

TO THE INSTRUCTIONAL STAFF

1. Please check your rolls to see that you have no one in class who did not present to you an admit-to-class card marked "Paid". On student attended all classes for periods up to six weeks before it was reported by anyone.
2. Please arrange to complete all examinations for graduating seniors by Thursday, June 20, and have their grades in the Registrar's office not later than noon Friday, June 21.
3. Final examination dates for all students other than graduating seniors are Monday and Tuesday, June 24, and 25. Some tests given at the last laboratory period may not fall on these dates. In cases where hardship would be imposed on faculty members if all tests are given on the regular dates, one or two tests might be given somewhat earlier by a teacher in order to make it possible for him to have all grade reports in to the office of the registrar not later than Thursday, June 27 before 5 p.m. I have in mind particularly some large sections with approximately 100 students each, and others which would be justifiable. We do not want any teacher to advance all his examinations thereby contributing to a general demoralization during the regular examination period. A general advancement of date would also interfere with the periods of preparation.
4. It would be well if no instructor would require any themes or extra tests during the week preceding the examination period. Would it not be extremely helpful if all students who must hand in themes be required to submit them before June 15?

Jerome Moore, Dean

Add-Ran College of Arts and Sciences

PLEASE NOTE THE FOLLOWING POLICY RELATING TO ABSENCES

1. "Teachers should report to the Registrar's Office the name of any student who is absent from three consecutive class periods or has an accumulation of absences which endangers his record"

These cards when received in the Registrar's Office are sent to Dr. Richardson, Director of Personnel, for appropriate follow-up.

2. "The student should arrange with the teacher in advance for a necessary absence, or explain it immediately on return. Absence from class does not excuse a student from any amount of work".

Through the Faculty Bulletin you have been given the notation from the students themselves on reports they have turned in. We have sought through this report to help the teachers, however, as the list mounts and as only a few teachers seem to be profited by this list, the details relating to "excused" and "unexcused" absences will be discontinued.

3. "Groups, such as athletic teams, glee clubs, etc.," these lists will be included in the Faculty Bulletin for information.

## PRE-REGISTRATION PLANS

To adequately register our present students, and to open the way for new students coming July 1, a Pre-Registration period has been arranged in the Library on the following schedule:

June 4 - 1:30 to 5:00 Students whose names begin with letters A through G inclusive.

June 4 - 7:00 to 10:00 H through O

June 5 - 1:30 to 5:00 P through Z

June 5 - 7:00 to 10:00 To complete the registration of those who could not come at the earlier periods.

All faculty members will be needed in the set-up to care for this Pre-Registration program.

All department heads should urge their majors to make sure their Petition Sheets (Degree Plans) are ready for this Registration.

- (1) Students who are Sophomores or above, and who desire to attend Summer Term should consult their major professor or counselor now concerning courses they are to take.
- (2) If the student has not determined what courses he will take during the Summer Term, he should get his revised Petition Sheet at the Registrar's Office and go to his major professor or counselor for guidance. Do this now!
- (3) Those who will not attend here during the Summer Term should wait until later for consultation to avoid congestion at this busy time.

## SCHEDULE FOR THE COLSING DAYS OF THE SPRING TRIMESTER

1. Examinations for graduating Seniors and Graduate students should be concluded by June 20th and the grades on all of these students are to be in the Registrar's Office by noon on the 21st. A list will be furnished in due time.
2. Final Examinations on all other students are to be concluded on June 25th (Tuesday) and are to be held for the most part on June 24 and 25 at the regular class hour. In any event attendance is to be required through the 25th except for members of the Graduating class. Final grades on the Students other than those graduating in June are to be in Registrar's Office no later than June 27. (Read also Dean Macores statements.)

THE BAUCALAUREATE SERVICE, Sunday, June 23, 10:46 A.M.  
 THE COMMENCEMENT EXERCISES, Monday, June 24, 8:00 P.M.  
 SUMMER TERM BEGINS JULY 1, 8:30 A.M.

The following men will be absent from class after 11:00  
Saturday, May 18th:

Koch, Carl  
Mullins, Harry  
Thompson, Preston  
Conrad, Earl  
Joyner, Hubert  
Pressley, Charles  
Benjamin, Kenneth  
McClure, Bennie

Chiles, Brown  
Bierman, Gus  
Harrelson, Monroe  
Jones, Jame  
Fullhart, Bill  
Akin, Charlie  
Kramer, Richard  
Carlile, Winford

Walter Roach  
Baseball Coach