

October 28, 1944.

Changes in Physical Education Schedule for Women

November Term

Change: 4:30 TT - from Physical Conditioning to Fencing

Add: 8:30 MWF - Elem. Badminton

Now term -

Girls (Pool)

11:30 MWF

2:30 M (for Th. of Sew.)

3:30 MWF

To

BANK

of

City

State

PAY TO OR ORDER

\$

DOLLARS

For value received, I represent the above amount is on deposit in said bank in my name, free from all claims and subject to check

LAWRENCE - KANSAS

19

Address

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7:30	EM		EM		EM	
8:30	"	V-12	"	V-12	"	
9:30	"	"	"	"	V-12	
10:30	Girls	"	Girls	"	"	
11:30	X	"	Ships X Co.	"	" X	
12:30						
1:30	Girls	"	Girls	"	Girls	
2:30	EM ^{x?}	"	EM	"	EM	
3:30	" X	"	" X	"	" X	
4:30	"	"	"	"	"	
	"		"		"	

Girls - Beginning Sept. 15, 1944

All civilian men, other than those excused by the Physical Conditioning Administrative Committee (Dr. A. J. Mix, chairman) are required to enroll in one of the conditioning classes listed below, and may receive one hour of credit unless they have already earned four hours of credit in Physical Education.

CONDITIONING CLASSES

7:30	MWF		Stad.	Strait
8:30	MWF		Stad.	Strait
9:30	MWF		Stad.	Strait
10:30	MWF	add: 2:30 MWF 3:30 MWF	Stad.	Strait
11:30	MWF		Stad.	Strait

Men in the V-12 Navy program must enroll in one of the classes listed below. They will receive one hour of credit unless they have already earned four hours of credit in Physical Education:

8:30	MTWTF		R.	200	Staff
9:30	MTWTF		R.	200	Staff
10:30	MTWTF		R.	200	Staff
11:30	MTWTF		R.	200	Staff
1:30	MTWTF		R.	200	Staff
2:30	MTWTF		R.	200	Staff
3:30	MTWTF		R.	200	Staff

All women who entered the University in September, 1942, or thereafter are required to enroll in Physical Education unless they have already earned two semesters' credit. The work is optional for all other women, and students may earn a maximum of four hours of credit.

Women taking this work must enroll for the entire semester, listing the course on the enrollment card as Physical Education, and giving the hour and the day selected. The department scribe will later assign the student to the particular type of Physical Education concerned. For example, the enrollment card should read as follows:

	<u>Dept.</u> Phys. Ed.	<u>Hour</u> 2:30	<u>Days</u> MWF	<u>Name of Course</u> Physical Education	<u>No.</u>	<u>Hrs.</u> 1	
First Half Semester							
9:30	MWF	Elementary Archery		$\frac{1}{2}$ R 102			Stapleton
11:30	MWF	Elementary Archery		$\frac{1}{2}$ R 102			Stapleton
4:30-5:30	TT	Elementary Archery		$\frac{1}{2}$ R 102			Stapleton
10:30	MWF	Elementary Badminton		$\frac{1}{2}$ R 102			Smith
9:30-10:30	TT	Elementary Badminton		$\frac{1}{2}$ R 102			Hoover
4:30-5:30	TT	Physical Conditioning		$\frac{1}{2}$ R 102			Smith
11:30	MWF	Recreative Sports		$\frac{1}{2}$ R 102			Smith
3:30	MWF	Inter. Swimming	El. Swim.	$\frac{1}{2}$ R Pool			Hoover
11:30	MWF	Inter. Swimming	El. Swim.	$\frac{1}{2}$ R Pool			Hoover
11:30	TT	El. Folk Dance		$\frac{1}{2}$ R 102			Smith
2:30-3:30	TT	El. Tap Dance		$\frac{1}{2}$ R 102			Smith
2:30	MWF	El. Modern Dance		$\frac{1}{2}$ R 102			Smith
3:30	MWF	El. Social Dance		$\frac{1}{2}$ R 102			Smith

Physical Education (Women)

