair is the church home of the students while at school. The pastor and his congregation co-operate fully with the school in order to accommodate the students. Three services are conducted every Sunday, two in English and one in Danish. Prof. Nielsen of the college music department has charge of the music and singing in the church and the college choirs also assist.

Students are required to attend regularly one of the morning services. Non-Lutheran students are expected to attend the church of their preference.

Chapel Services

Morning devotions are conducted every day. Students are required to attend these devotions every school day, unless excused by the president.

DISCIPLINE

A large number of the students are of an age that renders some substitute for parental superintendence necessary. It is the aim of the Faculty to make the school government as near to the character of parental control as the nature of the case will permit. Perverse students who will not listen to advice or respond to admonition are forthwith returned to their parents or guardians.

It is an implied contract that all students comply strictly with the rules and regulations of the school.

Any student withdrawing under discipline forfeits all right to the return of any portion of what has been paid.

The College specifically reserves the right to dismiss any

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student, without making definite charges, whenever in its judgment the general welfare of the school seems to demand such action.

SCHOLARSHIPS

To encourage scholarship and to help deserving students, the school offers the following scholarships:

Soldiers' and Sailors' Memorial Scholarship

To commemorate the soldiers and sailors of the late war, a sum of two thousand dollars has been set aside by our Church, the income of which shall be awarded as scholarships to Lutheran Students, under the direction of the faculty of Dana College and Trinity Seminary.

These scholarships will be awarded from year to year at Commencement. During the year 1927—28 a scholarship of \$50.00 each will be awarded to the young man and young woman who has maintained the highest grade of scholarship in one of the college departments of Dana College for two successive college years. The award shall be based upon the general development of the student and his contribution to the student life as well as his scholarship.

Honor Scholarship

A scholarship of One Hundred Dollars is offered to all students who have graduated as "Honor Students" from any standard high school or Academy in Nebraska. The scholarship is to apply to tuition at the rate of one-fourth of the total amount yearly for four years.

Freshman Honor Scholarship

A scholarship consisting of one semester's free tuition is offered to all students belonging to the United Danish Evangelical Lutheran Church, who have graduated as "Honor Students" from any standard High School or Academy. The recipient of this scholarship must attend Dana College at least one entire year.

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New Students Scholarship

A scholarship consisting of one semester's free tuition is offered to any student of our Church who comes from one of our congregations from which Dana College has not had a student the last three years. The recipient of this scholarship must attend Dana College at least one entire year and show at least fair scholarship and good moral character.

No student shall receive more than one of these scholarships the same year.

If not residents of Blair, the recipients of scholarships must live in the college Halls and take their meals at the Boarding Hall.

DECLAMATORY CONTEST PRIZES

Van Deusen Prize. — The sum of fifteen dollars distributed in three prizes to the best speakers in subjects of an oratorical character.

The Brock Prize. — The sum of fifteen dollars distributed in three prizes to the best speakers in the dramatic class.

Hesperian Literary Society. — A similar amount and similarly distributed in the humorous class.

Dannebrog Literary Society. — The sum of fifteen dollars to the best speakers in subject matter of a general character.

ESSAY PRIZES

College Prize. — The sum of forty dollars in two prizes for essays of a literary character. Subject as well as language used, determined by the faculty.

STUDENT ORGANIZATIONS

Religious

The Students' Christian Association conducts weekly religious meetings. The program varies to meet the students' needs.

Mission

The Foreign Mission Society conducts a monthly meeting and sponsors Mission Study Groups.

Literary

The Hesperian and Dannebrog are the two literary societies particularly emphasizing English and Danish language and culture. They conduct alternate weekly meetings.

COLLEGE ACTIVITIES

Journalistic

The College paper "Hermes" is edited by the students. It furnishes a good field for literary activity. The Hermes aims to reflect the life of the school and to serve as a bond of union between the school and its friends and former students.

Debating

Debating activities are given every encouragement. These take the form of regular class room work, inter-class debates and inter-school debates.

Choruses

All students reasonably well advanced in vocal music are urged to become members of one or another of the different singing organizations.

Orchestra

The Orchestra, under the leadership of Prof. Nielsen, meets once a week. An opportunity for practice and enjoyment is here afforded those who are qualified for this type of work.

No student may belong to more than two of the following organizations or activities at the same time:

A Capella Choir, Male Chorus, Glee Club, Editor-in-Chief, Business Manager, or Circulation Manager of the "Hermes" Staff, Editor-in-Chief, or Business Manager of "The Danian."

