

REGISTRATION INSTRUCTIONS T. C. U.

SPRING SEMESTER, 1951

January 29, 30, 31

To the end that the registration of students may be completed with speed and accuracy everyone concerned is urged to follow cooperatively the procedure outlined in these instructions.

I. NEW STUDENTS

1. **All new students** are required to provide the following items necessary for registration:

- (1) An Application for Admission.
- (2) A Personal Data Sheet.
- (3) A Health Record and Physical Examination.
- (4) A Transcript of Credits from the last school attended.

Only those who have provided all four of these items by January 27 can be considered during the regular period of registration for new students, January 31. Those who have not complied with all of these requirements as directed will be delayed in registration.

2. **All new students** entering T. C. U. for the first time this spring will assemble in the Little Theater, 9:00 A. M. Monday, January 29.

New Freshmen will continue with the following program:

Monday—

9:30 A. M. Dean of Students Meeting.

10:30-12:00 First Testing Period.

1:30- 4:00 Second Testing Period.

Tuesday—

9:00-11:00 Third Testing Period.

1:30- 4:00 Counseling Period.

Wednesday—

9:00-11:00 Lecture in the Auditorium.

REGISTRATION OF NEW STUDENTS IN THE LIBRARY

WEDNESDAY, JANUARY 31, 2:30 P. M.

II. RETURNING STUDENTS

1. **Returning students** whether they attended T. C. U. this last fall or at any previous time will report for registration in the Library on the following schedule:

Monday—

8:30-10:00—T, U, V.

10:00-11:30—W, X, Y, Z.

1:30- 3:00—G, H, I.

3:00- 4:30—D, E, F.

Tuesday—

8:30-10:00—C.

10:00-11:30—A, B.

1:30- 3:00—J, K, L.

3:00- 4:30—M, Mc.

Wednesday—

8:30-10:00—N, O, P, Q.

10:00-11:30—R, S.

Note: Returning students who have attended some other school since their last work in TCU must furnish a transcript before registration. A Health Record and Physical Examination form must be furnished if date of last attendance was prior to the Spring Semester, 1950.

- III. **Brite College of the Bible** (Graduate Students are to complete all items of registration, Monday, January 29 in the dean's office in Brite College Building.)

- IV. **Graduate Students** entering the Graduate School of T. C. U. for the first time must provide the Dean of the Graduate School with the following items **not later than January 24.**

- (1) Application for Admission to the Graduate School.
- (2) An official transcript of credits from the last school attended.

Students whose undergraduate work was done at T. C. U. must also make application for admission to the Graduate School not later than January 24.

V. Evening College

- (1) Students registering exclusively in the Evening College will report to the Library 6:30 to 9:00 P. M. Monday, Tuesday, Wednesday, January 29, 30, 31.

(2) Students who take most of their work in the day classes and desire to register for one class in the Evening College will follow the routine outlined for day students above. Evening College classes begin Thursday, February 1.

VI. IN REGISTERING PLEASE FOLLOW THIS PROCEDURE

1. Accept necessary materials as you enter the Library.
2. Go to your major professor or counselor where your registration card will be filled out and courses listed.
3. Proceed to the various departments where these specific courses will be scheduled as to section, hour, room, teacher, etc.
4. Go back to your major professor or counselor for check and approval.
5. Go to your Dean for his approval.
6. Be sure to go through the Registrar's checking line.
7. Veterans will then clear through the VA Office in Ad. Bldg., Room 107.
8. Everyone will then go to the Business Office to clear account.
9. Secure books and other supplies from Book Store in the basement of the Administration Building.

VII. FURTHER IMPORTANT INFORMATION FOR EVERYONE

1. Adds and Change of Section cards must be properly signed and cleared through the registrar's office, Monday or Tuesday, February 5 or 6.
2. The last day for adding a course will be February 8.
3. Final registration date for the spring will be February 8.
4. The last day for dropping courses without grade will be March 2. After that date WF and WP must be used.

For further information write
S. W. HUTTON, Registrar
T. C. U., Fort Worth 9, Texas