Winter

44-45

3:30-4:30	TT	Adv. Social Dance	El. Social	$\frac{1}{2}$	R	102	Smith
10:30-11:30	TT	Volley Ball		$\frac{1}{2}$	R	102	Stapleton
4:30-5:30	TT	Volley Ball		$\frac{1}{2}$	R	102	Hoover
2:30	MW	Elem. Equitation		$\frac{1}{2}$	R	202	
2:30	TT	Elem. Equitation		$\frac{1}{2}$	R	202	
4:30	MW	Elem. Equitation		$\frac{1}{2}$	R	202	
4:30	TT	Elem. Equitation		$\frac{1}{2}$	R	202	
3:30	MW	Inter. Equitation	El. Equit.	$\frac{1}{2}$	R	202	
3:30	TT	Inter. Equitation	El. Equit.	$\frac{1}{2}$	R	202	

Second Half Semester (Beginning January 1)

9:30	MWF	Advanced Archery	El. Archery	$\frac{1}{2}$	R	102	Stapleton
11:30	MWF	Advanced Archery	El. Archery	$\frac{1}{2}$	R	102	Stapleton
4:30-5:30	TT	Advanced Archery	El. Archery	$\frac{1}{2}$	R	102	Stapleton
10:30	MWF	Adv. Badminton	El. Badm.	$\frac{1}{2}$	R	102	Smith
9:30-10:30	TT	Adv. Badminton	El. Badm.	$\frac{1}{2}$	R	102	Hoover
4:30	TT	Physical Conditioning		$\frac{1}{2}$	R	102	Smith
11:30	MWF	Tumbling & Stunts		$\frac{1}{2}$	R	102	Smith
3:30	MWF	Adv. Swimming	El. Swim.	$\frac{1}{2}$	R	Pool	Hoover
11:30	MWF	Adv. Swimming	Int. Swim.	$\frac{1}{2}$	R	Pool	Hoover

Physical Education (women)

Winter

44-45

11:30-12:20	TT	Adv. Folk Dance	El. Folk	$\frac{1}{2}$	R	102	Smith
2:30-3:30	TT	Adv. Tap Dance	El. Tap	$\frac{1}{2}$	R	102	Smith
2:30	MWF	Adv. Modern Dance	El. Modern	$\frac{1}{2}$	R	102	Smith
3:30	MWF	Adv. Social Dance	El. Social	$\frac{1}{2}$	R	102	Smith
3:30-4:30	TT	Square Dance		$\frac{1}{2}$	R	102	Smith
4:30	MWF	Square Dance		$\frac{1}{2}$	R	102	Hoover
10:30-11:30	TT	Recreational Sports		$\frac{1}{2}$	R	102	Stapleton
2:30	MW	Inter. Equitation	El. Equit.	$\frac{1}{2}$	R	202	
2:30	TT	Inter. Equitation	El. Equit.	$\frac{1}{2}$	R	202	
4:30	MW	Inter. Equitation	El. Equit.	$\frac{1}{2}$	R	202	
4:30	TT	Inter. Equitation	El. Equit.	$\frac{1}{2}$	R	202	
3:30	MW	Adv. Equitation	Int. Equit.	$\frac{1}{2}$	R	202	
3:30	TT	Adv. Equitation	Int. Equit.	$\frac{1}{2}$	R	202	

Men and Women

36	8:30	MWF	Hist. & Prin. of Phys. Educ.	3	R	202	Shenk
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Physical Education (Professional)

Winter

44-45

WOMEN

62	8:30	TT	Theory of Athletics I		2	R	204	Hoover
71	3:30	TT	Officiating I	62 & 63	1	R	204	Hoover
83	2:30	TT	Theory of Swimming		2	R	204	Hoover
			Phys. Exam. & Presc. of				and Pool	
84	10:30	MWF	Exercise	Anat. 50	3	R	204	Stapleton

MEN AND WOMEN

200	9:30	MWF	Theory & Prac. of Athletic Training	10 hrs. P.E. & 5 hr. course in Anat. or Physiol.	3	R	202	Allen
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200

Theory & Practice of 10 hrs. P.E.
Athletic Training & 5-hr. course 3 9:30 MWF 202 R Allen
in Anat. or
Physiol.

