

FACULTY CULLETIN

Vol. XV

July 12, 1943

No. 2

The Faculty Bulletin is being run earlier this week than usual because of the urgency of getting the following items into routine operation. Please note them carefully. Thanks!

1. On account of the Navy needs, a ten minute interval between classes must be provided. The bells will ring:

8:50	9:50	10:50	11:50 for prompt dismissal
9:00	10:00	11:00	12:00 for prompt beginning

Until the clock is rearranged, teachers will please observe this time schedule despite the old bell schedule.

2. Promptness is expected from everyone. A new spirit of accurate timing must prevail, no delays in starting, no hesitancy in dismissing classes.

3. One reason: Navy men must be in gym suits by 10:00 sharp, or 11:00 sharp, and in the line for lunch at 12:00 sharp. They need the full ten minutes.

Signed - Dean Colby D. Hall

The Faculty Bulletin will be issued Thursday of each week. Hereafter any item to appear in the Bulletin must be in the Registrar's Office by 9:00 A.M. Thursday morning. We desire that all departments will use the Faculty Bulletin for matters needing publicity among the members of the faculty.

Please report absences promptly to the Registrar's Office. You will note the policy on page 27 of the 1943-44 catalog. "Teachers are requested to report to the Registrar the name of any student who is absent three consecutive class periods, and an accumulation of absences endangering the record of the student. A faithful student will either arrange for an absence in advance with the teachers or will explain it immediately on return."

* This policy applies also to Navy V-12 men. The notices when received in the Registrar's Office on the little cards provided for that purpose will be distributed as follows:

1. Cards on young women to Miss Shelburne.
2. Cards on civilian men to Prof. Sherer.
3. Cards on Navy V-12 to the Commandant.

We will take care of this distribution promptly in the Registrar's Office on receipt of the reports from Teachers.

*Note: Since the above paragraph was written, a special request has come from the Navy. Please handle absences of Navy V-12 men on the basis indicated on the attached sheet. Civilian students will be under the regular procedure indicated above.

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An exact attendance record should be kept for all V-12 men. Report all absences to the Registrar's Office by Saturday noon of each week. This report should cover all absences from the previous Saturday through Friday, and should be typed if possible. The Navy will pass on all excuses . Those who have valid reasons for being absent will be listed in the next Faculty Bulletin.

(Form for listing absences)

V-12 Absence Report
For the week ending Friday _____

<u>Name</u>	<u>Class</u>	<u>Hour</u>	<u>Day</u>
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If you wish to contact a V-12 man, call the Yeoman's Office in Clark Hall.