

---

"AGAIN, AND AGAIN, AND AGAIN"

This is not a customary title, but it will suggest the trend of the items appearing herewith on which we feel confident of your accurate and complete cooperation.

1. Deans and Department Heads charged with the responsibility of keeping Petition Sheets up to date are urged to hand to the Registrar by June 15 a list of the August candidates together with the individual petition sheets that the final checking may begin promptly. Do it this way, please.

- (1) Bring each one up to date.
- (2) Each department head will take his list and the sheets to his Dean for final checking.
- (3) We prefer that the Deans check them and forward them to the Registrar by June 15.

2. Please be guided by the Registration Instruction sheet which you have in hand in relation to drops, adds, and changes. These are to be confined to Wednesday and Thursday June 6 and 7. Individual instances beyond that will be referred directly to the respective Deans, for special consideration. We will follow the recommendation of each Dean.

3. For figures on Summer Registration you will be kept informed by Dr. Chunn, Public Relations, through the press.

4. For your information the diplomas on the "in absentia" students who graduated May 28 have been mailed to home addresses. Extra copies of the Commencement Program are available if you desire them.

5. The Class Rolls for the first Summer Term will be sent to you at the earliest possible date. In the meantime use the tentative roll you made for yourself in the Library as you signed your students for courses with you. If in doubt about a given student please check his little pink Enrollment Card. Make sure it includes your course and is marked "Paid" by the Business Office. We are seeking to get the drops, adds, and changes through first to make the Preliminary Roll as accurate as possible. UNDER NO CIRCUMSTANCES IS A STUDENT TO BE RETAINED IN CLASS WITHOUT BEING REGISTERED FOR THAT SPECIFIC COURSE. Thank you for your careful help.

S. W. Hutton, Registrar