

# How To Get Around MIT

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How to get credit for subjects taken at other schools.

See: Transfer of Credits, page 35

How to find your way back after a bad trip.

See: People-Type Problems, page 7

How to get an emergency loan – fast.

See: Emergency Information, inside front cover;

Getting an Emergency Loan, page 48

The help you can get in applying to graduate schools.

See: Career Counseling/Getting into Grad School, page 44;

How to get paid for learning.

See: Doing What You Want, page 18;

Financial Aid/Jobs, page 46

Where the Coop was in 1922.

See: Map, page 38

Where good places are to buy furniture.

See: Furniture, page 92

Where the MIT collection of mystery stories is.

See: Libraries, page 27

How to get around subject and course prerequisites and requirements.

See: Prerequisites, Subject, page 23;

Requirements/How to Get Around Them, page 34

## Emergency Information

In an emergency when minutes count, dial MIT Extension 10 or Dorm Line 100 for ambulance or other medical assistance, fire or police. Your call will be placed simultaneously with Campus Patrol and the Medical Department.

The Medical Department has on call on a 24-hour basis a physician, a surgeon, and a psychiatrist. Between 5 p.m. and 9 a.m. they can be reached via the Infirmary on Extension 4486. In particular, the psychiatrist can be spoken with in confidence about anything from home trouble to a bad trip.

The Dean for Student Affairs Office maintains an on-call schedule outside of normal business hours. To reach the Dean on call for any reason, call Campus Patrol on Extension 2997 and ask for the Dean for Student Affairs on call.

Emergency money can be had within an hour. Go to the Student Aid Center (5-119; X4974; open 9:00 a.m.-5:00 p.m.); if the cause is good your loan can be approved in a couple of minutes. Following the instructions given you, you would go to the Bursar's Office (E19-270; open 9:00 a.m.-5:00 p.m.) and finally to the Cashier (either E19-215, open 9:00-2:00 or 10-180, open 9:00-3:00).

# How To Get Around MIT

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Who's Who  
What's Where  
Here's How

September, 1969

*Dedication:*

*Man is distinguished among the animals for his persistent and occasionally successful attempts to do what cannot be done.*

*Harvard Alumni Bulletin*



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Archives





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## Preface

The question was this: How to get around MIT? If you want to get something done, whom do you see; if you want to complain, who can do something about your gripe.

Our answer was to pool the experience of some students and staff, to start asking a lot of questions, and start writing down the answers.

What we have here isn't perfect: it is just what a few people think of the problems and the solutions. It may give you a start. Whatever your problem is, chances are it has given someone grief in the past.

We'd like your advice and suggestions. This book is an experiment and more editions will be produced in the future. In addition, if we've let you down here by failing to put something in, we'd like to help. So, if you find some interesting information that we haven't included or come up with a problem you don't know how to attack, fill out one of the addressed cards included here or drop us a line, care of the Dean for Student Affairs, 7-133. If we can, we'll answer right away, and will improve next year's edition. If you find the answer on your own, we'd like to hear about that, too.

*How To Get Around MIT* is organized, after a fashion. We start off with an introduction to give you a general idea of who's who, what's where, and how to do it. While bearing an acronymous relation to an MIT degree, it may prove helpful, particularly if you're new to problem-solving around here. If nothing else, read it so you can tell us how to make it better.

The body of the text is organized into sections. Each section begins with some introductory material on the people who know



what's going on and the sort of things they know about. The bulk of the chapter is organized around specific problems you might encounter.

To find the answer to a specific question, you can go to the relevant section's table of contents, or to the index of this book, or browse through (inefficient but more entertaining).

If you have problems in accessing the information you want, try rephrasing the problem. If you're still not having any luck, figure out (by looking at the material heading the section) whom a good person to talk to might be; give him a call.

Just before the index, you'll find the beginnings of our little lexicon. All definitions are completely anonymous, unguaranteed, and probably at least close to being accurate. Caveat Emptor.

The warning goes for the entire book. In many cases the solutions which we offer may not be completely correct. They have been checked with other students and with the relevant offices of the Institute, but sometimes special cases and things-taken-for-granted can render generalizations invalid.

Throughout the text, we have scattered little interesting tidbits and quotes. If you come across anything interesting in this line, we'll be happy to hear from you.

The editorial "we" is used in its "E Pluribus Unum" sense; I had a lot of help. My gratitude for contributions above and beyond (and apologies for my editing) go to Greg Arenson, Mike Baram, Leslie Berger, Steve Carhart, Chris Davis, Wells Eddleman, Harold Federow, Dan Fingerman, Al Goldberg, Bruce Hamilton, Paul Johnston, Steve Kaiser, Charles Mann, Mr. & Mrs. Dan Nyhart, Peter Richardson, Bob Schaeffer, Steve Schwartz, Alice Seelinger, Howard J. Siegel, Richard Sorenson, William Speer, Kenneth Wadleigh, Jerrold Zacharias. Thanks are also due to secretaries Robbie Robillard and Judy Litman for patience and valor.

Thus endeth the reading of the lesson. If you have read this far, you are an unusual breed of man and deserve everything you get. With luck and some effort, you can get a lot more from MIT than just a degree. Good luck!

Stephen C. Ehrmann '71



## Introduction

### Who's Who . . .

Your chief man-finding resource is the General Catalogue. Most officers, deans, committees, and administrative personnel are listed. Subsidiary resources for finding one person include the Institute and Student Directories (usually issued in late October or thereafter), the Information Office (has student schedules, phone, residences; located in lobby of Building 7; X4795), MIT Information (X30; for staff, faculty, employees; manned 24 hours, 7 days and, after hours, X4741 (the watchman's desk in Building 7) for student and faculty information). To find specific committee members you can also call the Chairman of the Faculty, William T. Martin (2-247; X4381) or Constantine Simonides, Assistant to the President (3-209; X5911).

### What's Where . . .

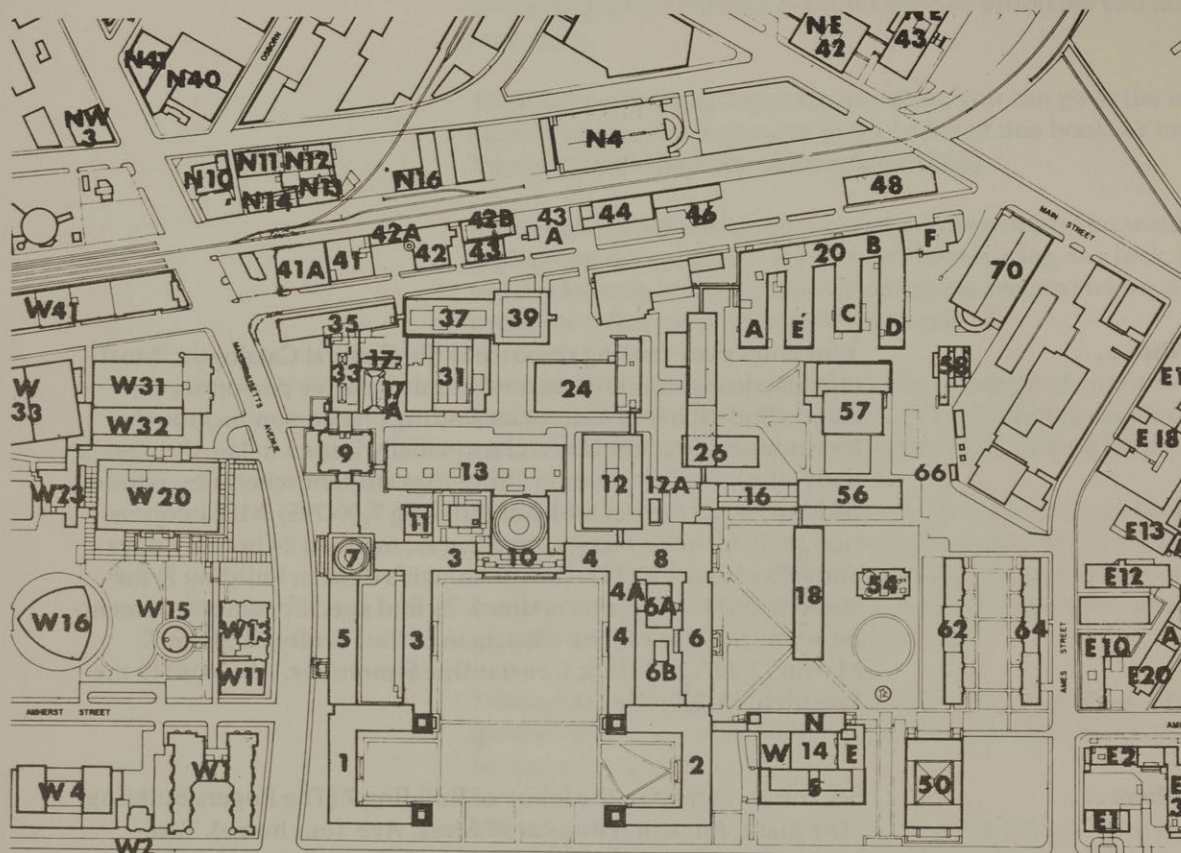
See the great map in the lobby of Building 7 (The Rogers Building (The giant, imposing mass at 77 Mass. Ave. (our home). Take-home maps can be obtained from the Information Office, five paces to the right.

You are thinking that this place is impossible to navigate through, or in, or around. You are right, and will continue to get lost until you get a feel for the pattern.

Below is the Institute Building Numbering System. Building 10 (under the Great Dome) is the Center of the Universe (COU). Odd buildings are to the left of center, evens to the right; the lower numbered buildings are in general near the COU and the lowest near the river, while the more advanced may be found at the periphery.

As may be seen from the map, numbering is symmetric in the central complex about a north-south axis passing through the COU.

## Map of the Institute Numbering System



Room numbers are ordered in quite a logical manner. Room A-BCD is in Building A, on floor B, with the particular room being the CDth on the floor. This is a bit confusing in Building 13, with two wings per floor. Just remind yourself that in that particular case B is a one digit number and CD a three digit number, then start looking.

### Here's How ...

1. This place isn't perfect. Consequently, if you have a complaint or suggestion, it is probably justified. This should not be taken to mean that the problem can be automatically solved, just that a real problem exists.

2. MIT is a bunch of people, obeying people-type laws of behavior. Consequently, it can be very flexible or extremely cranky, depending upon how it is approached.

3. The above two theses give rise to two great theorems of educational innovation:

a.  $1 \gg 0$ : one person can do more things than zero persons; if you don't complain or suggest, nothing will happen.

b.  $N + 1 > N$ : if you get a friend to join you, more will happen. This is particularly effective if one of you goes in, officially representing the other. If temporarily at a loss, you can say, "I understand your viewpoint perfectly, but my friends still are awfully irritated" or words to that effect.

4. You've *got* to do it yourself. Most people around here, when it comes to making suggestions, turn out to be overawed (at least subconsciously) by the Mighty 'Tute, and unwilling to move from Ground Zero. The power of individual initiative and thought is therefore quite strong if used correctly (see Point #2).

5. Figure out what's bothering you; then talk about it. Though it may not appear so, this system really only educates those people who go out and grab their education by its throat. You can get a degree by wasting time correctly for four years, but we refuse to call that an education. Professors usually are responsive people and will permit you to do more than you would ever believe, but only if you ask for it and state why you want it.



## TECH CHEERS

E to the X du dx, E to the X dx!	M. I. T. Rah! Rah! Rah!
Cosine! Secant! Tangent! Sine!	M. I. T. Rah! Rah! Rah!
3 point 1 4 1 5 9 !	M. I. T. Rah! Rah! Rah!
Square root, integral, u dv	Technology! Technology!
Slipstick, slide rule, M. I. T.!!	Technology!

---

WE ARE HAPPY—TECH IS HELL

T-E-C-H-N-O-L-

O-G-Y

TECHNOLOGY! TECHNOLOGY! TECHNOLOGY  
TEAM! TEAM! TEAM!



## People-Type Problems

The first Institute resource that comes to mind are the people that live with you: other students, tutors, housemasters, janitors, whatever.

Next person to think of is your advisor and/or closest friends in the faculty. To have a friend in the Institute who knows his way around is one of the two real aids to success in problem-solving. (The other is honesty. Moral considerations aside, people can usually tell when you're trying to fake it, and if they're turned off, you get turned off.)

Try the various Deans' Offices. In particular, Deans William Speer and Dick Sorenson, through years of practice, have learned to listen rather than tell you what's wrong with you. They can send you to someone who might be specifically concerned with your problem, introduce you to faculty members (if you're looking for someone to work with or just to get to know), or relay comments and suggestions to appropriate faculty committees. To find them, try 5-104, X4861.

The Institute psychiatrists ("shrinks") are good guys to talk to. They've also had a lot of practice in listening to people talk, and in caring about what they say. If you get it out of your head that psychiatrists are only for psychotics you'll be OK. Look for them on the second floor of the Medical Department, X2917; tell 'em HoToGAMIT sent you.

Mrs. Jacqueline Buck, our social worker in residence, is a good person to know if personal problems get mixed up with a need for physical-type help, especially if it has to do with your family. She has been a big help also for foreign students (and their wives) having trouble adjusting. You can find Mrs. Buck on the second floor of the Medical Department.

Boston is a city of churches and church people. The religious counselors connected with MIT keep pretty much to themselves, with some exceptions, and can provide an isolated ear in the quiet. Their offices are at 312 Memorial Drive, between Ashdown and Baker House. You might try calling X2983.

The issue can be put more simply. People-type problems need human ears to listen and human eyes to see solutions. MIT is a community of upwards of 15,000 people, all shades, grades, and persuasions. Walk down a hall and you'll see them. Stick your head in an office and talk to one of the secretaries; they're nice people (Not isolated examples are Dotty Bowe in 5-108 and the gals in 7-133; we happen to know them and know they know a lot of answers. The coffee's good too).

Sometimes the roof is near to falling in. Sometimes it is just chips of falling plaster that get in your eyes. You are, however, among friends.

## Academics

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*The M. I. T. Stein Song*

Give a rouse, then in the May-  
time  
For life that knows no fear!  
Turn the night-time into day-time  
With the sunlight of good  
cheer!  
For its always fair weather,  
When good fellows get together,  
With a stein on the table  
And a good song ringing clear.

*Chorus*

For it's always fair weather  
When good fellows get together,  
With a stein on the table  
And a good song ringing clear.

Oh, we're all frank and twenty  
When the spring is in the air;  
And we've faith and hope a-  
plenty,  
And we've life and love to  
spare;  
And it's birds of a feather  
When good fellows get together,  
With a stein on the table  
And a heart without care.

*Chorus*

And it's birds of a feather  
When good fellows get together,  
With a stein on the table  
And a heart without care.

For we know the world is glorious  
And the goal is a golden thing,  
And that God is not censorious  
When His children have their  
fling;  
Then life slips its tether  
When good fellows get together,  
With a stein on the table  
In the fellowship of spring.

*Chorus*

And life slips its tether  
When good fellows get together,  
With a stein on the table  
In the fellowship of spring.

When the wind comes up from  
Cuba  
And the birds are on the wing,  
And our hearts are patting juba  
To the banjo of the spring,  
Then life slips its tether  
When good fellows get together,  
With a stein on the table  
In the fellowship of spring.

*Chorus*

Then life slips its tether  
When good fellows get together,  
With a stein on the table  
In the fellowship of spring.



## Academics

### Remarks

It is in this area that MIT is most bound by the traditional ways of doing things and the one in which you must walk most carefully.

Change is in the wind, however. A Commission is studying the entire MIT system of education. Several quite refreshing experiments are being tried (e.g. various brands of pass-fail, self-study, Wellesley exchange). People are willing to listen – and to try.

This section of HoToGAMIT contains information on primary sources of information and help: the people you might go to see first. The bulk of the chapter contains methods for solving specific problems concerning your formal education, from getting around prerequisites to dropping a course the day before the final, almost.

Various groups are considering the problems of educational innovation in its various forms. In addition to the Committee on Educational Policy and the Student Committee on Educational Policy (described in Primary Sources) you might talk to one of the following groups about your ideas:

The Commission: studying the nature and purposes of the MIT education. As of this writing, the Commission has not yet been chosen, but it should be at work before '69-70 is too far gone.

Over a two-year period, this Commission will be looking for student input; its recommendations will probably be for big changes. Student staff will be needed and papers on subjects of "current interest" will be appreciated. Ask your Assembly or Graduate Student Council representative who the student members are or contact Prof. William T. Martin (Chairman of the Faculty; 2-280; X4997) for information.

The Education Research Center (ERC) is a group associated with

MIT, with offices in Building 20. Its chairman is Prof. Jerrold Zacharias (VIII). ERC is pursuing research and project work in self-study (e.g. the Unified Science Study Program for frosh, self-study versions of various physics courses), concentrated study, the development of PANIC (Physics – A New Introductory Course), computer applications to education, health, medicine, and so on. They hire a lot of students; go have a talk with one of the staff. We would recommend, among others, Dr. Zacharias (X4280), Prof. Anthony French (VIII, PANIC), Dr. Merton Kahne (psychiatric angles, X2917), Edwin Taylor (X6040) and Judah Schwartz (X5383).

Educational Studies Program (ESP) is a rapidly growing student group. Directed by Steve Schwartz, ESP (W20-450; X4882) operates classes throughout the calendar year for (and taught by) high school and college students, and in developing several ideas to get MIT students teaching in Cambridge high schools. Among new projects are a cooperative program with the Museum of Science and a High School Teacher Exchange Program for bringing Cambridge teachers to MIT.

### Primary Sources

1. Your advisor – if he is good, your best source. He ought to know his way around the 'Tute and can probably suggest a number of methods to help you get what you want, going Devil's Advocate in private and public defender elsewhere. If he isn't doing this, then go to your department headquarters (or if you're a freshman or undesignated Sophomore, go to the Freshman Advisory Council (7-133) and get a new advisor.

2. Tutors; Dormitory Housemasters – Good men to talk to. If they can't help you with the problem set, they can suggest resources. They probably will be able to help you with Institute-type problems, but only if you go and ask for help.

3. Random faculty – If you've got a problem, don't be shy about finding someone in the faculty to help. If you can't think of anyone else (and your advisor isn't suitable) talk to your department chairman.

Go out and talk to them. If you make the first move (often a necessity, as most faculty seem to be content to let students come to them or else are just plain shy), you've probably made yourself a friend and gotten yourself an ally.



This is particularly good if the fellow is in an interesting field. If you ask, he can probably help you get involved in research you'd like to do or help you solve almost any problem.

4. Institute Counseling – In particular, we mean Deans William Speer and Dick Sorenson (5-104, X4861). They each have the profession of talking with students, and can be a real aid in pin-pointing problems and solutions. Nobody should feel that he "ought" to start in this office, but anyone can. Cutting red tape, finding out about unconventional projects, and sending people to the right ears are among their specialties.

It could also be that you ought to talk to a "Tute shrink". The psychiatrists are good guys and several, particularly Dr. Merton Kahne, have taken an active interest in changing MIT to fit the student.

5. Institute groups for undergraduates – Several student and faculty groups deal with the problem of the Institute education. The most likely to be of help to you are the Student Committee on Educational Policy (SCEP: student group; Chairman: Gary Gut, the Committee on Educational Policy (CEP; Chairman: William T. Martin; student members: Karen Wattel, Gary Gut), the Committee on Academic Performance (CAP; Prof. Campbell Searle; student members: Karen Wattel and one or two other unnamed at this writing) and the Committee on Curricula (COC or CC; Prof. Edward Roberts; students: Wells Eddleman, George Flint, and Stan Pomerantz).

SCEP members are good people to talk to initially, particularly if you've got an idea or specific complaint. You can get names from Gary Gut '70 or from Wells Eddleman '71.

CEP is the educational policy-making group of the faculty. Its faculty membership (and the CAP's) are in the General Catalogue.

The CAP is charged with responsibilities concerning granting degrees, academic probation, academic disqualification, excepting people from various procedures. It is, in short, the major operations group in the educational realm. If you want to do something a little out of the ordinary, they're a good bunch of guys to get on your side.

The Committee on Curricula considers all requests for exceptions

to the General Institute requirements (including science distribution and laboratory requirements). The committee is charged also with proposals for changing various Institute requirements and the curricula itself. For more information, see *Rules and Regulations of the Faculty*.

6. The Committee on Graduate School Policy has charge of the graduate courses of study and of students working for advanced degrees. It may act with power upon applications for graduate scholarships and fellowships including postdoctoral fellowships. The committee makes recommendations on matters of policy to the faculty as a whole. The person to talk to is your department's member of the CGSP; Dean Irwin Sizer (3-134; X4869), the committee chairman, is also a good bet.

7. Undergraduates might consider talking to the local graduate student population. A lot of them know a lot; a few know a great deal.

