

## FACULTY BULLETIN

VOL. XV

January 27, 1944

No. 29

### FINAL EXAMINATIONS FOR THE WINTER SEMESTER

The final examinations for the Winter Trimester are to be given without exception at the last recitation period of the semester, either Monday, February 28, or Tuesday, February 29. Grades are to be in the Registrar's Office not later than noon, March 1, please arrange your teaching and assignment schedule to meet the above stream-lined, war-time schedule. Remember, also, that you have only 50 minutes for each exam. No student is to be held over time.

Final examinations for Seniors graduating February 27 are to be given at the discretion of the teachers, not later than Tuesday, February 28. These grades (on list to be furnished) must be in the Registrar's Office by noon the 23rd. This will enable the printer to complete the Commencement Program in time for use at 3:00 P.M. the 27th.

### PRE-REGISTRATION PLANS

While the announced time for registration of new students will be March 3,4 - our students now in attendance will be given a few days vacation between trimesters, making a Pre-Registration period imperative. February 7-11 has been agreed upon. The hours from 1:30 to 4:30 P.M. for civilians, 7:00 P.M. for V-12 men.

Major professors are requested to remain in their offices on these days, between the hours designated. The full cooperation of everyone will be expected. Counselors of Freshmen and Sophomores, and others who will participate in registration will be called together to arrange details of procedure.

### NEW COURSE CARDS

In the Registrar's office we have plenty of the new type COURSE CARDS for registering students, and will be happy to give you all you need.

Please do not use the old type Course Cards in registering students. It might be well to just throw away any of the old ones you may have.

## V-12 Absence Report for Week Ending Jan. 21, 1944

| <u>NAME</u>    | <u>CLASS</u> | <u>HOUR</u> | <u>DAY</u> | <u>DISPOSITION</u> |
|----------------|--------------|-------------|------------|--------------------|
| Names redacted | Eco. 134     | 9           | 22         | Excused            |
|                | P.T.         | 11          | 17,19,21   | Excused            |
|                | P.T.         | 3:30        | 18,20      | Excused            |
|                | Phys. 811b   | 11          | 17         | Excused            |
|                | Psy. 121     | 10          | 17         | Excused            |
|                | Math 116     | 9           | 18         | Excused            |
|                | Jour. 123    | 8           | 17         | Excused            |
|                | Eco. 134     | 9           | 22         | Excused            |
|                | Eco. 134     | 9           | 22         | Excused            |
|                | Eng. 11b     | 8           | 7          | Excused            |
|                | Hist. 223a   | 1:30        | 20         | Excused            |
|                | P.T.         | 2:30        | 19,20,21   | Excused            |
|                | Phys. 811a   | 8           | 20         | Excused            |
|                | Phys. lab    | 9           | 19         | Excused            |
|                | Draw 212     | 9           | 21         | Excused            |

## V-12 Tardy Report for Week Ending Jan. 21, 1944

|                |          |      |    |           |
|----------------|----------|------|----|-----------|
| Names redacted | P.T.     | 11   | 21 | Excused   |
|                | Math 12a | 8    | 17 | Unexcused |
|                | P.T.     | 11   | 21 | Unexcused |
|                | P.T.     | 2:30 | 21 | Unexcused |
|                | P.T.     | 9    | 20 | Unexcused |
|                | P.T.     | 11   | 21 | Unexcused |

## CIVILIAN ABSENCES:

| <u>NAME</u>    | <u>CLASS</u> | <u>DAY</u>  | <u>REASON</u>   |
|----------------|--------------|-------------|-----------------|
| Names redacted | All classes  | 1/17-22     | Illness         |
|                | All classes  | 1/17-22     | Illness         |
|                | All classes  | 1/15-24     | Illness         |
|                |              | 12/16-22/43 | Illness         |
|                | All classes  | 1/24        | Illness         |
|                | All classes  | 1/19,20     | Illness         |
|                | All classes  | 1/20        | Illness         |
|                | All classes  | 1/18-21     | Illness         |
|                | All classes  | 1/22        | Death in family |
|                | All classes  | 1/25        | Illness         |
|                | Mus. Hist.   | 1/22        | Illness         |
|                | All classes  | 1/20,21     | Illness         |
|                | All classes  | 1/18-24     | Illness         |
|                | All classes  | 1/21        | Illness         |
|                | Soc. Sci.    | 1/22        | Illness         |
|                | All classes  | 1/21        | Illness         |
|                | Biol. lab    | 1/20        | Illness         |
|                | All classes  | 1/21,22     | Illness         |
|                | All classes  | 1/17,18     | Illness         |

To all Faculty Members:

Kindly furnish the following information required by our Auditor. Use your initial enrollments for the term.

In the case of laboratories put down the hours per week, not the number of periods, and combine laboratory and class hours. A few large laboratory sections are handled by two instructors simultaneously. For this report each will please list half the total and half the V-12s and not combine laboratory and class hours.

If you have any V-12 students please report all of your classes even those without V-12 students.

If you have no V-12 students simply write this information across the blank without reporting on any courses.

W. M. Winton

| Course | Hours weekly | total | V-12 |
|--------|--------------|-------|------|
|        |              |       |      |
|        |              |       |      |
|        |              |       |      |
|        |              |       |      |
|        |              |       |      |

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Signature

CIVILIAN ABSENCES CONTINUED:

| <u>NAME</u>    | <u>CLASS</u>  | <u>DAY</u>                 | <u>REASON</u> |
|----------------|---------------|----------------------------|---------------|
| Names redacted | Spanish       | 1/20                       | Illness       |
|                | All classes   | 1/22,24,25                 | Illness       |
|                | All classes   | 1/17                       | Illness       |
|                | All classes   | 1/6,7,11,13<br>& Lab on 14 | Illness       |
|                | All classes   | 1/21,22                    | Illness       |
|                | All classes   | 1/17-22                    | Illness       |
|                | All classes   | 1/4-12<br>1/18-24          | Illness       |
|                | All classes   | 1/19-21                    | Illness       |
|                | French 11a    | 1/24                       | Illness       |
|                | Art 20        | 1/19                       | Illness       |
|                | All classes   | 1/21,22                    | Illness       |
|                | All classes   | 1/17-22                    | Illness       |
|                | Soc. Sci. 12a | 1/24                       | Illness       |
|                | All classes   | 1/21                       | Illness       |
|                | All classes   | 1/25,21                    | Illness       |
|                | All classes   | 1/17                       | Illness       |
|                | Govt. 128     | 1/7                        | Illness       |
|                | All classes   | 1/12,13                    | To see doctor |
|                | Chem. 811a    | 1/17                       | "             |