

## URGENT REQUEST

## TO DEANS AND DEPARTMENT HEADS:

All deans and department heads who have been charged with the responsibility of petition sheets are requested to send a list of August 28 candidates for graduation, together with a petition sheet on each student, to the Registrar's Office not later than June 15. This list is needed so that the total list may be prepared at the earliest possible date. We must figure grade points, hours, and all other requirements to publish a preliminary list before the final list is made up. Your cooperation in this important matter will be appreciated. Students must have time to order diplomas, caps and gowns.

## DROPS &amp; ADDS

Drops and Adds, also changes, are permitted on Wednesday and Thursday, June 8 and 9. All of these must be made on these two days. The student may drop a course at any time, but no official drop after the first two weeks, ending June 18, is to be made without WF or WP appearing on the drop card and signed by the teacher. No registration can be received after Thursday at 4:30 June 9.

## CLASS ROLLS

Each teacher was requested to make a preliminary roll at the time the students were registering. If you have any doubts regarding a student belonging in your class please have him show you the little pink card. The card should list the course the student is carrying with you. The preliminary class roll will follow in due time, but by using the above precaution, attending the wrong class may be avoided.

S.W. Hutton, Registrar