

ANOTHER PRELIMINARY ROLL

Because of unpredictable delays, many drops, adds, changes and other human elements involved, it has become necessary to issue a second preliminary roll for each class. The rolls for your classes will be issued and placed in the faculty mail sometime during the week of October 4-9. In the meantime, it would be well for you to require each student in your classes not on the roll to give definite assurance that he is in the right class. Have him show his little pink card.

REMOVAL OF "I" GRADES

October 12 is the deadline date for the removal of "I" grades left on the record of the students who attended the summer term. Each teacher will help the Registrar's Office very definitely by following the routine in use for a number of years. Before receiving any work to make up a course, require the student to bring to you a permit from the Registrar's Office. The permit designates the course and shows whether the customary fee of \$2 has been paid or marked "no charge". When the work has been made up, the teacher should submit the grade promptly on this permit. This provides for business-like procedure and uniformity in handling.

END OF FIRST FIVE WEEKS

October 16 marks the close of the first five weeks of school. When a student drops a course after that date, the teacher signing the drops must mark opposite his or her name, "WF" if the student is failing the course at that time, or if the student is passing, "WP". Accuracy on this point will be very helpful to the office staff and will lend a spirit of equity in dealing with all students alike. Dropping must be official.

ITEMS TO APPEAR IN THE FACULTY BULLETIN

Deans, Department Heads, teachers, administrative officers, who desire to put an item in the faculty bulletin, must turn in the copy by the deadline date, Wednesday, 3 P.M. for the bulletin to be stencilled and run ready for delivery on Thursday.

S. W. Hutton, Registrar

IMPORTANT NOTICE

Dr. Vernon Nash, celebrated worker for world peace, world traveler, lecturer, and author, and now National Field Director of United World Federalists, will address a meeting under the sponsorship of the TCU student chapter of World Federalists in the university auditorium Monday morning, October 4, at ten A.M. ✓

(continued next page)

DR. NASH, Continued.

All interested students, faculty, and public are invited. Instructors teaching courses that involve world government for peace might extend a special invitation to their students. All are welcome.

August O. Spain

ADDS, DROPS, AND CHANGES

We are trying to analyze accurately the reasons back of drops, adds, and changes. We have had quite a siege of these. More of them have come among students who pre-registered than those who were registered at the regular time. Some departments or schools have had more than others and the impression of our staff is that we have had more this year than heretofore, even under certain restrictions definitely announced by the registration committee.

A large number of these drops, adds or changes are occasioned by inaccuracies in registration, all of which would say that each member of the staff, whether serving in official capacity as teacher or in an office should be more accurate, even if our work must move more slowly.

S. W. Hutton, Registrar

A REASONABLE REQUEST

From the Synagogue Council of America, the following memorandum has been received in recent mail.

"We enclose herewith a calendar chart containing information about the Jewish Holy Days and religious festivals. Those holidays listed therein require adherents of the Jewish faith to abstain from riding, writing, or participating in general secular activities.

In scheduling examinations, registrations, commencement exercises or other events, please consult this chart as to prevent conflict with religious observance of concern to the members of the Jewish faith.

JEWISH HOLIDAYS

| | |
|--------------------------------|------------|
| The Jewish New Year | Oct. 4-5 |
| Day of Atonement | Oct. 13 |
| Tabernacles, Harvest Festival | Oct. 18-19 |
| Conclusion of Sukkoth Festival | Oct. 25 |
| Rejoicing of the Law | Oct. 26 |

FACULTY BULLETIN

VOL. XXIV

September 30, 1948

No. 3

WHAT DO YOU THINK?

What constructive criticisms do you have about our registration procedure?

The Registration Committee desires to study our recent experience with the view of further improving our method.

Write out your suggestions in a frank and straightforward manner and route it my way by inter-office communication.

The committee will meet soon, so do this now. Your suggestions will be highly appreciated.

Thos. F. Richardson, Chairman
Registration Committee