

BY WAY OF REMINDER

In the last three issues of the Faculty Bulletin you have found reference made to the following items. This reminder is to assist in getting ready for the closing of the Summer Terms and the opening of the Fall Semester.

1. Final grade sheets on all students attending during the second term of the Summer are to be turned in to the department heads by 9:00 A.M. Monday, August 29, who in turn will hand them to their deans by 10:00 A.M. on that date and the deans will hand them to the Registrar not later than noon on that same date. Your cooperation in meeting this reasonable schedule will enable us to serve our patrons promptly.

2. Those charged with the responsibility of keeping Petition Sheets up to date ready for fall registration should have these ready by all means before the 10th of September. Follow instructions in the August 4th Faculty Bulletin.

3. Remember we are now much better equipped to serve the faculty. A window in the Registrar's Office is marked "Faculty". Come to that window next to the Faculty Mail Box. Get your examination books ahead of time for the office does not open until 9:00 A.M.

4. Remember the General Faculty Meeting announced by Dr. Joseph Morgan, Chairman of the Faculty Program Committee. The time is 11:00 A.M. September 17.

5. Registration Instructions for September 12-15 are on the press and will be available in plenty of time. Returning students will register Monday, Tuesday, Wednesday, September 12, 13, 14. New students will register on the 15th. All new students will assemble at 9:00 A.M. on September 12.

6. Fall schedules are now available at the Registrar's Office.

S. W. Hutton
Registrar