

**ATTENTION!**

Be sure to require the white "Admit to Class Card" from every student. They have now had time to get their books and no student should be retained in class unless he has a white card in your hand. Please make no changes on hour on these cards. (See "Note" below).

These "Admit to Class Cards" are to be retained by the teacher. Keep a record of absences on these cards. Follow carefully the policy regarding "Absences" shown on page 29 of the 1946-47 Catalog.

**INSTRUCTIONS FOR THE COMPLETION OF DROP AND ADD CARDS**

**DROP OR ADD CARDS MUST BE COMPLETED AND RETURNED TO THE REGISTRAR'S OFFICE WITH THE FOLLOWING SIGNATURES:**  
(This instruction sheet is placed in the hand of each student who seeks to Drop, Add, or Change a course).

**VETERANS--MEN**

1. Teacher (or teachers) involved showing passing or failing for drops after Oct. 26.
2. Book Store
3. Dr. Richardson
4. The Veterans Administration, Clark Hall if the student is attending college under Part VII(disability).
5. The Dean of the School in which the student is enrolled.

**VETERANS--WOMEN**

1. Teacher (or Teachers) involved showing passing or failing for drops after Oct. 26.
2. Book Store
3. Dr. Richardson
4. The Veterans Administration, Clark Hall, if the student is attending college under Part VII(disability).
5. The Dean of Women
6. The Dean of the school in which the student is enrolled.

**NON-VETERANS--MEN**

1. Teacher (or Teachers) involved showing passing or failing after Oct. 26.
2. Dr. Richardson
3. The Dean of the School in which the student is enrolled.

**NON-VETERANS--WOMEN**

1. Teacher (or Teachers) involved showing passing or failing after Oct. 26.
2. The Dean of Women
3. The Dean of the school in which the student is enrolled.

(continued on next page)

(cont'd.)

NOTE: When a student in your department changes sections, sign a "Drop and Add" (red) card, noting this change and send him or her to the Registrar's Office with the original "Admit to Class" (white) card where the proper change will be made. We must know where the student is during school hours. No change of hour on white card is to be made by anyone except the Registrar.

POLICY REGARDING ADMITTING DAY SCHOOL STUDENT TO EVENING COLLEGE CLASSES.

(A statement of policy already in force.)

1. The student must first get the approval of his department head of his day classes.
2. This approval is to be indicated on the "Admit to Class" card by the department head's O.K. and initials.
3. Then the student must go to the Evening College office for consideration and return to the Registrar's Office with the reply.
4. The above plan applies where the course is offered in both the Day and the Evening schedule.
5. If the course is offered only in the Evening College, the approval of the student's faculty advisor is to be secured before presenting his card to the Evening College Office.

Dean Holsapple  
Registrar Hutton