

## MATTERS DEMANDING IMMEDIATE CONSIDERATION

1. Drops and Adds, also Changes for the first summer term are to be received on June 7 and 8. All of these must be bonifide and properly written up to avoid errors.
2. June 8 will be the last day for adding a course for the first term, and also the final date for first term registration.
3. Beginning June 16 all drops must show "WF" or "WP". Conscientious marks in the hand writing of the teacher will be appreciated.
4. If in doubt about a student being registered for your course ask him to show you his little pink enrollment card.

## PETITION SHEETS FOR AUGUST GRADUATION

1. It is very important that Deans and Department Heads charged with the responsibility of keeping Petition Sheets up to date turn these over to the Registrar not later than June 15, that plenty of time may be given to checking.
2. Where at all possible talk these over with the student in each instance for a mutual understanding, if you have not already done so.
3. A list of names should accompany the Petition Sheets for checking purposes.

## THE SUMMER ENROLLMENT

1. Registration moved off rather smoothly in the new location and a fine cooperative spirit was manifested by both students and faculty.
2. Enrollment figures will appear in the Skiff if at all possible to make the count by the time of publication.
3. Make doubly sure that all who are attending a given class are properly enrolled for that class. It will save distressing problems later for all concerned.

S. W. Hutton, Registrar

## TO ALL FACULTY MEMBERS

It is extremely important that class rolls be completed at an early date and that absence reports be made promptly. Reporting an absence at the earliest observed time is necessitated due to the short term. Your cooperation in this matter will be appreciated.

Thos. F. Richardson  
Dean of Students