

CONCERNING FINAL EXAMINATIONS January 24-29

1. Each examination is scheduled for a period of two hours, and should begin promptly on the hour assigned.
2. Instructors will turn in to their department heads grade sheets on each class as rapidly as possible, not to exceed 48 hours after each examination. Department heads will turn all grades to their deans by 9:00 A.M. Monday, January 31, who in turn will get all grades to the Registrar's Office by noon on that day.
3. Teachers are urged to assign numbers to students and to post grades outside their offices as soon as grades for each class are completed.
4. Any variations from the schedule must be cleared with the Registrar before being announced to the students.
5. Examinations on SENIORS AND ON GRADUATE STUDENTS scheduled to complete their work for their degrees as of January 29, 1949, may be given at the discretion of the teachers, but preferably on the regular schedule as there is no graduation at this time.
6. Any class not regularly scheduled in the prepared schedule may be given an examination at the discretion of the teacher within the week of exams.

NOTE: For detailed schedule, please refer to the Faculty Bulletin of December 9, 1948.

Jerome A. Moore, Dean
S. W. Hutton, Registrar

PRE-COUNSELING

The program of Pre-Counseling is moving forward steadily and will undoubtedly pay dividends. Please urge your students to participate this week and next. Those students who are pre-counseled will be first in line for registration, then new students, and last those who did not participate in the pre-counseling program.

S. W. Hutton, Registrar

VISUAL AIDS

The Visual Aids Committee has recently sponsored the buying of a new 16 Milometer Movie Projector to be used by the various classes here at T.C.U.

Mr. Ira Miller has offered his services in conducting a class of instruction in the use of visual aid machines. This class will be held in the evenings sometime after the first of February. You are invited to attend.

Brite Club Room is equipped for showing films. If and when the faculty members want to use the room, machines, etc. contact:

Dean Ray Lindley
for day schedules
and
Dean Holsapple
for night schedules.

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METHOD OF SECURING GRADES AT THE END OF THE SEMESTER FOR A
TRANSCRIPT THAT MUST GO OUT SOON AFTER THE END OF THE SEMESTER

The student should first apply for the transcript at the Registrar's Office at least a week before the end of the semester.

At the time of application or at some time prior to the time of the final exam, the student should pick up an especially prepared card and an inter-office envelope for each of his or her courses.

The card will have on it a space for the essential data, and should be filled out except for the grade and the signature of the teacher. This card and an inter-office envelope should be presented to the teacher at the time of the final examination.

After the papers are graded and the grade is determined the teacher may either send the grade in by Faculty mail or give it to the student to return in the sealed envelope if such an arrangement has been made with the student.

SPECIAL NOTICE TO TEACHERS: Do not assume that since the grade sheet is prepared it will not be necessary to follow this procedure. The grade sheets come to this office, but they are immediately checked and then start through a process which includes an operation in the IBM Office, and so it is not possible to look up each student's grades to clear the transcripts. Please follow the instructions and give us the grade on the grade sheet and the additional grade on the 3 x 5 card to help speed up the process.

S. W. Hutton, Registrar

NOTE: The above relates to regular procedure on the final examination schedule. If it is necessary to give the student a special examination, he must present the teacher an examination permit showing the payment of the customary \$2.00 examination fee or other clearance properly signed by the Registrar.

THE FOLLOWING STUDENTS HAVE DROPPED ALL COURSES

Names redacted

12-16-48
1-5-49
1-5-49
1-5-49
1-5-49
1-7-49
12-15-48
12-17-48
12-13-48

Names redacted

12-16-48
12-13-48
12-13-48
1-11-49
1-11-49
12-18-48
12-29-48
1-11-49
1-12-49

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TO ALL DEPARTMENT HEADS AND COUNSELORS

Please note the following change in the chemistry department printed schedule:

1. Chemistry 323 Sect. 02 8MW Lab. 8-11 F
will not be offered
2. Chemistry 411a Sect. 02 8MW Lab. 9-12 F
will be offered instead.

