

GETTING READY FOR THE AUGUST, 1952 COMMENCEMENT

An urgent request is hereby made that department heads and others in charge of petition sheets place them in the hands of their respective Deans early in June that the Deans may submit them to the Registrar's Office by June 10.

As you know the checking process requires a great deal of detailed work and the demand for lists of the August candidates is insistent on the part of those interested in securing the list ahead of time. Thank you for your kind cooperation.

S. W. Hutton,  
Registrar

THE FINAL GRADES FOR THE SPRING

1. Please remember that grades on students graduating June 1 are to reach the Registrar not later than noon Thursday, May 29. (blue sheet)

2. The last run of the spring grades on all students must reach the Department Heads not later than 11:00 A.M. Saturday, May 31, then on to the Deans who will retain one copy and forward the other to the Registrar by noon that same day. This schedule will enable the IBM Operator to make a grade run in time for the Summer registration.

3. Please post your grades near your offices for information of students.

REGISTRATION FOR THE SUMMER

1. Registration for the first six weeks of the Summer Term will be held in the Fine Arts Building Monday, June 2, as outlined in detail on the Registration Instruction Sheet. The line will start moving promptly at 8:00 A.M.

2. Kindly be familiar with the instructions to facilitate the procedure. These instructions have the approval of the Registration Committee. This is something we can do together. Thank you for your cooperation.

S. W. Hutton,  
Registrar