

Vol. XXVIII

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No. 42

TO ALL FACULTY MEMBERS

Now that the First Term of the Summer is well under way your attention is herein being called to several matters of primary consideration:

CLASSES WILL MEET SATURDAY THIS WEEK

Please announce to all classes that the classes are to be held Saturday, June 7, to make up for registration on June 2. (See Summer School Bulletin, page 3)

TEACHING LOAD REPORT DUE

To all instructors: Your departmental chairmen will receive the Teaching Load report blanks on Thursday or Friday. Please fill out enrollment figures as of Saturday, June 7, and return to my office by noon, June 7.

Jerome A. Moore, Director of the
Summer School

THE FINAL CALL FOR THE SUMMER CANDIDATE LIST

No sooner do we have one graduation than preparation for another begins. We are requesting the deans and department heads, charged with the responsibility of keeping petition sheets up to date, to turn all of these in by June 10. We refer, of course, to the candidates for graduation in August.

Kindly bring the petition sheets up to date as of June 1, and we will do the detailed figuring on hours, points, and other items as fast as possible. Thank you for your help. Department heads are requested to hand these petition sheets to their respective deans for checking before turning them in.

Let us check carefully every prospect for August that one list may complete the total number. Thanks!

S. W. Hutton
Registrar

TO ALL DEPARTMENTS:STUDENT PAY ROLL--SUMMER 1952

Beginning the first week of the Summer School, the Student Pay Roll will be made weekly. Each student employed by the department should be on the approved list provided by the department and each student should have on file in the Business Office, a form W-4.

Unless the name of the student employed is furnished to the Business Office on an approved list and the form W-4 is on file, the student will not be able to be paid.

STUDENT PAY ROLL--SUMMER 1952 (cont.)

The time slips for the Summer Student Pay Roll are to be in the Business Office not later than Wednesday 4:30 P. M. each week. Payment will be made Friday afternoon after 1:00 P. M. and 9:00 to 12:00 A. M. Saturday.

Your co-operation will be appreciated.

L. C. Wright
Business Manager

A STATEMENT OF POLICY

A question of interpretation has arisen with regard to a statement on page seventy-one (71) of our University catalogue describing the various benefits covered by the Student Activity Fee. Specifically, it states, "Student Activity Fee covers a student athletic card photograph for all athletic events; a copy of the annual, The Horned Frog."

All offices and students should be alerted to the fact that the intent of this statement is that it will be necessary for a student to pay the Student Activity Fee for both of the semesters of the long session before he becomes eligible for The Horned Frog annual. Some students have requested their annual after payment of only one semester of Student Activity Fee. This is no longer permissible, since out of each twelve dollars and fifty cents (\$12.50) Activity Fee paid there is allotted two dollars and fifty cents (\$2.50) payment toward the annual. The total cost of each volume is five dollars (\$5.00). It would be possible for a student wishing to receive an annual even though he had paid the Student Activity Fee for one semester only to pay the additional two dollars and fifty cents (\$2.50) and receive his book.

Otto R. Nielsen
Vice-President