No student shall, at the same time, except by special permission of the Faculty, be represented in more than one of the following:

A Capella Choir, Debating Team, Basket Ball Team, or Football Team.

REGISTRATION

1. Every student must register at the time designated for registration. A fee of two (2) dollars is charged for late registration. In case of late registration the student may lose part credit in the course.

2. Every student must register for a definite amount of work. When his registration has been completed, he is considered a member of the class for which he has registered. He is not allowed to discontinue any subject nor is he permitted to take additional work without making proper arrangement with the registrar.

3. A charge of one (1) dollar is made for every change in a student's schedule after five days of school work.

Students are urged to send their credentials to the Registrar's office at least four weeks before the opening of the school year. If not mailed, credentials must be presented on the day of matriculation or registration will be incomplete.

Absences

All absences from recitations and laboratory hours must be made up.

In a three (3) hour class, or less, a student is allowed two (2) absences; in a four (4) hour class, or more, he is allowed three (3) absences.

One double laboratory period counts one (1) hour.

Tardiness shall count as one-half of an absence.

For every two (2) absences in the same class a "make-up" examination must be taken for which a special examination fee of one (1) dollar must be paid. The fee is to be paid to the treasurer and receipt presented to the instructor. The examinations must be taken at such time as decided upon by the instructor.

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In case the absence occurs when a test has been announced, such an absence alone requires a "make-up" examination for which the special fee must be paid.

Students who are absent because they represent the school in an authorized manner, shall not pay the special examination fee. The work must, however, be made up. How this is to be done is left to the judgement of the individual instructor.

The president may cancel the special examination fee when the absence has been caused by sickness. To secure such consideration the student must petition the president in writing and state the reason why he requestes such consideration. Each situation is considered upon its individual merits.

If examination is required to remove a condition or incomplete, the special examination fee must be paid.

In a make-up examination no grade shall be given above 70.

Examinations and Grades

Written examinations are held at the end of each semester. Examinations held at other times may be considered final for the work covered.

In computing the semester grades, the examinations shall be figured one-third and the daily work two-thirds.

Passing

A grade of at least 70 in both daily work and in the final examination is necessary to secure a passing grade.

Condition

A student is conditioned who fails to make 70 in either daily work or in the semester final, and whose average is not below 60.

Not more than nine weeks shall be given to remove the condition and not more than a grade of 70 can be earned by such an examination.

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Incompletes

Work is graded as incomplete when a student has failed to do the work assigned.

Incomplete work must be made up within nine weeks.

Failure

1. Absence from the final examination without sufficient cause.
2. Failure to remove a condition or incomplete.
3. A semester grade below 60.

Suspension

Failure to make a grade of 70 in at least three-fifths of his regular class work will cause a student to be dropped from his classes.

Re-instatement

If a student is dropped from classes or suspended under the operation of the above rules, he may be re-instated by the faculty. To secure faculty action, the student must petition the president of the school.

Standings

Students holding positions in the course of which they represent the school in a public manner shall be required to maintain a standard of not less than an average of 80 in twelve regular college hours or in three regular high school courses. In none of these shall the grade be below 70.

EXPENSES

All bills must be paid in advance at the beginning of each semester; a semester consists of eighteen weeks. No student is admitted to classes until he presents receipt from the treasurer that settlement has been made.

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Tuition

In the College, per semester	\$50.00
In the Academy, per semester	40.00
Adult Special students pay college tuition.	

Special students who carry less than the minimum number of hours are charged \$5 per credit hour.

For tuition in the music department, see announcement under School of Music.

Room

In the New Dormitories

East Corner Rooms, per semester	\$44.00
East Middle Rooms, per semester	42.00
West Corner Rooms, per semester	40.00
One Window Rooms, East, per semester	38.00
One Window Rooms, West, per semester	36.00
Rooms in the men's old Dormitory are \$27 per semester.	
Students who wish to room alone are charged a price and	

a half.

Anyone who wishes to room outside the school dormitories must have the permission of the president. This, of course, does not apply to students from Blair and vicinity.

A Deposit Fee of \$5.00 is paid by every student rooming in the dormitories. This fee is refunded at the end of the school year provided nothing is charged against the room for damage or for its not being kept clean. Students are also held responsible for damage done in excess of this fee. This fee is not refunded until the rooms have been inspected after the student has left school.

A Forfeit Fee of \$5.00 per semester must be paid by every student who does not room in the college dormitories.

The beds in the Ladies' Hall are furnished only with mattress and pillow.

In the men's New Dormitory, bed linen is also furnished.

