

NOTICE TO ALL DEPARTMENT CHAIRMEN AND COUNSELORS: PRE-COUNSELING

January 12 through 16 has been designated as the period for counseling students concerning their Spring schedules.

Please assist in Making this the most valuable experience by:

1. Posting your office hours when students may see you.
2. Contacting your counselees by some systematic method.
3. Read the following announcement to each of your classes some time during the week January 5-10.

"January 12-16 has been designated as time for pre-counseling for the Spring schedule of courses. Each student should contact his/her counselor during these days. If you have designated a major, go to that department office. If you have no major or are Liberal Arts, go to the counselor who assisted you at Fall registration. Or go to the Dean of Students office for direction."

Thank you for your cooperation.

Thomas F. Richardson
Dean of Students

A SCHEDULE OF INTEREST TO ALL

1. Copies of the Final Examination Schedule and also the Registration Instructions have been distributed. Your cooperation in carrying through these matters as scheduled will be appreciated.

2. The Final Class Rolls will reach the teachers by January 19.

3. Please remember the final grades are due within twenty-four hours after each examination, except the grades on exams given during the morning of January 28. These are to be in by 4:30 that afternoon. If all teachers will get grades in promptly and accurately the IBM Office will be able to meet its schedule for grade lists and student grade report.

4. The fall grade run is due from the IBM by Friday, January 30th, and the grades are to be mailed to students by the end of that day.

5. Remember the Spring Registration scheduled for January 29, 30, 31. First class meetings for the Spring - MWF February 2, TTS February 3.

6. The last day for late registration, changing or adding courses will be Wednesday, February 11.

7. The Deans' Copy of the Permanent Cards on students in attendance this fall are in the offices of the deans for guidance during Pre-Counseling Week, January 12-16, and for Registration, January 29, 30, 31. In due time after the period of registration and details relating thereto, these cards will be requested by the IBM Office and the fall grades will be run on these cards. A personal request will be sent each dean.

Sincere thanks to everyone for your thoughtful help.

S. W. Hutton,
Registrar

NOTICE TO ALL FACULTY MEMBERS: DROPS

No drops will be processed through this office after noon, Thursday, January 15, 1953. This is to allow the final class rolls to be completed and run by January 19, 1953.

S. W. Hutton
Registrar

APPROVED ABSENCES

In order to participate in basketball game with Texas University in Austin, the following boys will be absent from all classes beginning at noon on January 5 until January 7 at noon:

Charles Brown
Buddy Brumbley
Virgil Baker
Ross Hoyt

Charles White
Albert Lampkin
Henry Ohlen
Gorman Wiseman

Tommy Hill
Ray Warren
Dick Allen
Johnny Swaim

Willard McClung - Trainer
Frank Talley - Manager
Jim Brock - Publicity

Buster Brannon
Basketball Coach