8. The guy down the hall—Though frequently misinformed and frequently too timid to do more than half of what he might do, nonetheless he's been through it and might give you an angle.

If he says something can be done, he's probably right. (If he says something can't be done, he's almost definitely wrong). MIT is that kind of place.

## The Classroom

### Advanced Standing

Undergraduates use the Advanced Standing Exams to establish credit and placement much more often than graduates. This seems to be because the graduate student worried about placement will talk to his course professor and the department; informal arrangements are made. You can't take the exam if you've ever been a "listener" in the subject or registered for it.

Tests are given during each regular examination period (Sept., Oct., Jan., March, and June). Incoming freshmen should check with the Admissions Office (3-108, X4791) for details and approval (see Roland Greeley who doubles as Director of Admissions and of Advanced Placement). Others contact their advisors. Everyone ought to talk with the instructor in charge of the course (is this test necessary; is this course necessary?).

Arrangements must be made at least three weeks before the rele-



See:  
Prerequisites, pg 23  
Requirements, pg 34

vant examination period begins by petitioning the Registrar (you can get the form from your advisor or the Registrar's Office (E19-335)). The grade goes in your transcript. First term frosh don't have failing grades recorded.

### **Advisor Problems**

If you and your advisor aren't clicking, you can get another. Find another professor or ask at department headquarters for one. All that is necessary is that your old and new advisor agree on the switch. Inform the Registrar's Office (E19-335, X4784) of the change.

Freshmen can speak with their associate advisors also, if there are problems. For a frosh switch, go to the Freshman Advisory Council (7-133; X6771). See Pete Büttner there.

Undesignated undergraduates should ask Dean Sorenson (5-104; X4861) about advisor changes.

### **Commenting/Complaining about a Subject**

If you have suggestions or complaints about subject content, professorial technique, or room temperature, your instructor is infinitely the best person to talk to about it. He's human, wants feedback and (if you don't burst into flames) there's a good chance that improvements can be made.

Next best bet is your advisor or that member of the faculty in your course whom you know best. You might try the department chairman also. Don't gasp; it has been done.

If you're shy, try Dean Speer's office (5-104; X4861). He and Dean Dick Sorenson are not connected with any department but are willing to listen and help if they can.

Worried that your comments might be too trivial to waste someone's time with? Don't. You might try them out on an upperclassman or tutor to see if they're reasonable, but only if you're worried. Otherwise, just go see the guy.

See:  
Doing What You Want, pg 18  
Dropping a Subject, pg 19  
Schedule Problems/Conflicts, pg 23

*MIT is, and should continue to be, a student-centered institution of learning.*

*Report of the President 1968*

### **Computer Time, Obtaining Same**

There will be several routes for obtaining time and these can be summarized in the following classes: 1. subjects, 2. jobs, 3. associations with research groups, 4. theses, and 5. Student Information Processing Board (SIPB) funds.

The "way to do it" depends upon your needs and experience; if you talk to the guys at SIPB, they can give you some advice on how best to proceed.

Any small request of SIPB funds can be probably filled without problems; larger requests with "some merit" also stand an excellent chance. SIPB is really designed for undergraduates; graduates are usually serviced well by their departments so check there before going to the Board.

SIPB—located at 645 Technology Square, part of Project MAC; X6217; ask for Jim Rothnie or Ed Fox.

### **Cross Registration – Grad Student**

To:	<i>Coordinating Department, MIT:</i>
Tufts (mostly Dental School)	Nutrition (Prof. Robert Harris, E18-564, X3111)
Boston U. (African Studies)	Economics and Political Science
Brandeis	Professor John Howard (7-333; X4406)
Harvard	Registrar's Office (E19-335; X4784)

See:  
*Graduate School Manual*  
*(Cooperative Arrangements)*

### **Cross Registration, Undergraduate, Wellesley**

Application forms for the Spring 1969 term will be available in the Information Office and in the Office of the Dean for Student Affairs (Room 5-104).

The application form requires a brief statement of the reason for taking the Wellesley subject. It also requires the signature of the student's Faculty Counselor. If the subject is to satisfy the Humanities-Social Science requirement, the signature of the Registration Officer of the Department of Humanities is also necessary.



Faculty members from appropriate departments at both Wellesley and MIT are serving as Exchange Coordinators (names and extensions are listed in the publicity). Students should feel free to call Exchange Coordinators at either Wellesley or MIT with questions about prerequisites and substitutions for required subjects.

The 1969-70 Bulletin of Wellesley College and a mimeographed document with course changes for next year are available in departmental headquarters, living units, the MIT libraries, the Information Office, and the Office of the Dean for Student Affairs (5-104) for consultation by those applying to take subjects.

Get the publication "Wellesley-MIT Undergraduate Exchange Program" when it appears to get data on acceptable types of courses, differences in academic calendars, grading, transportation and parking, etc.

Copies of this document and of "Information for MIT Cross Registrants at Wellesley" should be available at the Information Office, from Dean Hammerness (Student Center: W20-343; X7974), and elsewhere.

See:  
Wellesley Cross Registrants, pg 94

### **Cross Registration, Undergraduate, Harvard**

First step is to pick a subject at Harvard which does not duplicate an MIT subject and which is good; talk with faculty and students at both schools. Second, we are told, it is an awfully good idea to talk with the Harvard professor who teaches the course and get a letter from him saying he wants you in his class. Go see Prof. Bob Rathbone (14N-437; X3672) for more information. Everything up to this point ought to be done *before* Registration Day. Get the proper forms from Prof. Rathbone and take them to your first class, get them filled out, and bring them back with you, as per instructions.

Note that this is a "straining" process and you may not get what you want; the program is limited to 40-50 students going one way. Give it a try if you think the subject and school are worth your time.

It may be easier to cross-register to Harvard, if you have attended summer school there previously.

### **Discovering New Subjects**

Most methods for discovering unheard-of subjects are obvious:



See:

Cross Registration, pg 16-17

Foreign Study, pg 26

Doing What You Want, pg 18

Planning Your Program, pg 82

1. Talk with friends
2. Chat with faculty in fields of interest to you
3. Read the Catalogue
4. Go to the Student Center Library and look over the auxiliary material.
5. Once you have found a fairly interesting subject, go talk with the instructor. The catalogue cannot always be trusted to give you an accurate idea of course content and workload.

### **Doing What You Want: Special Problems and Projects**

The idea is simply this: if you have an idea you want to work on or an area you want to study, you probably can. You ought to try. By petitioning the COC, you may even use the work to satisfy the Institute Laboratory Requirement.

1. The first step toward doing a project that interests you is to get an idea.
  - a. Find a professor you'd like to work with and ask him for project ideas.
  - b. Ask at department headquarters/graduate offices about ongoing research or talk to Dean William Speer (who has a sixth sense for finding unconventional projects).
  - c. Drop in at labs whose work is interesting to you and ask what they're doing. In most cases, the researchers will tell you in great detail exactly what's going on.
  - d. See the Annual Report of Publications and Theses (Publications Office; 5-133, X2697) to find out what is being done by whom. Consult the NSF Directory of Research at department headquarters.
2. Finding a way to do your thing.
  - a. Register for a "special problems course" or "projects" in your department. Consult your catalogue for local listings. The best types are those with units "to be arranged". You must find a professor to sponsor you.
  - b. Try to wangle doing your idea as a part-time job.

c. One excellent way to do either of the above is to take advantage of the new Undergraduate Research (Project Study) program. Its goal is to let you do the type of work you feel necessary for your education. Two ways of approach: (1) Read the literature for the program. Professors have been asked if they are interested in sponsoring students. For you, this is good. There is no requirement of being registered in the department. Just talk to one of those professors. If you want to do what he wants, you can ask for pay or academic credit or (in some departments) both. (2) If you've got an idea, a place to work, some material to study and can find a professor to sponsor you, go see Dr. Margaret MacVicar (X3241; 8-413; head of the program) and you've got yourself credit or pay. Credit is preferred as pay from project funds lasts only as long as the money holds out.

Got an idea? Try it. A subject you want to read up on? Do it. Want to do work on your own, work with a research firm, do work with any department here? Try.

See:  
Jobs, pg 50

### **Dropping a Subject: Status Change**

To drop a subject or change from regular registration to listener during the first thirteen weeks of the term (six weeks for the summer) get a "drop card" from and signed by your advisor and bring it to the Registrar's Office (E19-335). Dropping a subject erases it completely from your record although graduate and summer students may have to pay tuition on a "pro-rata" basis. For this reason, make sure that the Registrar's Office knows that you have dropped the course. If they give you any static or attempt to bill you incorrectly, get your ex-instructor and advisor to help.

To try to drop a subject or change from regular to listener after that deadline, get a petition form from your faculty counselor or the Registrar's Office; it goes to the CAP and is usually approved.

If you're a senior and wish to switch your pass-fail subject, notify the Registrar's Office before the seventh week. Afterward, you must send a petition to the Committee on Academic Performance.

See:  
Listeners, pg 21  
Pass-Fail, pg 22  
Personality Conflicts, pg 22

Whenever you petition, do your best to convince your advisor, as his recommendation is given a great deal of weight.

### **Finals**

If you cannot take a final for medical or personal reasons:

1. Undergrads: go to the Dean for Student Affairs (Speer or Soren-



son) to get a deferment (grade of "OX"). If the instructor thinks he knows your quality he may give you a grade on your other work.

2. Grads: (a) Go to your instructor; (b) If that fails, your last recourse is the Dean of the Graduate School (Dean Sizer; 3-134; X4869).

Undergrads: if your objections are philosophical, try convincing your instructor not to give a final for the subject. Although faculty rules call it illegal, many instructors may exempt an individual from a final; to stay within the letter, you may be asked to go to the final room, sign your name, wait the mandatory forty-five minutes and leave.

See:  
Schedule Problems/Conflicts, pg 23

This is a situation in which resident tutors and housemasters can be of service as they know many of those people.

### **Grades: Description, Problems**

To get definitions of particular grades, call your advisor or the Registrar's Office (E19-335; X4784) or look on the back of your latest set of grades or in the Graduate School Manual.

If an instructor changes a grade for you, he must fill out a statement to that effect and personally take it to the Registrar's Office. The office won't accept changes brought in by students. Make sure all changes are made before you get your degree. Afterward, no can do.

If your grades are overdue, check with the Registrar's Office and at your home. If you want to know what your grades are in the meantime, visit the Registrar or departmental headquarters.

Problem sets, quizzes, any exams are sometimes marked by graders and teaching assistants. This is one more reason to be forthright and direct if you don't agree with a mark and talk it out until the two of you agree. This process is one of the most vital parts of a real education, no matter who graded the thing. The instructor will generally be quite willing to try to see your side. Test him out and see if we are right.

See:  
*Graduate School Manual*  
*(Academic Rating System)*  
Incomplete, pg 21

### **Graduate Subjects**

Subjects being used toward your degree do not have to be designated by a G in the catalogue. Subjects marked U may be permissible at the discretion of your advisor and department.

Rules on (A) subjects are in the catalogue.



## Harvard

### Incomplete

Incompletes usually should be "made-up" during the first five weeks of the term. This can be done later by petition to the Committee on Academic Performance; if your instructor approves the petition is almost always granted. Incompletes are kept on your transcript but are not computed in your "cum".

It is good policy to tell your instructor that you wish to receive an Incomplete and plan a completion date for the uncompleted work. Many profs will go out of their way to help you, keeping after you to turn in the work, taking it upon themselves to find out if you're alive and doing that paper. Others will merely screw you to the wall.

*It's always the Institute leads us to the slaughter  
Always the student flunks the quiz  
You try to prove that you're a man,  
With your sliderule in your hand;  
Is it worth it? Do you really think it is?*

*from "I Ain't Toolin' Anymore"  
Lyrics: Fred Campling of the Conner Four  
All Tech Sing 1969*

### Listeners

Regular (but not Special) Students may attend regularly offered subjects as non-participating listeners without payment of additional fees. There are obvious advantages to such attendance. At the same time professional courtesy requires that specific permission for such action be granted by the instructor in charge of the subject concerned. In addition, a junior staff member must have the approval of the head of the department in which he holds his appointment. No instructor is required to accede to such requests, and each case is left to his discretion under the prevailing circumstances, such as the nature of the subject, its method of presentation, the size and composition of the registered class, the number of listener requests, or other relevant considerations. Whenever such privileges are extended, no effort or expense on the part of either the instructor or the Institute is to be incurred. Graduate students are to be registered as listeners, registration

to be accomplished merely by turning in a Roll Card to the Instructor. No recognition or certification of such activity is carried on the student's permanent record.

Undergraduates register in the normal way, marking "listener" on the Registration material.

See:  
Advanced Standing, pg 14

Anyone who has taken a course as a listener cannot take the Advanced Standing Examination in the subject.

### **Pass-Fail**

Any instructor may petition the Committee on Academic Performance to have his subject made pass-fail. A greater chance of success comes if the subject is a seminar or if the department approves. Policy has never been tested on individual sections of a single subject (e.g. 8.03). Any change in standard grading policy must be petitioned to the CAP.

According to the "Rules and Regulations of the Faculty" if pass-fail grading is given to one student in a subject, it must be so for all. In practice, frosh are "graded" pass-fail, even in so-called upper-class courses.

Institutionalized pass-fail programs include the entire freshman year, the Senior's option to designate one course/term pass-fail (see: "Dropping a Course; Status Change" for relevant regulations; five year students are supposed to get only one year of one course/term pass-fail but if you wish, petition the Committee on Academic Performance; state your reasons) and the Undergraduate Systems Program (USP) in management which is gradeless and courseless (Instructor in Charge: Professor Leo Moore; E52-586; X7152). It is the option of the department and the Committee on Educational Policy to set up programs analogous to USP.

### **Personality Conflicts**

"Personality conflict" is a polite way of saying that you'd rather be in a different section. Just go to department headquarters, explain why Prof. #2 would be so well-fitted to your educational needs (meaning no disrespect to Prof. #1 who is a fine fellow) and that you would like to transfer out of Prof. #1's section. Words to that effect.

If there is only one section, we would advise that you try to appreciate the professor's good points.



### **Prerequisites, Subject**

The first tenet is "don't always trust the catalogue". Ask your advisor about exceptions made in your department. If you think that you can do without a prerequisite for a course, chat with the professor thereof. Do this and you can save yourself a term of work if your professor agrees. If the professor says all right, no formalities are required.

You can sometimes get credit for a skipped prerequisite if you do well in the course which required it. Check with the instructors of the two courses.

*The following information concerning (MIT) should be understood by every freshman.*

1. *The colors of Technology are cardinal red and silver gray.*

*The MIT Handbook 1945*

### **Projects**

#### **Registering Late for a Single Subject**

Have your advisor and your instructor sign a correction card, then bring it in to the Registrar's Office. There is no time limit and no petition is necessary.

#### **Schedule Problems/Conflicts**

Subjects: If two conflicting subjects have been scheduled, check with the Schedules Office (E19-338; X4788). If it turns out that two courses you want to take are given at the same time, you'll just have to pick one or go to half the classes of each. (Sometimes, in small sections, the time can be changed; this is infrequent.)

Finals: A correction form is included in the finals schedule. It should cover most problems.

Other: Consult Schedules Office, relevant professors, and departments.

#### **Theses**

Undergrads: There is very little generally published information on undergraduate theses. Consult your advisor, the department's

See:  
Advanced Standing, pg 14  
Requirements, pg 34

See:  
Doing What You Want, pg 18

See:  
Finals, pg 19



headquarters, and the pamphlet "Undergraduate Theses" (see Student Center Library).

Grads: Read the data in the Graduate School Manual and department publications for general rules and format statements. If you have any new ideas on how to find a thesis topic, jot them down on a feedback card and let us know.

See:  
Doing What You Want, pg 18

See:  
Cross Registration,  
Undergrad, Wellesley, pg 16  
Wellesley Cross Registrants, pg 94

## Wellesley

*Describing the annual frosh smoker: "And though a group of strangers awed perhaps by their first day at Tech will gather on Registration night . . . when all voices are lifted to 'it's always fair weather when Tech fellows get together', . . . they leave as a body of comrades united in one common purpose — to catapult the class to heights never before scaled for the greater glory of MIT.*

*The Handbook 1934*

## The Department

### Changing Major

For undergraduates, changing one's major is trivial. The Registrar's Office would like to be informed on paper, but all that is necessary is to start having an advisor from your new department sign your registration forms, at the start of the term. Contact your new advisor (find one yourself or through your department) well in advance, so that the two of you can plan your schedule for the coming term.

Undergrads see:  
Unspecified Degree Program, pg 25  
Double Degree Programs, pg 26  
Graduates see:  
Interdepartmental Degree  
Program, pg 25

For graduates, the process is only slightly less difficult than transferring to another school. You will have to go through a complete application screening by your new department. Procedures may vary so consult your "Target" Department or the Graduate School Office.

### Co-op

Only three courses (II, VI, XVI) have a co-operative program with industry. Tuition total for four years is the usual. Check with your own course headquarters and with the registrar's office (for initial data or finances). Chemical Engineering Practice School is a similar program. Payment of tuition can be arranged to fit your needs for timing; consult the Bursar.

See:  
Doing What You Want, pg 18

*We tend to spend about six months intellectualizing about any problem before we admit that our initial visceral reaction of "Yug!" was correct.*

*Bill Hecht, Chairman  
MIT Educational Council*

See:  
Requirements, pg 34  
Undergrads see:  
*Catalogue*  
Grads see:  
*Catalogue, Graduate School Manual*

### **Degree Requirements**

#### **Departmental Complaints/Suggestions**

Naturally, the first person to think of talking to if you've got a criticism of your department or some section thereof is a professor (your advisor?) within it or the department head. Try also the Department Chairman and Graduate or Undergraduate Committees (and members thereof).

If however you would rather talk to an "independent", chat with Deans William Speer or Dick Sorenson (5-104; X4861) who represent no department.

#### **Interdepartmental Degree Program**

The procedures for interdepartmental majors are presently only applied to graduate students although if you are an undergraduate and have a good case, you may be able to start a crusade. Start with Student Committee on Educational Policy for advice.

As we were saying, graduate students wishing to obtain an interdepartmental major have procedures roughed out for them. You are expected to take the initiative however. Go to the Graduate School Office for details.

Undergrads see:  
Double Degree Programs, pg 25  
Unspecified Degree Programs, pg 26  
Graduates see:  
*Graduate School Manual,*  
*Interdepartmental Doctoral Program*

One can get a joint degree in two departments (while being registered in only one) or do just a joint thesis in two departments. The Thesis Committee is usually split between departments and one can split the qualifying exams or pass the qualifiers in his main course.

#### **Unspecified Degree Programs**

Several courses (I, II, III, X, XII, XV) sponsor programs which are, in varying degrees, flexible to your personal preferences. The management options (Program I, the Undergraduate Systems



Program) are for a management degree, for example, while course XII-B is almost complete in its freedom. Institute requirements must be fulfilled.

In addition, the Rules of the Faculty state that departments can allow major departures from their own degree requirements. By taking advantage of this freedom, you can structure your program to your needs. For information, talk to the Department Chairman or Executive Officer.

See:  
Double Degree Programs, pg 26

## The Institute

### Admission, Graduate, MIT

Consult the desired department and the Admissions Office.  
See *Graduate School Manual*.

### Double Degree Programs

Two Bachelor's Degrees: You are required to fulfill the requirements of each department while adding an additional 90 units for the second degree. According to procedures, you can't split a course between the two degrees for its units (e.g. 7 units of a 12 unit course to degree #1 to total 360 units, the other 5 to degree #2 to total 91 units). If you feel you *must* split that course, petition the Committee on Academic Performance for permission.

You must submit a petition to the Registrar's Office at some point, listing the two degrees, your expected date of graduation, etc. Consult with your advisors (get the new one's name from the department) before petitioning.

See:  
Draft, pg 80  
Unspecified Degree Program, pg 25  
Grads see:  
Interdepartmental Degree Program,  
pg 25  
*Graduate School Manual*  
(*Master's Degrees*)

Bachelor's and Master's: Some departments will award simultaneous S.B. and S.M.'s (if you want an S.B. from Dept. #1 and S.M. from Dept. #2, you are on your own; good luck) check with your department. You will have to be accepted for graduate study; petition.

### Foreign Study

No matter who you are, if the prospect of studying abroad interests you in the slightest, start investigating now. It may possibly be too late; it almost certainly isn't too early.

If you are worried about finances, don't. Student aid treats your case like any other. For fellowships, check with your department or the Graduate Student Office for information.

Undergraduates: Junior year abroad is the usual year. The Foreign



Study Advisor, Dean Harold Hazen, has an excellent publication, *Junior Year Abroad for MIT Students*, which should answer your first generation of questions. His office is 1-207.

Graduates: Graduate study can be done in many universities around the world. Go at it through your department and Dean Hazen's office.