UNIVERSITY OF KANSAS
COLLEGE OF LIBERAL ARTS AND SCIENCES

Schedule for the Department of Nov. Semester, 19

No.	Sec.	Course	Prerequisite Courses	Credit	Time	Day	Room	Bldg.	Instructor
A		Elem Archery		1/2	9:30	MWF	102	RG	Stapleton
B		" "		1/2	11:30	MWF	102	RG	"
C		" "		1/2	4:30-5:30	TT	102	RG	"
A		El. Badminton		1/2	10:30	MWF	102	RG	Smith
B		El. Badminton		1/2	9:30-10:30	TT	102	RG	Hoover
		Physical Conditioning		1/2	4:30-5:30	TT	102	RG	Smith
		Rec. Sports		1/2	11:30	MWF	102	RG	Smith
		Int. Swim	El. Swim	1/2	3:30	MWF	Pool	RG	Hoover
		Int. Swim	El. Swim	1/2	11:30	MWF	Pool	RG	Hoover
		El. Folk Dance		1/2	11:30-12:	TT	102	RG	Smith
		El. Tap Dance		1/2	2:30-3:30	TT	102	RG	Smith
		El. Modern Dance		1/2	2:30	MWF	102	RG	Smith
		El. Social Dance		1/2	3:30	MWF	102	R.G	Smith
		Adv Social Dance	El. Social	1/2	3:30-4:30	TT	102	RG	Smith
		Volleyball		1/2	10:30-11:30	TT	102	RG	Stapleton
		Volleyball		1/2	4:30-5:30	TT	102	RG	Hoover
		Elem. Equestration		1/2	2:30	MW	202	R.G	Noel
		Elem. Equestration		1/2	2:30	TT	202	R.G	"
		Elem. Equestration		1/2	4:30	MW	202	R.G	"
		Elem. Equestration		1/2	4:30	TT	202	R.G	"
		Int. Equestration		1/2	3:30	MW			"
		Int. Equestration		1/2	3:30	TT			"

(Signed) _____

(Head of Department)

UNIVERSITY OF KANSAS
COLLEGE OF LIBERAL ARTS AND SCIENCES

Schedule for the Department of Semester, 19.....

No.	Sec.	Course	Prerequisite Courses	Credit	Time	Day	Room	Bldg.	Instructor
A		Ad. Archery	El. Archery	1/2	9:30	MWF	102	RG	Stapleton
B		Ad Archery	" "	1/2	11:30	MWF	102	RG	"
C		Ad Archery	" "	1/2	4:30-5:30	TT	102	RG	"
A		Ad Badminton	" Badminton	1/2	10:30	MWF	102	RG	Smith
B		Ad Badminton	" "	1/2	9:30-10:30	TT	102	RG	Hoover
		Physical Conditioning		1/2	4:30	TT	102	RG	Smith
		Scrabbling & Stunts		1/2	11:30	MWF	102	RG	Smith
		Ad. Swim	El Swim	1/2	3:30	MWF	Pool	RG	Hoover
		Ad Swim	Int Swim	1/2	11:30	MWF	Pool	RG	"
		Ad Folk Dance	El. Folk	1/2	11:30-12:20	TT	102	RG	Smith
		Ad Tap Dance	El Tap	1/2	2:30-3:30	TT	102	RG	Smith
		Ad Modern Dance	El. Mod.	1/2	2:30	MWF	102	RG	Smith
		Ad Social Dance	El Social	1/2	3:30	MWF	102	RG	Smith
A		Square Dance		1/2	3:30-4:30	TT	102	RG	Smith
B		Square Dance		1/2	4:30	MWF	102	RG	Hoover
		Rec. Sports		1/2	10:30-11:30	TT	102	RG	Stapleton
		Int. Equest	El. Equest	1/2	2:30	MW	202	RG	Matt
		" "	" "	1/2	2:30	TT	202	RG	"
		" "	" "	1/2	4:30	MW	202	RG	"
		" "	" "	1/2	4:30	TT	202	RG	"
		Ad Equest	Int "		3:30	MW	202		"
		" "	" "		3:30	TT	202		"

(Signed)
(Head of Department)

THE UNIVERSITY OF KANSAS
COLLEGE OF LIBERAL ARTS
AND SCIENCES
LAWRENCE

OFFICE OF THE DEAN

September 13, 1944

To Chairmen of Departments:

Enclosed are blanks for the winter semester schedule for your department. Since the time is shorter than usual, I am asking that you return your schedule to the office just as soon as possible.

