

FACULTY BULLETIN

VOL. XVII

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No. 16

THIS ITEM IS EXCEEDINGLY IMPORTANT

Please note the attached Registration Procedure prepared for new and returning students. Keep these items in mind as you serve in the Library.

All members of the Faculty will be needed throughout the period of registration.

March 4 and 5

9:00 to 12:00 and

1:30 to 5:00

Due to the large number of applications and in line with past experience you should advise beginning Freshmen Veterans not to register for more than twelve semester hours ( four courses).

No new Freshman may register for more than five courses (fifteen hours).

The reason for these statements regarding student load is obvious, the courses will not be available and we must keep these enthusiastic people from overloading.

Dean Jerome A. Moore

Registrar S. W. Hutton



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ABSENCES

Name	Class	Date	Disposition
Names Redacted	P.T.	2/21	Excused
	All classes	2/10, 11, 12	"
	"	1/10, 17	"
	"	2/20	"
	"	2/18	"
	"	2/16	"
	"	2/21	"
	"	2/7-9, 11, 12	"
	"	2/18-20	"
	P.T."	2/1, 13, 15, 18	"
	All classes	2/22, 23	"
	"	2/19	"
	"	2/13, 17	"
	"	2/7-13	"
	"	2/18	"
	"	2/15, 16, 19, 20	"
	"	2/18	"
	P.T.	2/19	"
	All c lass	2/25; 26	"
	"	2/14, 15	"
	"	2/22	"
	"	2/15; 16	"
	"	2/20, 21	"
	"	2/18	"
	"	2/19	"
"	2/21; 23	"	
"	2/11; 21	"	
"	2/12, 14, 18, 21	"	
"	2/9; 11, 13, 13, 15, 16	Excused	
Eng. 311a	2/8, 9, 14, 16, 19, 21	"	
All classes	2/21	"	
"	2/23	"	
"	2/18; 19	"	
"	2/18; 19	"	
"	2/18; 19, 20	"	
"	2/25	"	
"	2/12, 13	"	



REGISTRATION PROCEDURE FOR BOTH NEW AND RETURNING STUDENTS

3-4-46

(Registration will take place in the Library)

1. Fill out the personal information on the Course Card and Matriculation Card.
2. Go to your Major Professor or Counselor (as directed) for arrangement of schedule on the two cards just mentioned. When your cards have been initialed then
3. Go to the table representing each of your courses where a faculty member will fill out a Class Admission Card indicating course, number, time the class meets, number of semester hours credit the course carries, using the side of the Matriculation Card marked "Spring".
4. After you have all of your Class Admission Cards in hand, including one for Physical Training (except Veterans), go to your Dean for his approval of your entire program.
5. Then fill out in detail your Religious-Social-Recreational-Information Card.
6. Your last stop in the Library is the "CHECKING TABLE". It is very important that you do not leave the Library without final notations which will be made on your cards there. At this table some of your data will be collected, and some will be returned to you.
7. Take the cards returned to you at the "CHECKING TABLE" to the BUSINESS OFFICE in the Administration Building for settlement of account, after which your Admit to Class Cards will be stamped.
8. Go to the Book Store at the north end of the basement in the Administration Building. Take the Class Admission Cards with you to indicate books needed.
9. Present the proper Class Admission Card to your instructor as you attend the first meeting of each class.
10. THE DEANS ARE -
  - Jerome A. Moore -Dean of Add-Ran College of Arts and Sciences.
  - Thomas M. McCorkle, Dean of School of Fine Arts.
  - Raymond A. Smith, Dean of School of Education.
  - Ellis M. Sowell, Dean of School of Business
  - Colton H. Hall, Dean of Brite College of the Bible.
  - Carlton E. Hoisapple-Dean of Evening College
  - John D. F. - Dean of Graduate School.
11. PHYSICAL EXAMINATION FOR ALL NEW MEN STUDENTS INCLUDING VETERANS
  - Tuesday, March 5 - Clark Hall (south entrance)
  - 8:30 to 11:30 A.M.
  - 2:00 to 5:00 P.M.
  - Wednesday, March 6 - Clark Hall
  - 8:30 to 12:00 A.M.
  - ALL NEW WOMEN
  - Tuesday, March 5 - Foster Hall
  - 8:30 to 11:30 A.M.
  - 2:00 to 5:00 P.M.
12. X-RAY TESTS - Gymnasium
  - For all new students except Veterans
  - Monday, March 4 -Gymnasium
  - Men - 1:00 to 3:00 P.M.
  - Women - 3:00 to 5:00 P.M.
  - Tuesday, March 5 - Gymnasium
  - Women - 8:30 to 10:00 A.M.
  - Men - 10:00 to 12:00 A.M.
  - Women - 1:00 to 2:30 P.M.
  - Men - 2:30 to 3:00 P.M.
  - Wednesday, March 6,
  - Men - 8:30 -12:00 A.M.