

PLEASE NOTE THE FOLLOWING PROCEDURE FOR MID-SEMESTER GRADE REPORTS:

1. Mid-Semester grades are due in the Registrar's Office Monday, March 31.
2. Grade Sheets, one for each class, are available in the Registrar's Office for this report.
3. Be sure to post your mid-semester grades near the entrance to your office that students may know their record. This is very essential for no grade reports are to be sent out from the Registrar's Office at mid-semester except on failing students.
4. Your prompt attention to grade reports will be appreciated by the entire administrative staff.
5. Mid-semester grades should take into account at least one announced test.

S. W. Hutton, Registrar

FROM DEAN JEROME MOORE -- Please Keep at Hand

To each member of the teaching staff
Texas Christian University

Please submit to my office not later than Monday, March 31, a complete list of all your students who are not making a passing grade at mid-semester. These grades should take into account at least one announced quiz. Please use the form below. Please do not use "I" to avoid the giving of an "F". This information is needed to check students on probation, and must come from all instructors. This request is in addition to reports to the Registrar's Office.

<u>Name of Student</u> <u>(arranged by sections)</u>	<u>Course Number</u>	<u>Grade</u> <u>(F or I)</u>	<u>No. of ab-</u> <u>sences to date</u>
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(Space for names)

TO ALL DEPARTMENT HEADS:

Order sheets for books for the summer and fall semesters have been sent out from the Bookstore. Please return them as soon as possible. We realize and appreciate the difficulty involved in assembling this information and arriving at the approximate quantity of each book needed.

The sooner the orders are in the better our chance for receiving those necessary texts. Publishers' representatives predict no better service for the present.

Please list all summer courses on one blank and fall orders on another. If more order sheets are needed they may be obtained at the Bookstore.

Louise Rumely, Manager
T.C.U. Bookstore

WOULD YOU PLEASE ANNOUNCE TO YOUR STUDENTS THAT:

The newly organized United Religious Council of T. C. U. invites all students and faculty members to its first Saturday Night Activity. A 90 minute sound feature picture, "OF MICE AND MEN" from the novel by John Steinbeck will be shown in the McPherson Lecture Room in Brite College, beginning at 8 o'clock. There will be no admission charge, but a free will offering will be taken to help defray expenses.

Don J. Ver Duin
Director of Religious Activities

The following students have dropped all courses:

Names Redacted

3-3-47
3-5-47
3-3-47
3-3-47
3-6-47
3-6-47
3-5-47

TO ALL INSTRUCTORS:

All premedical students will be required to attend a meeting at 9:00 o'clock on March 27th, with Dean D. Bailey Calvin of the Medical Branch of the University of Texas. This is for your information should you know one or more medical students in your classes. They are not excused from any assigned work in your classes, but will be required to attend the premedical meeting.

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