

November 11, 1943

Members of Faculty in Army Program:

Since our only method of checking the enrollment in the particular classes is the return of the class cards, we hope you will make doubly sure that you have a class card for every boy attending your classes. Please be sure that on each card the name of the course and the hour are correct. In the case of Mathematics and English classes, we would like to have the room number indicated on each card.

It is important that these cards be returned to the College Office as soon as possible so that we can make out our enrollment lists. It would facilitate the work if these could be arranged alphabetically and be in the College Office not later than Saturday, Nov. 13.

The first report of the boys will be at the end of the 4-weeks which would be December 4. The 4-weeks report of boys with D's or F should be in my office by Monday noon, December 6.

Sincerely yours,

Bert A. Nash
Director, AST Program

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F.S. The same procedure for reporting absences will continue as for last term. In other words, each instructor will report the absences in his classes at the end of each day so that the military office may pick up the reports from the office of the head of each department.