In preparing these schedules, please keep the following three things in mind:

1. Put down the rooms which you would like, especially the ones which you think you must have. As far as possible, we will assign these rooms to you, though it will be necessary in some cases to give you other rooms.
2. Avoid concentration of courses at the morning and 1:30 hours. Every course offered in the late afternoon permits students a larger choice and also allows a better assignment of rooms.
3. Make out your schedule in the exact form shown in the enclosed schedule. If you do this, we will not need to retype it for the printer.

Thank you for your prompt response to this request.

Sincerely yours,

Paul B. Lawson

Paul B. Lawson, Dean

PLB:pa
Enclosure

Department of Physical Education

Changes in Schedule for November Term --

MEN: Civilian - Conditioning Classes

Add: 2:30 MWF Stad. Strait

 3:30 MWF Stad. Strait

V-12

Omit: 1:30 MTWTF R. 200 Staff

WOMEN:

Physical Education

Physical Education

Fall - 6 weeks

44

	10:30 - 11:30	TT	Elementary Tennis		$\frac{1}{2}$	R.	102	Stapleton
A	9:30	MWF	Elementary Archery		$\frac{1}{2}$	R.	102	Stapleton
B	10:30	MWF	Elementary Archery		$\frac{1}{2}$	R.	102	Stapleton
	3:30-4:30	TT	Hockey		$\frac{1}{2}$	R.	102	Hoover
	10:30 - 11:30	MW	Elementary Swimming		$\frac{1}{2}$	R.	Pool	Hoover
	1:30	MWF	Intermediate Swimming	Elem. Sw.	$\frac{1}{2}$	R.	Pool	Hoover
31W	3:30 (Hockey) TT 1:30 (Swim) MWF		Physical Education		1	R.	102	Hoover
67	2:30	MTWTF	Physical Education		1	R.	102	Hoover
M94a	1:30	MTWTF	Supervised Tchg. in P.E. (Women)		1 - 2	R.	102	Stapleton
M94a	1:30	MTWTF	Supervised Tchg. in P.E. (Men)		1 - 2	R.	101	Strait

College schedule
has gone to printer.
However, the no-credit
courses will be
listed in the Education
bulletin, credit

The University of Chicago

Ida Hayes Hall

OFFICE OF THE DIRECTOR
OF THE CLUBHOUSE

July 29, 1944.

Mr. J. C. Allen,
University of Kansas,
Lawrence, Kansas

Dear Dr. Allen,

When Mrs. Hulten wrote asking me for a schedule for the six weeks course, I was surprised for I had not thought credit would be given for Physical Education, but I sent a short schedule.

Of course, we can do only as the authorities say. The schedule, as I sent, could be arranged for no credit courses. I think particularly the beginning swimming might get an enrollment.

I think it would be wise to offer that schedule on the no credit basis.

Sincerely,

Ruth I. Hoover

only played golf 4 times -
too crowd courses for any
fun

Dear Phog:

I don't feel we can require Phys. Ed. in the 6 weeks' course this fall. We didn't require it last fall for the 5 weeks' course.

Besides, the enclosed schedule does not require enough time of the student for the credit allowed. Roughly, during the 6 weeks we should require 3 times as much time per week as in the regular semester. That would mean 9 hours per week for 1 hour credit and at least 4 hours per week for $\frac{1}{2}$ hour credit.

A suggestion: Might it not be well to offer a number of activities for no credit and just let the kids have a good time with them? We'd be willing to allow girls to take 6 hours of work for credit and this no credit gym on top of the 6 hours if you offered it.

P.B.L.

Footnote in red pencil: I doubt if we should continue the practice of 2 full hours per week instead of the 3 regular periods a week. I don't think it is as good for the youngsters, and besides, the faculty has never approved it.

P.B.L.

Memorandum

B.V.G.

from

Date

to

B.V.G.