Information: Room E19-455: reference material on foreign study.

See:

*Graduate School Manual*

## **Graduate Record Exam**

### **Graduation/Termination**

Before diplomas are delivered, all library books must be returned; all keys must be returned to the office of the Superintendent of Physical Plant; all accounts with the Bursar must be settled. Dates for completion of the above formalities will be mailed to graduate students by the Registrar.

Prior to termination, each assistant must file with the Payroll Office a Termination Clearance Form with signatures certifying that he has returned all keys, books, supplies, etc. Certain laboratories have termination procedures of their own.

### **The Libraries**

#### *Fines:*

Basic fine	10 cents per day
Reserve material	25 cents per hour after 10 a.m.
Recall to go on reserve, or for another reader when overdue	\$1.00 per day, after 24 hours notice
End of Spring Term	\$1.00 per day
Maximum	\$10.00 per book
Unreturned material replacement charge	\$10.00 processing charge in addition to the cost of the book.

Most of the libraries have Xerox facilities. The Student Center Library has an open machine (5¢/copy) 24 hours, 7 days.

An unmentioned library is the Science Fiction Library on the fourth floor of the Student Center. Anyone may browse but must be a member to borrow.

Much popular reading material is kept in out-of-the-way shelves at the Student Center Library. Ask at the desk.

A good collection of mystery novels is in the Reserve Book Room (see above).

Want to get a first hand look at MIT history? All *The Techs* and *Techniques* are in the basement of Building 14. Go down and ask for help until you find them. You haven't lived until you have read a *The Tech* editorial censuring the President of the Senior Class for not showing up at the basketball game; being honorary chief cheerleader, it was his duty to MIT to be there.

Dewey Library has material on social psychology, education, and international relations in addition to its advertised contents.

To find out more about library content and rules, pick up a copy of "Guide to the MIT Libraries" at any library desk.

To find a book in an uncertain library look in the Union Catalogue in Building 14.

Fines on library books only a couple of days overdue are frequently not collected. You can renew books by phone.

Library	Mon.-Thurs.	Fri.	Sat.	Sun.
Aeronautics and Astronautics 33-316	9-6	9-6	9-1	closed
Archives 14N-132	9-5	9-5	closed	closed
Dewey E53-138	8:30-11:45	8:30-11	9-8	1-11:45
Engineering 10-550	9-11	9-11	9-8	1-11
Humanities 14N-200	8-midnight	8-10:45	9-9	1-midnight
Lindgren 54-200	8-11	8-11	9-6	6-11
Materials Center 13-2137	9-7	9-5	10-5	closed

Library	Mon.-Thurs.	Fri.	Sat.	Sun.
Microreproduction 14-0551	9-5	9-5	closed	closed
Music 14E-109	9-midnight	9-10:45	9-9	1-midnight
Reserve Book Room 14N-132	8-midnight	8-10:45	9-9	1-midnight
Rotch 7-238	9-10	9-10	1-5	1-10
Science 14S-100	8-midnight	8-10:45	9-9	1-midnight
Space Center 37-582	9-5	9-5	closed	closed
Student Center W20-500	Open 24 hours a day, seven days a week.			

All libraries are closed on Labor Day, Thanksgiving, Christmas, New Year's Day, and Independence Day.

Special schedules are posted for hours during vacations, between-term periods, and on the following holidays: Columbus Day, Veterans' Day, Washington's Birthday, Patriots' Day and Memorial Day.

Aeronautics and Astronautics Library: 33-316  
extension 5665

The Aeronautics and Astronautics Collection emphasizes the engineering aspects of the subjects and has about 70,000 publications including an extensive collection of technical reports.

Materials Center Reading Room: 13-2137  
extension 6840

The Materials Center Reading Room is on the second floor of the Materials Center Building and contains a highly specialized collection of research books and periodicals in materials sciences.

Space Center Reading Room: 37-582  
extension 3746

The Space Center Reading Room is on the fifth floor of the Center for Space Research and contains technical reports, books, and journals pertaining to the space sciences.

Libraries Administered by PROJECT INTREX: 9-519  
extension 6051



Engineering Library: 10-550

Circulation: extension 5661; Reference: 5662

The Engineering Library contains approximately 148,000 volumes. The collection covers building, civil, electrical, marine, and mechanical engineering, materials science, naval architecture, and textiles. Current journals number approximately 1,300.

Science Library: 14S-100

extension 5685

The Science Library on the first floor south of the Hayden Library and in the Basement Stacks contains some 281,000 volumes, including a journal collection of approximately 1,500 titles, and thousands of technical reports. The principal subjects included are: biology, chemical and nuclear engineering, chemistry, mathematics, metallurgy and ceramics, nutrition and physics. Adjoining this library is the Boston Stein Club Map Room, in which there is also a computer console for interrogation of an on-line data base.

Student Center Library: W20, 5th floor

extension 7050

The Student Center Library houses duplicate copies of all the reserve books for each course given at the Institute. It also contains a small general reference collection and books for recreational reading. Individual typing rooms are available. Use of this library is restricted to members of the MIT community.

Music Library: 14E-109

extension 5689

The Music Library is located on the first floor of the Hayden Library at the east end of the central court. This library, which consists of a main listening room, a seminar room, and five individual listening rooms, contains an extensive collection of records. Books, reading scores and chamber music scores may be borrowed.

Reserve Book Room: 14N-132

extension 5675

The Reserve Book Room, located on the north side of the Hayden Library central court, contains about 10,000 reserve books for students in Humanities and Sciences.

Rotch Library: 7-238

Circulation: extension 7052; Reference: 7053

The Rotch (rhymes with "coach") Library contains approximately 65,000 books, pamphlets, periodicals and theses, plus a collection

of some 79,000 slides and 18,000 photographs. Principal subjects include architectural design and history, urban design, city planning and its sociological and economic aspects, history of painting and sculpture.

Humanities Library: 14S-200  
extension 5683

The Humanities Library, containing approximately 174,000 volumes, is housed in the second floor reading room of the Hayden Library and in the Basement Stacks. Here are the core collections of the Institute in the fields of biography, education, history, linguistics, literature, philosophy, religion and social science.

Lindgren Library: 54-200  
extension 5679

The Lindgren Library, located on the second floor of the Cecil and Ida Green Building, Center for the Earth Sciences, contains approximately 18,000 volumes in the fields of geology, meteorology, oceanography and geophysics. There are current subscriptions to nearly 300 journals. Special facilities for maps are a feature of the Schwarz Memorial Map Collection.

Microreproduction Laboratory: 14-0551  
extension 5668

The Microreproduction Laboratory, located in the basement of the Hayden Library, contains complete facilities for microfilming and making enlarged paper prints. It administers the quick-copying machines available in most of the library reading rooms.

Circulation Department: 14S-100  
extension 5671

The Circulation Department is in the lobby on the first floor of the Hayden Library at the entrance to the Science and Humanities Libraries. Here borrowers sign for and return library materials from the Science and Humanities Libraries. The Department issues Library Privilege Cards for members of the Institute Community.

Dewey Library: E53-138

Circulation: extension 5676; Reference: 5670

The Dewey Library contains approximately 249,000 books, pamphlets, reports and bound journals which cover the subjects of economics, industrial management, political science, business administration, accounting, marketing, finance, banking, statistics,



psychology, sociology, industries, industrial relations, personnel administration, and related fields. Over 1,500 current periodicals are received regularly.

Information: 14S-200  
extension 5681

General reference and information on the facilities of the M.I.T. Library system is furnished by the staff of the Humanities Library on the second floor of the Hayden Library. They will also order interlibrary loans, and advise on the location of all books in the MIT Libraries by consulting the Union Catalog.

Administrative Offices: 14S-216

Professor William N. Locke, Director, extension 5651; Natalie N. Nicholson, Associate Director, extension 5653; Dr. Myer M. Kessler, Associate Director (14S-312), extension 5655; Joseph M. Dagnese, Assistant Director for Technical Services (14E-210), extension 7059; Lawrence E. Maguire, Head, Administrative Services, extension 5654.

Archives: 14N-132  
extension 5688

The Institute Archives, located on the Mezzanine of the Reserve Book Room, now numbering about 19,000 items, contain all the Library holdings pertinent to the Institute's history, including material by or about MIT, its alumni and staff.

The Educational Studies Program (housed presently in the TCA, W20-450, Student Center) has a file of education publications and also receives cool magazines and newspapers, they tell us.

### **Planning Your Program: Scheduling Subjects; Reading the Catalogue**

Your academic program is a flexible thing. Subjects at the Institute have been known to change from year to year.

Check periodically with your advisor to see if new subjects which might be of interest have been formed in your department.

It's always a good idea to see the instructor in charge of a subject before you register. Catalogue descriptions are frequently out of date and often do not give an accurate idea of subject matter, work load, et al.

To understand the hieroglyphics accompanying each subject



description, look at the page immediately before the section of subject descriptions; it is titled Descriptions of Subjects.

Undergrads especially: one frequently used technique to explore courses is to overload, then drop uninteresting subjects.

If you want to keep a certain time block free during the day (e.g. for a job or sport) indicate this on your registration forms. No guarantees but you've got a chance.

See:  
Discovering New Subjects, pg 17

*Now you'll notice that MIT always puts education before research in its publicity but puts research before education in the budget.*

*Completely Anonymous*

### **Policy Innovations: Suggestions – Committees**

Much frustration comes of trying to find the "man who decides". The reason is that there is an extensive diffusion of power; the place operates by consensus to a startling degree.

In the realm of educational policy, one may find and participate in the "decision-making process" in a number of ways. Perhaps the most effective is to work through the faculty-student committee structure.

Several committees were discussed in the primary sources section of this chapter. Others, relating to us, are:

Committee on Undergraduate Admissions and Student Aid  
Committee on Student Environment  
Committee on Discipline  
Committee on Nominations (for faculty offices)  
Committee on the Libraries  
Committee on the Evaluation of Freshman Performance

The chairman and faculty membership of these as well as other committees may be found in the catalogue.

### **Probation and Graduate Warnings**

It's really up to you to use the Institute's resources to get off "pro", if you want to. The label isn't a punishment but temporarily marks you (for your benefit and for those who might help you) as someone on a bad academic trend.

You might consider the tutors, your advisor(s), upper classmen, all of whom will probably be eager to help you.

Probation is not permanently recorded on your transcript; there is no stain attached. If, for some reason, you don't want all those people trying to help you, you might ask your advisor, the Medical Department, or local tutor to help you argue that probation is a needless precaution in your case.

Same goes for Graduate Students. There are no hard and fast rules as to when a student is refused further admission, just as there are no absolutes for undergraduate disqualification. If you don't climb above the line again, your case will come up on a department level. Check with your department for further details. One small clue: a warning from Dean Sizer is more severe than a warning (especially verbal) from your department; neither is a joke.

Grads see:  
*Graduate School Manual*  
(*Academic Standards*)

### **Proctoring**

Examinations are sometimes proctored by teaching assistants with duty awarded (for some reason) on a scale proportional to your teaching commitment. Inasmuch as proctoring is a sacred duty, you can't shuck it. If a date is unacceptable, you can trade off. For information, call X4788.

### **Registration at MIT**

If you don't want to fill out registration material during the summer but intend to wait until coming back to the Institute in the fall, it will be more convenient and may avoid a fine for late registration if you so notify the Registrar's Office so that the material will be ready for you on Registration Day.

### **Requirements/How To Get Around Them**

Get a petition; figure out your reasons; petition.

Visit a wise old professor (consult your advisor or departmental headquarters) who may know something about precedents sought in that particular department. When petitioning, prepare your case carefully; if your reasons are good, so are your chances. Try checking informally beforehand with members of the body to which you are petitioning (e.g. Committee on Curricula).

Petition forms may be obtained from your advisor or the Registrar's Office (E19-335; X4784).



Frequently petitioned are substitutions for lab requirements, substitutions in humanities requirements (e.g. use of 21.97 for psychology concentration) etc. If enough people send us examples of successful substitutions and exemptions, we will try to compile a list suitable for publication. Use the feedback cards included or drop a line to HoToGAMIT, c/o 7-133.

See:  
Prerequisites, pg 23  
Advanced Standing, pg 14

## **The Residence Requirement for Graduate Students**

See:  
*Graduate School Manual*  
(Residence Requirement)

### **Roll Cards**

Roll cards may be picked up at the Cashier's Office (E19-215) if you are registering late or for summer classes.

### **Special Student: Changing to Regular**

Go to the Admissions Office.

*Youth is wholly experimental.*  
*Robert Louis Stevenson*

### **Summer Session**

Copies of the '69 summer catalogue are in the MIT section of the Student Center Library and may be available elsewhere. The '70 catalogues and registration material will be available in the Information Office Second Term.

Relatively few subjects are offered. Several Special Projects subjects are available but you must be sponsored by a faculty member. If you suspect that the course you wish to take during the summer will not be offered, do a little lobbying. Start in your departmental headquarters.

See:  
Transfer of Credits, pg 35

### **Transcript**

The Registrar's Office prepares transcripts at your request, cost \$1.00. Necessary lead time varies during the term. Check with the Registrar's Office (E19-335; X4784) for details. Payment should be made at the Cashier's Office (E19-215; Hrs. 9-2).

### **Transfer of Credits**

Advanced subjects completed satisfactorily elsewhere, in special cases, may be accepted for credit toward requirements for an advanced degree (with a recorded grade of "S" for subjects with exact MIT equivalents), but they do not contribute to fulfillment-of



residence requirements. Transfer credit should be requested through a petition, signed by the appropriate Registration Officer, if the subject offered is not an exact MIT equivalent. Otherwise, an Additional Credit Sheet should be submitted. If the Registration Officer approves, he should indicate the amount of (A) or other credit accepted.

College students desiring to undertake work for an advanced degree at the Institute will find it advantageous to select electives that will satisfy the prerequisites for their intended advanced work. Advice on such electives may be secured from the Chairman of the Committee on Graduate Students of the appropriate department at the Institute. Attention is called to the statements of professional prerequisites in sections 4 through 8 of the General Catalogue.

Subjects completed by a former Special Student may be offered subsequently in partial fulfillment of requirements for an advanced degree, when he becomes a Regular Graduate Student. The student's major department will, in each such case, determine to what extent such subjects are acceptable, with or without residence credit.

A Regular Graduate Student may petition to take an examination for advanced standing during the examination periods in each term, provided that he has never registered for the subject of the examination nor has attended classes at the Institute in that subject. The petition, approved by the faculty member in charge of the subject and by the student's Registration Officer, must be filed with the Registrar at least three weeks before the date of the first examination in the period. The resulting grades will be posted to the student's permanent academic record. Subjects passed by examinations for advanced standing shall not be used for residence credit.

A tip: Don't accept too much credit for work done elsewhere. It can lead to a lot of trouble when you try to take advanced MIT courses. Check up in advance, if possible.

### **Transferring Out**

Concerning other schools: Dig up professors in your field of interest and get their advice on schools. They may also give you reason to stay here.

Counseling: Chat with whomever you like. You might try the

Psychiatrist's Office if it's the 'Tute itself that is getting to you or Deans William Speer/Dick Sorenson (5-104; X4861). If family problems are bugging you, try talking with Jacqueline Buck, the social worker at the Medical Department.

The Admissions Office has a store of college catalogues. Graduate School Catalogues are kept in Hayden. Ask for their location. It is easier to get into another school if you withdraw from MIT than if you are disqualified.

See:  
Graduation/Termination, pg 27

*Seal: "Mens et Manus" = Mind and Hand. The altar is surmounted by the lamp of learning.*

*In the Institute lamp of learning  
Ever wonder what they are burning?*

### **Withdrawing and How Not To**

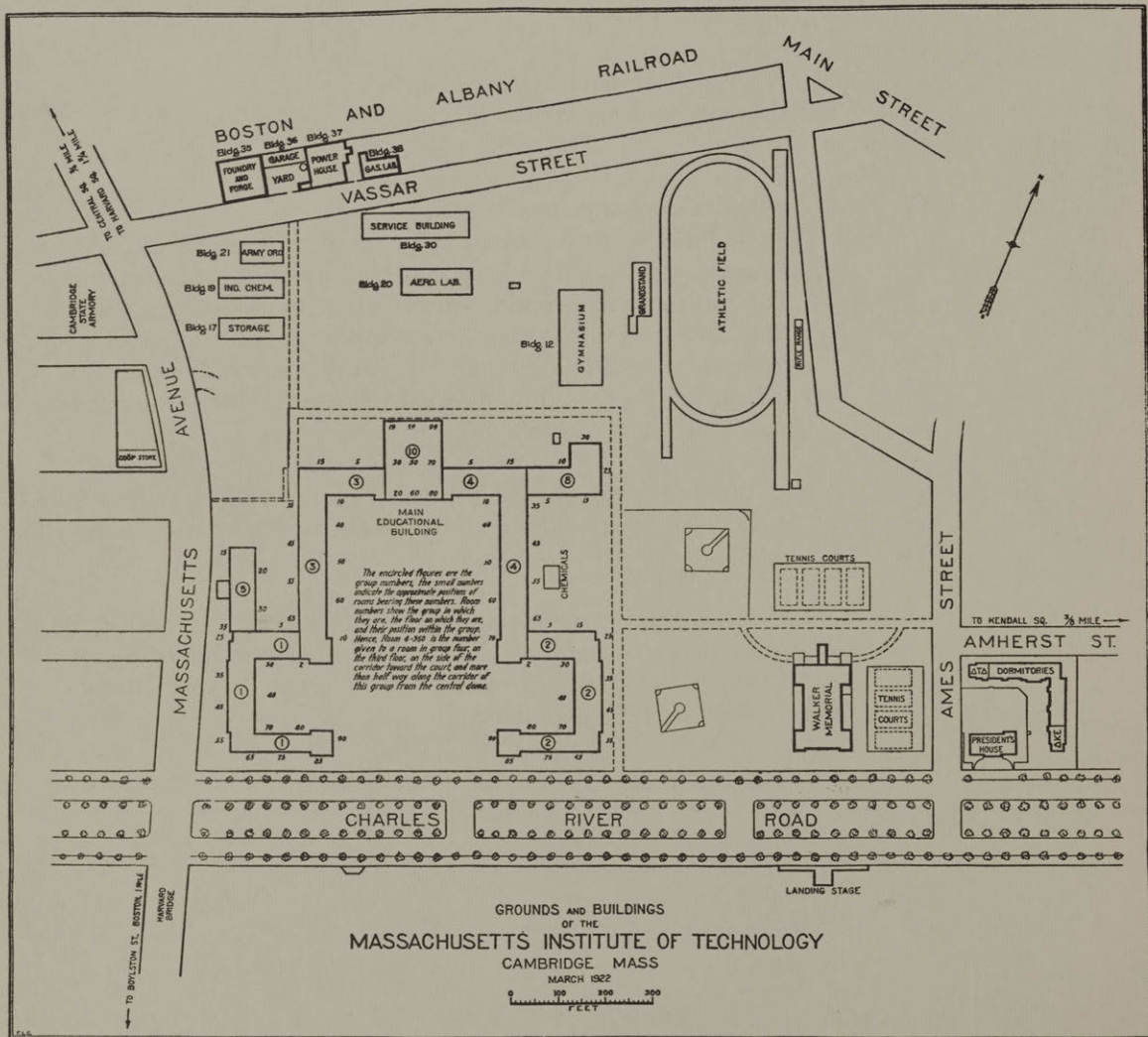
If you have been on probation for a term and have failed to raise your grades to a satisfactory level by the end of next term, the Committee on Academic Performance (Chairman: Prof. Campbell Searle) (4-206; X4184) may after consulting with your faculty counselor, decide whether to disqualify you, to advise you to withdraw (There's a big difference; if you withdraw, you can come back more easily) or allow you to stay.

All three of these are possibilities. Especially if you wish to stay, it is best to get a faculty member (preferably your advisor) on your side.

If you withdraw or are disqualified, you must touch base at the Office of the Dean for Student Affairs, the Registrar's Office (E19-335; X4784) and (probably) the Selective Service Offices (7-105; X3621) (3-140; X5836).

See:  
Graduation/Termination, pg 27  
Grads see:  
*Graduate School Manual  
(Interruption of Graduate Study)*

Don't forget that you have the opportunity to come back, whichever way the chips fall. Good luck.





## The Other Education

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## The Other Education

### Activities and Athletics

*"Oh the first floor's in the basement  
And the entrance is on two  
And the rooms that start with four  
Are up on five..."*

*From the "Student Off-Center Song"  
By the Doormat Singers*

Professor Ross (Jim) Smith, Room W32-109, ext. 4497, is the Director of Athletics at MIT. Since MIT's athletic program places unique emphasis on personal development, Professor Smith or members of his coaching staff are often able to assist many students. No previous experience is necessary to participate in varsity athletics. Approximately  $\frac{1}{4}$  of the undergraduates participate in Varsity Athletics (Freshmen included). The Athletics Program includes Varsity Athletics, Intramurals, Club Athletics, and Informal Recreation.

