

HOW THE FACULTY MAY COOPERATE WITH THE REGISTRAR'S OFFICE

1. "Drop" is an official term. After the first few days of each semester the student should secure written permission from the teacher to drop a course. Use the pink card provided for this purpose and available at the Registrar's office.
2. Grades are due in the Registrar's office one week after the closing date of the mid-semester of the semester final examination. Delayed beyond this limit lessens our ability to serve efficiently in the office.
3. Remember double absences should be recorded for the recitation date preceding and following holidays. This applies to both regular and special holidays.
4. When a student has been absent three times in succession, please report to the Registrar's office on the delinquency card provided for this purpose. Nine absences is the limit. Please report at once those students absent more than nine times regardless of the reason.
5. For teachers to give examinations or require rehearsal at the Chapel Hour complicates our work in the office and should be remote exceptions.
6. May we request that all faculty members post their mid-semester and semester grades. This will decrease the frequent inquiries by students at the office. Grades recorded in the office are sent direct to parents and are not given to the student until entered in the student record book at the close of the school year.

We shall be very glad to receive suggestions from the faculty indicating way in which this office may serve more efficiently.

(signed)

S. W. Hutton
Registrar

At a meeting of the athletic committee the following motion was passed:

"Faculty members and full time employees of the University are to be allowed to enter the athletic contests this year upon the payment of the tax on the ticket. They are to be allowed one ticket in addition for one dependent member of their family upon payment of the tax on each ticket. Tickets so obtained are non-transferable. Any faculty member or employee of the University who transfers tickets so obtained, will be denied tickets to future games."

It is suggested that faculty members obtain their tickets for each game from Mr. Clark or Mr. Wolf, in advance of the day of the game, at the athletic office in the stadium.

J. W. Ballard, Secretary.

Any faculty member desiring to subscribe to any magazine can obtain a material reduction in the subscription rate by consulting Mr. Ballard. There is a University magazine service operated through his office and faculty members will be allowed their magazines at cost. The reduction amounts to about 25% per subscription.

Two score lists are coming or have come to Departments:

- (1) The scores of Freshman on the Minnesota Test given September 4, 1934. Please note that the median of that test was 246.
- (2) The percentile distribution of the scores made on the Nation-Wide Sophomore Test, May 1934. This refers to the present Juniors. The scores by subjects, of the 20,000 Sophomores who took the Test are ranked by percentiles, highest score at the top. The figure shows how the student ranks. These figures are not to be revealed generally, but are inside information for the teachers. A teacher may reveal to a student his own standing if he considers it discreet and helpful.

Dean Hall

Stated Meetings:

President's Cabinet, 1st and 3rd Thursdays, 2:00 p. m.
Classification Committee, 2nd and 4th Thursdays, 2:30 P. M.
Brite Faculty, 3rd Monday, 2:00 p. m., Club Room.
Curriculum Committee, 3rd Friday, 3:00 p.m., Dean's Office.
Faculty Social Meeting, 1st Tuesday every other month, 7:30 p.m.
Faculty Business Meeting, 1st Tuesday every other month,
4:00 p. m.
