

FACULTY BULLETIN

VOL. XV

February 3, 1944

No. 30

SPECIAL NOTICE TO COUNSELORS OF FRESHMEN AND SOPHOMORES

As the Spring Trimester draws near, the problem of registration comes up for solution. We turn, therefore, to members of our teaching staff, and more particularly those assigned by President Sadler to serve on the Committee of Counselors of Freshmen and Sophomores. Hence, this urgent word to you:

Students entering TCU for the first time or returning after having attended prior to the current trimester will be provided for March 3 and 4. For those now in attendance, a PRE-REGISTRATION date has been agreed upon - February 7 to 11 - Monday through Friday - 1:30 to 4:30.

An important meeting of Counselors is being called for 4:30 P.M. Friday, February 4. Those whose names are listed below are on this Committee and will be expected to attend this planning conference. Room 205.

Miss Eula Lee Carter	B.A.Crouch
Miss Bita May Hall	Ralph Garrett
Miss Elizabeth Shelburne	Frank Lozo
Miss Ina Mae Bramblett	Thomas Prouse
Mrs. Ruth Angell	C.R.Sherer
Mrs. Katherine Norton	Louis W. Ramsey
Mrs. Mirth Sherer	Willis G. Hewatt
Mrs. W.M.Winton	Fred west
Mrs. Hazel Woodward	Paul Dinkins
Mrs. Marie M.Glick	Thomas F. Richardson

Joseph Morgan

S.W. Hutton, Chairman

SPECIAL NOTICE TO DEPARTMENT HEADS AND MAJOR PROFESSORS

Feb. 7-11 - Monday through Friday - 1:30 to 4:30 P.M. has been agreed upon as a period of Pre-Registration for students now in TCU.

Department Heads and Major Professors are expected to remain in their offices during those hours. Petition Sheets on all students for whom they have been prepared will be placed in your hands ahead of time. Where the major is being declared for the first time the student will bring this sheet to you from the Registrar's Office.

Navy V-12 Men will bring to you a card indicating courses for which they must register in line with the Navy V-12 Curriculum. (See special instructions on next sheet)

Please come to the above meeting of Counselors for detailed instructions.

NAVY V-12 REGISTRATION

1. Each V-12 man has been advised of all Navy required courses for the spring trimester.
2. Each V-12 student will present to his major professor a course card showing the Navy required courses for the spring trimester.
3. The major professor will complete the course card giving each man a minimum of 17 semester hours, and return the completed course card to the V-12 man.
4. The major professor must advise with each of his V-12 advisees before 5 P.M. Wednesday, February 9.
5. At 7 P.M. Wednesday, February 9, the V-12 Registration Committee will review each completed course card.
6. No required Navy courses should be changed on the course card.
7. If any serious conflicts should arise, consult Prof. gherer or Dr. Hewatt.
8. P.T. for this group of V-12 men must be taken at 11:00, 2:30, or 3:30 (M.T.Th.F.) (See general class schedule)

CIVILIAN REGISTRATION

1. When the student comes to the faculty member, either major professor or counselor, make sure, with the help of the student, to fill out in detail the course card for the Spring Trimester. Note your "O.K." and initials.
2. Send the student with this card to the Registrar's Office where Miss Bramblett or Miss Hall will check to avoid overcrowding certain sections.
3. Where a Petition Sheet is in the hands of the major professor at the time of registration, this must go along with the course card. Please do not write anything on the front of the Petition sheet. Any notations for the Registrar may be made on the back of the Petition Sheet with the word "Over" to point the way.
4. All men in the civilian group are to be registered for P.T. with no hour assigned. Women may register for W.S.A. and upon successful completion of this work through the trimester will be given P.T. credit. In any event, two years P.T. will be required for graduation.
5. All Pre-Med students should be sent to Dr. Hewatt for registration.
6. Payment of bills will not be made until the week of February 28-March 3.

