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Vol. XXIX

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No. 7

COPY OF LETTER CONCERNING SPACE ALLOCATION

Office of the President

August 16, 1952

Dean Jerome A. Moore
College of Arts and Sciences

Dear Dean Moore:

Beginning September 1, 1952, I would appreciate it very much if you could, at least for a few months, assume the responsibility of allocating space.

(signed) M. E. Sadler
President

In view of the assignment indicated above, any contemplated change in class room, office, or other space facility, should be referred to my office for clearance before the change is made. Dr. Nielsen has transferred to my office the Class Room Schedule for Fall Semester Chart. All changes must be recorded on the chart to avoid conflicts.

Jerome Moore

CONCERNING HISTORY 320AB AND GOVERNMENT 321, 322

The next general catalogue will include a statement that six semester hours of American History and six semester hours of National, State, and Local Government will be prerequisite for all undergraduate bachelor's degrees granted by Texas Christian University. At the time final action was taken by the University Curriculum Committee, it was pointed out by President Sadler that the requirement could become effective for a large proportion of our students beginning this fall. The courses at T.C.U. which will be used for this requirement are History 320ab and Government 321, 322. When worked out, the catalogue statement will make provision for transfer students, and others who may have taken History 313ab or History 332ab. This action was taken without disturbing the status of the requirement of Social Science 312ab.

Jerome Moore, Chairman
University Curriculum Committee

Today we are receiving the first copy of the Faculty Bulletin for the session of 1952-53. This is a service bulletin available to all administrative and teaching personnel on the campus. Items to appear in the Faculty Bulletin on Thursday of each week, must be in the IBM office not later than ten o'clock on Wednesday.

Greetings to everyone. Please read the faculty bulletin carefully each week for important announcements, instructions, and guidance.

1. Registration Instructions from September 15-18, 1952 will be enclosed. By following these carefully, the registration procedure will come through with speed and efficiency.
2. Please note the following special items in the registration instructions.
 - (1) Dr. C. Stanley Clifton, Director of Admissions, will be in charge of the registration activities conducted in the four rooms and hallway in the north end of the new Science Building.
 - (2) Mr. Calvin A. Cumbie, Assistant Registrar, will guide the checking procedure in the library. Instead of setting up the desks for all checking to be done in one place, there will be at least one checker provided for each Dean, who will work in cooperation with Mr. Cumbie and the respective Deans in the Library.
3. Department heads and all others charged with the responsibility of keeping the petition sheets of their respective students up to date should have them ready for registration. Grade runs have been sent to the Deans, where these petition sheets may be brought up to date by the responsible members of the faculty who are keeping these in readiness for registration.
4. Copies of the permanent card on all students in attendance during the session 1951-52 and the summer of 1952 will be in the hands of the respective Deans for their information and where they may be consulted by the department heads in case of necessity. This is a new feature of service being provided at considerable expense and much effort, seeking to serve the academic Deans of the TCU staff.
5. A group of the APO boys under the direction of Glyn Spearman, President of that organization, will render volunteer service during the period of registration.
6. Please note that the students are requested to complete their registration in the Library one day, and pay their accounts in the Business Office the next day immediately thereafter in the interest of shorter lines, and more accurate service.
7. Preliminary rolls will be available to the teachers early in the week beginning September 22. Up to that time, use the roll you will make out for yourself, when students register with you in the Library, and if in doubt request the student to present his pink card to you as evidence that he is definitely registered for your course.

S. W. Hutton,
Registrar