In the men's Old Dormitory, linen is not supplied.

The men in the new dormitory are required to pay a Laundry and Janitor Fee of \$7.50 per semester, to pay for the

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laundrying of linens, and care of room. Students may care for their own rooms upon application to the Dean, in which case the charge for same will be refunded provided, of course, the room is satisfactorily kept.

It is understood the rooms engaged in the fall are engaged for the whole year. A room may be exchanged for another room with the permission of the dean.

Board

Board is furnished in the college Dining Hall at \$4.75 per week for all year students. Students who remain only part of the school year, will be charged \$5.00 per week.

Special Fees

1. Student Privilege Fee. All students must pay a student's privilege fee of \$4.50 per semester. This fee entitles the student to a year's subscription to "Hermes", admission to oratorical and debating contests, to the general lecture and lyceum courses, to home football and basket ball games, to track meets, and to the use of the tennis courts. Students are, however, held responsible for the upkeep of the tennis courts.

2. Matriculation Fee. Every student, when he is enrolled the first time, is charged a matriculation fee. For the Academy, \$1.00; for the College, \$3.00. When students enter the college from our academy, they must also pay the college matriculation fee.

3. Late Registration Fee. Students who do not register on the days announced for registration will be charged a late registration fee of \$2.00. A Special Fee of \$1.00 is charged for a change in a student's course of study after five days of school work.

4. Special Examination Fee, \$1.00. See under "Absences".

5. Laboratory Fees:

In the Academy:

Chemistry, per semester	\$2.50
Physics, per semester	2.50
General Science, per semester	2.00

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In the College:

Chemistry, per semester	\$3.00
Physics, per semester	3.00
Biology, per semester	3.00
Zoology, per semester	3.00
Botany, per semester	3.00
Advanced Chemistry, per semester	4.00

6. Typewriter Rent:

Per semester	\$4.00
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REBATE ON TRANSPORTATION

Students living more than 250 miles away from Blair, and who shall stay the entire school year, will be entitled to a rebate of one-half the distance over and above 200 miles, coming to the school; but the rebate shall not exceed \$20.00. Secure receipt from ticket agent, stating distance and amount paid.

ENDOWMENTS AND BEQUESTS

The school authorities cannot but rejoice in the progress of the school during the twenty-six years of existence as Dana College and Trinity Seminary.

Good work has been done in every line, and friends of the school are looking forward to the time when a grateful people and Church will appreciate more fully the work their school is doing for them and more liberally lend encouragement and aid.

The following is a form of bequest which may be used by persons desiring to leave property or money to the College:

I give, devise, and bequeath to the Board of Trustees of Dana College and Trinity Seminary, an institution of learning established by the United Danish Evangelical Lutheran Church in America, and located at Blair, Washington County, Nebraska, the sum ofdollars, (or if real estate, give description of property), for the general uses of said College.

All funds for the institution should be sent to the Treasurer.

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**COLLEGE OF LIBERAL ARTS
AND SCIENCES**

**REQUIREMENTS FOR ADMISSION AND GRADUATION
CREDENTIALS**

Credentials which are accepted to meet requirements in the Academy as well as toward admission to and advanced standing in the College become the property of the institution and are kept permanently in the files. All credentials must be filed with the Registrar. They should be mailed before the beginning of a school year and must be presented upon day of registration—otherwise registration will be incomplete. Attention to this request will save applicants much inconvenience and materially facilitate the work of registration.

ADMISSION

For admission to freshman standing credit in the following subjects to the amount indicated must be presented:

Required Subjects	Points
English	6
Language (Foreign) (4 to 6)	
Mathematics (6 to 4)	10
(Algebra and Geometry)	
History (European)	2
Science (Laboratory)	2
Electives	10
Total,	30

Admission may be had by certificate from the secondary schools whose credits are accepted by the North Central Association of Colleges and Secondary Schools and of accrediting associations of equal rank.

Graduates of non-accredited four-year high schools are required to take entrance examinations.

GRADUATION

A Degree of Bachelor of Arts is conferred by the Board of Directors, upon recommendation of faculty, upon students in good standing who comply with the following requirements:

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In order to graduate a student must have 128 semester hours and two credits of physical training. He must complete one major and two minor series and eight hours in religion. The major series consists of a minimum of 18 hours of consecutive college work in one department; but work earned in Freshman class is not counted in these 18 hours. A minor series consists of 9 to 18 hours of consecutive college work in one course. A choice of majors and minors must be made and reported by the end of the sophomore year. Urgent reasons, only, permit a change in this choice.

