

# T. C. U. REGISTRATION INSTRUCTIONS

SUMMER, 1951

"The art of registration." This phrase appeared in a recent bulletin. It refers to music, but it applies with equal meaning when applied to registering for the Summer School. **Registration is an art.** Together we seek to register with skill.

## I. NEW STUDENTS

1. **All new students** are required to provide the following items before attempting to register:
  - (1) An Application for Admission.
  - (2) A Personal Data Sheet.
  - (3) A Health Record and Physical Examination—(if under 21).
  - (4) A Transcript of Credits (or statement) from the last school attended.Only those who have provided all of these items by June 2 will be registered at the regularly assigned hours shown below.
2. **All new students** will follow registration routine as shown below.
3. New students entering Brite College of the Bible, the Graduate School or the Evening College will follow instructions under numbers III., IV. and V. respectively.

## II. RETURNING STUDENTS

1. **Veterans and all others** who were pre-counseled this spring will follow the regular routine of registration as shown under number VII.
2. Returning students who were not in attendance this last spring will need to provide credentials from the last school attended before registering. Consult the Registrar for detailed instructions.

## III. BRITE COLLEGE OF THE BIBLE (Graduate)

1. Monday, June 4, all Brite College of the Bible students will register in the Dean's Office.

## IV. GRADUATE STUDENTS

1. Those entering TCU for the first time are required to provide the Graduate School Office with an Application for Admission.
2. An official transcript of credits from the last school attended must be filed with the Registrar.
3. Students whose undergraduate work was done at TCU must apply for admission to the Graduate School not later than May 30.
4. Register in the Library, June 4.
5. Please note the alphabetical order for registration given below.

## V. EVENING COLLEGE

1. Students registering exclusively in the Evening College will report to the Library, 6:30 to 9:00 P. M., June 4. Advanced registrations will be accepted during the regular office hours in the Administration Building, Room 104.
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 the day students.

(over)

## **VI. IN REGISTERING PLEASE FOLLOW THIS PROCEDURE—JUNE 4**

1. Accept necessary materials as you enter the Library (use ink in filling out your cards).
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 courses will be scheduled as to section, hour, room, teacher, etc.
4. Go back to your major professor or counselor for approval.
5. Secure signature of your Dean, on your registration card.
6. Go out through the Registrar's checking line.
7. Veterans will need to check with the VA Office before going to the Business Office.
8. Then proceed to the Business Office where your Matriculation Card and Student Enrollment Card will be stamped, the latter returned to you.
9. Books will be available in the Book Store for those who present their little pink card stamped by the Business Office.

## **VII. REGISTRATION SCHEDULE FOR MONDAY, JUNE 4, IN THE LIBRARY**

(The letters refer to the initial of your last name.)

- 8:00 A, B
- 9:00 C, D
- 10:00 E, F, G
- 11:00 H, I, J, K
- 1:00 L, M
- 2:00 N, O, P, Q
- 3:00 R, S
- 4:00 T, U, V, W, X, Y, Z

## **VIII. FURTHER IMPORTANT INFORMATION**

1. Drops and Adds for the first term of the summer are to be received in the Registrar's office on June 6 and 7.
2. The last day for adding a course for the first term, June 7.
3. Final registration date for first term, June 7.
4. Beginning June 15 all drops must show "WF" or "WP."
5. A similar routine will be followed for the second term of the summer.
  - (1) New registrations, July 16.
  - (2) Classes will begin, July 17.
  - (3) Drops, Adds, Changes, Wednesday and Thursday, July 18, 19.
  - (4) Last day for adding or for new registrations, July 19.
  - (5) All Drops must show "WF" or "WP," beginning July 27.

For further information write

S. W. HUTTON, Registrar  
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