

CONCERNING MIMEOGRAPH SERVICE:

The operator picks up stencils once each day. The stencil should be left in the office of the secretary to the dean and president, by 1:30 any day except Saturday. Unless the job is an unusually heavy one, it can be finished the same day. Please do not take the stencils directly to the mimeograph office.

PLEASE ANNOUNCE in all classes that October 12 is the deadline for removing "I" grades. Urge students with "I" grades to come by the Registrar's Office for removal of "I" grade permits. These permits should be taken to the Business Office and the fee paid before any make-up work is accepted by the teacher.

PROF. R.A.SMITH, SECRETARY OF THE FACULTY, provided the Registrar's Office with copies of the names, addresses, and telephone numbers of all faculty members. The different offices may secure copies by calling at the Registrar's Office. There are not enough copies for distribution among the entire faculty membership.

ALL MEMBERS of the faculty from whom we have made inquiry about the new registration procedure requiring the student to secure the admit-to-class card from the Business Office and present them to the teacher say that it meets their approval. Again the administration desires to express appreciation to the faculty for your hearty cooperation. Our plan of operation regarding drops and adds has been much more effective this year and collection through the Business Office has been much more prompt.

FROM THE FOLLOWING JEWISH HOLIDAYS we are requested to excuse Jewish students registered in T.C.U., as is our custom. These students will naturally need to be careful of their absences at other times so as not to run them to excess.

Rosh Hashana	Thursday, October 3 Friday, October 4
Day of Atonement	Saturday, October 12
Sukkoth	Thursday, October 17 Friday, October 18 Thursday, October 24 Friday, October 25

PLEASE NOTE the attached teaching load report and follow carefully the instructions at the top. Let it be unnecessary for the office staff to give you a second request either by telephone or person for the teaching load report. This report is vital to the administrative offices and your response immediately will be appreciated by the administration.

ALL COUNSELORS for Freshmen and Sophomores are urgently requested to be present in Room 205, Main Building, Wednesday October 11, 4:00 p.m., for the usual distribution of the new Freshmen for counseling throughout the year and until the major professor is chosen by the student. Please do not fail to attend this meeting for it is exceedingly important and is the only way to equally distribute the names for counseling and to agree upon the procedure to be followed throughout the year.

Signed: S. W. Hutton, Chairman
 Elizabeth Shelbourne, Dean of Women
 Herman Pittman, Dean of Men

THE FOLLOWING STUDENTS have been allowed to drop all courses and should be dropped from the class roll:

Names redacted

Names redacted

ABSENCES EXCUSED:

NAME

DATE & CLASS

REASON

Names redacted

9/23,24,25 - All classes Working at
 General Motors
 9/28 - Soc.Sci. Father ill and
 received word to go home.
 9/23 - All classes Illness
 9/25,26,27 - All classes Illness
 10/1 - All classes Illness
 9/25,26,27 - All classes Serious
 illness of Mother.
 9/25,26,27 - All classes Serious
 illness of Mother.
 10/1 - Eng.11b Illness
 9/21,20,28 - All classes Broken leg
 9/26,27,28 - All classes Illness
 9/24 - Eng.24a Sinus Headache
 9/26 - Eng.24a Sinus Headache
 10/2 - All classes Illness
 9/25 - Art lab. Illness
 9/27,28 - All classes Illness
 9/30 - Eco.114,Eng.11b Illness
 9/18 - All classes Illness