For specific information on any sports, call Professor Smith's office to find out how to contact the coach of the sport in which you are interested.

There are over 100 recognized, and many more informal, activities loosely organized under the Activities Council of the Undergraduate Association (student government). The groups are supported by the Institute through the Dean for Student Affairs and the student-faculty Activities Development Board.

Most of the large general activities are located on the fourth floor of the Student Center. All activities except the honoraries always welcome new members.



Religious Organizations	Religious Counselors' Offices 312 Memorial Drive	X2983
Dramatic Groups	Kresge Auditorium	X3915
Music Groups	Director of Music, 14N-233A	X2443
Professional, Course, and Honorary Societies	Dean for Student Affairs, 7-133	X6774
Foreign Students' Groups	Foreign Student Office, 3-111	X3795
Sports	Athletic Association, W32-117	X2913
Other Activities	Undergraduate Association, W20-401, or Dean for Student Affairs, 7-133	X2696 X6774

*"Tech is a place for men to work and not for boys to play."  
Pres. Francis A. Walker 1894*

### **Entertainment**

For lectures and concerts giving away free tickets, get in line early because the tickets usually go fast.

*"If you want a date, ask Dean Hammerness"  
A Secretary*

### **Special Events: Getting Entertainment**

Dean Jay Hammerness is directly responsible for Kresge and the public spaces of the Student Center. He can offer several different brands of help to anyone setting up large entertainment events:

1. Contracts-Hammerness wants a copy of all contracts. The Institute lawyers will check them out. He can advise about a rider which can be attached to the contract to give you some protection.
2. Physical Layout—Hammerness has had some experience and can tell you a bit about prices and ways to set up facilities for people.

3. Group Performance – The National Entertainment Conference Newsletter prints ratings of the performance (not just musical qualities but things like “was the group on time”). This is available through Dean Hammerness’s office.

Check around campus, through records, and at other schools. Whatever you want to do, chances are that someone has done it before and has made your mistakes in advance.

*Publicity!*

### **Facilities**

For information on reserving these rooms:

Bush Room (10-105)	Call X2197
Chapel	Call X6774 – Dean Holden
Emerson Room (7-403)	Call X4401
Emma Rogers Room (10-340)	Call X4891
Freeman Room (E52-361)	Call X3361
Given Room (Bldg. 35, Penthouse)	Call X2426
Jackson Room (10-280)	Call X2197
Kresge Auditorium	Call X3913
Margaret Cheney Room (3-310)	Call X4880
Rockwell Cage	Call X4497
Schell Room (E52-461)	Call X2931
Spofford Room (1-236)	Call X7101
Student Center Rooms	Call X3915

Dormitory public areas; check desk staff, house government.  
Classrooms – Schedules, Office of Registrar’s Office (X4788).

### **Getting Into an Activity**

We will assume you have some idea of the kind of activity you would like to get into. Look through the activities handbook (copies available at TCA), Student Directory, or talk to a friend to get the name of an organization and (in the front of the Student Directory) its President (for this, you can call Rita McAleavey, the Activities Secretary at X3766; W20-421). The President can tell you when the next meeting is.

You will probably feel left out that first time. To coin a phrase, persevere. It happens to everyone. If after a few times of trying to get involved (it takes work by you), nothing clicks, then quit – at least for a while. But keep trying something. It’s too good to pass up completely.



### **Hobby Facilities**

Some living groups such as Burton House have shops for various purposes. There are no general use dark room (photo lab) facilities although several activities (e.g. The Tech, Technique) maintain darkrooms on the fourth floor of the Student Center.

### **Music Practice Facilities**

Practice rooms are rare; five upright pianos are available in the Student Center. They are lousy, by all accounts. Inquire at the Student Center Office on the third floor. A grand piano is available at Walker Memorial; a rank amateur might call it playable but it is actually beyond repair. Various living groups (e.g. Burton House) have practice facilities and pianos in various stages of tuning for use by their own members.

Non-Piano Players: If you don't know the score, bring your own stand, as chances are none will be provided. If this situation upsets you, complain to the Dean for Student Affairs, to the President, and anyone else that comes to mind.

### **Sailing Card**

Sailing cards are sold at the Cashier's Office (E19-215) and are good for a year. Check at the Sailing Pavilion down opposite Walker Memorial about tests and such.

## **Career Counseling/ Getting Into Grad School**

These two services fall under the aegis of the Placement Bureau, Dean Robert Weatherall, Director (E18-455; X4733).

Graduate school: A complete-as-possible library of graduate school catalogues will be maintained including independent references on school reputations, financial aid, and degrees awarded. This particular service is up Mr. Weatherall's alley; Assistant Dean of our Graduate School, he's familiar with many institutions across the country.

Hint in the sciences: It is usually best to specify doctorate if the grad school application asks for "degree to be studied for". There are other little rules of thumb which you can discover by consulting with our own faculty in departments analogous to the ones to which you are applying. Dean of the Graduate School, Irwin Sizer, and his staff may also be of service in this respect.

### **General**

As of this writing, it is unclear what form this service will take.



A high priority has been placed on developing the career counseling aspects of the Placement Bureau and so it will hopefully develop quickly through 1969-1970.

There are several other career counseling resources within the Institute.

1. Department: Your advisor; the department's career advisor; other professors.
2. Industrial Liaison Office: This office keeps in close touch with various companies around the world. You can use it to get put in touch with professionals in your field.
3. Center for Advanced Engineering Study: This center, like Industrial Liaison is pitifully underused. Its function is to give a refresher education to people from industry. You can use it to build contacts with people in your field-to-be (and men are working in almost every departmental area). Try it out.

In addition we suggest the following specialized resources:

### **Education**

Help is available for getting into graduate school, choosing courses, getting a job, or just chatting about the field. Contact Louis Menand, Assistant to the Provost (37-271; X7523); Professor Al Lazarus (VIII; 37-691; X4284; X7456), Professor Philip Morrison (VIII; 6-308; X5086), or Peter Elbow (XXI; 39-625; X3805).

### **Pre-Law**

Stanley Jacks (E5Z-541; X2661) serves as pre-law advisor. There are not nearly the requirements of study for pre-law as for, for instance, pre-med. Dr. Jacks can give advice, information on relevant courses, and the like.

### **Pre-Med**

The most extensive "pre-program" requirements and advisory system exist for pre-medical students. A faculty committee and a pre-med society exist to help you, giving advice, arranging programs, and providing solace in times of need. Chaired by Dean Emily Wick (5-108; X5241), the pre-med advisory committee can be a real help. Visit her or her secretary, Dotty Bowe and get a copy of "A Guide to Medical School Application Procedures". It is never too early.

### **Urban Studies**

This is a budding field and a budding advisory service. Bill Rich and Francis Ventre (7-341; X7295) are the men to see. They can give you an idea of the quality and subject matter of various courses relating to urban studies; they are willing to talk career and "just" to talk.

*The median salary offers to Class of '68 graduates was \$775/month, for Master's candidates \$916, and doctoral candidates \$1200.*

*You go to Hayden Library, go up to the second floor, and there, up against the wall and facing the Charles is the entire history of the Institute.*

### **Financial Aid/Jobs**

The initiative must be yours, as ever. You can arrange for financial aid through your department, the Student Aid Center, or an outside agency; term-time and summer jobs are also common ways to get funds and, hopefully, as an aid to education.

### **Fellowships/Scholarships/Other Grants**

Graduate students: Consult your department's Graduate Committee and the Graduate School Office for information. See also the publication "Financial Support for Graduate Students"; it's one of the best of its kind.

The Graduate School Office can be particularly helpful with applications for national and MIT fellowships of various types. Use the office to secure an advance of your funds, for advice on what to do if you don't get the fellowship you know you were going to get and other helpful hints. For instance, apply for twelve-month federal fellowships as opposed to a nine-month term; your chances are just as good, and when you have got a full year award, you can always change to nine months. The reverse is considerably more difficult.

We have neglected the departments in this description, but you will find that your department is instrumental in almost all financial support decisions.

There are approximately 3300 regular graduate students, of whom 85-90% are receiving financial support, through MIT, their government, employer, or by other means.



A breakdown of the major means of graduate support:

- 1100 Research Assistants
- 500 Teaching Assistants
- 400 Federal fellows
- 400 Federal trainees
- 120 Mixed industrial/foundation
- 80 MIT awards
- 400 Some form of outside support (employees from industry, Federal agencies, etc.)

Some of these (RA, TA, etc.) are obtained through the department, some through the Graduate School Office (although the department should be informed), some in ways arranged by the students.

The ramifications are many: RA grants are tax free while TA grants are not necessarily so; Federal fellows get allowances for dependents but RA's and TA's don't; foreign students aren't normally eligible for Federal fellowships.

If you have trouble with your warrant (the official document that goes along with some types of financial grants), go to the Graduate School Office. They are the central dispersing agency for copies of the warrant and can be counted on to locate the trouble quickly.

### **Loans**

Both for Graduates and Undergraduates, the place to go to apply for or to inquire about loans is the Student Aid Center.

Money can come for undergraduates by scholarship and/or loan. Just remember that it is MIT's boast that *everyone* can afford to stay in school. The resources are not unlimited, certainly, but they are there for you to use. Go in and check it out.

*Efficiency is doing things—  
not wishing you could do them,  
dreaming about them,  
or wondering if you can do them.*

*Anonymous*



## A Summary of the MIT 1968-1969 Academic Fees and Living Expenses

### Tuition:

Academic year (9 months, September 20 June)  
(or \$1,075 per term) \$2,150

Summer tuition 1970 840

### Required Medical Insurance for the Calendar Year:

Single Person 80

Married couple 220

Married couple with children 245

### Maintenance Expenses:

Single person, minimum expenses for room,  
board, books, and essentials, academic year\* 1,870

### Total Living Expenses:

Estimated minimum budget for the June-September  
academic year, including tuition, medical and  
maintenance expenses, for a single student \$4,100

The budget for a married student will be substantially higher.  
An allowance for a wife would be about \$1,000 per year and \$500  
for each child.

To calculate total expenses for the calendar year, add to the  
academic year totals \$210 for each of the three months, plus  
approximately \$720 should you enroll in the ten-week Summer  
Session.

\*Note: The room and board figure is constantly rising.

### Getting an Emergency Loan

If disaster blows up in your face and you need an ultra quick  
loan, go to the Student Aid Center. If feasible, a loan can be  
approved in ten minutes or so. Scoot over to the Bursar's Office  
(E19-270). If luck holds, the process can be completed and cash  
put in your hands within an hour.

Graduate Students: If you're on fellowship, go to the Graduate

School Office. Within an hour you can have a cash advance on the next payment of your grant.

### **So the Student Aid Office Screwed You**

If you are not getting as much money from Student Aid as you think, by rights, you merit, several solutions are recommended:

1. Work during the term: money so earned does not affect the size of your present grant.
2. Get in on your state loan program: check with Student Aid for details. If your parents earn less than \$15,000/year the loan will be interest free (due to federal subsidy) until you can afford to start paying it back (after school/service/Peace Corps).
3. Have your parents get a loan from the bank.  
Graduate Students: You also have the last resort of going to the Graduate Student Office and seeing if they can help you.

*Mascot—“Thirty odd years ago [-1920-] an alumni committee made a lengthy search to discover an appropriate animal to serve as a mascot. In its report, the committee stated that, ‘. . . the Beaver not only typifies the MIT man, but its habits are peculiarly our own. Of all the animals of the world, he is noted for his engineering and mechanical skill and habits of industry. His habits are nocturnal. He does his best work in the dark.’ Without further ado, the beaver was unanimously adapted.”*

*Tackling Tech 1952*

### **Special Payment of Fees/Repayment of Loans**

Mr. John Rogers (E19-270; X3342), the Assistant Bursar, is the man to see about special arrangements outside of the normal modes of payment of fees. He can also work to lump payment of several loans into a single plan. If you have got questions or problems, give him a call.

The Office of the Dean has the power to allow students to pay tuition on a “per-unit” basis. In addition they can help if you’ve run into extraordinary difficulties and don’t feel you ought to pay full tuition for the term (e.g. family emergency such that you had to leave school for 7 weeks and came back just in time to fail four courses). Every case is special so check at the Office (5-104; X4186 or 7-133; X6776).

## **Jobs**

Term Job: Start out with Student Personnel (they and Placement are in Bldg. E19 now; they may move to the main complex this year.)

There is no minimum time commitment, either in hours per week or in total length of employment; some are as short as one afternoon. For 10-12 hours/week, you might expect to earn \$600/year. Check early and often.

Summer, Permanent, Temporary Placement: Go to the Placement Office. For the summer, a good time to start is before Christmas so that you can visit hometown firms over the holiday. For contacts, check with your department faculty and with the Industrial Liaison Office.

Withdrawals: If you are planning on staying out for a term, check with the Placement Office. They may be able to help you into a special somewhat temporary job.

See:  
Doing What You Want, pg 18

## **Project Work**

A brand, spanking new opportunity for undergraduates to get some money out of doing what they want is the new special projects program.

See:  
Doing What You Want, pg 18

*Tuition is \$250 per year  
But that's not including breakage.*

*1916 Handbook*

## **Getting a Recommendation**

This is something which really must be planned in advance. To get recommendations requires one of the same ingredients as getting the most out of MIT.

You've got to make some friends in the faculty. We're not calling for you to go "Hail-Fellow-Well-Met!" But something approaching trust/friendship/professional relationship is necessary.

Probably the best way to go about it is to pick one of your professors and try, over a period of time, to get to know him. In the process, mutual acquaintance is inevitable.

Frosh: contact your MIT Educational Counselor back home, the



person who interviewed you. If he feels he knows you, he might write you a letter of recommendation.

Helps if you tell the writer what kinds of things should be emphasized.

## **Social Action**

It would be quite difficult to form a compendium of all social action groups in which MIT students might get involved. We'd like to try for next year's edition so if you know of or work with such a group, please send us your name plus a description care of 7-133.

If you're interested in learning, we would advise you to drop in at Urban Action on the fourth floor of the Student Center (W20-437; X2894). The people there have a pretty good picture of what's happening and can probably cue you in on political action (from the Young Republicans through rent-control and so on), tutoring, health, and housing.

*Sons Of M.I.T.*

Arise, ye sons of M.I.T.  
In loyal brotherhood,  
The future beckons unto ye  
And life is full and good,  
Arise and raise your steins on  
high,  
Tonight shall ever be,  
A mem'ry that will never die  
Ye sons of M.I.T.

Once more thy sons, oh M.I.T.  
Return from far and wide,  
And gather here once more to be  
Renourished by thy side,  
And as we raise our steins on  
high  
To pledge our love for thee,  
We join thy sons of days gone by  
In praise of M.I.T.

Oh loyal sons of M.I.T.  
When clouds of war burn red,  
In foreign land, on distant sea  
Your battle line is spread,  
To you we raise our steins on  
high  
Wherever you may be,  
And join your voices from the  
sky,  
Ye sons of M.I.T.

*Words and music by*  
JOHN B. WILBER, '26

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# Living Groups

## Remarks and Primary Sources

### General Resources

Talk with people in your living group government (e.g. hall chairman, Non-Resident Student Association officer). They usually have a real good idea of what is going on, how to be a part of it, and how to change it.

Find out who your student government representative is (General Assembly for undergrads; Graduate Student Council for graduate students). He will not only know what is going on, but for large size problems, he has a large organization to turn to. Student government has a mixed reputation, but if a problem is faced squarely, these two organizations can bring a great deal of real power to bear.

### Resources in Dormitories

For freshmen, your first resource ought to be your freshman counselor, that certain nearby upperclassman who knows it all. For everyone in the house, there is the house (and usually floor) government plus the interdormitory organization (Dormitory Council) for the big complaints. Operational complaints can be handled by the desk staff or house government. General problem-solvers include the resident tutors (both graduate students and faculty), the housemaster, and the guy down the hall to whom it happened before. In certain cases, you may want to try to go directly to certain Institute Offices such as the Dean for Student Affairs, Dining Service, or Housing Office.

If you are looking for a guy who is outside of the whole mess, why don't you talk to your advisor or one of the religious counselors. Psychiatrists are people-experts also and can give good advice if you visit them.

### **Fraternities Resources**

For a freshman, the first port of call is your "big brother". As a pledge, your best bet for help would be an upper-class roommate (unless he's the problem), next the pledge master (unless he's the problem). After that try the house executive committee. Very often talking to friends in other fraternities will give you some insight as to how certain problems in your house could be solved. Other problems can usually be brought up informally or at the house meeting. For the system, you might talk to your Inter-Fraternity Conference (IFC) representative or to one of the IFC officers. Within the Institute, there are Dean Richard Sorenson and Associate Provost Paul Gray, two gentlemen who have interested themselves in fraternity-type problems.

If your problem is one of people to people, try your advisor, the psychiatrists, or the religious counselors.

### **Student House**

Although of course completely unique as a living group, Student House is one with the other living groups in its problems and solutions. The names have been changed to protect the innocent.

### **Non-Resident Students**

Your biggest resource in technical matters (outside of your landlord, who may be your biggest technical problem) is the Community Housing Service. For psychological comfort, try your fellow members of the Non-Resident Student Association if you are an undergraduate man. If not, you may join them in spirit, or seek solace in your own fashion. Seriously, outside of NRSA, there is no real organization for non-residents. Women could repair to Dean Wick's Office (5-108) for advice; she and Dotty Bowe will help in any way they can. For the rest, speak with your advisor, the staff of the Dean's Office, and your representative on the Graduate Student Council; we'll see you in class.

## **Dormitories**

### **Changing Rooms Within a Dorm**

Consult your local house government or room assignment committee if there is one. Usually no sweat.

### **Coed Housing**

Things are looking good. A number of fraternities are talking Coed, and Student House has several girls signed for 1969-1970. As of this writing, spots are available at Student House. MacGregor and the new Burton are particularly suited for Coed



Housing and, subject to Administration approval, we will see it there if students take the initiative. Ashdown will have coeds scattered throughout this year.

*Set up as a temporary overflow dormitory, Building 22 has proved itself as one of the active dormitory residences at Tech. — It accommodates approximately 600 students.*

MIT Handbook 1948

Note: Building 26 is there now. The old Barbour Field House is now 26-100.

### **Commons Complaint**

The first thing to do about a commons complaint, if it needs immediate action (i.e. the portion's too small, or they forgot to cook it) is to speak to the dietician. For more general problems or suggestions see your commons committee — every commons dorm and Walker has one, and they are supposed to be active. If neither of the above work try speaking to one of the managers — There's Dave Kelly, for West Campus and Bob Radocchia in Walker. And in case of national emergency there's Dave Cantley, Stouffer's topman at MIT over in E18. But don't take out your anger on the checkers and servers — it doesn't help and serves only to aggravate the situation.

The following reasons are good enough to get you off compulsory Commons with a full, pro-rata refund, provided you are cleared by the Dean's Office:

1. Withdrawal from the Institute.
2. Moving out of a "compulsory" Commons living unit when approved by the Housing Office.
3. A medical excuse approved by the MIT Medical Dept.
4. A religious excuse, e.g. students observing Kosher Diet Laws, vegetarians.
5. Students enrolled in Co-op courses which require them to be away from the Institute during meal hours.
6. Any special cases deemed valid by the Dean for Student Affairs Office.

If you eat at Ashdown or Walker and decide to withdraw from Commons, you can get a partial refund.

No refunds are presently granted for skipping meals because of athletic teams, diets, or dietary experiments.

For information on the so-called "club plan" (which entitles you to eat on a per-meal basis if you pay the equivalent of the upkeep of the dining facilities) call Dining Service (X2718).

See:  
Kosher Kitchen, pg 83

### **Complaints**

As is usual here, you have an unusually large number of people you can complain to; we won't bother you with all of their names and jobs.

The desk staff and the house manager can handle most of the problems that arise from just physically living in the place, from changing a quarter's worth of pennies to putting your ceiling back up.

For problems they can't handle go to your local house government: Hall Chairman, President, Vice President, etc. Student politicians can be useful animals if the herd backs them up, so get some friends. Together figure a strategy of attack upon commons, housing office, pinball machines, or whatever, remembering the time worn escalation route: (1) Reasonable talk at length, (2) if that doesn't work, scream softly, (3) scream louder and with more people.

If your complaint concerns a violation of house rules, it's best to talk with other members of your living group so as to exert a little "social pressure" on the offender. If this doesn't work, consult your local Judicial Committee.

### **Leaving the Dorm in Mid-Term**

If you get a room in the dormitory system, the Campus Housing Office considers you responsible for the room rent unless you leave the Institute (see below), move to a fraternity or Student House, explain to the Housing Office why you deserve to be let go, or come up with someone who wants your room and is not presently living in a dormitory (Note: the Housing Office may have a waiting list of such people so check with them first!).

