



TEXAS CHRISTIAN UNIVERSITY

THE EVENING COLLEGE REGISTRATION PROCEDURE FOR SPRING, 1954

REGISTRATION: February 1, 2, 3 in Science Building, First Floor, North--  
6:30 to 9:00 p.m., and then in the Library.

1. Secure registration material. Read and follow directions carefully.
2. All registrations are tentative pending arrival of acceptable transcript or statement of standing from university last attended. If you have not written for yours, do so today. If entering T. C. U. for the first time, fill out the application for admission. The questions are such as we are frequently asked about students by employers, civil service, and other agencies.
3. You were given three cards. Fill these out independently with the exception of the course name, number, and section. The yellow registration card is for the Evening College files; the white matriculation card is for your permanent records in the registrar's office; the book card is to enable you to secure the proper books for your classes. If you are working on a graduate degree, you will need the special cards of that school. (The bookstore, in the northeast corner of the basement in the Main Building, will be open 6:30 - 9:00 Feb. 1, 2, 3, and 6:30 - 7:30 Feb. 4, 5, 8, 9, 10, 11, and 12 to serve you.)
4. Counsellors will be in the Library to help you select your courses. Fill out the course name, number, and section in the presence of a teacher and get it initialed by him as your major professor or adviser. You will secure class cards from them--one for each course. If you want a course in Education, you must see representatives of that School.
5. Present cards to the checking tables for checking, thence to the tally desk, thence to the dean.
6. Arrange for payment. You may pay when registering in advance if you wish. Payments may be made Monday through Wednesday, Feb. 1, 2, 3, 6:30 - 9:00 p.m. All accounts must be settled before the second meeting of the class or a late fee will be added. Clearance under the "G. I. Bill" may not be made in advance. Your bookstore card will be stamped and returned to you; keep it to secure books and to show to your instructors as needed.
7. All veterans must clear through the Veterans Office, room 107, Main Building, if they wish their bill to be paid by the Veterans Administration. This includes those who were in T. C. U. for the semester just past as well as those who are in T. C. U. for the first time this term. This office will be open 6:30-9:00 p.m., Feb. 1, 2, 3. On these dates veterans must take their cards by room 209 (Northeast corner room, Second Floor, Main Building) before going to room 107.
8. Be sure you understand the procedure for changing courses or withdrawing: See Page 15 of the Evening College Catalogue.
9. Classes will meet as scheduled beginning February 4.

(Students enrolled concurrently in other divisions of the University will follow directions of that unit on enrolling in the Evening College. In general, written permission of the major professor and departmental chairman must be secured before attempting to take an evening course. The total academic load carried includes courses taken in all divisions of the University.)

(A map of the campus appears on the back of this sheet).