

FACULTY BULLETIN

VOL. XXIV

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No.1

THE INSTRUCTOR'S CLASS ROLL

Instructors will receive temporary class rolls on Wednesday and Thursday, September 22 and 23 for the MWF and TTS classes respectively. This original roll is to be verified from time to time during the first five weeks ending on October 16 in the following manner:

If a student appears in class and his name is not on the roll, and you have not received an official admit-to-class card for him, the instructor will add his name to the list and notify the registrar's office in writing immediately that the student appeared in class without an admit-to-class card. Unless the student's name is on the original roll or an official admit-to-class card has been received by the instructor, his name is not to appear on the final roll. The instructor will expect to receive an official drop card before marking the student "withdrawn". A student cannot be considered withdrawn without official notification from the registrar's office to the instructor.

At the end of the five-weeks period on October 16 instructors will be asked to return their class rolls, with all corrections that have been officially made during the five-week period, to the registrar's office, and final corrected rolls will be furnished the instructors then for use in recording semester grades and absences. Before releasing the roll at the end of the five week period on October 16 the instructor should have transferred all names to his register. Instructors will receive the final class roll in duplicate in ample time to make out their semester reports. Both copies of the final report will be turned in to the head of the department at the end of the semester who will in turn submit them to the dean of his school. The dean will retain one copy and submit the other to the registrar's office for recording. Instructors are advised to be neat and careful in the handling of these final rolls since they become a part of the permanent record of the University.

A student who withdraws during the first five weeks shall receive a grade of "W". If he withdraws after October 16, his grade shall be "WF" or "WP". The grade of "I" for incomplete is to be used rarely and only in emergencies. It is not to be used to prevent the giving of an "F" grade. A goldenrod-colored blank form is to be submitted with the final report for each "I" grade given. These forms may be obtained at the registrar's office. "I" grades must be removed within thirty days of the following semester or summer term. The instructor is to require from the student a permit from the registrar's office for the removal of the "I" grade signed by the registrar's office and a representative of the business office.

Class roll books are available at the registrar's office now.

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IMPORTANT

The Faculty Bulletin is a service bulletin for the entire administrative and teaching staff. Items to be included must be in the Registrar's Office by 3 p.m. Wednesday each week.

A WORD TO MEMBERS OF THE FACULTY

1. IBM Punch Cards for use during registration were prepared at the time of Pre-Registration in August. If additional cards are needed please request them immediately from Mrs. McNutt in the IBM office.

2. Please become familiar with the Registration Instructions sheet that you may understand the routine of registration.

3. Deans and department heads who have the responsibility of "Petition Sheets" (degree plans) are advised to have them up to date ready for registration.

4. Class Record Books, mentioned at the bottom of the first page in this bulletin are available upon call at the registrar's office. (Riggs' Class Record)

5. Your cooperative assistance in urging all students to follow the registration instructions carefully will be appreciated.

6. Drops, adds and changes are to be confined to September 20-25.

TOWARD A MORE EFFICIENT REGISTRATION

A Registration Committee composed of six members

Dr. Thomas F. Richardson, Chairman

Dean Jerome A. Moore

Dean Ellis M. Sowell

Prof. Charles R. Sherer

Mr. L. A. Dunagan

Registrar S. W. Hutton

has been appointed by President M. E. Sadler to work out ways of expediting the registration procedure. Plans have been presented to the Council of Deans and approved as revealed in part in the registration instructions available in printed form.

Dr. Joseph Morgan has been elected by the Committee and approved by the Council of Deans with responsibility to expedite registration routine and with authority to work out "bottle necks" as they arise. We feel confident every member of the faculty will give him full cooperation as he performs the function of Expeditor.