Students who begin a foreign language in the college must pursue these subjects for two years to obtain credit. Students found careless or deficient in regard to the correct use of English shall be required without credit to do extra work in composition for such a length of time as is needed for enabling them to write English with a fair degree of mechanical correctness.

The normal number of hours for Freshmen is 16, Sophomores, Juniors, and Seniors 17 or 18, if they have an average standing of 85 for the preceding semester. The regular student must carry at least twelve hours. Candidates for the Bachelors' Degrees must spend at least one year at the institution, which year shall be the Senior year. No candidate for the degree will receive his diploma or be permitted to participate in the commencement exercises until all the requirements for graduation have been made.

OUTLINE OF REQUIRED SUBJECTS

Course Leading to Bachelor of Arts Degree

Freshman Year

First Semester		Second Semester	
Rhetoric, I	3 hrs.	Rhetoric, II	3 hrs.
Physical Education	1/2 hr.	Physical Education	1/2 hr.
Religion	2 hrs.	Approved Electives	12 hrs.
Approved Electives	10 hrs.		

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Sophomore Year

First Semester		Second Semester	
Rhetoric, III	3 hrs.	Rhetoric, IV	3 hrs.
Physical Education	1/2 hr.	Physical Education	1/2 hr.
*Religion	2 hrs.	**Approved Electives	13 hrs.
**Approved Electives	11 hrs.		

The subjects for the Junior and Senior Years must be selected to meet major and minor requirements and within approved groups. See general announcement on requirements for graduation.

*) Religion may be taken either semester.

***) For electives, see Description of Courses, page 35.

NORMAL DEPARTMENT

Work offered in this department is so arranged as to enable the normal student to prepare for teaching in the grades, junior high school or senior high school, and electives should be so selected. The student is urged to consult the head of the department in arranging her course, so that she will pursue the work best fitting her for her chosen field.

All Certificates are issued by the State Superintendent of Public Instruction, upon application with proper credentials attached. Classes of Nebraska certificates, and requirements for the same, are as follows:

a) The Nebraska Third Grade Elementary School Certificate

Shall be valid in kindergarten to eighth grade inclusive in schools organized under Article III, Compiled Statutes of Nebraska for 1922. The requirements for this certificate shall be:

Plan I.—Twelve semester hours of college work including six hours in education earned in a standard college, university or state normal school in this or another state, and a minimum grade of seventy per cent, average eighty per cent, earned upon state examination as hereinafter provided, in agriculture and geography of Nebraska, bookkeeping, civil government, drawing, theory and art, arithmetic, English composition, general geography, grammar, history, mental arithmetic, Nebraska elementary courses of study, orthography, penmanship, physiology and hygiene, reading, and public school music.

Plan II. — Graduation from the normal training course of an approved Nebraska normal training high school and a minimum grade of seventy per cent, average eighty per cent, earned upon state examination as hereinafter provided, in

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agriculture and geography of Nebraska, bookkeeping, civil government, drawing, theory and art, arithmetic, English composition, general geography, grammar, history, mental arithmetic, Nebraska elementary courses of study, orthography, penmanship, physiology and hygiene, reading, and public school music.

b) The Nebraska Second Grade Elementary School Certificate

Shall be valid in kindergarten to eighth grade inclusive in any school in the state. The requirements for this certificate shall be:

Plan I. — Nebraska First Grade Elementary School Certificate or certificate of equal or higher rank, and twelve semester hours of college work including three hours in education and one year of teaching experience.

Plan II. — Nebraska Third Grade Elementary School Certificate or certificate of equal or higher rank and thirty semester hours of college work including eight hours in education.

c) The Nebraska First Grade Elementary School Certificate

Shall be valid in kindergarten to eighth grade inclusive in any school in the state. The requirements for this certificate shall be:

Plan I. — Nebraska Third Grade Elementary School Certificate or certificate of equal or higher rank and thirty semester hours of college work including eighty hours in education and three years teaching experience.

Plan II. Sixty semester hours of college work including twelve hours in education.

d) The Nebraska Permanent Elementary School Certificate

Shall be valid in kindergarten to eighth grade inclusive in any school in the state. The requirements for this certificate shall be a Nebraska Third Grade Elementary School certificate or certificate of equal or higher rank and two years (sixty semester hours) of college work including fifteen hours in education and three years of teaching experience. It shall

be valid for life unless permitted to lapse by three consecutive years of non-use. It shall be revived by earning twelve semester hours of college work including three hours in education since the issuance of such certificate.

e) The Nebraska Second Grade High School Certificate

Shall be valid in any school in the state. The requirements for this certificate shall be:

Plan I: Two years (sixty semester hours) of college work including twelve semester hours in education and twelve semester hours in each of two subjects usually taught in high school.

