

SINCERE GREETINGS AND HEARTIEST GOOD WISHES TO ALL NEW FACULTY MEMBERS. To all returning faculty members and to all on the administrative staff, "Howdy Folks! " Tomorrow the session of 1942-43 will open with a challenging outlook. In a day like this we feel very keenly our united responsibility and are humbled by our renewed educational opportunity. Remember, the T.C.U. spirit is catching.

WITH THIS ISSUE THE FACULTY BULLETIN begins its fourteenth year of service as a news channel and as a medium of information regarding administrative detail. Every faculty member is privileged to contribute pertinent news or announcements. Items to be issued through the Faculty Bulletin must be in the Registrar's Office by 9:00 A.M. Thursday, for the issue of that day. PRESERVE EACH COPY FOR REFERENCE.

REGISTRATION INSTRUCTIONS, attached to this bulletin; are exceedingly important. They have been worked out carefully, have the approval of the Cabinet, and will be followed faithfully. After reading carefully each item to acquaint yourself with the general "Set-Up", please be guided by the following:

1. All offices are to be open from 9:00 A.M. to 5:00 P.M. on the two days of Registration - September 18 and 19.
2. When the student makes arrangements in the Business Office he will be given "Admit to Class" cards which he will present to his teachers as evidence of enrollment.
3. No "Drops and Adds" or "Change of Sections" will be received in the Registrar's Office until September 23. Then the student must appear in person with the signed card and wait for the new "Admit to Class" card, which must be stamped by the Business Office before it is presented to the teacher. ("Those who registered last spring or during the summer have been given notice regarding this matter.)
4. Absences count from the first day of each scheduled meeting of the class.
5. When "Petition Sheets" are presented to department heads make your notes on the back of the sheet. Please do not change items on front of page.

IMPORTANT ADMINISTRATIVE DETAILS may sometimes seem petty but for the sake of accuracy and unity they must be followed.

"Delinquency" cards are available in the Registrar's Office. On these the teachers are to report absences in keeping with the policy noted on page 26 in the catalog.

Reports on absences are received in the Office of the Registrar, then distributed to the Dean of Women and Dean of Men, who with the assistance of the Personnel Committee and the Counselors will follow up appropriately.

"Call In" cards will be sent to the teachers through the faculty mail whenever possible, to avoid disturbing the teacher during recitation. Only emergency calls will be delivered during class periods.

"Change Section" cards are available should you deem it advisable to change a student from one section of the same course to another. No changes are permitted unless this notice is given through the Registrar's Office.

"Drop and Add" cards are to be used where a student leaves one course or takes up another. Where there are several drops or adds on one student, write them all on one card.

"I" grades held over from last Spring or Summer must be removed by the student not later than Saturday, October 17. Before you receive work in any form to remove an "I" the student must present to you a receipted permit authorizing you to receive the make-up work. Report grade to Registrar.

Please meet your class in the room assigned in the catalog, or noted in the necessary changes. No class is to be changed from one class room to another without first clearing with the Registrar's Office. Any adjustments will be cheerfully made after the first meeting of each class.

Department Heads are urged to report promptly to the Registrar's Office the faculty member assigned where the notation "Staff" now appears on the class schedule. This applies particularly to mathematics, modern languages, English, social science and business administration classes.

Kindly respect the office hours scheduled on the doors of the Business Office and the Registrar's Office. The staff serving in these offices at other hours have many details to handle and need the cooperation of everyone.

When turning in a list of names for a report kindly list them alphabetically. It saves valuable time for all concerned.

Suggest to your students that each one keep up with his academic progress by following the "Grading and Point System" on page 25 of the current catalog. This will save many a "shock to sensitive nerves" as graduation approaches.

Please note the regulations regarding Bulletins and Signs included in this Faculty Bulletin for your information. Their use last year brought about much improvement over preceeding years. There is still room for improvement. When students inquire about the use of bulletin board you will have this data at hand.

- - - - -
A N N O U N C E M E N T

PRESIDENT M.E. SADLER IS CALLING A MEETING OF THE ENTIRE FACULTY IN THE CHAPEL, 4:00 P.M., TUESDAY, SEPTEMBER 22nd. This is the FIRST FACULTY MEETING OF THE YEAR. EVERYBODY BE THERE!

