

THE FACULTY BULLETIN THE
ING ITEM MAY BE GIVEN

(7C11) Faculty Bulletin
V20 526.1946 - Jan 21, 1947 (#1-15)
Complete

1. Keep in mind the
 - (1) Each exam
 - (2) Turn in ("Class") v
 - (3) All grade
 - (4) Assign n
 your off
2. Copies of the R
ester have been sent to
read these carefully and
item.
3. All members of t
during the entire period of registration unless department heads
assign members of their staffs to other responsibilities.
4. Registration will begin promptly at 8:30 A.M. Monday,
January 27. The students will appear for registration according to
the order noted in the Registration Instruction sheet.
5. Copies of the Spring Schedule are available.
6. Every effort is being put forth to reduce the waiting lines
for students to the minimum. We feel confident of your cooperation.
7. The Student Record Books on all returning students are ready
for registration. Petition sheets have been brought up to the current
semester. Do not request that new Petition sheets be made during the
period of registration where you can figure out the program for the
student otherwise.

S. W. Hutton, Registrar

CONCERNING MIMEOGRAPH: At least for the remainder of the examination
period we are asking that instructors only come to Mr. Wright's office
for mimeographed material. I should like to have each departmental
head write me the reaction of your staff to making this an established
rule for the future. Miss McDonald does not have time to check the
identity of students as they go through the material; therefore, such
an arrangement would probably be more satisfactory to all concerned.
Your material will be sacked in envelopes. Please return the envel-
opes the next time you send in new stencils. We are asking that the
mimeographer return all used stencils in order that the instructors
may destroy or keep them.

May I also suggest that mimeographed examinations not be left
unlocked in your office.

Dean Jerome Moore

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The following students have dropped all courses:



Names Redacted