Plan II: Nebraska Third Grade Elementary School Certificate or certificate of equal or higher rank and a minimum grade of eighty per cent earned upon state examination in each of the following subjects: English literature, American literature, algebra, geometry, trigonometry, botany, chemistry, physics, general science, general history, sociology, educational psychology, and Nebraska high school manual.

f) The Nebraska First Grade High School Certificate

Shall be valid in any school in the state. The requirements for this certificate shall be:

Plan I: Nebraska Second Grade High School Certificate or certificate of equal or higher rank and in addition thirty semester hours of college work including three hours in education and three years of teaching experience.

Plan II: — Graduation from a standard four year college course (one hundred twenty semester hours) including a minimum of fifteen hours in education.

g) The Nebraska Permanent High School Certificate

Shall be valid in any school in the state. The requirements for this certificate shall be graduation from a standard four year college course (one hundred twenty semester hours) including a minimum of fifteen hours in education and three years of teaching experience. It shall be valid for life un-

less permitted to lapse by six consecutive years of non-use. It shall be revived by earning twelve semester hours of college work including three hours in education.

h) The Nebraska Special High School Certificate

Shall be valid in any school in the state only for subject or subjects for which issued. The requirements for this certificate shall be two years of college work (sixty semester hours) including eight hours in education and credit in special subjects as follows: sixteen semester hours in manual training, art or physical education; twenty semester hours in home economics, music, or commercial subjects.

i) The Nebraska Permanent Special High School Certificate

Shall be valid in any school in the state only for subject or subjects for which issued. The requirements for this certificate shall be the completion of a standard four year college course (one hundred twenty semester hours) with specialization as specified for the Nebraska Special High School Certificate and three years of teaching experience. It shall be valid for life unless permitted to lapse by six consecutive years of non-use. It shall be revived by earning twelve semester hours of college work including three hours in education.

j) Institutional Certificates.

Graduation from the Normal Department entitles the student to the First Grade State Certificate as offered by the Normal Training Schools of Nebraska, and upon two years' teaching experience, a Professional Life State Certificate.

Upon the completion of the first year of this course, the student is qualified for the Elementary State Certificate.

— — —

Students expecting to teach in States other than Nebraska, should write the Registrar for information. We keep in close touch with the laws of neighboring states and will make inquiries for the student from the states where such information is not on file, so that the student may know definitely what the

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requirements of his state may be for students who take their normal work in a foreign state. The tendency of reciprocity between states is increasing, so that there is usually no difficulty in securing equivalent certificates in other states.

Students working for the basic certificate (see The Nebraska Third Grade Elementary School Certificate, Plan I) will have opportunity of doing work that will prepare them for taking the state examinations.

For students wishing to take the regular two-year college normal course qualifying for The Nebraska First Grade Elementary School Certificate (Plan II) or The Nebraska Second Grade High School Certificate (Plan I) we offer the following:

**TWO YEAR COLLEGIATE OR STANDARD
NORMAL COURSE**

Freshman Year

First Semester		Second Semester	
English I	3	English II	3
*Biology	2-3	Biology	2-3
Psychology (General)	5	Psychology of Learning	2
Principles & Methods of Teaching and Obs.	4	Manual Activities	2
Public School Drawing	2	Religion	2
Public School Music	1	Public School Music	1
Physical Training	1/2	Physical Training	1/2
		Electives	4
	<hr/>		<hr/>
	17 1/2		16 1/2

*The student may select Botany (4 hrs.) or General Zoology (6 hrs.) to meet this requirement.

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Sophomore Year

First Semester		Second Semester	
Class Room Management	2	The Curriculum	2
Hygiene	2	History of Education	4
Teaching	2	Child Psychology	2
Religion	2	Teaching	2
Physical Training	1/2	Physical Training	1/2
Electives	8	Electives	6
	<hr/>		<hr/>
	16 1/2		16 1/2

For Electives in Education see Description of Courses, page 42.

Students interested primarily in kindergarten should select Child Literature and Story Telling, Plays and Games, Public School Music for Kindergarten. These together with courses listed above meet the requirements for a standard kindergarten course.

