

FACULTY BULLETIN

Vol. XXX

June 25, 1953

No. 3

PLEASE FILL OUT, SIGN, AND RETURN IMMEDIATELY TO THE OFFICE OF DR. T.E. RICHARDSON

To All Instructors in Summer School:

It is urgently necessary for us to know the names of students who are registered for your classes but who are not attending. Please list all students in the categories below, sign, and return the list immediately to the office of the Dean of Students.

- I. Students registered for the class (indicate class and hour) who have never attended:

- II. Students registered for the class (give class and hour) who have attended but who have excessive absences, listing dates of absences since June 8:

Jerome Moore, Director of Summer
School

T. F. Richardson, Dean of Students

ABOUT LIGHTS -- AND SOME OTHER THINGS:

A light left burning in an unoccupied room does no one any good. The teachers can contribute a great deal towards eliminating unnecessary expense on our campus by turning out the lights in their rooms when classes are over and by turning out the lights in any unoccupied room in which they are found burning.

We are attempting to keep the tablet arms on the chairs in the Science Building free of writing and carving. Anything the teachers can do to help prevent students from writing or carving on these desks will be appreciated. Usually, a sincere request on the part of the teacher is sufficient.

Please keep in mind the announcement made at the convocation service to the effect that smoking in the Science Building is not permitted in the corridors, classrooms, or laboratories. Smoking is permitted in the offices at the discretion of the teacher and in rooms 144, 216, and 330.

Your cooperation in these matters will not only be helpful, IT WILL BE APPRECIATED.

L. W. Ramsey,
Director of Bldgs. and Grounds

J. W. Hutton,
Registrar

Walther R. Volbach
Director of Theatre