

# REGISTRATION INSTRUCTIONS - TEXAS CHRISTIAN UNIVERSITY

SPRING SEMESTER, 1952

January 28, 29, 30

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 including proof of smallpox vaccination within the last seven years.
- (4) A Transcript of Credits from the last school attended.

Only those who have provided all four of these items by January 26 can be considered during the regular period of registration for new students, January 30. 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 28.

3. **New Freshmen** will continue with the following program:

### Monday—

- 9:00 A. M. Meeting in Little Theatre.
- 10:00 A. M. Testing Period.
- 1:30 P. M. Little Theatre—Library Usage.
- 2:30 P. M. Testing Period.

### Tuesday—

- 9:00 A. M. Testing Period.
- 11:00 A. M. Lecture, Little Theatre.
- 1:30 P. M. Counseling for courses.

4. **REGISTRATION OF NEW STUDENTS IN THE LIBRARY WEDNESDAY, JANUARY 30, 2:30 P. M.**

5. At the time of registration all Freshmen and Transfers are expected to go by the table for **New Students** and pick up their transcript and other materials to guide their advisors in arranging their programs.

## 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—Z, Y, X, W, V, U
- 10:00-11:30—T, S
- 1:30- 3:00—R, Q, P, O, N
- 3:00- 4:30—Mc, M

### Tuesday—

- 8:30-10:00—L, K, J
- 10:00-11:30—I, H
- 1:30- 3:00—G, F
- 3:00- 4:30—E, D

### Wednesday—

- 8:30-10:00—B
- 10:00-11:30—C, A

**Note:** Returning students who have attended some other school since their last work in T. C. U. 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, 1951.

## III. BRITE COLLEGE OF THE BIBLE

Graduate Students are to complete all items of registration, Monday, January 28, in the dean's office in Brite College Building.

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#### 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 23:**

- (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 23.

#### 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 28, 29, 30.
- (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, January 31.

#### VI. IN REGISTERING PLEASE FOLLOW THIS PROCEDURE

1. Accept necessary materials as you enter the Library and fill out all blanks except listing of courses.
2. Go to your major professor or counselor where your courses will be listed on your matriculation card and the student enrollment card.
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 209.
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 4 or 5.
2. The last day for adding a course will be February 7.
3. Final registration date for the spring will be February 7.
4. The last day for dropping courses without grade will be March 1. After that date WF and WP must be used.

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