DEPARTMENT OF BUSINESS

The Department of Business aims to equip men and women to meet the demands of the business world of to-day. The stenographic and bookkeeping courses not only afford specialized avenues by means of which business life may be entered, but seeks to produce initiative and directive power, making rapid development and progress possible. The department also recognizes the increasing demand of business for a well-developed sense of moral responsibility, emphasizing honesty and adherence to high ideals and standards.

A two year course for commercial teachers is offered which will enable students to earn a major in commerce and still comply with the requirements of the Teacher Training Department. Graduates from this Course will be entitled to the Nebraska Special High School Certificate which will enable them to teach in a business college or in the business department of any Nebraska high school.

Since a professional education, rather than a training in clerical routine, is the objective, a high school education is required for entrance with a view to graduation. Students without a high school education may pursue either of the two courses, but will not be graduated.

ACCOUNTING COURSE

	Semesters	
	I	II
Accounting, 3, 4.	5	5
Business Administration, 5, 6.	2	2
Introduction to Economics and Commerce, 1, 2.	2	2
Business Law, 7 and 8.	2	2
Typewriting, 10		3
Freshman Rhetoric	3	3
Christianity	2	
Physical Training	1/2	1/2
	<hr/>	<hr/>
	16 1/2	17 1/2

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STENOGRAPHIC COURSE

Gregg Shorthand, 11, 12.	5	5
Typewriting, 9, 10.	3	3
Office Procedure, 1.	3	
Business Law, 7 and 8.	2	2
Freshman Rhetoric	3	3
Advanced Dictation, 13.		4
Christianity	2	
Physical Training	1/2	1/2
	<hr/>	<hr/>
	18 1/2	17 1/2

COMMERCIAL TEACHERS' COURSE

Professional Requirements	Department Requirements
English 6 hrs.	Accounting 9 hrs.
Psychology 5 hrs.	Shorthand 14 hrs.
Pr. and Meth. 4 hrs.	Typing 6 hrs.
Teaching 4 hrs.	Com. Methods 2 hrs.
Music 2 hrs.	Law 3 hrs.
Art 2 hrs.	Electives —
Phys. Tr. 2 hrs.	
Christianity 4 hrs.	

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Electives should be chosen upon the advice of the Head of the Department in order that every subject pursued may contribute directly toward making a strong commercial teacher.

For students who wish to complete a four-year course leading to the degree of Bachelor of Science in:

BUSINESS ADMINISTRATION

Freshman and Sophomore work is offered as follows:

	First Year	
English	3	3
Physical Education	1/2	1/2

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*Foreign Language	3-5	3-5
Introduction to Economics and Commerce, 1, 2.	2	2
**Mathematics or Science	4	4
Accounting, 3, 4.	5	5
Christianity		2
	17½	19½
Second Year		
English (Sophomore)	3	3
Physical Education	½	½
Science or Mathematics	4	4
***History	3	3
Economics, 3, 4.	3	3
Business Administration, 5, 6.	2	2
Christianity		2
Typewriting	2	
	17½	17½

*Students who have had two years of a single foreign language must take six hours of the same language or ten hours of some other foreign language, to meet the requirements of the College of Business Administration of the University of Nebraska.

**Students must take six hours of Mathematics and six hours of one science or twelve hours in Science. To meet the requirements of the College of Business Administration of the University of Nebraska it is strongly recommended that the student take six hours in Mathematics and six hours in one science.

***Students are required to take consecutive courses in a certain field.

Students are required to carry a religious subject for at least one semester each year. This may be carried without college credit, and in addition to the required subjects for completing the various courses.

COURSES OF INSTRUCTION

The following courses of study are numbered by semesters. The odd numbers designated the First Semester courses, and the even numbers those of the Second Semester.

Biology

1. **General Zoology**:—A general study of the biological principles including properties of protoplasm, its general structure, actions, and functions, cells, their functions and actions. The course deals with the matter necessary for the understanding of the biological, morphological and physiological principles involving animals, plants, and man. A brief survey of the animal kingdom, including a study of the different animal phyla. Type forms given detailed study. This course fulfills the Biology requirement for first year pre-medics. Lecture 3 hrs., laboratory 4 hrs., 3 hrs. credit. First semester.

2. **General Zoology**:—Continuation of Course 1. Lecture three hours; laboratory, four hours; three hours credit. Second semester.

3. **General Botany**:—An introductory course, dealing with the physiology, morphology, ecology and reproduction or life history of representative plants; plant phyla and vegetation in relation to environment, and representative families of the Angiosperms. This course fulfills biology requirement for normal students. Lecture two hours, laboratory two hours, two credits. First Semester.