If you withdraw from the 'Tute during the first ten weeks of a term, you get a proportionate refund.



Moving to fraternity, Student House: If you move during the first two weeks of the term, you'll get a refund of rent (and commons) fees, less "pro-rata" charges.

For information, call Ken Browning at Campus Housing (E18-307; X5149)

### **Locked out of Room**

Dormitory locks do not affect the bolt of the door, only the handle. A hanger or similar object may be used to open the door if you are locked out, we're told. Going to the desk and getting the spare key may be easier, however.

### **Making Additions and Corrections to a Dorm Room**

The Institute (check with the desk in your House) furnishes free paint of whatever hue you wish. In some cases, they will ask for a deposit to obligate you to paint it to a more gentle color before you depart.

Non-destructive remodeling is OK and even destructive if you leave the place in good shape. Check with local authorities first to save yourself grief.

### **Transferring Between Dormitories**

The simplest way to transfer between dormitories is a one-for-one switch: finding someone in the target dorm to take your room while you take his. This is usually easiest between terms. Once you have the switch arranged, contact the Housing Office (E18-307, X2404) which will arrange for a proportional adjustment of fees.

Changing dorms without a switch is a bit more difficult. It gets easier as the year runs out and people fall by the wayside (i.e. off-campus); available space is the chief constraint. Again, check with the Housing Office.

It might also be wise to check with your House President or room assignment committee; they can pull strings sometimes.

*The following information concerning [MIT] should be understood by every freshman.*

1. *The colors of Technology are cardinal red and silver gray.*

*Handbook 1945*



## **Fraternities**

### **Joining a Fraternity**

Anyone may attend residence week, consonant with the rushing rules established by the Interfraternity Conference. Houses usually hold informal second term rushes to fill the spots of departed comrades.

### **Depledging**

This is a tough one, rough for you, difficult to get help.

You might consider talking it over with your advisor, with Dean Richard Sorenson (X4861) or Associate Provost, Paul Gray (X7752) who have concerned themselves with fraternities, with guys in other living groups, one of the religious counselors. If it is a problem of "interpersonal relations", you might consider talking with one of the "shrinks"; they've made a career out of studying how people interact with one another and with themselves.

See:

Off-Campus Housing, pg 60

Transferring from

Fraternity to Dormitory, pg 63

There are no hard and fast rules. Just remember, this whole place is full of people. You never have to be alone.

### **Rush Violations**

The Judicial Committee of the IFC is responsible for investigation and penalties associated with violations of rushing rules by houses. If you have a complaint or want more information, contact Pete Kramer, X3202.

### **Study Conditions**

Most houses have rules concerning quiet hours for studying, even if they do not seem to be enforced. Talk to the offenders first, then to the scholarship chairman who is usually an upperclassman and can "persuade" people a little better. Failing these, go to the house executive committee.

## **Off-Campus Housing**

### **Uses of Community Housing Service (W31 – The Armory; X3533, X5996)**

1. Individual help
2. Lists of apartments, homes, rooms within 40-50 mile radius
3. Special references for transients, girls seeking roommates, and people buying instead of leasing/renting
4. Sample leases available: Clauses to watch for

5. List of agents blackballed by MIT/college community
6. Critiques of school districts in/around Boston
7. Phones available to call agents etc.
8. Referrals to furniture being sold
9. MBTA maps available
10. Questionnaires for Registrar of Motor Vehicles
11. Lists of new apartment buildings
12. Help for you in case of landlord trouble
13. Advice on leases in case of draft induction
14. Advice on Fair Housing Act
15. Seeking/Becoming an off-campus roommate.

All services provided by Community Housing are free of charge. It is worth dropping by when you are in the neighborhood just to pick up some literature (including an MBTA map) so you know what is available.

### **Housing Notes**

Be careful, when you rent or lease, to do business with a reputable firm; several which look large, clean, and respectable are large, clean, and blackballed. Check with the Community Housing Service (Armory; X3533).

If you are looking into an off-campus residence, find out who pays the housing agent, what the definition of furnished and unfurnished is, and whether heat is included in the rent. For other interesting questions to ask, contact the Community Housing Service.

Furnished rooms generally are rented by the week and may or may not have some provision for cooking. Most rooms are for single occupancy and their rents range from \$15 to \$25 a week. Most rooms are near the Institute in Cambridge or Boston, but several are in the suburbs and the latter are often quite pleasant.



In the apartment category, very few furnished apartments or efficiency apartments (bedroom, living room combined) are available at any price. One and two bedroom unfurnished apartments are very expensive and are in short supply, consequently married students and others wanting their own apartments, should start their search as early as possible.

Costs generally are as noted below; they are rising fast, however.

Types of Apartment	Minimum (few available)	Average	In new Buildings
efficiency	\$125.00	\$165.00	\$175.00
1 bedroom	165.00	180.00	200.00
2 bedrooms	180.00	225.00	250.00
3 bedrooms or more	250.00	260.00	300.00

The roommate matching service lists those who would like to join with others in looking for an apartment to share, and also those students who already have apartments and are looking for roommates to share their apartments.

### **Rental Commitments**

Most apartments are rented on the basis of a one year lease, usually from September 1st to August 31st. Most require a security deposit of one, two, or three months' rent depending on whether the apartment is furnished or not.

All agreements between tenants and landlords should be in written form. If a formal lease is not used, a letter clearly stating the important terms of the rental commitment should be signed by both parties and a signed copy retained by the tenant. This precaution can forestall misunderstandings between tenant and landlord. It is expected that all landlords who list property with the Community Housing Service and all tenants will honor any agreements made and will observe the state and local laws governing housing.

A booklet entitled "Required Reading for Renters" has been prepared and is available in the Community Housing Service. It explains more technical aspects of lease arrangements and contains further suggestions on renting. Anyone considering rental accommodations is advised to contact the Community Housing Service to obtain this booklet. The C.H.S. Staff is available to read leases and agreements and to offer advice to students who are considering signing such agreements.



### **Non-Resident Student Association**

All undergraduate men not living in dorms or fraternities belong to NRSA by definition; its facilities, parties, and teams are open to you.

The Non-Resident Student House at 311 Memorial Drive (X2732) has a resident tutor, beds for transients, shower, a meeting room and small library, kitchen, locker facilities, food storage facilities (including two refrigerators, one of which works well), and a non-up-to-date quiz file.

Regular parties, cookouts, beach parties and social events by the season are sponsored throughout the calendar year by the NRSA (President through March 1970: Jason Zielonka (298-4806); Social Chairman, Paul Cozza).

A big part of NRSA is its teams. Sign up in the house or by calling the House or Athletic Chairman, Bob Simon.

The main advantage of NRSA is as a place to relax, meet people, and do things that just can't be done between your apartment and the 'Tute, inclusive.

### **Moving Between Modes**

In general, the difficulties of moving between one mode of living and another are fairly extreme. One can not move from a dormitory to a fraternity unless invited, from a fraternity to a dormitory, unless (usually) you have not become a brother; when you start talking about moving off-campus, you're speaking of a very difficult proposition indeed. Housing is to be found but prices are high and the quality generally low. For information on this score, talk to non-resident friends and, especially, to the staff at the Community Housing Service (the Armory; X3533) for more information on their services.

### **Leaving the Dormitory in Mid-Term**

A proportional refund will be made through the first ten weeks of the term. You forfeit your fees after that.

### **Transferring from Fraternity to Dormitory**

This is a very difficult trick to pull; over the summer it's nearly impossible as such transfers are rated below transfer students who are in turn beneath incoming frosh. To give you an idea, for academic year 1969-1970, it looks as of this writing like no transfers will get dormitory rooms.

If there are so-called "extenuating" circumstances (medical, Dean's Office letter) it will help your cause – some. During the term, check with the housing office as the number of rooms available varies.

The catch is that after initiation, policy states that you have to find your own housing. This is applied even if you totally disaffiliate as the Housing Office doesn't look kindly on people living in dorms with a social life elsewhere. Before initiation, the Institute is obligated to house you, if it can.

See:

Off-Campus Housing, pg 60

# Law

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## Law

### Remarks: Resources

A distinction must be made right away: Procedures are those things which Institute Offices tell you to do in order to give service, operate more efficiently, and the like; rules (by our definition) apply to conduct. In this latter category, we will include the laws of the land insofar as they interact with the student community.

Rules and procedures are encoded in dying prose in two volumes: *Policies and Procedures* which you can pick up at the Publications Office (5-133), *Rules and Regulations of the Faculty* available at the Registrar's Office (E19-332).

See:  
Statement of Discipline  
Committee Procedures, pg 70

If you are interested in the judicial angle, the major effort is *Statement of Discipline Committee Procedures*; This reference mentions no "student rules", for in this sense there are none. The community expects certain conduct from its members; the rule-setting and enforcing are, for the most part, left to us. Formal living groups almost all have some sort of rule code and judicial committee (Judcomm) to enforce it.

The outside world can be tougher, so watch it. Don't find out about the laws against driving under the influence after you are handed a summons. We have tried to include some of the laws herein. If you have one for the books, let us know via feedback card or by writing to HoToGAMIT care of the Dean for Student Affairs, 7-133.

The Campus Patrol (20C-128) is your first recourse if you get in trouble with the law. In almost all cases, some way or another, MIT will stand by you. The 'Tute lawyers are available for one free consultation, whether it be a criminal matter or just to look over a contract (see LEGAL PROBLEMS). If you want to talk to someone "unofficially", again try the Campus Patrol (Chief Sidney, Captain Jim Olivieri; Lieutenant Richard Driscoll), Deans William Speer

or Dick Sorenson (5-104); these fellows are up on the law and legal aid.

Just remember one thing, for it is true: MIT may seem at times to be lonely or awesome or even the enemy – but it is people and you need never be alone.

## Student Law

### Freshman Rules

*The Massachusetts Institute of Technology is interested not only in turning out well trained engineers, but makes every endeavor to develop in its students those attributes of character that distinguish the well rounded and educated man from the merely technically trained engineer.*

*Development of Technology spirit, of a real pride in the position of our school in the collegiate world and the formation of lasting friendships is fostered as much as possible by the undergraduates.*

*In order to create the necessary interest in Technology among the entering class and to familiarize them with its traditions the following Freshman Rules are presented to it for its information and guidance:*

- 1. All Freshmen should wear regulation ties, four-in-hand, with cardinal and gray stripes. These should be worn when on the Institute grounds from the day classes begin until the beginning of Junior Week. These ties are to be sold on registration day by the Freshman Rules Committee, and after that by the Coop.*
- 2. Freshmen are expected to speak to all members of the faculty and to tip their hats to the president of the Institute and the Dean.*
- 3. Freshmen are expected to say "Hello" to all students they meet on the Institute grounds.*
- 4. Freshmen should not loiter around the Main Lobby, or sit on the benches in the Lobby. If the Freshmen win Field Day, this restriction shall be abandoned.*
- 5. Administration of the above rules shall be delegated to a Freshman Rules Committee which shall consist of the vice president of the Institute Committee as ex-officio chairman; two Juniors, one of whom shall be the president of the Junior Class; four Sophomores, one of whom shall be the president of the Sophomore Class; two Freshmen*



section leaders. The Junior and three Sophomores shall be appointed by the vice-president of the Institute Committee, the presidents of the Sophomore and Junior classes subject to the ratification of the Institute Committee.

6. When an upper-classman or a Freshman sees another Freshman violate the above rules, he shall immediately inform the Freshman Rules Committee by dropping a card or a slip of paper in an institute mail box, stating the rule violated, and the date of violation. When four violations have been reported against one Freshman, he shall be sent a summons to appear before the committee.

7. Enforcement of the rules is at the discretion of the Freshman Rules Committee.

These rules have been adopted for the purpose of bringing about a more congenial spirit at the Institute, and of fostering interest in Technology among the entering class. Consequently, the rules do not include measures which are merely for the purpose of humiliating the first year men.

The end of the Freshmen rules regime at Tech comes early in the spring at which time there is held a big rally of the Freshman class. A tree is planted to commemorate the occasion and then a huge snake-dance is formed by the entire class and they wind slowly by a large bonfire, each one throwing his necktie into the flames. Thus ends the Freshman rules and no longer need the Freshmen fear the upper classmen.

1928 Handbook

### **Judicial Committees and Living Group Rules**

Most organized living groups and living group associations (e.g. Dormitory Council) have judicial committees and certain concepts of law and order which they enforce. These are student organizations enforcing student rules. These rules are published and usually are given to incoming members of the group. 'Twere best that you discover which apply to you. This can be done by talking with the head of your living group (Hall Chairman, House President, etc.)

### **Noise**

If you live in a governed group (dormitory, fraternity, etc.) and someone just won't listen to reason, try social pressure. Failing in

that, find your president, hall chairman, judicial committee, or random house politician.

Elsewhere, get a club or a cop.

## 'Tute Law

### **Guns**

If you have firearms but don't wish to have them lying about, the Campus Patrol will store them for you. This precaution is mandatory for dormitory residents.

### **Institute Discipline**

The Faculty Committee on discipline meets to judge cases ranging from plagiarism and cheating to theft from the Institute. No code of rules has been set up but we reprint below the "Statement of Discipline Committee Procedures", which includes a statement of student rights as drafted by the committee and student judicial committees.

### **Statement of Discipline Committee Procedures**

Individual responsibility for academic achievement, honesty and personal conduct is consistent with the assumption that M.I.T. students come to the Institute for serious purposes and are dedicated to education. The development of responsible adults who are professionally qualified, ethically as well as academically, has traditionally been a goal at M.I.T. The counseling system, faculty advisors, the office of the dean for student affairs and the medical department are to help students with advice and guidance in all matters. Problems of conduct and discipline are generally dealt with in the undergraduate living groups through the student judicial system. Serious infractions — including all infractions which might lead to disciplinary probation or recommendation for disciplinary disqualification — are referred to the Committee on Discipline. This Committee, which has for many years benefited from participation by students, hears each case thoroughly, and makes judgements deemed appropriate for the development of the individual student. Cases may be brought to the Committee by the members of the Dean's office staff directly on their own initiation or at the request of individual faculty members or students appealing the ruling of a lower judicial body or the Dean.

Off-campus misconduct will not be the basis for disciplinary action unless it is deemed by the Institute a clear and present danger to the functions of the Institute. The Institute must determine its jurisdiction under this policy for each case. The student's status as



a student in no sense renders him immune from the regular legal process.

In cases brought to the Committee, the student's rights are protected by procedural due process. The following procedures normally apply:

1. The Committee on Discipline consists of faculty, students and administration. No member of the Committee who is involved in the particular case other than as a member of the Committee, will sit in judgement. A quorum consists of a majority of the members.
2. The student should be notified in writing of the charges against him with sufficient specificity and in sufficient time to prepare for the hearing; and he should be provided with a copy of the Discipline Committee procedure.
3. The student has a right to be present at the hearing and be heard by the Committee in all disciplinary cases. The refusal of a student to appear or to waive his right in writing shall not prevent the Committee from considering and disposing of the case.

The student may testify and present evidence and witnesses. He has the opportunity to be present to hear evidence against him and to cross-examine witnesses.

4. The student has the right to assistance in his case from a member of the faculty or administration or student of his choice during the hearing.
5. The decision must be based only on evidence introduced at the hearing and properly acquired. The decision will be made in closed session following the hearing and transmitted to the student in writing.
6. A summary of the hearing and the reasons for the decision shall be prepared and kept in the Dean's office as part of the student's file.
7. The Committee acts with power in the case of admonition or disciplinary probation. In the case of recommendation for disqualification, the final decision rests with the President, to whom the student may appeal.



8. In the event of suspension or other temporary restriction of a student by the President or other officer of the Institute, the Committee will begin review of the case within two days, according to its standard procedures.

9. The Committee may invite additional faculty or student members to assist in its deliberations.

### **Proposed Changes to "Policies and Procedures"**

**Conduct and Discipline** M.I.T. assumes that all students come to the Institute for a serious purpose and expects them to be responsible individuals who demand of themselves high standards of honesty and personal conduct. Therefore, it is M.I.T.'s policy to have as few rules and regulations as are consistent with efficient administration and general welfare.

Fundamental to the principle of independent learning and professional growth is the requirement of honesty and integrity in the performance of academic assignments, both in the classroom and outside, and in the conduct of personal life. Accordingly, M.I.T. holds its students to the highest standards of intellectual integrity and thus the attempt of any student to present as his own any work which he has not performed or to pass any examinations by improper means is regarded by the Faculty as a most serious offense and renders the offender liable to immediate expulsion. The aiding and abetting of a student in any dishonesty is also held as a grave breach of conduct.

It is the responsibility of the instructor in charge of a class to see that order is maintained, and he is authorized to exclude any student from his class for sufficient cause. Such exclusion shall be reported to the Office of the Dean for Student Affairs.

M.I.T. has traditionally placed considerable responsibility on undergraduate governing groups to deal with problems in the student community. Each recognized residential unit has its own judicial system, which in turn is responsible to the Dean for Student Affairs and the Committee on Discipline, a standing committee of the Faculty. The Discipline Committee does not normally review cases involving strictly internal affairs of recognized residential units. Minor infractions are handled by that student judicial group which is closest to the problem. Serious infractions which occur on campus are considered by the Committee on Discipline, consisting of faculty, administration and students.

Off-campus misconduct will not be the basis for disciplinary action unless it is deemed by the Institute a clear and present danger to the functions of the Institute. The Institute must determine its jurisdiction under this policy for each case. The student's status as a student in no sense renders him immune from the regular legal processes.

At the graduate level, no formal student judicial system exists. The majority of cases calling for disciplinary considerations resulting from infractions within the Institute community are handled by the student's Graduate Registration Officer in consultation with the Dean of the Graduate School and the Dean for Student Affairs. More serious cases, including those involving off-campus violations, are generally considered by the Faculty Committee on Discipline.

All hearings, whether by student judicial groups or by the Committee on Discipline, are conducted only after a thorough investigation has been made into the nature of the violation and into those facts relevant to it. In every case a student has the opportunity to be heard by the judicial group considering his case. The student also has the right to request reconsideration of a decision to a higher judicial group. However, decisions by the Committee on Discipline are considered final, except for the recommendation for withdrawal from the Institute, which is reported to the President for his approval or disapproval.

The Committee on Discipline adheres strictly to the principle that actions resulting from disciplinary considerations must not include altering academic grades or academic standing nor may "social probations" be imposed. An admonition is the most usual form of action, although in serious cases a student may be placed upon formal disciplinary probation and a note "placed upon formal disciplinary probation" is entered upon the student's permanent record. In a very few instances, the committee may recommend that the President dismiss a student "for disciplinary reasons". (Policies describing dissemination of information on disciplinary actions are discussed in Section 3.15.) A student under suspension or other temporary restriction for disciplinary reasons has the right to a speedy hearing by the Committee on Discipline. The student's rights are protected by procedural due process.

If a student's infraction involves him both in Institute judicial proceedings and in court proceedings, and if an Institute decision



might prejudice his court case, the Institute will hold its decision in abeyance until after the court proceedings have been concluded.

### **Sleep**

There are no general rules against sleeping in the Student Center Library.

## **Law Law**

### **Arrest**

If you are arrested, use that one phone call to contact the Campus Patrol (X2997) which will send someone to bail you out and contact a lawyer if needed.

### **Automobile Problems**

Questions about Massachusetts vehicle laws and about regulations concerning out-of-state cars may be referred to the Massachusetts Registry of Motor Vehicles, 100 Nashua Street, Boston, Massachusetts 02114 (CA7-7800) or to the Campus Patrol, which can give advice on where to register your car.

If you are interested in buying a car, get advice from people who have done it here. Bargains may be had if you look in the right place and time.

Note: You will be billed for a percentage of the assessed value of your car per year; this excise tax ought to be paid immediately to the town in which you reside.

### **Foreign Drivers in the USA**

Drivers from a number of countries (conspicuous exceptions: W. Germany and Belgium; for exact data, call the Campus Police, X2997) may drive for one year in this country on their home licenses; the end of the year is designated as the earlier of: the end of the academic year, or one calendar year from the date of entry into this country. For full details call the Foreign Student Office (X3795), Campus Police, or the Massachusetts Registry of Motor Vehicles.

### **More Automobile Notes**

1. If a policeman believes that you have been driving under the influence, you have the option of accompanying him to where ever and being tested or being subject to the loss of your license; if the latter occurs, you must request it back.
2. After thirty days, you must register out-of-state vehicle and



obtain a non-resident student sticker so that your motor vehicle is covered under state law. A \$50 fine for you and \$100 for the Institute are the penalties.

3. If you're "gainfully employed" in Massachusetts, you've got to register your car after thirty days. Go to an insurance agency and thence to the Registry of Motor Vehicles for plates. Forms and requirements for vehicle insurance are available from Campus Patrol.

