

FACULTY BULLETIN

VOL. XXI

July 17, 1947

No. 21

KINDLY LEND YOUR FULL COOPERATION

All teachers should now have in hand an "Admit to Class" card on each student in class.

Each card should bear the "OK" from the Business Office.

Please do not retain in class a student without the "Admit to Class" card stamped as indicated.

Those without proper credentials are to be sent to the Registrar's Office immediately for checking.

Grades from the term just closed are to be posted by the teachers for information of students.

Please do not change class rooms without first clearing with the Registrar. To do so is to leave a gap in the record, making it next to impossible to locate a student in case of emergency. If we can adjust class room situations we will be glad to help to the best of our ability.

Students having reached the Junior year should have a Petition Sheet (Degree Plan" ready for the fall registration. If the major and minor have not been declared it should be done within the next two weeks.

S. W. Hutton, Registrar

The following students have dropped all courses:

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