The date for the President's Reception has been changed to October 2nd, that members of the Board of Trustees meeting on that date may attend.

- - - - -
Jewish holiday this year will be Monday, September 21, and all Jewish students will be excused from classes on that day.

All mimeograph work must be in the Dean's office by 1:00 P.M. if it is to be gotten out the same day.

Dr. Lord is moving his office to the Education office, so there will be a secretary to care for his calls.

TEXAS CHRISTIAN UNIVERSITY

Bulletins and Signs

Our Bulletin Boards had become so numerous and so haphazard in use that they were confusing. Over-eagerness to advertize develops practices that mar, damage, and react unfavorably on the advertiser - and on the appearance of our buildings.

Through the regular channels of the Student Council, in conference with the Administration, the following plans were adopted and have been found satisfactory.

Bulletin Boards are Assigned to each organization, in conference with its officers. Places for general announcements are prepared with soft board for use of thumb tacks. All announcements are to be confined to these designated places and boards. Each person will then learn where to look for the items that concern him.

Exceptional places and signs (Streamers, etc.) on exceptional occasions (elections, e.g.) must be arranged through the committee. Apply through Registrar Hutton, who will be in touch with the Council Committee.

Limitations -

Pasting or sticking of any signs is not permitted.

Thumb tacks only should be used on the Boards prepared for the purpose, and there only - never in wood or plaster or doors. None are to be posted on entrances.

Chalk is to be used only on blackboards. Such announcement in classrooms should be small and rare. No bulletins are to be posted on boards not assigned to your group unless permission is granted.

Any kind of sign that is not readily removable is bad. Use only chalk paint on walks.

In general, let all advertisers remember that any ad that offends the good will of the group acts as a boomerang against the advertiser.

Out-of-date notices should be promptly removed when their usefulness has expired.

TEETH - FOR THE FEW WHO MAY FORGET

In order that the group as a whole may be protected from the excesses of a few who become over-eager, these penalties will be assessed:

Any group, candidate or person breaking one of these rules will be notified and must immediately remove the signs and the damage done. If they neglect or fail to do so, they will be barred from the use of any advertising for a reasonable period of time, depending on the damage and their spirit of cooperation.

IMPORTANT CHANGES IN THE SCHEDULE OF CLASSES
(Please watch this carefully when registering students)

Bible 120 - Omit 9 MWF section. Others assigned to Mr. Rea.
" 130 - Omit 9 TTS section. Others assigned to Mr. Burch.
Bible 122 - Assigned to Mr. Billington at 10 TTS.
Bible 130 - Omit 9 TTS (Spring also)
Bible 144 - Omit 10 TTS and substitute 141 (Missions) Mr. Burch.
(This counts as elective, not as adv. required)
Rel. Ed. 122 - Omit 8 TTS (Spring)
Rel. Ed. 146 - will be taught by Mr. Billington.

Education 120 - 8 MWF (Fall) Omit. Add Ed. 61a at 7 Tu. Crouch
Education 122 - 8 TTS (Spring) Omit.
Education 39 - Offered in 1942-43 in Evening College.
Education 144 - 9 TTS Omit. Will be incorporated in Ed. 141
Education 145 - 9 TTS (Spring) Omit. Will be covered in Ed. 142.
Education 150 - 7M will be offered in conf. instead Mr. Smith.
Education 141 - 11 TTS (Fall) Omit.
Education 136 - 9 MWF (Fall) Omit. Add 123 8 MWF Spring. Crouch

English 24 - One section of the 11 TTS assignment will study
World Literature instead of 9 TTS as indicated.

History 14 - 10 MWF Omit.
History 32 - 11 TTS - The overflow may go to the E.C. section
History 133 - 9 TTS Omit.
History 42 - 9 MWF Omit. Students registered for this course
may go to
History 41 Near East - Evening College, 7 Wed., Mr. Burch

Modern Languages

French 11 - 8 MWF will be taught by Dr. Combs, not Miss Hall.
French 21 - 9 MWF Omit.
French 52 - 11 MWF or hour to be arranged.
Spanish 133 - 9 TTS, Omit day class - offered at 7Wed.
Day students may attend then, or may change to 32 or 134.
Spanish 11 - 8 TTS Omit, but a 9 TTS section will be offered
by Miss Hall who will also teach 8 MWF section.
Spanish 21 - Will all be taught by Miss Carter.

