

TEXAS CHRISTIAN UNIVERSITY

INSTRUCTIONS FOR ADVANCED REGISTRATION

for
May 10-22, 1948 (only)

Seeking to provide more adequate counseling, save time, and to secure greater accuracy in the Summer 1948 registration this period of two weeks is offered. All members of the faculty are hereby advised regarding the procedure.

1. THE NEW MATRICULATION CARD is to be filled out in duplicate at this time with personal data, listing of summer courses and numbers, sections, names of teachers, class hours and rooms. (Each department head will keep a tally sheet on which his summer courses are listed that sections may be kept balanced)
2. 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 the Petition Sheets will be in the office of the Dean of each school.
3. STUDENT RECORD BOOKS have been prepared for use of Freshmen and Sophomores. These will be available at the Registrar's Office, May 10-22.
4. WITH EITHER A PETITION SHEET, OR A STUDENT RECORD BOOK, AND A MATRICULATION CARD in hand the student will go to his Major Professor, or Counselor (as directed) and work out his course in duplicate for the entire Summer. The Major Professor will "OK" the Matriculation Card (in duplicate) and send the student to the Dean of his school who will give final approval, and send the student back to the Registrar's Office where all data is to be deposited.
5. ALL VETERANS WILL FOLLOW THIS SAME ROUTINE except that after receiving approval of their Dean they will check with Dr. Richardson before returning their data to the Registrar's Office.
6. BRITISH COLLEGE (graduate) STUDENTS WILL ARRANGE FOR ADVANCED REGISTRATION IN THE OFFICE OF DEAN LINDLEY.
7. OTHER GRADUATE STUDENTS WILL ARRANGE FOR ADVANCED REGISTRATION THROUGH THE OFFICE OF DEAN LORD.
8. NO ADVANCED REGISTRATION PRIVILEGES WILL BE GRANTED AFTER MAY 22. When the regular day of registration comes, June 7 all students will follow a regular routine to be announced in due time. On June 7, those who have provided for advanced registration will go to the Library at the morning hour scheduled. New students and those who did not arrange for advanced registration will register in the afternoon of June 7.

S. W. Hutton, Registrar