

PLEASE REMEMBER

Mid-Semester grade reports will be due in the Registrar's Office, Monday, November 18, 9:00 A.M..

These are to come in on the Grade Sheets Only (available at the office). You need not turn in "Admit to Class" cards at that time, but be sure to retain them and turn them in at the close of the semester with a record of absences and grade showing.

Do not overlook that you must have at this time an "Admit to Class" card, stamped by the Business Office, on each student you are teaching.

TO ALL DEPARTMENT HEADS

Because of the Homecoming activities on Saturday, November 16, Class will hold until 10 a.m. only, and 10 o'clock, 11 o'clock and 12 o'clock classes will be dismissed on that day. Please make clear to all members of your departmental staff that 8 o'clock and 9 o'clock classes will be held on Saturday, November 16.

Jerome Moore, Dean
Add-Ran College of Arts & Sciences

HEAR DR. ALEXANDER!

All members of the faculty are invited to the Magnolia Avenue, Christian Church's new sanctuary, 950 W. Magnolia for Monday night, November 25, to hear W. H. "Bill" Alexander, "One of America's Most Colorful Preachers." Dr. Alexander will speak every night, November 25 to 29 at Magnolia Avenue, But 7:30, November 25, is T. C. U. night.

S. W. Hutton, Registrar

DEAR FELLOW TEACHERS:

We are grateful for the cooperation that many of you are already giving with reference to reporting student absences. However, there are several points that need to be emphasized in order that our services may be more effective.

First, please report on the absence report cards obtainable in the Registrar's office. This will simplify filing and keeping of records.

Second, you will please not report occasional absences until the accumulation has reached the danger point. Of course, we shall continue to report in the case of three consecutive absences.

The practice of allowing many absences to accumulate and then reporting a number of cases just prior to mid-semester or the end of the semester defeats any efforts at counseling.

When an occasional absence is understood by you, unless further counseling is needed, no report is necessary.

We feel that this is a cooperative undertaking that involves a responsibility of teacher, student, and the Personnel office. We appreciate the anecdotal notes that you give and are finding them helpful.

If you observe any student who is obviously having difficulty making the proper adjustments we should appreciate a note from you to this effect, even though an absence is not involved.

Yours very truly,

Thos. F. Richardson
Director of Student Personnel

Jessie Adams
Assistant