STUDENTS WHO HAVE DROPPED ALL COURSES:

Names redacted

- 1-14-44
- 1-15-44
- 1-17-44
- 1-18-44
- 1-18-44
- 1-24-44
- 1-24-44
- 1-24-44
- 1-24-44
- 1-25-44
- 1-24-44
- 1-26-44
- 1-25-44
- 1-25-44
- 1-25-44

Names redacted

- 1-25-44
- 1-25-44
- 1-27-44
- 2-1-44
- 2-1-44
- 2-3-44

## V-12 Absence Report for Week Ending Jan. 28, 1944.

<u>NAME</u>	<u>CLASS</u>	<u>HOUR</u>	<u>DAY</u>	<u>DISPOSITION</u>
Names redacted	Eco. 134	9	22	Excused
	Chem 834a lab	8	22	Excused
	Gov. 131	9	27	Tardy
	Phys 811a lab	9	26	Transferred
	Eco 134	9	22	Excused
	P.T.	11	24	Unexcused
	Hist. 223	1:30	27	Transferred
	Jour 123	8	24	Unexcused
	P.T.	2:30	26	Excused
	Eco. 134	9	22	Excused
	Eng. 24b	10	21	Excused
	Gov. 133	8	22	Excused
	Gov 133	8	22	Excused
	P.T.	10	24	Unexcused
	Phys 811a lab	9	27	Transferred
	Eng. 11a	1:30	19,21,26	Transferred
	Phys 34b	10	27	Excused
	Phys 34b lab	1:30	28	Excused
	Math 116	9	27	Excused
	Soc. Sci. 12	11	28	Excused
P.T.	2:30	27	Excused	

## V-12 Tardy Report for Week Ending Jan. 28, 1944.

Names redacted	P.T.	9	24	Unexcused
	Math 511a	3:30	24	Unexcused
	P.T.	3:30	24	Unexcused
	P.T.	11	25	Unexcused
	P.T.	3:30	24	Unexcused
	Math 511a	3:30	24	Unexcused
	P.T.	11	25	Unexcused
	Math 511a	3:30	24	Unexcused
	P.T.	9	24	Unexcused
	P.T.	11	25	Unexcused
	P.T.	9	24	Unexcused
	Math 511a	3:30	28	Unexcused
	P.T.	10	24	Unexcused
	P.T.	10	24	Unexcused
	P.T.	9	24	Unexcused
	Math 511a	3:30	27	Unexcused
	P.T.	10	24	Unexcused

The following Navy boys went on a field trip to West Texas Saturday morning, January 29, and are excused from their classes for that day.

Clark, John B.  
Johnson, Wiley Bruce  
Shaw, Robert

Bowman, Hardie  
Lewis, Fla  
Wilson, Malcom

Harelik, K. M.  
Lacefield, Wally

## FINAL EXAMINATIONS FOR WINTER TRIMESTER

The final examinations for the Winter Trimester are to be given at the last recitation period of the trimester, either Monday or Tuesday, February 28 or 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. These exams are to be 50 minutes in length. No student is to be held over time.

Special provision is to be made for English 11ab at 1:00 P.M. Saturday, February 26, because of the large number of students enrolled in these classes. In any event, attendance of students will be required through February 28 and 29. No one is to be dismissed earlier.

Final examinations for Seniors graduating February 27 are to be given at the discretion of the teachers, not later than Tuesday, February 22. The list will be furnished in time. These grades must be in the Registrar's Office by noon February 23.

## CIVILIAN ABSENCES:

NAME	CLASS	DAY	REASON
Names redacted	All classes	1/24	Illness
	All classes	1/25,26	Illness
	All classes	1/13-15	Illness
	All classes	1/20-22	sprained ankle
	All classes	1/20,21	Illness
	All classes	1/24	Illness
	All classes	2/1	Illness
	All classes	1/31	Illness
		2/1,2	
	All classes	1/24-26	Illness
	All classes	1/29	Illness
	All classes	1/24,26,27 28	Illness
	All classes	2/2	Illness
	All classes	1/18	Illness
	All classes	1/29	Illness
	Acct. 31a	1/28	Illness
	Span. 11a	1/27	Car Wreck
	All classes	1/24	Illness
	All classes	1/26	Illness
	All classes	1/24	Illness
	All classes	1/29	Illness
	All classes	1/21,22 24,25	Illness
	All classes	1/18-22	Illness
	Span 31	1/25	Illness
	Chem.	1/26	Illness
	All Classes	1/27,28	Illness
	All Classes	1/21	Illness
	Soc. Sci. 12b	1/26	Illness
	All Classes	1/28	V-5 Test
	Phys. 811a	1/29	V-5 Test
Soc. sci. 12a	1/17,19	Illness	
All Classes	1/19,20	Illness	
Math 12a	2/1/44	Illness	

## CIVILIAN ABSENCES CONT'D:

NAME	CLASS	DAY	REASON
Names redacted	Eng.	1/28	Illness
	All Classes	1/24,26	Laryngitis
	All Classes	1/25	Illness
	All Classes	1/27,28,29,	Nat'l. CWF
		2/1	Conference
	Eng. 11a	1/24	Dentist appt.
	All Classes	1/28,29	Eye infection