

THE FACULTY BULLETIN IS AVAILABLE TO SERVE ALL MEMBERS OF THE ADMINISTRATIVE STAFF AND FACULTY.

1. Copy is made up in the I.B.M. Room.
2. Have all items in the I.B.M. Office by 10:00 A.M. Wednesday.
3. The Faculty Bulletin is delivered Thursday.

THE TIME OF BEGINNING AGAIN

All too quickly registration time is upon us with returning and new students - Graduates to Freshmen - awaiting our guidance in the process we call "Registration". Prospects look encouraging.

To guide all concerned, the "REGISTRATION INSTRUCTIONS" sheet has been prepared after certain procedures have been agreed upon by the Registration Committee of which Dr. Richardson is Chairman. Full cooperation of all staff members will be needed. First of all PLEASE READ THE REGISTRATION INSTRUCTIONS that you may know what to do and how to answer inquiries.

Be sure to keep your own class rolls as students are registered for your classes -

1. Blue books will be provided if you want them.
2. Check your attendance by your roll and if in doubt require the student to show you his "Enrollment Card" (Little Pink).
3. Preliminary Class Rolls will be sent out from the I.B.M. Office as soon after registration as possible.

PLEASE TAKE TIME in the process of registration to care for each item accurately. This is exceedingly important. No guess work can possible "turn the trick". By accuracy you will save time and energy for all concerned.

AS A MATTER OF INFORMATION

The I.B.M. Operator, just now taking over, is Jack Meacher, a man well qualified by experience and training. He is quite enthusiastic over the prospect of serving on the T.C.U. Campus. Roger Hughes, who has been our operator during the past year, will help us get started this fall and will then devote his full time to his studies. Jack will also be a student in T.C.U. The I.B.M. is not a separate office, but is part of the Registrar's Office. Miss Diana Hawley will continue as Assistant in the I.B.M.

S. W. Hutton
Registrar