

FACULTY BULLETIN

VOL. XXIV

January 27, 1949

No.17

A WORD OF GUIDANCE-----THIS CONCERNS YOU

In past registrations it has become apparent that some of the instructors do not know enough about the tabulating office and the course cards used in registration to make the tabulating office fully effective and accurate. The machines cost the University much money each year and can be a big help to accurate recording if everyone cooperates.

It is especially important that accuracy be practiced during registration. We are asking that extreme care be taken in handing the student the card with the correct course and section and recording the section number on the matriculation card. In many instances during previous registrations the section number has been entirely ignored and the course number only recorded on the matriculation card. The section number is the controlling number and must be included.

To those instructors who do not understand how the section number is assigned, the following chart is given. If everyone will follow it closely, there will be a minimum of inaccuracies.

IWF Classes	Section	TTS Classes	Section
8:00	02	8:00	05
9:00	10	9:00	15
10:00	20	10:00	25
11:00	30	11:00	35
12:00	40	12:00	45
1:00	50	1:00	55
2:00	60	2:00	65
3:00	70	3:00	75
Arranged Courses	79		
Evening College	80		
Grad. Education Courses (Evening)	90		

In case of two classes in the same department with the same course number at the same hour, the next number in line is used. For instance, if there are two classes of English 311b at 9:00 TTS, one would be section 15 and the other section 16.

We want to thank you for your cooperation in the past. Many of you know how section numbers are assigned and are careful to hand out the correct cards because you realize its importance. This is for the benefit of those who have been careless in the past for one reason or other, and ask all to be more careful in the future in handing out the correct card. In this way there will be fewer inaccuracies in class rolls and less valuable time spent in checking on errors.

S. W. Hutton, Registrar

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SPRING REGISTRATION

We are all poised for the three days of registration, January 31, February 1, 2. There were 2437 students pre-counseled during the three weeks closing last Saturday. These will appear in the Library on the schedule shown in the Registration Instruction sheet sent you in the Faculty Bulletin of last week. We hope to clear these by streamlined procedure with Dr. Morgan serving as "Expeditor". The line up will be worked out Friday afternoon and everything will be in readiness by 8:30 A.M. Monday. Prompt arrival of everyone will give us a fine start.

A number of carefully chosen faculty members will assist in the checking line. The Business Office personnel will be located in the lower floor of the Library to give more room for operation on the main floor.

Kindly follow the registration instructions carefully and accurately. One error or oversight on the part of any member of the registering personnel will cause endless difficulty later.

The new students scheduled to begin registering at 2:30 P.M. Tuesday will be under control of a testing staff guided by Dr. Richardson and if we find that we cannot get to them Tuesday afternoon they will be advised in time. In other words the schedule is flexible after 2:30 P.M. Tuesday.

Keep a roll of the students who register in each class as you sign them up and expect them in that class. If anyone presents himself beyond your list require the student to show you his small pink "Enrollment Card" in your class. No class rolls will be issued from the IBM Office until the end of the first five weeks of school.

FINAL EXAMINATIONS AND THE WEATHER

In spite of the severe weather we have made an excellent record thus far in the schedule of final examinations. A few students were unable to come on account of the weather. Send them to the Registrar's Office for a permit before giving a make-up exam and require the student to bring a signed permit to you.

Should you be obliged to give an "I" grade to a student be sure to send along with your grade reports a (goldenrod colored) statement indicating the reason for the "I" grade. This will make the follow up much more accurate.

Your continued cooperation is appreciated more than we can tell you in the Faculty Bulletin.

S. W. Hutton, Registrar