4. Motorcycles: Mass. law requires that you get an out-of-state sticker (see Campus Patrol) which you must carry with you; Proper headgear for driver and passengers are also mandatory.

5. Any vehicle owned by a student must be registered with the Campus Patrol: penalty \$25.

### **Parking**

At the Institute: Full rules and procedures are sent to all of us at the beginning of the year concerning parking privileges in Institute Lots and Garages. For copies, inquire at the Office of the Dean for Student Affairs (7-133; X6776) or ask your local parking chairman.

For information concerning good places to park around the Institute, call Campus Patrol (X2997).

### **Snow**

Local stations will usually give snow warnings. Cars must be removed from Memorial Drive. You may use the Westgate, West Lot and garages overnight but must move your car in the morning. The 24 hour Cambridge parking ordinance is enforced during snow, because they can see how long you have been parked.

### **Campus Disorder**

The Federal Government is enacting laws to control conduct on campus. The MIT Administration will keep you informed of "progress" if it appears that members of the community will be affected.

### **Income Tax Information**

General Resource – Internal Revenue Bureau, 55 Tremont Street, Boston, Massachusetts 02139 (LA3-8600).

### **Legal Problems/Tute Lawyers/Legal Aid**

The Institute lawyers should be contacted through the Dean's

Office (Deans Speer/Sorenson: 5-104; X4861; Dean Hammerness: W20-343; X7974). The Institute usually pays the lawyers if the case concerns the 'Tute. The first call is free to the lawyers. Call Miss Jane Dickson (5-104; X4861) for information. The Boston Legal Aid Society may also be of service (CA7-0200).

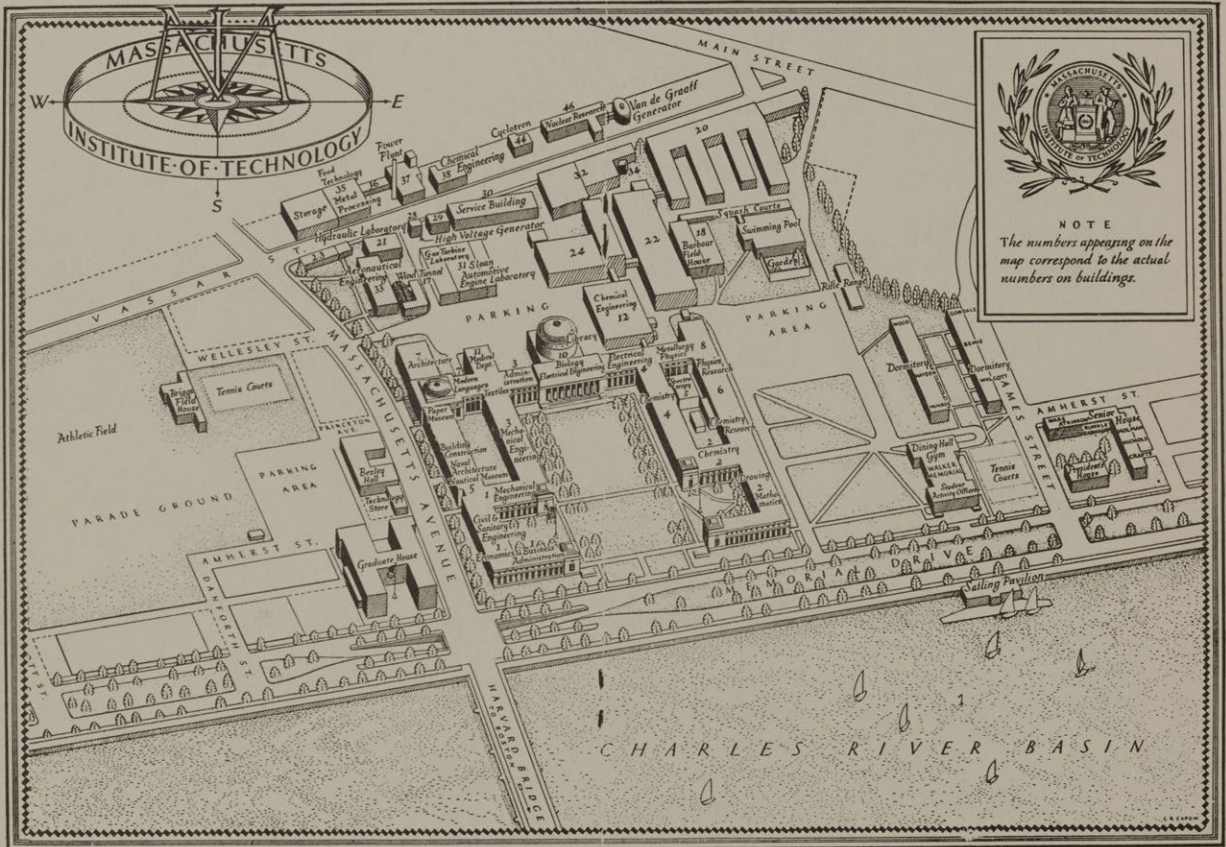
Never plead guilty especially if you have not seen a lawyer as you may misunderstand the charges; guilty pleas can not be changed later.

**Theft, Murder, Arson, Jay-Walking, Rape, Vandalism, Kidnapping, Forgery . . .**  
Call Campus Patrol.

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## Other

### Activities Cards

Distributed with registration material. Replacements through Registrar's Office. Used to vote in Institute elections, etc.

### Automobile Insurance

If you intend to bring a car to Greater Boston, you will probably find it less expensive to retain registration and insurance from your home state (students are allowed to do this). Registering a car in Massachusetts requires paying \$12. The cost of insurance for a car registered in the state varies markedly with the community.

The following are approximate figures for males under 25 with no driver's training:

Boston (all sections)	\$374 (per year)
Cambridge	253
Somerville	309
Medford	253
Watertown	203
Brookline	253
Newton	203
Belmont	189
Lexington	139
Winchester	139

By state law insurance can only be bought until December 31, when another year's coverage can be purchased. There is an inequitable scale for buying insurance for part of a year. Students getting insurance in late September will find themselves paying half the above amounts for a quarter year's coverage.

See:

Automobile Problems, pg 74

Automobiles, pg 96

Call Campus Patrol (X2997) for information.

## **Bicycle Theft**

Buying one is up to you. Keeping it is your job too; MIT probably has one of the highest bicycle theft rates in the world.

1. Bike chains are OK but most serious thieves come equipped with "nippers" so try to keep your bike stored indoors as much as possible and park it at out-of-the-way bike racks.
2. Record your bike's serial numbers. Cambridge police will look for stolen bicycles but only if serial numbers are included.
3. Report the theft and description to Campus Patrol. If those serial numbers are included, they will get the Cambridge Police to help out.

## **Draft (Selective Service)**

### **Undergraduates**

Check in regularly with Mrs. Metcalfe at the Selective Service Office (X3621). Basically, the matter is one of keeping your local board fooled into thinking you are a national resource by virtue of the jobs that you are learning. Uncle Sam also wants to know where you are living at home and whether you are married so in the event of changes in your status, let your local board know.

### **Five-Year Double Degree**

See Mrs. Metcalfe

### **Graduate Students**

See Miss Joanne Robinson at the Graduate Student Office. Dean Sanborn Brown is in charge of draft problems and Dean Sizer is willing to talk and to listen.

## **Family**

See:  
Marriage, pg 85

The Institute maintains an Office of Social Work Service as an adjunct to the Medical Department for consultation and referral on family matters. A wide list of available family services is maintained by this office.

*"Only way to get around MIT is not to come here."  
A Student*



## Foreign Student Problems

### Primary Resources

Your Advisor

Foreign Student Office (3-111, X3795)

Carolyn Cox in Registry of Guests for Foreign

Staff (7-121, X2851)

Everyone else in our community

Elsewhere in this book we have tried to cover most problems that might arise. There are some opportunities and resources in which we felt you might be uniquely interested.

If you are unable to find help from specific references in this little book, please talk to one of the "primary resource" people listed above. Don't hesitate to ask for help.

### Driver's License

Consult the Campus Patrol or Foreign Student Office for information.

### Employment

Before accepting a job, talk with one of the staff at the Foreign Student Office as permission for employment is not granted automatically under the terms of "F" and "J" visas.

### English for Foreign Students

Visit your advisor or the Foreign Student Office. They can tell you about opportunities for improving your usage of English.

### Host Family

Five hundred families in this area serve as hosts to MIT foreign students each year. We hope that you and your host family will see one another from time to time while you are in this country. If however you do not wish to continue seeing the family, refuse their invitations politely. This happens periodically.

If you want to have a host family, talk with one of the staff of the Foreign Student Office.

### Immigration

There is a good chapter in the Asian Student "Orientation Handbook" which can be helpful to everyone; copies are available at the Foreign Student Office.

### Income Tax

For information, call the Alien Tax Information Office (223-3446).

**Insurance**

The Asian Student "Orientation Handbook" describes the various types of insurance available to you; copies are available at the Foreign Student Office. If you have a question about MIT student health insurance, inquire at the medical department (Bldg. 11, on the main corridor; X4481).

**Passports, Visas**

Look in the pamphlet "Information for Admitted Foreign Students". If you no longer have your copy, get another from the Foreign Student Office.

**Political Action**

Legally speaking, you are free to participate in any sort of political action as long as you do not violate the law of the United States.

**Special Problems of Freshmen****Problems Resulting from Pass/Fail**

Failure to get evaluation forms; go to the Freshman Advisory Council (7-133; X6771), ask, receive.

**Failure to Get Back Completed Evaluation**

Bother advisor.

**Failure (Not Passing Type)**

Do not panic. The only thing that will happen to you in most cases is that it will be necessary to repeat the course. Pleading sometimes helps. You may, as a result of the evaluations, not have as clear a picture of your situation as might be desirable. Talk to your professor.

**Forgetting When/Where the Exam Is**

Call the Undergraduate or Headquarters Office of the course in question; departments maintain offices that can provide section numbers, exam information, problem sets, notes and so on.

**Complaining About Your Advisor**

Advisors are pot luck. Sometimes the pot is not what you want. In that case you may ask for arbitrary assignment of a new advisor or to be assigned to some specific person. All such discussion is via the Freshman Advisory Council (7-133; X6771).

**Taking a Course at Wellesley**

This can be done second term if you really want to try hard. If you are determined, start early.



### **Freshman Seminars**

This is a neat game. If you are lucky, the course that you choose will be interesting and perhaps you will learn something. Seminars can be dropped or changed; don't stick with a bad one.

### **Panic**

If and when something is wrong and despite your best efforts you cannot seem to get the Institute to budge or someone to answer your question, go to the psychiatrist. Cry; let them know you have reached panic. Panic worries the psychiatrists. They will call someone and tell them to help this poor Freshman before he jumps off the bridge. This is a last resort but it will work. Instantly.

### **Gambling**

If you can't pay your debts, someone is out of line. Talk to your advisor, housemaster or tutor, or one of the other counseling resources. You may also notify the "authorities" (e.g. Judicial Committee, Dean's Office).

### **ID Card**

Pick up your ID, when they are distributed, at 10-180. Replacements for ID's may be obtained at E19-215.

### **Information Office**

X4795

### **Kosher Kitchen**

Contact Rabbi Herman Pollack (312 Memorial Drive; X2982). People eating Kosher Kitchen are excused from compulsory commons.

### **Laundry and Cleaning**

Those living in Ashdown House will find coin washing and drying machines in the basement. For those outside, the best bet for bulk wash is one of the many laundromats in the neighborhood; price is about ten cents a pound, and some will fold sheets for a bit extra.

Note that Cambridge is filled with laundries that claim to be self-service, but actually do the laundry for you. It takes a bit of looking around to find one that really lets you do it yourself. Gold Star Laundry, 104 Oxford Street, near Porter Square in Cambridge has washers, dryers, dry cleaners, and special machines that can wash up to 20 pounds that you can use. Others in Cambridge are in Inman Square and on Massachusetts Avenue between Central



and Harvard Squares. By looking around your neighborhood you may find others.

For shirts, Ashdown House has an arrangement with a local laundry; just leave them at the desk. Service is relatively inexpensive but slow (4-5 days minimum). Laundry and dry cleaning service is also available at the Coop, at Charlie-the-Tech-Tailor, recommended for reasonable prices and for those sewing jobs that you can't handle yourself.

### **Light, Heat, Power Failure**

Call X4741 if something goes kflui after the close of the regular working day.

### **Marriage**

1. Congratulations!

2. Financial Aid will not usually increase any grants you are getting or give you one if you are not now receiving MIT support. Under normal circumstances, your wife is expected to work to earn the equivalent of her own support. By all means, go to Student Aid and chat. Maybe you are a special case.

3. Inform your draft board, men. Enclose a copy of your marriage certificate. Any questions should be checked with the Selective Service Office.

4. If a change in your home address evolves, tell the Registrar's Office.

5. If you haven't had a II-S deferment since June 1967, you are eligible for a III-A (father) when you have children. If you are in rough shape financially, you may rate a III-A (hardship). Check with Selective Service (Undergrads: 7-105; X3621 – Grads: 3-140; X5836).

### **The MBTA**

See Travel and Transportation, page 93.

### **Medical Aid**

In addition to general medical care given by specialists in internal medicine and surgery. The Medical Department provides consultants in allergy, dentistry, dermatology, gynecology, neurology, ophthalmology, orthopedics and otolaryngology. Psychiatric consultations are available and, if necessary, short-term psychotherapy

is given. The dental service is limited to diagnosis and dental hygiene; patients requiring dental therapy are referred to qualified dentists in the community. A consultant in social work is available for assistance to students and their families.

Outpatient medical care for students' children is not provided, though they are entitled to the accident and in-hospital benefits included in the Student Health Program. The Medical Department maintains a referral list of qualified pediatricians in the Boston area.

A 23-bed Infirmary is operated by the Medical Department for the benefit of students and their wives. Children are not admitted to the Infirmary but, if necessary, are referred to a nearby hospital offering pediatric care. Patients requiring major surgery or treatment for serious illness are sent to one of the Boston or Cambridge hospitals where their care is usually supervised by one of the Medical Department physicians or surgeons.

The MIT Medical Department is centrally located in the Homberg Memorial Infirmary (Building 11) in the Institute's main building group. In order to provide continuity of medical care and encourage development of a personal patient-physician relationship, all visits to the Medical Department are by appointment except in emergencies. The regular hours of the Medical Department are from 8:30 a.m. to 5:00 p.m. Monday through Friday except for legal holidays. At all other times emergency medical care is available at the Infirmary. Visits to dormitories, fraternity houses, or private dwelling units are not made; but if a student is too ill to come to the Infirmary without assistance, the Medical Department should be notified and will recommend suitable help.

## **Missing Persons**

If you are missing, we can't help you. If you have lost someone else or suspect that something of the sort may be wrong, call the Dean for Student Affairs Office X6776 and, if you live in a dorm, the Housemaster. Get all the relevant information on when the missing person was last seen. Don't call your friend's home if it doesn't seem necessary; let the Dean's Office handle it. An over-anxious call can cause missing heart beats.

## **Money**

### **Cashing Personal Checks**

You can cash personal checks up to \$100 (or larger with the approval of the Bursar or Assistant Bursar) at the three branches



of the Bursar's Office: Cashier's Office (E19-215, open 9-2 Monday-Friday); 10-180 (open 9-3 Monday-Friday); Student Center (W20-002; 9-2 Monday-Friday), MIT ID is required.

Using a Coop card, you can cash a check (up to \$25) between 9:00 and 2:00 at either the MIT or Harvard Coop.

If you want to cash a check between 3:00 and 5:00, Monday through Friday, go to the Harvard Coop (in Harvard Square) Cashier's Office and get your check approved (until 4:45 p.m.), then go to the Cambridge Trust (a brief walk away; the Cashier will give directions) to get it cashed.

### **Depositing Money**

The Personal Deposits Office ("Student Bank") accepts deposits up to a total of \$1000 for no charge and with no interest, in the basement of the Student Center. It is open 9:00-2:00, Monday-Friday.

### **Errors in Financial Statement**

If you think the Institute has screwed you or otherwise made an error in your financial statement, contact the cashier at E19-215.

### **Paychecks**

Almost all checks for hourly work are distributed at 10-180 (open Monday-Friday, 9-3).

If you are supposed to get yours from a special location (e.g. your friendly local secretary) and it isn't there, check 10-180.

### **Where to Make Payments**

Payments to the Institute can be made at E19-215, 10-180, or at the bank in the Student Center (W20-002). The latest open is 10-180, until 3:00 weekdays. Mailed payments should all be sent to E19-215.

### **Moving Your Home, Home Address**

Inform the Registrar's Office of your new address.

Inform your Draft Board, Selective Service Office.

### **Notary Public**

Information Office; Monday through Friday, 9-5. Call first to see if she's in.



## Patents, Copyrights

### Patent Counsel, E19-619; X5361.

If you think you have got a patentable idea, one of the resources available is the Patent Administration Office. The man there can give you a copy of Patent and Copyright Policies and Procedures and will be happy to tell you about the legalities and nuances of the game.

As for the idea itself, it would be wise to chat with someone in your field (the Patent Administration Office can also give you information on that score) as to the likelihood of existing patents relevant to your idea.

The whole process is extremely complex but the rewards, if only having the right to claim a patent on your resume, make a preliminary investigation worth it.

## Post Doctoral Notes

See: *Guide to Graduate Life*

## Religious Counselors

Several ministers, representing the major faiths, devote all or a large part of their time to counseling individual students and advising the student religious organizations. At the Institute full-time are:

Lutheran — Rev. Donald H. Lee, ext. 2325

United Ministry in Higher Education:

Methodist

Baptist

Presbyterian

Disciples of Christ

Evangelical

United Brethren

Moravians

United Church of Christ

Rev. James Sessions, ext. 2327

Rev. J. Andy Smith III, ext. 2328

International Ministry — Rev. J. Andy Smith III, ext. 2328

Roman Catholic — Rev. Harry J. Dooley, ext. 2981

United Christian Fellowship — Prof. Max Deibert, ext. 4569

Jewish — Rabbi Herman Pollack, ext. 2982

Episcopal — Rev. John Crocker, Jr. ext. 2326

Christian Science — Prof. Malcolm M. Jones, ext. 6601, ext. 5853

Most of these men have an office in the Religious Counselor's Building, located at 312 Memorial Drive.

## Shopping

### Supermarkets

There are five big chains of supermarkets in the area: Stop and Shop, Elm Farm, A & P, First National, and Star Market. This leads to a lot of competition and the wise shopper who is conveniently located to several stores should consult a newspaper on Sundays and Wednesdays for the weekly specials. Stop and Shop on Memorial Drive and the Star Market in Porter Square are probably the biggest supermarkets in the Cambridge area. Most stores will cash personal checks once they check your credit ratings, but the Stop and Shop is unique in requiring only local identification (an MIT registration card always works).

You often get better quality at the somewhat smaller markets but at higher prices (try the Broadway Supermarket for instance) and sometimes even at lower prices (check the Foodmaster during sales). If you have the time and transportation, explore Inman, Central, Harvard, and Porter Squares to find stores that best fit your needs. Shoppers come from all over Cambridge to Legal Sea Foods in Inman Square. Closest to MIT is the Mahlowitz Market on the corner of Main and Windsor Streets in Cambridge, a smaller self-service store. Wherever you live, it's a good idea to look around since food is often a student's greatest expense.

### Open-Air Market

The Boston area has an open-air market where fruits and vegetables can be bought very cheaply on Fridays and Saturdays. Located in the Haymarket district for years, plans have been made to move it to the suburbs (a victim of urban renewal). If business continues as usual, good quality produce should be available at a half to a third of supermarket prices. Any Boston area resident should be able to tell you its whereabouts. Also to be relocated are the wholesale-retail meat markets in the Haymarket area. Although the prices are very low here, a close look at the quality is advisable.



### **Foreign Food**

For exotic additions to your casseroles: Spices and herbs are found at G. S. Cheney Co., 7 Union Street, Boston and the Cambridge Coffee, Tea, and Spice House, 1759 Massachusetts Avenue, Cambridge; for Italian specialties try A. Baldini Co., 87 Portland Street, Boston; and for Near East specialties Euphrates Grocery and Pastry, 101 Shawmut Street, Boston.

Probably the closest and the one with perhaps the widest selection of all is Cardullo's Delicatessen, 6 Brattle Street, (Harvard Square), Cambridge which carries Indian, Mexican, Scandinavian, Japanese, and most European regional foods.

### **Liquors, Beers, and Wines**

The popular brands of liquor and beer as well as an assortment of wines may be found at any of the numerous liquor stores in the Boston-Cambridge area. When a less common brand of liquor or beer or a better quality wine is desired, however, one must usually seek one of the better stores. The following stores have a convenient location and/or better choice.

