

## CLASS ROLLS

Several teachers have seemed quite concerned regarding their class rolls. Evidently they have not read the Faculty Bulletin distributed at the Faculty Meeting September 13th. Please read in the bulletin of that date that the "INSTRUCTORS WILL RECEIVE TEMPORARY CLASS ROLLS ON WEDNESDAY, SEPTEMBER 22 AND 23 FOR THE MWF AND TTS CLASSES RESPECTIVELY".

This schedule was met promptly. Kindly read also the detailed explanation following the above quotation. Thanks!

## PETITION SHEETS AND JANUARY 1949 CANDIDATES

Deans and those department heads in whose hands Petition Sheets have been placed are urged to report to the Registrar by October 8 the names of students scheduled to complete degree requirements by the close of the fall semester, January 29th. There are many demands for this list. We need time to check this list for all detailed requirements. Petition Sheets must accompany these names.

## DROPS, ADDS, AND CHANGES

A special bulletin regarding drops, adds, and changes was prepared by the Registration Committee and sent to every dean and department head Monday, September 20, pointing out principles and procedures in this regard. We are doing all that is humanly possible to eliminate useless drops, adds, and changes. There will be a number of necessary adjustments. Drops, adds, and changes are to be confined to this week, September 20-25. These must be official. Quitting is not dropping. Attending is not adding.

## REMOVAL OF "I" GRADES

October 12 is the last date for the removal of "I" grades left over from the Summer Term. The student must come to the Registrar's Office for a permit before the teacher is authorized to accept any make-up work relating to an "I".

## THE DEAD LINE

October 16 marks the end of the first five weeks of school. Where a course is dropped after that date for any reason whatsoever, the drop card must show "WP" (withdrew passing) or "WF" (withdrew failing). There is no refund in tuition after that date. All must be official.

## DETAILS ARE IMPORTANT

In records relating to students every detail is important. Great care, accuracy, individual attention count.

S. W. Hutton, Registrar