School of Business

Acct. 22 - 8 MWF changed to 9 MWF
Mgt. 144 - 8 TTS changed to 9 TTS

N. Y. A.

We quote excerpt of letter from the National Youth Administration:

"The Oath of Allegiance shall be executed by each student selected for employment before he is assigned to work. No payment may be made to students by the National Youth Administration for any work performed prior to the date the Oath of Allegiance is administered.."

If you have an NYA student assigned to you, please inquire whether or not this has been attended to before work with you is begun.

September 18 has been set as the opening date of school and September 18 is the first day that NYA students can work, provided application is complete.

Because the NYA quota this year is smaller than usual, it will be necessary that all NYA students work their allotted time only on departmental work. It will be necessary for each teacher to certify that each student works his full time and does work properly.

We shall appreciate your cooperation in carrying out the National Youth program. --- L.C. Wright, Business Manager.

6666666666666666

Mr. C. L. Littlefield, instructor in the School of Business will be in charge of the T. C. U. Employment Service. Anyone wishing employment outside the school should contact Mr. Littlefield in the School of Business Office.

All Evening College class rooms should be arranged through Mr. L. T. Miller, School of Business, regardless of whether these rooms are to be used for Evening College classes or for other purposes. It is important that you clear your room assignments through this channel to avoid possible conflicts between classes.

IMPORTANT ANNOUNCEMENT TO:
DEPARTMENT HEADS
ALL THOSE ASSISTING IN REGISTRATION

ADMINISTRATIVE RULING REGARDING REGISTRATION OF DAY STUDENTS
IN EVENING COLLEGE CLASSES

The general ruling announced in the Faculty Bulletin of September 12, 1940 is repeated in condensed form for your guidance: "No day student may register in an Evening College class if that class is available in the daytime, except when absolutely necessary because of a conflict. Such necessity must be evidenced by the filling out of the required form (available at Registrar's Office)"...

During the past year many students (often poor students) have been registered in Evening College classes, too frequently for frivolous reasons, e.g., a girl friend in the Evening College class. Adherence to the above ruling will maintain and improve standards in both day and evening classes.

The following procedure, in line with the above ruling, is required:

- 1--students seeking Evening College courses should be sent to the Registrar's Office, before the registration is completed, to obtain two copies of the form below.
- 2--If the reason is valid, indicate on both copies the reason and sign on the space provided for "Student's Major Professor".
- 3--Then send the student to the head of the department offering the course for his signature.
- 4--The student must then obtain the approval of the Director of the Evening College, Mr. Clifton Oliver, who will retain one copy of the form, sign the other, and send the student back to his major professor for the completion of his registration. The other copy of the form, properly signed, should be attached to the student's registration and returned to the Registrar's Office.

STUDENT'S NAME _____

EVENING COLLEGE COURSE DESIRED _____

REASON (SPECIFIC) _____

STUDENT'S MAJOR
PROFESSOR _____
(Signature)

HEAD OF D.P.T.
OFFERING COURSE _____
(Signature)

DIRECTOR OF EVENING COLLEGE _____
(Signature)

SUPPLEMENT TO FACULTY BULLETIN

Sept. 17, 1942

IMPORTANT

Please look at page 5 of your new Faculty Bulletin

Then look under History and make these changes:

History 14 is to be combined with Hist. 21 at 8 TTS
Hist. 143 will be offered this Fall at 10 TTS
Soc. Sci. 12 - 11 TTS Omit

Then look under Modern Languages and make this change:

The Spanish 11 correction should read this way -

Span. 11 - 8 TTS Omit, but a 9 MWF section will be
offered by Miss Hall who will also teach 8 MWF section.

Then look under Bible:

Bible 122 should read Bible 123

Further Changes:

Psy. 141 to be omitted. Students may take
Psy. 135 instead - Mrs. Tucker

Phil. 142 - Omit

Ed. 58 has been added to Evening College and open
to day students

French 11 - 8 MWF - Combs - change to 9 MWF

Management 136 will be offered both fall and
spring by Mr. Baker.