**Wine Cellar**, 922 Beacon Street, Boston.

A favorite with MIT students for buying liquor cheaply. (Let them know you're from MIT).

**Stop and Shop**, Memorial Drive, Cambridge.

Quite a large selection of liquors and common beers. Wines are mostly inexpensive, features a good selection of California bottlings and French and German regional wines (blends).

**Harvard Provision Company**, 94 Mt. Auburn Street (1 block south of Harvard Square), Cambridge.

Good selection of liquors and beers, including imports. Wine selection is fairly good, includes a number of estate-bottled French wines as well as regionals.

**Berenson Liquor Mart**, 70 Summer Street (one block south of Filene's), Boston. Branch at 1024 Beacon Street, Brookline. Branch at Prudential Concourse, Boston.

Without doubts the largest stock of liquors, beers, and wines in town. Rare cognacs and liqueurs. An excellent selection of estate-bottled French wines. German wine selection is not as good, but is fair nevertheless. American wines, sherries, and ports are each present in reasonable quantity; Italian wines are few but well-chosen. There is a fair selection of champagnes.



Discounts on liquor and wine are given to regular or charge customers.

**Blanchard's**, 103 Harvard Avenue (at Brighton Avenue), Brighton  
A large, popular store with a good beer selection. Wines not very good. Liquor is available at lower prices here than at most stores.

**Hi-Grade's Macy's Liquors**, 193 Harvard Avenue (at Commonwealth Avenue), Allston.

A large stock of spirits and liquors. An excellent selection of beers and ales. Wines are mostly regionals but are, as are the beers, attractively priced.

**Harvard Wine and Liquor Co.**, Coolidge Corner, Brookline.

They have a fine selection of wines. The proprietor, who incidentally is an old Tech grad, has an excellent knowledge of wines, and he shares it generously with bewildered novices.

### **Clothing, Etc.**

The Harvard Cooperative Society (Coop, pronounced as one syllable) operates stores in Harvard Square and at MIT. At either store you can get a year's membership (usable at both) for \$1, which entitles you to a refund at the end of the year (8 per cent for cash purchases; 6 per cent for charge.) As was previously mentioned, the MIT Coop is the logical place to buy most technical textbooks and course material. The Coop has large quarters in the Student Center with a large selection of items for sale. Records, toiletries, film and film processing are the Coop's best buys. Compare quality and prices of other items with local merchants.

In Harvard Square there are good men's clothing shops and record and camera shops, among others. Central Square is a lower priced shopping district. For those with bigger budgets, Boston's better shopping area is just west of the Public Garden, along Boylston and Newbury Streets (E-7-8). Brooks Brothers; Shreve, Crump, and Low (jewellers); and Bonwit Teller (women's clothing) are among the more expensive stores in the area, where there are also gift and book shops.

Farther downtown are Filene's and Jordan Marsh, the biggest department stores. They are part of a large shopping district along Tremont and Washington Streets. Filene's basement is legendary for near-riot conditions and genuine bargains. For medium-priced men's clothing, visit Kennedy's downtown. Sears and Roebuck has a retail and mail-order store on Massachusetts

Avenue at Porter Square, about one mile beyond Harvard University, in Cambridge. Note that merchandise from the catalog sales department is five to ten per cent cheaper than products bought from the store stock.

Department stores sometimes advertise "seconds" or "irregulars" on special sale. This means that merchandise is of good quality but contains imperfections such as oil stains, flaws in weaving, etc. The imperfections are sometimes almost invisible and often do not affect the wearing quality of the articles, but you do have to examine the things you buy to be sure of what you are getting. Filene's, Jordan Marsh and Raymond's basements are especially noted for bargains on seconds and cancellations. Raymond's, we hear, is the place to go to buy rugs.

Good buys on children's clothing can be found at Gorin's (Central Square) and Gilchrist's (Porter Square), both in Cambridge.

Most surplus stores no longer handle war surplus but still have excellent bargains in clothing and sporting goods (especially for camping). Closest to MIT are two stores on Mass. Ave. near Central Square. There are also good ones in Boston along Atlantic Avenue north of South Station. Especially for outing supplies try Hilton's Tent City and Surplus Company, 272 Friend Street, Boston, near North Station, and Mountaineering Supply, 1247 Commonwealth Ave., Brighton.

### **Shopping Centers**

Shopping Centers located on Routes 128 and 9 offer branches of Boston downtown department stores, ten cent stores, hardware, drug stores, and gift shops. They are all a fair distance from MIT but offer the convenience of one-stop buying and plenty of free parking.

### **Electrical Equipment and Appliances**

It is wise to get advice before buying any expensive equipment such as a vacuum cleaner, camera, typewriter, or toaster. The Consumer's Guide will give you an objective comparison of the products offered by most manufacturers. This guide can be bought at the Coop or any bookstore for a small price and is available in public libraries. There are discounts available at some stores such as Lechmere Sales, 88 First Street, Cambridge; Commonwealth Builders Supply, Inc., 1151 Commonwealth Avenue, Boston; National Sales Company, 2085 Massachusetts Avenue, Cambridge; and Sears and Roebuck and Company, 401 Park Drive, Boston and



1815 Massachusetts Avenue, Cambridge; Radio Shack, 730 Commonwealth Avenue, Boston; and E.M.F. Electric Supply Company, 120 Brookline Street, Cambridge. Wherever you shop find out if MIT students get special prices. Many places will give discounts to students if asked.

Electrical equipment of any kind made in the United States is almost without exception made for 110-120 volts and 60 cycles. Such equipment cannot, therefore, be used in many other countries of the world without expensive modifying additions and in some cases cannot be used at all.

### **Furniture**

There is a great turnover of used furniture in this area and, therefore, it is possible to furnish an apartment at quite reasonable prices. You can also be assured of being able to resell again.

Used furniture is the stock in trade of the MIT Student Furniture Exchange at 25 Windsor Street, Cambridge, run by Technology Matrons (wives of faculty members). It is usually open two days a week. Call 354-0904 for more information. Other good bets are Goodwill Industries, Salvation Army, and the Society of St. Vincent dePaul stores. Other used furniture stores compare favorably with the above; examples: The Fournier Furniture Exchange, 10 Upland Road, Cambridge; Max Keezer Co., 1109 Mass. Ave., Cambridge; Circle Furniture Store, 1052 Mass. Ave., Cambridge; Union Square Furniture & Storage Co., 337 Somerville Ave., Somerville.

The department stores and discount houses listed in the previous sections are good places to start looking for new furniture. Jordan Marsh has a very large selection of good quality furniture. They also custom-make drapes and slipcovers. No furniture shopping trip is complete without visiting their eight huge floors. Other leads: Cambridge Furniture Store, 438 Mass. Ave., Cambridge; Filene's Warehouse, off Route 128, Highland Avenue, Needham; The Fair Exchange, 19 Dunster Street, Cambridge; Pray's Furniture Store, 132 Tremont Street, Boston; Don's Contract Sales, 142 Portland Street, Boston.

New unfinished furniture can be purchased at Sears Roebuck, Circle Furniture Store, and General Builders Supply Co., 135 Harvey Street, Cambridge, among other places. Lumber can be bought right behind MIT at the Sterrit Lumber Co., 50 Albany Street.



Furniture may be rented from several stores (although it's expensive); among them: Apartment Furniture Leasing Co., 1045 Mass. Ave., Cambridge; Fournier Furniture Renting, 10 Upland Road, Cambridge; Aaron Furniture Renting, 640 Centre Street, Jamaica Plain; Abby Furniture Renting Company, 2 Green Street, Jamaica Plain.

Many other stores are listed in the Telephone Company's Yellow Pages. Look under Furniture, Furniture Renting, and Furniture-Used. Avoid stores that specialize in "package rooms", use high pressure sales tactics, and have contracts that may include hidden costs. The Community Housing Service has lists of furniture stores to explore and stores to avoid that are compiled by the Technology Dames and Matrons.

During the school year bargains can often be found in the MIT Tech Talk and on bulletin boards around the Institute.

### **Snow: School Cancellations**

The decision to call off classes is usually made at about 6:00 a.m. and released to WHDH, and WBZ. Try not to call the switchboard as they're usually swamped.

### **Telephone**

1. A deposit (often \$35) is sometimes necessary in Boston, refunded, plus 4 per cent interest, when you leave town.
2. There may be an installation charge for your phone, even if one already exists from the previous tenants.
3. Several types of phone service options are available: unlimited, message unit, metropolitan. Be sure to get full particulars and then estimate which would be best for you in view of your expected phoning patterns.
4. Beware of "Princess" phones. They not only cost more initially but also more per month. Ask for particulars.
5. Occasional noisy connections are quite common in Boston. One trick: hang up before it starts ringing and try again. You may get a quieter line the second try.

### **Travel and Transportation**

Boston and its outlying communities can be more than a little confusing to newcomers. The streets, like the cow-paths from

which they literally grew, are narrow and twisting. (The exception to this is the Back Bay section of Boston, where everything is in neat rectangles and the streets are named alphabetically from Arlington through Hereford westbound.)

Peculiarities to note:

1. Lots of streets are not clearly marked. It is an unusual custom that main streets rarely show street signs.
2. The Charles River bends from north to south and back again and is not a good direction index.
3. Street numbers do not go by 100 per block. More usually there are 20 to 30 numbers per block, and 300 numbers are likely to be quite a distance away.
4. What appears to be one street can actually have two names. For instance, north of Washington Street it's called Winter Street but south of the intersection the same pavement is called Summer Street.
5. The same name is used in different towns (or different parts of one town, yet) for different streets; for instance, Boylston Street in Boston has no relation to Boylston Street in Cambridge. Some street names change upon crossing town lines (River Street in Cambridge becomes Cambridge Street in Allston), others do not (it's Massachusetts Avenue in Cambridge and Boston); but in some cases the numbers start all over again, so that 94 Massachusetts Avenue, Boston, is nowhere near 80 Massachusetts Avenue, Cambridge.
6. Adjacent suburban towns have similar names; for instance, Newton Centre, West Newton, Newton Highlands, Newton Lower Falls, Newton Upper Falls, and Auburndale (how did it get there?) are all part of Newton. But don't confuse Waban and Woburn, which are very different.

The only moral is to use a good map. Good ones are sold in most book stores, and the free maps offered by oil companies are excellent.

### **The MBTA**

The Massachusetts Bay Transportation Authority operates nearly all of the public transportation in greater Boston. Four different



types of lines are in operation: regular subways, streetcar-subways, trackless trolleys, and buses.

The regular, rapid-transit subways are comparatively modern; at stations with two underground levels, these lines are always on the lower level. The older streetcar-subways operate on the upper sets of tracks while underground and generally emerge from underground, after going a distance from downtown, to become streetcars. The trackless trolleys operate on routes similar to buses, although they do go underground at Harvard Square. Finally, and most numerous, are the ordinary buses, operating in all sections.

The most important station in the system in many respects is the Park Street Station, which is near the heart of downtown at the corner of Tremont and Park Streets on the Boston Common. This station consists of two levels. The lower level, also called "Park Street Under", serves a single rapid-transit subway, with northbound trains marked Harvard and southbound trains marked Ashmont. The upper level has two separate platforms, eastbound and westbound. On the eastbound platform (right-hand track only when facing east) trains are marked Government Center, North Station, or Lechmere. The westbound platform serves five lines as are listed on the overhead signs: Arborway via Huntington, Boston College via Commonwealth, Watertown, Cleveland Circle via Beacon Street, and Riverside. All five westbound cars go to Boylston, Arlington, and Copley stations, and the last four listed go to Auditorium and Kenmore Stations. A labyrinth of passages connects east- and west-bound platforms and the two levels, but you should have little trouble if you follow the signs or consult fellow-travelers.

There is rapid transit to Logan International Airport (change at Government Center).

The bus route most used by MIT students is on Massachusetts Avenue. When going north the bus will be marked Harvard, and when going south it will be marked Dudley. The easiest way to reach the Park Street Station from MIT is to take the Massachusetts Avenue bus across to Auditorium Station and then take any inbound subway to Park Street Station. If you happen to be at the east end of MIT, however, take the southbound subway at Kendall Square, which runs directly to Park Station (and is marked Ashmont).

Most lines do not run past a certain hour at night, and sometimes



the unexpectedly early shutdown has been a source of embarrassment to impoverished Techmen; consult MBTA schedules in advance.

Rumor to the contrary, the MBTA does not really run on a fixed schedule.

The subway stops most convenient to MIT are Central Square (about a ten minute walk north on Mass. Ave.), Kendall Square (on Main Street in Cambridge, opposite East Gate, approximately) and at Auditorium (across the Harvard Bridge, where Boylston crosses Mass. Ave. and the turnpike goes under; look for the little green shed).

MBTA maps are available in the Community Housing Service (in the Armory, first floor), at TCA (Student Center, fourth floor), at the information booth of the Park Street station, or by mail from Public Relations Department, MBTA, 150 Causeway Street, Boston, Massachusetts 02114.

See:  
Wellesley Cross Registrants, pg 98

Bus fare is 20¢, although it may be more for longer runs, same for the subway at a base cost of 25¢ (no tokens).

### **Automobiles**

Boston is less amiable to cars than nearly any other city in the USA. Some of the hard, cold facts are the following:

1. For the size of the city, there are surprisingly few expressways.
2. Streets are likely to be narrow and winding, with the result that many are designated one way and traffic patterns are greatly complicated.
3. Pedestrians are privileged but undisciplined. A special red-and-yellow circuit inserted in the sequence of many traffic lights gives pedestrians a long period when all vehicles must wait; and pedestrians have pushbuttons to turn green lights to red-and-yellow combinations at many other intersections.
4. Parking at any time is difficult, and in winter it is doubly so; when snowstorms are forecast or in progress, streets designated as emergency snow-removal areas are closed to parking and parked cars are towed away – no idle threat.
5. Traffic tends to be heavy and slow; when things are really piled

up you can often walk from MIT to Boston as fast as the bus can creep across the Massachusetts Avenue Bridge. Double parking and U-turns are Boston phenomena which tend to aggravate the situation, and Boston drivers have unique ways of dodging and squeezing which make a lethal game out of a simple intersection.

An extreme parking shortage exists in Boston and Cambridge. This has several bad effects. You may have to pay just to park your car behind your apartment, especially in the Back Bay (\$15 per month is a typical monthly rate in Boston; less is usual in Cambridge). When driving to theaters or restaurants, you should expect to pay for parking and consider yourself lucky if you spot an empty place on the street. Parking lots charge from \$1 to \$2 for an afternoon or evening. Things are less severe, of course, in the suburbs.

Parking at MIT is also very difficult, and parking privileges are difficult to come by unless you have a very good reason.

If you have license plates from another state, by all means keep them. In Massachusetts, the highways are financed not so much by gasoline taxes (gas is reasonable), as by excise taxes (typical: \$66 per \$1000 value of your car). Auto insurance (required by law in Massachusetts) is also very expensive (often over \$300 per year for an unmarried male under 25 and over \$150 for others). You must register your out-of-town car with the authorities; forms are available from the Campus Patrol Office, Room 20C-128, MIT.

You can use a lot of public transportation for the price of having and using a car in Boston. And for the occasional special event, car-less students find auto rental practical: rates are as low as \$5 per day plus six cents a mile; however, during peak periods (weekends) you often have to book a car for more than one day to make an advance reservation.

See:  
Automobile Problems, pg 74  
Parking, pg 75  
Snow, pg 75  
Auto Insurance, pg 79

### **Rides and Riders**

The cheapest way (and often the most convenient way) to travel is to go by car with other students. At vacation time, you will find notices of people wanting rides or riders to go practically anywhere. The driver saves money on his trip expenses and the rider gets where he wants to go at very moderate cost. A bulletin board, outside the reading room of the Student Center, is maintained by the service fraternity APO and is a convenient place to look for rides or riders and to post your own notice.



## Long Distance Terminals

**South Station:** (New Haven and Boston and Albany Railroads), Summer Street

Trains for Hartford, Albany, New York, and all points west and south can be reached by the Harvard-Ashmont subway, boarded in Cambridge or at the lower level at Park Station. (See MBTA map.)

**Back Bay Station:** Dartmouth Street, across the turnpike from Copley Square

Trains leaving the South Station stop here on their way out of town. This station is smaller but is more convenient to MIT (within walking distance from Copley subway stop). The Turbo-train to New York leaves from Back Bay only.

**North Station:** (Boston and Maine Railroad), Causeway Street

Trains for Maine and all points north. Station is reached by MBTA from the eastbound platform at the Park Street Station. Take cars signed Lechmere or North Station.

**Logan Airport:** Transfer to subway for Logan at Government Center.

**Greyhound Bus Terminal:** St. James Avenue near Arlington Street  
Greyhound buses to the south and west. One block south of the Arlington MBTA stop.

**Trailways Bus Terminal:** 10 Park Avenue

Buses for the north, south, and west, including many local lines. One block west of the theater district, about half-way between the Boylston and Arlington MBTA stations.

## Wellesley Cross Registrants

Guys: If you want to take a course out at Wellesley, it may help to contact the instructor first to get permission. This can be crucial in one astronomy course which is consistently oversubscribed.

Facilities available at Wellesley are described in the publication, "Information for MIT Cross-Registrants at Wellesley". Extra copies are available from Dean Hammerness (Student Center, third floor) and Joel Orlen (6-219; X5723).

Guys see:

Cross Registration,

Undergraduate, Wellesley, pg 16

For other information, contact one of the above-mentioned people or ask questions once you are out there.

Girls: Various doors are open specifically for you including Dean



Girls see:  
Editor, HoToGAMIT,

Emily Wick (5-108; you can feel at home with her secretary, Dotty Bowe), the Margaret Cheney Room, and the doors marked "Women"; We don't have a map of that sort yet but we're working on it.

### **Transportation**

Probably the easiest way for you to get to Wellesley (excepting automobile and hitching) is the MIT-Wellesley bus service.

Anyone can buy tickets (25¢/one way) which are sold at the Bowling Alley in the basement of the Student Center. Pocket schedules are available there also. At Wellesley, tickets may be purchased in Billings Hall, at the Bus Office.

A special note about getting to Wellesley College. Take the Riverside subway to the end of the line and wait there for an infrequent bus to go the rest of the way. Late evening returns are sometimes made difficult by irregular shutdown times of the bus line or subway. Finding rides with friends is recommended if possible (try advertising on the Ashdown House bulletin board and offer to share gas expenses). Hitchhiking (especially back) is sometimes possible.



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## Appendices

### Folk Wisdom

1. The way to convince a professor that you sincerely want something is to keep sincerely bothering him about it.
2. Don't hesitate to plead.
3. If you want something from the lower echelons of the Administration, try the soft sell twice. If no result, speak in louder tones with a gleam of the true believer in your eye.
4. If a faculty member says, in effect, "Go away, don't bother me" it really means, "I'm busy now but you can try a little later."
5. If you really want something, ask for it on paper; write a memo.
6. Your seniority here makes little difference in what you can get done, or in how people treat you.
7. The higher people are in the Administration, the more willing they are to talk with you.
8. If you need a favor, stop at any random office and ask for it: for example, use of the telephone.
9. Dormitory desks will sometimes lend tools to non-residents.
10. Check out the reading room in your department if you don't know where/what it is.
11. Fines on library books only a couple of days overdue are frequently not charged.
12. You can renew library books by phone.

13. Old quizzes and such are often available at the Graduate and Undergraduate Offices of a department.
14. The swimming pool is open to everyone; you need an athletic card which can be purchased there.
15. A hobby shop is in the basement of the Armory (DuPont).
16. If you need information on something about the Institute or want to know where something is, try the Public Relations Office (5-105; X2704).
17. There are dormlines off the lobby of Building #7 to your left as you come in from Massachusetts Ave.
18. For mailing lists, check with Graphic Arts or the Registrar.
19. If you need to get something made, look into your department's shop (Course XXI ignore). You may need a grad student to sign for it.
20. To get supplies, try Lab Supplies or go through your department (ask your advisor for an account for departmental supplies).

### Random Jottings

As we have trotted about doing research on this place, the fact that the Institute always turns its best side to the sun has become apparent.

We publish the below two letters as views of the 'Tute from a slightly different side. We make no claims as to their veracity, nor have we represented all points of view. Many claim that many more serious things are wrong, while others profess to see nothing at all wrong.

On this and on these two letters, we make no comment. The second might be titled an "internal comment" while the first, found abandoned on a desk, was probably written by a frequent visitor and might therefore be classified as "external".