Thomas F. Richardson
Chm., Registration Committee

NEW BOOKS IN THE LIBRARY

- 921 Donald, David Herbert, 1920
L63hyd Lincoln's Herndon. (1st ed) New York, A.A. Knopf, 1948.
- 839.609 Einarsson, Stefan, 1897
Ei6lhE History of Icelandic prose writers, 1800-1940. Ithaca, Cornell Univ. Press, 1948.
- 921 Ellman, Richard, 1918
Y34e Yeats, the man and the masks. New York, Macmillan, 1948
S
- 813 Erdman, Loula Grace
Er28L Lonely passage. New York, Dodd, Mead, 1948.
S
- 917.66 Foreman, Grant, 1869
F76ld Down the Texas road; historic places along highway 69 through Oklahoma. Norman, Univ. of Okla. Press, 1936.
- 823 Greene, Graham, 1904
G832h The heart of the matter. New York, Viking Press, 1948.
- 353 Gulick, Luther Halsey, 1892
G951a Administrative reflections from World War II. University Univ. of Alabama Press, 1948.
S
- 813 Jefferson, Bradley Carter, 1894
J355f Fair Havens. New York, Macmillan Co., 1948.
- 833 Mann, Thomas, 1875
M315dE Doctor Faustus; the life of the German composer, Adrian Leverkühn, as told by a friend. Tr. from the German by H. T. Lowe-Porter. (1st American ed) New York, A.A. Knopf, 1948.
- 921 Rogers, William Garland, 1896
S334r When this you see remember me; Gertrude Stein in person. New York, Rinehart, 1943.
- 327.73 Mosely, Philip Edward, 1905
H344 Face to face with Russia. New York, Foreign Policy
no.70 Assn., 1948
- 321.8 Murry, John Middleton, 1889
M968f The free society. London, A. Dakers, 1948.
- 708.147 New York. Museum of Modern Art.
M489p Painting and sculpture in the Museum of Modern Art. New York, Museum of Modern Art, distributed by Simon and Schuster, 1948.
- 973.41 White, Leonard Dupee, 1891
W584f The Federalists; a study in administrative history. New York, Macmillan Co., 1948
- 921 Willcocks, Mary Patricia, 1869
F46w A true-born Englishman; being the life of Henry Fielding. London, G. Allen & Unwin, 1947.

GOVERNMENT PUBLICATIONS

- U.S. Bureau of labor standards. Federal labor laws and agencies; a layman's guide. 1948 (Bulletin 100) L16.3:100
- U.S. Council of economic advisers. Third annual report to the President. Dec. 1948. Pr33.9:R29/948
- U.S. Labor statistics bureau. Construction and housing, 1946-47. Bulletin 941) L2.3:941
- U.S. Library of congress. Copyright office. Copyright law of the U.S. 1948 (Bulletin 14) LC5.3:14
- U.S. Library of congress. Legislative reference service. Hawaii and statehood, by W.R. Tansill. July 1948 (Public affairs bulletin 63) LC14.9:63
- U.S. Library of congress. Legislative reference service. Limitation of debate in the United States senate, by G.B. Galloway. Oct. 1948 (Public Affairs bulletin 64) LC14.9:64
- U.S. Library of congress. Reference dept. Library and reference facilities in the area of the District of Columbia. 3rd ed. 1948 (LC29.2:L61/948)
- U.S. State dept. Ninth international conference American states, Bogota, Columbia...Report of the delegation of the U.S. (International organization and conference series II American republics 3) Sl.70/2:Am3/3
- U.S. State dept. Proceedings and documents of the United Nations monetary and financial conference, Bretton Woods...2 vcls. 1948 (International organization and conference series I, 3) Sl.70/1:3/v.1-2
- U.S. Tariff Commission. Operation of the trade agreements program, June 1934 to April 1948. pt.1 Summary (Report, 2d ser. 160) TC1.9:160
- U.S. Weather bureau. Manual of cloud forms and codes for states of the sky. Jan. 1949 (Circular S, 2d ed.) C30.4:S
- U.S. Women's bureau. Handbook of facts on women workers. 1948 (Bulletin 225) L13.3:225
- U.S. Women's bureau. Outlook for women in architecture and engineering (Bulletin 223-5) L13.3:223-5
- U.S. Women's bureau. Outlook for women in geology, geography and meteorology. 1948 (Bulletin 223-7) L13.3:223-7
- U.S. Women's bureau. Women's occupations through seven decades. (Bulletin 218) L13.3:218