4. **General Botany**:—Continuation of Course 3. Lecture two hours, two credits. Second semester.

5. **Parasitology**:—Deals with the parasitic, protozoa, platyhelminthes, nemathelminthes, and arthropoda, affecting man. Prerequisite: Courses 1 and 2. Lecture three hours, laboratory six hours, credit four hours. Pre-medie requirement. First semester.

6. Comparative Anatomy:—Of the vertebrates. Prerequisite: Courses 1 and 2. Lecture two hours, laboratory six hours, three hours credit. Second semester. Pre-medic requirement.

Chemistry

1. Inorganic Chemistry:—An introductory study of the general principles and laws governing physical and chemical change, ranging from the classification of elements and compounds; oxygen and ozone; hydrogen; solutions; acids; bases; salts; sulphur; nitrogen, carbon and its compounds; colloids and colloidal suspensions; equilibrium and ionization; metals and non-metals; valence; molecular and atomic structure, to the periodic system. Problems and simple calculations. Lecture three hours; laboratory six hours; five credits.

2. Inorganic Chemistry:—Continuation of course 1. Introduction to qualitative analysis. Lecture three hours; laboratory six hours; five credits. Second semester.

3. Inorganic Chemistry:—Same as course 1, for students who enter with one unit in high school chemistry. Lecture two hours, laboratory four hours, credit three hours. First semester.

4. Inorganic Chemistry:—Continuation of course 3. Second semester.

5. Principles of Analytical Chemistry:—A course in qualitative analysis. Prerequisite: Course 2 or 4. Lecture three hours, laboratory six hours, five hours credit. Pre-medic requirement. First Semester.

6. Elementary Organic Chemistry:—Laboratory work in the compounds of the aliphatic and aromatic series. Lecture three hours, laboratory six hours, five hours credit. Pre-medic requirement. Second Semester.

CHRISTIANITY AND RELIGION COURSES

Knowledge of the basic principles of the Christian religion is essential in a liberal education. Character building and correct ideals are fundamental in every student's life. The Christianity courses aim to supply these needs and thus en-

able the graduate to discharge the duties of Christian citizenship, and in every vocation to achieve something more than material success.

Students must earn two hours credit in religion each year. They may be earned either semester. Twelve hours credit will be accepted toward the B. A. Degree. A student who fails to make a passing grade in his religion course, will be deducted the corresponding amount of credit from an elective academic subject.

The following courses announced as regular academic subjects may be taken for credit in religion. Students who intend to study theology are recommended to take them. For description of these courses, see the corresponding departments.

Greek	Courses 7 and 8
Philosophy	Courses 4, 5, and 6
History	Courses 7 and 8

1. The Bible, its Origin, Nature, and Message.

The aim of this course will be to aid the student to a correct apprehension of the origin, form and content of the Bible, and to present a comprehensive view of the historical background and connective events, in order that the content of Scripture may be apprehended and its relation to life noted. A study of selected portions of Scripture will be made, that the student may be trained to observe Scriptural statement and reverently interpret its truth. Two hours attendance, two hours credit. First Semester.

2. The Old Testament Literature.

This course aims to set forth the story of the Old Testament as a whole, how its various books came to be written and what their purpose is. Two recitations, two credits. Second semester. (Not given 1927—28.)

3. The New Testament Literature.

A survey study of the books of the New Testament. Each book will be considered in relation to its special contribu-

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tion as well as its place in the New Testament as a whole. This course is offered as a continuation of Course 2. First Semester. Two recitations, two credits.

4. **Modern Christianity.**

The rise of the Reformed Churches, Modern Movements. The Church in America. Also announced as Church History, Course 8. Two hours attendance. Two credits. Second Semester.

6. **Christian Ethics.**

The aim of this course is to study the principles of conduct viewed in the light of the teachings of Christ. Christ's conception that a man who is in the right relationship to God will be right in his relationship toward his fellowmen, is the principle which guides the Christian in weighing accepted standards of conduct as approved by society. It fixes responsibility upon the individual, not only for his conduct toward his fellowmen, but toward God. Also announced as Philosophy Course. Two hours attendance. Two hours credit. Second Semester.

7 and 8. **New Testament Greek.**

Also announced as Greek, courses 7 and 8. 3 credits each semester.

10. **Comparative Religions.**

Also announced as Philosophy, course 4. Two credits. Second Semester.