*MIT is a beautiful school, but it harbors destructive machines. Nickels, dimes, and quarters disappear down those thirsty throats. A college that operates the most complicated computers in the country can't*



*even take care of its own vending machines. Every day coke, candy, mimeograph and cigarette machines go on strike. One often sees frustrated humans kicking these mechanized monsters, receiving a sprained toe, but no merchandise.*

*A particularly vicious bunch are found in the basement of the Student Center. Daily those insubordinate freaks cause untold trouble; no coke from coke machines, just cruched (sic) ice, candy and cake machines take your money but deny you your food.*

*I say strike before these metal monstrosities become even more dangerous than they are now. I say "watch it". Those machines pose a threat to human security. They'll become more power hungry, not satisfied with our money, they'll set out to deprive us of life and limb. Fingers, hands, whole arms will disappear down their grasping little throats. The potential danger of the situation staggers the imagination.*

*I offer this solution to the problem, a "Dean of Vending Machines". This man's duty would be to keep those mechanical thieves in line. A dedicated, consciencetious (sic) man must be found for this job. And I pray he'll be found soon.*

*. . .*

*I've been working here a month. I am a student (MIT doesn't know I'm quitting soon.) To me, this whole office is irrelevant and beau-  
rocratic (sic). What things mean today is brushed away for attempts  
at doing things the "accurate" way they have been done year after  
year. All we do is make lists and cards and file them and read proof  
and double check. The information obtainable in this office, remotely  
centers around*

*academic calendar*

*graduation attendance and diplomas*

*Faculty appointments*

*We read copy for the catalogue. No suggestions for change are ever  
accepted unless the suggestor has been here 15 years.*

*IT'S A BORE!! THE SYSTEM REIGNS*

**Alum:** usually refers to the ballroom on the lower level of Wellesley's Alumnae Hall where *mixers* are held; also refers to the building in toto.

**Bells:** the bells system links a Wellesley dormitory with the outside world. A bell girl is a dorm receptionist, whose duty is to answer the phones, greet visitors, and relay appropriate messages to the girls upstairs.

**Billings:** a Wellesley building within which a student center is taking place. Two distinguishing characteristics are 1) that it is red, and 2) that it is the oldest and ugliest building on campus.

**C.G.:** College Government – Wellesley's student governing body.

**Frolickandgambol:** what Wellesley girls do (archaic).

**Fundies:** a previously required unless exempted physical education course at Wellesley in Fundamentals of Movement.

**Hathaway's:** Hathaway House Bookshop – the Wellesley College bookstore.

**Rent-a-cops:** the Wellesley campus security police; may be recognized by revolving blue lights.

**Runarounds:** after Wellesley elections, outgoing officers run around the chapel after step singing (see below) and present them with single roses.

**Step Singing:** an evening gathering on Houghton Chapel steps when Wellesley college and class songs are sung.

**Tree Day:** at Wellesley, a traditional day in May when the freshmen officially become a class. It is highlighted by dancing on Severance green, and a race between the freshman and sophomore class presidents to the freshman class tree. If the freshman president wins the race and plants her class beanie atop the tree before the sophomore president does, the freshmen become a class. However, if the sophomore president wins, the freshmen must beg the sophomores to allow them to be a class.

**Vil, the:** the village of Wellesley.

**Wait-on:** a Wellesley dorm job, regularly delegated to freshmen.

Wait-ons provide Wellesley girls with food and drink Monday, Tuesday, Wednesday, Thursday nights, and Sunday noon.

**Well, the** the only **real** place to eat on Wellesley's campus. Attempted facsimiles are the **El Table** and **Room F**.

**Xmas courts:** the red and green tennis courts behind Billings.

## Lexicon of MIT Words, Phrases, Acronyms

**AA:** (1) Aeronautical and Astronautical Engineering (2) Athletic Association.

**AIIESEC:** Association International des Etudiants en Sciences Economiques et Commerciales; international exchange program of business, economics students.

**Aero:** Aeronautical and Astronautical Engineering.

**Brown-bagger:** Techman who studies 25 hours/day. Connotation of narrowness, that certain connotation of problems of orientation (archaic term).

**By definition:** clearly, obviously.

**CAP:** Committee on Academic Performance.

**CEP:** Committee on Educational Policy.

**COC:** Committee on Curricula; also abbreviated CC.

**CQ DE W1MX:** Radio Society.

**CSC:** Chinese Student Club.

**CTSS:** Compatible Time-Sharing System. 7094 computer and consoles of various positions geographically separate from the main facility. Some consoles are in the outlying provinces.

**Caveat Emptor:** let the buyer beware.

**Clearly:** obviously; often used in a sarcastic sense; often used in any sense.

**Coop:** Co-operative store; first floor Student Center; Harvard Square Branch.



**Compton Lecture Hall:** 26-100.

**Course:** (1) Department, major, (2) also used synonymously with "subject" as "8.01 is a course". The Registrar's Office has sternly declared this to be an invalid definition, so don't use it.

**Daggett Building:** archaic, now the Ford Building (E19).

**Diagnostic:** a test given to test one's knowledge and aptitude in a course area as an aid to proper placement. Something like that.

**Dormcon:** Dormitory Council; central dormitory governing, coordinating body. Chairman until March: John Head.

**Double E:** Electrical Engineering.

**Drop:** to deregister from a subject during the term.

**DSR:** Division of Sponsored Research; an administrative apparatus which administers outside research grants and work at MIT.

**E19:** Ford Building (on Ames Street); some of the Institute offices and services here.

**ERC:** Educational Research Center (see Academics: Primary Sources).

**ESP:** Educational Studies Program (see Academics: Primary Sources).

**ESG:** Experimental Study Group. Group of professors, frosh, and George Valley working together on full-time mutual education.

**Emeritus:** retired from service with honor. See: Professor.

**FAC:** Freshman Advisory Council.

**Finboard:** Finance Board; undergraduate committee charged with proposing, administering Undergraduate Association Budget.

**Fiji:** Phi Gamma Delta fraternity.

**Finite:** not infinite: there are only a finite number of ways to deliberate a building.

**Flushed:** (1) turned down or out; disappointed in some endeavor, usually involving selling oneself as: I got flushed at the mixer; (2) to get a reddish hue on one's face, from heat or exertion as: I got flushed at the mixer.

**G&S:** Gilbert and Sullivan Society.

**GSC:** Graduate Student Council; governing organ of the graduate students.

**General Assembly:** Undergraduate governing, coordinating, information distribution organ. Composed of living group representatives.

**Generate:** create, come up with – term becoming archaic.

**Gronked:** non-functioning, busted.

**HSSP:** High School Studies Program; educational program run by ESP for high school students.

**Hack:** (1) a trick, prank, parlay – to weld a streetcar onto its tracks, fool the newspapers into thinking you have created indoor snow, or become UAP are great hacks; (2) as a verb, to talk randomly, goof off: "What were you doing?" "Hacking."

**HaHvaHd:** The place both Up The Street and Up The River.

**Head:** (1) bathroom; (2) one who smokes Mexican tobacco.

**HoJo:** Howard Johnson, President, small New England technical school.

**HoToGAMIT:** This book.

**Huntington Hall:** 10-250.

**IFC:** Interfraternity Conference. Central coordinating, governing body of fraternities. Chairman until March: George Katsiaticas.

**IHTFP:** approximately "I hate this place". (This definition is taken approximately from the New York Times).

**ISC:** International Students Council.

**I Labs:** Instrumentation Labs; a special laboratory of MIT; Concentration: Guidance Systems and related problems; Provocateur: Charles Stark Draper, Director; Provoked: unrested students.

**Infinitely:** can be synonymous with "quite", "really", "extremely", " " -as in "infinitely suave", "infinitely cool", "infinitely screwed".

**InsComm:** Institute Committee. Old undergraduate governing body. Heroically slain by whoever happened to be around at the time. Replaced by General Assembly in 1969.

**Institute:** MIT.

**Institute Professor:** see: Professor.

**Instructor:** (1) man who stands in front of people taking subject; (2) academic rank in the lower echelons of the junior faculty.

**Interphase:** summer program for incoming frosh, special course work and extracurriculars included.

**Intrex:** a project group working on advanced methods of information storage and retrieval. Planning operational library system for MIT.

**Intuitively obvious:** something which is completely simple-minded or, usually, too difficult or abstruse to explain.

**JYA:** Junior Year Abroad.

**Jock:** (1) an athletic supporter; (2) an athletic supporter; (3) one who does something, usually an academic or activity, a great deal as: an aero jock, a computer jock.

**Judcomm:** Judicial Committee. A generic term signifying a group of students charged with the enforcement of student laws, usually in living groups.

**LSC:** Lecture Series Committee; puts on movies, lectures, other entertainment for community.

**L Lab:** Lincoln Laboratory; special laboratory, specialty: electronics. Located in Lexington.



**Lambchops:** Lambda Chi Alpha fraternity.

**Lecturer:** (1) he who lectures; (2) low low academic rank.

**Living Group:** the place where you live.

**ME:** Mechanical Engineering.

**MIC:** Military-Industrial Complex; not to be confused with MIT.

**MIT Community:** The over 15,000 students, faculty, researchers, staff, and employees who are MIT – sometimes used in a more expansive sense to include alumni.

**MAC:** Project MAC; both “machine-aided cognition” and “multiple access computer”. Interdepartmental Facility devoted to research in the computer and information sciences. See: Catalogue, X6201.

**Meat:** (1) tool; (2) jock (in the athletic, human sense).

**Meatball:** (1) tool; (2) fool.

**Mini-Wad:** Assistant Dean – archaic.

**MTA:** MBTA; Massachusetts Bay Transit Authority; operates Boston area mass transit. “MTA” is technically an obsolete expression but is still used.

**Maclaurin Building:** Building 10.

**MITSFS:** MIT Science Fiction Society; pronounced as a word. Try it.

**N:** a random number, a variable calculus connotation: there are N ways to get a degree where N goes to infinity, where N is a very large number, etc.

**NRSA:** Non-Resident Student Association.

**Non-trivial:** worthy of your attention, impossible, a final, all of the above.

**Nurd:** undesirable person; general insult noun, not necessarily unfriendly; frequent connotation of contempt – variant spellings. Also spelled gnurd.

**Petition:** a form; used to request something unusual such as dropping a course after 13 weeks into the term, omitting a course from your degree requirements. To “petition” is to submit such a form.

**Phi Mud:** Phi Mu Delta fraternity.

**Piece:** a female, usually of exceeding goodlookingness – term derived from famous Techman plea “What I wouldn’t do for a piece of pulchritude” words to that effect.

**Placement:** the process of career counseling, grad school counseling, and helping to get a student into a summer or permanent job.

**Post doc:** post doctoral. Scholarly work or worker done after the doctorate has been earned.

**Postgrad:** graduate student.

**Professor:** (1) guy who stands in front of students taking subject; (2) academic rank with three gradations full (usually tenured), associate, assistant. Professors are the backbone, soul, and spirit of the Institute; (3) Institute Professor: eminent academic post recognizing exceptional distinction, primarily of scholarly nature, and breadth of interest. It is not in the normal line of academic succession. The Institute Professor can work as he wishes on research and teaching without regard to departmental boundaries or formal departmental duties. The Professor Emeritus is a faculty member who has reached mandatory retirement age but who is working at (legally) up to 50% of his former load.

**Provost:** “you want to know what Dr. Wiesner does? Just a second . . . look it up in the dictionary. For MIT, he is the Senior Academic Officer reporting to the President, responsible to the intradisciplinary activities of the Institute’s five schools and that’s it.”

**Psych:** to psych someone out is to: (1) understand someone (2) understand someone so well that you can stay one jump ahead of him, to his surprise.

**RA:** Research Assistant. Usually is a graduate student employed by department receiving pay plus a tuition allowance for research duties.

**RLE:** Research Laboratory of Electronics (Housed in 20A, 20B, 26).

**Random:** indeterminate, sometimes connoting number; a "random student" is equivalent to "average" "non-distinguished" "Techman".

**Rogers Building:** Building 7.

**SAA:** Student Art Association.

**SACC:** Science Action Coordinating Committee; MIT group composed mainly of students; against MIRV, ABM, War.

**SDS:** Students for a Democratic Society; both of them.

**SEG:** s . . . -eating grin.

**SGS:** Strategic Games Society.

**Sammy:** Sigma Alpha Mu fraternity.

**SIPB:** Student Information Processing Board; see: Getting Computer Time (Academics).

**SCEP:** Student Committee on Educational Policy; pronounced as one word.

**Screw:** used in various senses to connote bad things as "The Institute screw", "What a screw", "screwed to the wall".

**Secretary-General:** Chief information officer of Undergraduate Association.

**Smoot:** a unit of measurement of the HaHvaHd Bridge.

**Snow:** (1) impress; (2) favorably confused with a profusion of detail.

**Stud:** student.

**Stud Center:** Student Center.

**Stud House:** Student House; cooperative dwelling for studs and girls.

**Subject:** one professor, N students, a room, a formal curriculum, a formal number, and a formal grade, except when it isn't.



**TA:** Teaching Assistant; usually is a graduate student employed by department receiving pay plus a tuition allowance for teaching duties.

**TCA:** Technology Community Association; does things; fourth floor Student Center. See them for blood, blotters, books, education, tickets, and other stuff.

**TCC:** Tech Catholic Community.

**TIP:** Technical Information Project.

**TSE:** Technology Student Enterprises.

**Techman:** MIT stud; slightly archaic, never used in polite conversation.

**Technology:** (1) MIT (archaic); (2) that which a rich New England technical school is not really polarized around.

**Tep:** Tau Epsilon Phi.

**Tool:** (1) to study; (2) one who studies to an extreme; can connote an over concentration on problem sets – supertool: an extreme extreme.

**Trivial:** obvious (sometimes used sarcastically or by professors) word has mathematical roots.

**'Tute:** Institute, MIT.

**UAP:** Undergraduate Association President. Presides over Undergraduate Assembly plus whatever.

**UCS:** Union of Concerned Scientists.

**USSP:** Unified Science Study Group – Experimental Freshman education, administered by Educational Research Center. Lab approach.

**Uncle Jay:** Dean Jay Hammerness.

**Uncle Ken:** Vice President Kenneth Robert Wadleigh Sc.D.; Professor of Mechanical Engineering; late the Dean of Student Affairs, MIT. See: Wad, The.

**Undergraduate Association:** organization of all MIT undergraduates.

**WTBS:** MIT radio station; sometimes pronounced as “Wittibus”.

**Wad, The:** Kenneth Wadleigh '43, formerly Dean of Student Affairs, formally Institute Vice-President. See: Uncle Ken.

## Information Resources

### Educational Programs and Instruction

*The General Catalogue Issue* of the Massachusetts Institute of Technology Bulletin, published annually about August 1. A complete summary of curricula, courses, and degree requirements, together with descriptive material about the Institute. From the Information Office. The title on the front is *MIT Bulletin 69/70*.

*The Summer Session Catalogue Issue* of the Massachusetts Institute of Technology Bulletin, published annually in March. Complete information concerning academic activities during the Summer Session. From the Summer Session Office.

*Class Schedules and Typical Course Schedules*, published prior to each term. From the Registrar's Office.

*The Freshman Handbook*, compendium of information useful to frosh: academics, counseling, activities, resources – Freshman Advisory Council.

*Rules and Regulations of the Faculty*, the official statement of the organization and operation of the Faculty and of its rules and regulations. From the Registrar's Office.

**Graduate School Manual**, the definitive statement of the organization, policies, and procedures applicable to graduate instruction. From the Dean of the Graduate School.

*How to Get Around MIT* –

### Annual Reports

*The President's Report* to the M.I.T. Corporation, published annually about November 1. A larger edition, including the reports of the deans and administrative officers, is published in January. From the Office of Publications.

*The Treasurer's Report* to the M.I.T. Corporation, published an-

nually about November 1. A report of operations, gifts, plant facilities, and investments for the preceding fiscal year. From the Office of Publications.

*Publications and Theses*, published annually. Lists all professional publications, books, and reviews by the staff; laboratory technical reports; and theses for master's, engineer, and doctor's degrees for the previous academic year. From the Office of Publications.

Other Reports of particular interest include the annual reports of the Center for International Studies and the Center for Materials Science and Engineering, as well as the quarterly progress reports of other interdepartmental centers and laboratories.

### **Benefit Plans and Personnel Policies**

*Benefit Plans for Staff Members*, a summary of insurance, health services, retirement plans, and other staff benefit programs. From the Office of Personnel Relations.

*Major Medical Insurance*, details of the major medical expense coverage. From the Office of Personnel Relations.

*Retirement Plan for Staff Members*, a summary prepared especially for the members of the plan. From the Office of Personnel Relations.

*Faculty Children Scholarship Plan*, a leaflet describing the assistance available to members of the faculty with children in college. From the Student Aid Center.

*Supervisor's Manual of Personnel Policies*, a detailed statement for those who supervise non-staff employees of the Institute. From the Office of Personnel Relations.

### **Administrative Policies**

*Purchasing Policy and Procedures*, a brief handbook on purchasing regulations. From the Director of Purchasing.

*Catalogue of Laboratory Supplies*, price list of supplies and equipment regularly stocked by the Office of Laboratory Supplies. From the Office of Laboratory Supplies.

*Catalogue of Office Supplies*, price list of supplies regularly stocked by the Office of Laboratory Supplies. From the Office of Laboratory Supplies.



*Petty Cash Policy*, instructions for supervisors who wish to maintain a petty cash account. From the Comptroller.

*Accident Prevention Guide*, a handbook on safe procedures for handling chemicals, machinery, and other materials. From the Safety Engineer.

*Travel Expense Policies*, policies and procedures applicable to reimbursement of travel expenses incurred in the performance of Institute business. From the Comptroller.

### **Directories**

*Institute Telephone Directory*, office and home telephones and addresses, published in September and December. From the Registrar's Office.

*Student Directory*, term addresses and telephones, home addresses, and class and course information, published in October and March. From the Information Office.

*Directory of Foreign Staff*, published in November. From the Foreign Student Office.

*Directory of Foreign Students*, published in November. From the Foreign Student Office.

*Alumni Register*, a complete roster of all former students and staff, published every five years. From the Alumni Association. Also has historical data.

### **Periodical Publications**

*Calendar of Events*, weekly summary of activities at MIT. From the Office of Public Relations.

*MIT Observer*, newsletter for members of the Educational Council. From the Educational Council.

*Technology Review*, published monthly except August, September, and October by the M.I.T. Alumni Association.

*Tech Talk* published every two weeks by the Public Relations Office. An institutional newsletter distributed through the Institute mail system.

## **Guides**

*Visitor's Guide*, a map, guide, and digest of general information about MIT. From the Office of Publications.

*Guide to the MIT Libraries*, a description of library facilities and how to use them. From the Director of Libraries.

*Family Guide to MIT*, a guidebook prepared by the Technology Matrons to acquaint MIT families with the Institute and with the social, cultural and recreational opportunities available to them. From the Technology Matrons or Publications, 5-133.

## **Student Life and Activities**

*The Social Beaver*, published annually about August 1 by the Technology Community Association. A student-edited guide for members of the freshman class. From the Technology Community Association, W20-450.

*MIT Institute Houses*, published annually about July 1 by the Dormitory Council. A student-edited book concerning life in M.I.T. dormitories for members of the freshman class. From the Dean for Student Affairs, 7-133.

*A Family Guide to MIT*, general information, women's activities, Boston information — 90 pages. From Publications, 5-133.

*Fraternities at MIT*, published annually about July 1 for members of the freshman class. From the Dean for Student Affairs, 7-133.

*A Guide to Graduate Life at MIT*, an informal book describing MIT and its environs and directed toward the interests of graduate students. From Ashdown House desk.

*Living In and Around Boston*, great book, housing, schools, shopping, furniture, cooking, prices, libraries, children's activities, baby sitting. From Community Housing Service, Armory, 1st floor.

*How to Get Around MIT*

## **The History of MIT**

*The Life and Letters of William Barton Rogers*, edited by his wife with the assistance of William T. Sedgwick, in two volumes, Houghton, Mifflin and Company, Boston and New York, 1896. The definitive biography of the founder of MIT.

*Richard Cockburn Maclaurin*, by Henry Greenleaf Pearson. The Macmillan Company, New York, 1937. A biography of M.I.T.'s sixth president.

*Technology's War Record: An Interpretation of the Contribution made by the Massachusetts Institute of Technology, its Staff, its Former Students, and its Undergraduates to the Cause of the United States and the Allied Powers in the Great War, 1914-1919.* Published by the War Records Committee of the M.I.T. Alumni Association, 1920.

*Q.E.D.: M.I.T. in World War II*, by John E. Burchard. The Technology Press, 1948.

*Mid-Century: The Social Implications of Scientific Progress*, by John E. Burchard. The Technology Press and John Wiley & Sons, Inc., New York, 1950. A verbatim account of MIT's great Mid-Century Convocation, March 31, April 1, and April 2, 1949.

*When M.I.T. Was Boston Tech*, by Samuel C. Prescott. The Technology Press, Cambridge, 1954. A history of M.I.T. from its founding in 1861 through its move to Cambridge in 1916.





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