

SPECIAL BULLETIN

July 30, 1948

Yesterday you received through the faculty bulletin, first page, a five-fold statement outlining procedure for pre-registration without the machine equipment. This was correct at the time, however, through later administrative action, the machines as they relate to the Registrar's Office are to be retained and we will continue to use the machine-punched cards.

This is the only change in the plan.

1. The machine-punched cards for each class will be delivered to the department heads between 8:00 and 9:00 A. M. Monday, August 2.

2. The procedure outlined under points 1 to 7 in the third sheet of the Faculty Bulletin will be followed closely.

3. The machine-punched cards are to be attached in the various department offices as shown under No. 3 in "Follow This Procedure."

4. You may keep a tentative class roll as you register students, if you so desire, but the rolls will be made up on the machines early in the fall as heretofore.

S. W. Hutton, Registrar

Approved by the Administrative Committee.