NEW BOOKS IN THE LIBRARY

- Allen, Jules Verne
Cowboy lore, Naylor. 1933
- American medical association
Vitamins. The association. 1939.
- Atwater, Pierce
Problems of administration in social work. University of
Minnesota. 1940.
- Brebner, John Bartlet
Explorers of North America, 1492-1806. Macmillan. 1933.
- Brunner, Heinrich Emil
Man in revolt. Scribner. 1939.
- Cantril, Hadley
Invasion from Mars; a study in the psychology of panic, with
the complete script of the famous Orson Welles Broadcast.
Princeton University press. 1940.
- De Groot, A.T.
The grounds of division among the Disciples of Christ. University
of Chicago. 1940.
- Dewey, John
Education today. Putnam. 1940
- Durant, Will
The life of Greece; second volume of his story of civilization.
Simon and Schuster. 1939.
- Durbin, Evan Frank Mottram
Personal aggressiveness and war. Columbia University. 1939.
- Evans, Will F.
Border Skylines; fifty years of "tallying out" on the Bloys
round-up ground. Cecil Baugh. 1940.
- Goldscheider, Ludwig, editor
Five hundred self portraits; from antique times to the present
day in sculpture, painting, drawing and engraving. Oxford. 1937.
- Grant, Margaret
Old-age security. Social science research council. 1939.
- Harrison, George Russell
Atoms in action; the world of creative physics. Morrow. 1939.

- Herney, Keith, editor
Handbook of photography. McGraw. 1939.
- Houston, Sam
The writings of Sam Houston, volume 3. University of Texas
press. 1940.
- Kunkel, Fritz
How character develops; a psychological interpretation.
Scribner. 1940.
- Lange, Dorothea
An American exodus; a record of human erosion. Reynal and
Nitchcock. 1940.
- Lerner, Mac
Ideas are weapons. Viking. 1939.
- Mann, Thomas
This peace. Knopf. 1938.
- McWilliams, Carey
Factories in the field. Little, Brown. 1939.
- Mersand, Joseph
Drama of social significance, 1930-40. Modern Chapbooks. 1940.
- Mineham, Thomas
Boy and girl tramps of America. Grossett. 1937
- National probation association
Trends in crime treatment. The association. 1939.
- Raymond, Dora Neill
Captain Lee Hall of Texas. University of Oklahoma press. 1940.
- Ryan, Philip Elwood
Migration and social welfare. Russell Sage. 1940.
- Thompson, Craig
Gang rule in New York. Dial press. 1940.
- Waller, Willard Walter, editor
War in the twentieth century; a symposium. Dryden. 1940.
- Weatherhead, Leslie Dixon
Thinking aloud in war time. Abingdon press. 1940.

FICTION

- Breeding, Francis
Ten holy horrors; a story of international intrigue. Harper. 1939.
- Fedorova, Nina
The family. Little, Brown. 1940.

- Goudge, Elizabeth
Towers in the mist. Coward-McCann. 1938.
- Graves, Robert
Count Belisarius. Random House. 1938.
- Harsanyi, Zsolt
Star-gazer; a novel based on the life of Galileo. Putnam. 1939.
- Johnson, Siddie Jo
Debby. Longmans. 1940.
- Miller, Helen Topping
Dark lightning. Appleton. 1940.
- Wolfe, Thomas
You can't go home again. Harper. 1940.

GIFT

- Wetstenii, Joannis Jacobi
Novum Testamentum Graecum. 2 volumes. 1751.

These rare and interesting volumes are the gift of Dr. Morro, who used them in preparing his doctor's dissertation at Harvard. At that time the library valued them at \$200. ✓

PERIODICAL NOTES

The following magazines have been added to our subscription list, and are being received currently in the library:

One-act play magazine

National business education quarterly

Vol. XII

October 3, 1940

No. 4

TEACHING-LOAD REPORT

By this time adjustments have been made in the program of each student, and the classes have settled down to normal routine. The Teaching Load Report is being requested at this time for use of the Administration. This report must be in the Registrar's Office by Monday morning October 7th. We will appreciate your prompt response.

Course and Number	Hour	Days	Number Enrolled	Room Number

Note: This report is required of every member of the staff. Those who teach private lessons in music will report the number of full and half-time pupils. Those who do not teach classes should state this on filing this report. Be sure to give us date on your office hours.

Office Hours

Morning _____

Afternoon _____

Signed _____ Teacher