

SCHEDULE TO FOLLOW FOR THE WEEK BEGINNING JANUARY 30

1. Registration of returning students begins in the Library promptly at 8:30 A.M. Monday, January 30.
2. Fall semester grades are to be in the hands of the department heads no later than 8 A.M., to deans by 9 A.M. and to IBM Office not later than 10 A.M. Monday, January 30.
3. Returning students will register in the Library Monday, Tuesday and until Wednesday noon. New students will register for courses Wednesday afternoon, February 1, 2:30 P.M.
4. You have in hand detailed Registration Instructions.
5. First meeting of TTS classes, Thursday, February 2.
First meeting of MWF classes, Friday, February 3.
6. New Class Rolls will be sent to the teachers Monday, February 6. Please follow instructions attached to these rolls. No drops, adds, or changes will appear on these preliminary rolls.
7. Drops, Adds, and Changes are to be confined to the week of Feb. 6-10.

S.W. Hutton, Registrar
Thos. F. Richardson, Chairman
Registration Committee

INSTRUCTIONS REGARDING DAY STUDENTS WHO DESIRE TO CARRY AN EVENING COLLEGE COURSE:

It will be helpful if all department heads and student advisors keep clearly in mind the established procedure under which a student may enroll for a course in the Evening College concurrently with the enrollment in other units of the University.

The student should discuss his proposed plan with his major professor or counsellor, obviously. If it is desired that a course be taken in the evening, the admit-to-class card should be completed by the student and initialed with an OK by the major professor or counsellor.

Then, if the class is scheduled in the day, the head of the department (or his representative) must give his approval by a like indication.

Then, after the requisite approvals are obtained, the student must bring the approved admit-to-class card to the Evening College table or office for enrollment.

This policy is the one that has long been in force; it is repeated for our newer personnel.

Cortell K. Holsapple, Dean
Evening College