COMMERCE

1. **Office Procedure.** Transactions in the first and second sets of the Twentieth Century Bookkeeping and Accounting discussed and recorded by "Class Method" on model office plan. Three hours recitation; seven hours laboratory; three hours credit. First Semester.

3. **Accounting.** Fundamental principles of accounting and their applications to concrete business problems, balance sheet, profit and loss statement, adjusting and closing entries, de-

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preciation, consignments, partnership problems, opening entries, income tax. Five hours recitation, ten hours laboratory, five hours credit. First Semester.

4. **Accounting.** Course 3 continued. Five hours recitation; ten hours laboratory, five hours credit. Second Semester.

5. **Business Administration.** An orientation course in which a survey is made of the field of business administration with special attention to administrative problems as they relate to production, marketing, personnel, risk-bearing, and finance. Text: Business Administration by Marshall. Credit two hours. First Semester.

6. **Business Administration.** Course 5 continued. Two hours credit. Second Semester.

7. **Business Law.** Contracts, agency, sales, negotiable instruments, partnership, corporations, insurance, personal property, suretyship, bankruptcy and bailments. Two hours credit. First Semester.

8. **Business Law.** Continuation of Course 7. Two hours credit. Second Semester.

9. **Typewriting.** Daily instruction and drill in technique of typewriting with special attention to rhythm, in addition to machine practice. Touch mastery of the keyboard and a working knowledge of all mechanical features of the machine. Students may register for one, two, three or four hours work. Three hours attendance for each hour of credit. First Semester.

10. **Typewriting.** Course 9 continued. Special attention given to punctuation, paragraphing and letter forms; also instruction in cutting stencils. Second Semester.

11. **Shorthand.** Gregg System. Manual is completed. 125 pages of shorthand plates read and practiced to increase vocabulary and gain facility in reading. Transcription of letters begun. Five hours credit. First Semester.

12. **Advanced Shorthand.** Course 11 continued. Speed drills; transcribing and correspondence. 200 pages of shorthand plates read. Five hours credit. Second Semester.

13. **Advanced Dictation.** Writing and transcribing difficult matter, transcribing notes taken at a rapid rate of speed.

Students are given actual practice in office work connected with the school, taking dictation from various faculty members, etc. Instruction in the use of the duplicator and in the use of office files. Four hours credit. Second Semester.

DANISH

Danish Language

1. **Elementary Danish.**
For students who have had no Danish. Reading of easy prose and poetry. Exercises in writing and conversation. Thomas "Danish Conversation Grammar" and "Dansk Læsebog", number 2. Those who can understand Danish may make rapid progress in speaking and reading. Five recitations, five credits. First Semester.
2. **Elementary Danish.**
Continuation of Course 1. Five recitations, five credits. Second Semester.
3. **Advanced Danish.**
For students who are able to speak Danish. Reading, grammar, written and oral composition. Main purpose of the course is to enable students to read Danish and make them familiar with Danish literature and culture. Three recitations, three credits. First Semester.
4. **Advanced Danish.**
Continuation of Course 3. Three recitations, three credits. Second Semester.
5. **Danish Rhetoric.**
Special emphasis upon composition; written themes. Also attention given to correct speech, extemporaneous and prepared. Two recitations, two credits. First Semester.
6. **Danish Rhetoric.**
Continuation of Course 5. Two recitations, two credits. Second Semester.

Danish Literature

7. Survey and Development of Danish Literature.

An historical presentation of the development of Danish Literature from its earliest beginnings to the Modern Times. Representative works are studied in class. Outside readings. Three recitations, three credits. First Semester.

8. Survey and Development of Danish Literature.

This is a continuation of Course 7. It begins with the modern times and considers thoroughly the writers of the last century. Three recitations, three credits. Second Semester.

9. Special Literature Course.

An intensive study of an author as determined upon by the class. Open only to advanced students. Two recitations, two credits. First Semester.

10. Special Literature Course.

Continuation of Course 9. Two recitations, two credits. Second Semester.

ECONOMICS

1. **Introduction to Economics and Commerce:**—Preliminary survey of the subject designed to give the student a knowledge of the structure and functions of the various economic institutions and the essentials of domestic and foreign commerce. Two hours credit. First Semester.

2. **Introduction to Economics and Commerce:**—Continuation of Course 1. Two hours credit. Second Semester.

3. **Principles of Economics:**—The organization of production; Value and Exchange; Money and Mechanism of Exchange; Banking; The Federal Reserve System; International Trade. Text: Taussig, "Principles of Economics," Vol. I. Three hours credit. First Semester.

4. **Principles of Economics:**—The Distribution of Wealth;