

GRADE REPORTS

Grade reports on the fall semester have been coming in with promptness. For this we are very grateful, for this cooperation on your part enables the office staff to serve all concerned with a high degree of efficiency. Thanks, again! By the time this Faculty Bulletin reaches you, all grade reports should be in the IBM Office coming via the Deans.

A REGISTRATION REMINDER

To refresh your memory, the attached Registration Sheet, previously mailed to each faculty member is being enclosed. Kindly follow through under the guidance of your dean, department head, and others assigned to specific responsibilities.

Remember, the returning students will be registered Thursday and Friday, January 29 and 30. The new students are to be registered Saturday morning, January 31st.

CLASSES FOR THE SPRING SEMESTER

The MWF classes for the spring semester will begin Monday, February 2, and the TTS classes will begin Tuesday, the 3rd.

ADDS, DROPS, CHANGES

These transactions - adds, drops, changes - are to be made on February 4, 5, 6.

LAST DATE TO REGISTER

If you are asked to give the last date for registration or to add, please say, "February 11".

A FURTHER WORD

The fact that there is no week-end between final examinations and registration may prevent us from getting the grade run through in time to be of much help to deans and department heads earlier than Friday or Saturday of this week; however, petition sheets will give help for the juniors and seniors, and, just do the best you can with the freshmen and sophomores - depending upon the pre-counseling work you have done with them.

If in any way we can give further assistance, please let us have your request.

S. W. Hutton,  
Registrar