

February 1, 1944

Members of Faculty:

The enrollment organization is as follows:

1. Entrance tests for all new trainees, 8:00-10:15 a.m., and 2:00-4:00 p.m., Saturday, February 5, Registration of all new trainees 10:30-12:00 a.m., Saturday, February 5.

2. The boys will be given enrollment cards Sunday, February 6, in Lindley Auditorium.

3. All boys should be in classes Monday, February 7, with regular schedule starting. Most of the boys will have their books. Those who arrived too late Sunday to receive them will have to wait until Monday to get their books. All books are on hand.

4. The enrollment cards which you have received are printed in three colors: white for Term I, yellow for Term II, and orange for Term III. Be sure that instructors take the correct color cards to their classes.

5. You have received enough enrollment cards so that each boy should make out two cards. One of these is for the College Office and one is for your use.

6. Please be sure that on each card the trainee writes his name (printing would be better), the days that the class is scheduled to meet each week, the hours of meeting, and the room and building in which the class is held.

* 7. By the middle of the week you should have all the enrollments complete. Will you then please send to this office a list of enrollments by classes with the name of the instructor on each list so that we may check to see that each boy is properly enrolled.

8. Please do not destroy extra enrollment cards. If you will return them to this office after a week or two, we may be able to use them later.

Sincerely yours,

Bert A. Nash
University Administrator

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