TEXAS CHRISTIAN UNIVERSITY

PRE-REGISTRATION INSTRUCTIONS
for
December 1-13, 1947 (Only)

Seeking to provide more adequate counseling, save time, and secure greater accuracy in the Spring 1948 registration this period of two weeks is offered. The procedure will be as follows:

1. The COURSE CARD only is to be filled out at this time, with personal data, listing of courses and numbers. No names of teachers, class hours or rooms are to be indicated now.

2. VETERANS are to use the BUFF colored cards, and NON-VETERANS will use the WHITE course cards. This is the only card to be used at this time.

3. JUNIORS AND SENIORS who have requested Petition Sheets will find them in the Registrar's Office for the School of Arts and Sciences. For other schools go to the office of the Dean of that school.

4. STUDENT RECORD BOOKS have been prepared for use of Freshmen and Sophomores . These are available at the Registrar's Office.

5. With either a Petition Sheet, or a Student Record Book in hand the student will go to his Major Professor, or Counselor (as directed) and work out his course for the Spring semester. The Major Professor will "O.K" the card and send the student to the Dean who will approve the card.

6. NON-VETERANS WILL TAKE THEIR PETITION SHEETS OR STUDENT RECORD BOOKS WITH THE APPROVED COURSE CARD BACK TO THE REGISTRAR'S OFFICE. VETERANS WILL GO TO THE OFFICE OF DR. RICHARDSON, THEN TO THE REGISTRAR'S OFFICE WHERE HIS DATA WILL BE PLACED.

7. GRADUATE students will register through the office of Dean Lord. On each of these students the definite class hours may also be added with all other information including room and name of teacher. These course cards must be turned in daily at the Registrar's Office.

8. NO PRE-REGISTRATION PRIVILEGES WILL BE GRANTED AFTER DECEMBER 13. When the regular registration days come, February 2,3,4 the Graduates, Seniors and Juniors will complete their registration first, then the Sophomores and Freshmen, then new students. Last of all students now attending who did not pre-register.

S. W. Hutton, Registrar