

AN IMPORTANT WORD OF GUIDANCE REGARDING PETITION SHEETS

Petition sheets (degree plans) have become a major concern on the campus. This word is being written by way of suggestion to deans and department heads charged with the responsibility of keeping petition sheets up to date, ready for each registration. During a long period of years all the petition sheets were prepared and kept up to date by the Registrar. The bulk of work, however, has increased many, many times during the last few years. It is no longer possible for one person to carry this responsibility, therefore it has been divided among the deans and their department heads.

Dean Ellis M. Sowell who deals with approximately one-fourth of these petition sheets prepares them ahead of time on each returning student and for each new student using data made available for him through this office. This suggestion is offered to assist others who are in charge of petition sheets to keep up with the situation that the Registrar's Office and each of those charged with the responsibility of petition sheets may give each other the fullest cooperation.

While a brief word of instruction and guidance has been given to each one who is charged with this responsibility, we feel that in some instances the responsibility is not fully understood. These suggestions are offered in the spirit of cooperation and to urge that each one handling petition sheets follow them rather carefully.

1. A petition for candidacy is based upon the general requirements for a given degree plus the requirements for the major and minor designated by the student. The catalog lists these requirements.

2. When the original request comes to the Registrar's Office, the Registrar has been making the degree plan. One copy is sent to the major professor, the other to the student. From that time forward it is the responsibility of the major professor to keep the petition sheet up to date, ready for the time of pre-counseling or registration. It is up to the student to keep his own record on his copy.

3. At the end of each semester and at the close of the summer, after the grades have been turned in and recorded, a copy of the grades on each student is available in the Tabulating Office for faculty use on keeping the petition sheet up to date. We can't send these grades to you for we do not keep a list of the majors for each school or department. This responsibility, we feel, should fall upon the department head or the dean involved, for example, Dean Moore is responsible for the petition sheets on students majoring in Spanish, German or French. The remaining petition sheets in the Add-Ran College of Arts and Sciences are distributed among the Department Heads. These grades on slips of paper have been alphabetically arranged and are available as indicated above.

4. It is quite important for the department head to have a close contact with the student majoring in his department and these petition sheets readily available for help in pre-counseling, or, a conference at any time.

5. It is very essential that these be accessible and where they will not be lost. An alphabetical file is preferable. A number of these petition sheets have been lost for one reason or another, and we have had double difficulty in preparing the list of candidates for the coming graduation.

6. Candidates for graduation at the next summer or spring commencement will be called for by the Registrar. This list should be accompanied by the petition sheet on each student listed and each petition sheet should be up to date showing the work of the past spring or the past fall semester respectively. It is from this data turned in by the department heads and deans that the Registrar makes up the list of candidates for graduation.

7. These notes are offered by way of guidance to all charged with petition sheets leading to Bachelors degrees. Together we share this responsibility.

A SPECIAL NOTICE FROM THE REGISTRAR'S OFFICE

1. The Registrar's Office will be closed all day Thursday, August 4, that all equipment may be moved to the new location where the Amphitheater used to be, so kindly do not ask for service from this office on that date.

2. As the summer term draws toward a close, teachers are urged to secure sufficient copies of the final examination blue books ahead of time, for there will be only one door to the Registrar's Office and it will be locked until the regular time for opening at 9:00 A.M. It is distressing both to the office and to the teacher to knock on the door requesting special service out of office hours, for the Registrar's Office staff is exceedingly busy these days. We will appreciate your cooperation in this matter.

3. The Tabulating Office is under administration of the Registrar and will render service regularly for the purpose assigned, but there is no connecting door between the Tabulating Office and the Registrar's Office, therefore, you will be unable to enter that way.

4. Secretaries from other offices are requested to note our office hours and that we will not be open to serve until 9:00 A.M. Telephone us if we can be of service to you or come during regular open hours, 9:00 to 12:00 and 1:00 to 4:30.

S.W. Hutton
Registrar

NEW BOOKS IN THE LIBRARY
August 3, 1949

- 918.6
B417t Bellis, Genevieve Hoehn, 1910-
Ten rooms and two patios. Harrisburg. Evangelical Press, 1948.
- 280.973
B727t Braden, Charles Samuel, 1887-
These also believe; a study of modern American cults and minority religious
movements. New York. Macmillan. 1949.
- 342.738
B815w Brown, Stuart Gerry, 1911- ed.
We hold these truths. 2c ed. New York Harper, 1948
- 725.82
B944t Burris-Meyer, Harold, 1902-
Theatres and auditoriums. New York. Reinhold. 1949.
- S
313
C152b Campbell, Camilla
The Bartletts of Box B Ranch. New York Whittlesey House. 1949.
- 323.3
C333p Centers, Richard
The psychology of social classes. Princeton. Princeton Univ. 1949.
- 973.082
C432p Chicago. University.
The people shall judge. Chicago. Univ. of Chicago Press. 1949
- 301.1584
C839g Coyle, Grace Longwell, 1892-
Group work with American youth. New York. Harper, 1948.
- S
920
C885m Crowell, Evelyn (Miller) 1899- ed.
Men of achievement. Texas ed. Dallas, J. Moranz Associates, 1948.
- 793.34
D935h Durlacher, Edward, comp.
Honor your partner. New York. Devin-Adair Co. 1949
- 813.08
F699u Foley, Martha, ed.
U.S. stories; regional stories from the forty-eight States. New York
Hendricks House-Farrar Straus. 1949.
- 231
G189g Garrigou-Lagrange, Reginald, father, 1877-
God, His existence and His nature. St. Louis, B. Herder book co., 1947-48.
- 629.13338
G541r Goddard, Robert Hutchings, 1882-1945.
Rocket development; liquid-fuel rocket research, 1929-1941. New York
Prentice-Hall, 1948.
- 25.73
H255m Hartmann, Edward George, 1912-
The movement to Americanize the immigrant. New York, Columbia Univ. 1948.
- S
976.4
H316c House, Boyce, 1896-
City of flaming adventure; the chronicle of San Antonio. San Antonio.
Naylor Co. 1949.
- 823
F46yj Jenkins, Elizabeth, 1907-
Henry Fielding. Denver, A. Swallow, 1948.
- 370.975
K744d Knight, Edgar Wallace, 1885- ed.
A documentary history of education in the South before 1860. Chapel
Hill, Univ. of North Carolina Press. 1949.

- 210.9
L712 Literary history of the United States; editors: Robert E. Spiller and others, New York, Macmillan. 1948.
- 324.73
L177a McGowney, Dudley Odell, 1877-1947.
The American suffrage medley. Chicago Univ. of Chicago Press. 1949.
- 813
R347p Marquand, John Phillips, 1893-
Point of no return. Boston, Little, Brown, 1949.
- 973.66
N518d Nichols, Roy Franklin, 1896-
The disruption of American democracy. New York, Macmillan, 1948.
- 623.45
R721p Rosebury, Theodor, 1904-
Peace or pestilence; biological warfare and how to avoid it. New York, Whittlesey house, 1949.
- 621.38
R79o Rowe, Albert Percival
One story of radar. Cambridge. University Press, 1948.
- 328.373
Sm57c Smith, George Howard Edward, 1898-
Congress in action; how a bill becomes a law. Manassas, National Capitol Publishers, 1948.
- 181.3
W833p Wolfson, Harry Austryn, 1887-
Philo; foundations of religious philosophy in Judaism, Christianity, and Islam. Cambridge, Harvard Univ. Press. 1948.

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