30289

re:

There is a number of work for credit and this no credit can be on top of the 9 months in last ordered credit and that for the first time in a long time with them; we are willing to allow extra for a concession: might it not be well to offer a number of certificates for no

and at least 4 months for each for 1 month credit. We are in the regular schedule. That month when 9 months for each for 1 month credit for the credit allowed. However, during the 9 months we should receive 2 times as much time besides the enclosed schedule does not receive enough time of the schedule

3411

We should receive it just that for the 9 months, same. I don't feel we can receive extra. Ed. in the 9 months, same time will.

Dear Sir:

July 26, 1944.

Miss Ruth Hoover,
6139 Kenwood Ave.,
Royal Plaza,
Chicago, Illinois.

Dear Miss Hoover:

After submitting to the College office the schedule for the six weeks' term including the activity courses for one-half hour credit, Dean Lawson send the enclosed comment.

I like his suggestion regarding no-credit courses. Let me know what you think of this idea. I am also enclosing a copy of my letter to him, and if you feel we should offer a number of activities for no credit, I believe we will still be able to get them in the schedule.

Sincerely yours,

Director of Physical Education,
Varsity Basketball Coach.

FCA:AH
Enc.

July 26, 1944.

Dean Paul B. Lawson,
College of Liberal Arts and Sciences,
University of Kansas.

Dear Dean Lawson:

I find myself quite in accord with your suggestions regarding the schedule for the six weeks' course this fall.

Miss Hoover, as you doubtless know, is teaching at the University of Chicago this summer. I am writing to Miss Hoover today, telling her of your suggestions. I am sure that we must follow faculty authority in the scheduling of our courses.

I am sending you at this time the schedule for the major courses in Physical Education for the six weeks' term, and after I have heard from Miss Hoover I will get in touch with you regarding activity courses.

Very sincerely yours,

Director of Physical Education,
Varsity Basketball Coach.

FCA:AH

Dear DDA DDD

Very respectfully,
[Faint signature]

[Faint signature]

[Faint paragraph of text]

[Faint paragraph of text]

[Faint paragraph of text]

[Faint signature]

[Faint paragraph of text]

[Faint text]

Mrs H - I find myself quite
in mind with Dean Lawson

Pls refer this to him
telling him that we are writing
Miss Hoover - incorporating
my ~~that~~ both to him & Miss

Haover - I think that we
must follow faculty authority.

I like Dean L.

Suggestion regarding ^{credit} ~~play~~
free courses for fun

Do I make myself clear? yes

Dear Prof:

I don't feel we can require Phys. Ed in the 6 weeks' course this fall. We didn't require it last fall in the 5 weeks' course.

Besides, the current schedule does not require enough time of the student in the credit allowed.

Probably during the 6 weeks we should require 3 times as much time per week as in the

regular semester. That would mean 9 hours per week for 1 hour credit + at least 4 hours per week for $\frac{1}{2}$ hour's credit.

A suggestion: might it not be well to offer a number of activities for no credit + just let the kids have a good time with them? We'd be willing to allow girls to take 6 hours of work for credit + this no credit gym on top of the 6 hours if you spend it.

P.B.L.

UNIVERSITY OF KANSAS

CLASS SCHEDULE

DIVISION Physical Education

DEPARTMENT Physical Education TERM Fall - 6 weeks 1944

No.	Time	Day	Course	Prerequisite Courses	Credit	Bldg.	Room	Instructor
*	10:30 - 11:30	TT	Elementary Tennis		0 1/2	R.	102	Stapleton
A	9:30	MWF	Elementary Archery		0 1/2	R.	102	Stapleton
B	10:30	MWF	Elementary Archery		0 1/2	R.	102	Stapleton
*	3:30-4:30	TT	Hockey		0 1/2	R.	102	Hoover
*	10:30 - 11:30	MW	Elementary Swimming		0 1/2	R.	Pool	Hoover
	1:30	MWF	Intermediate Swimming	Elem. Sw.	0 1/2	R.	Pool	Hoover
31W	3:30 (Hockey) TT 1:30 (Swim) MWF		Physical Education		1	R.	102	Hoover
67	2:30	MTWTF	Physical Education		1	R.	102	Hoover
M94a	1:30	MTWTF	Supervised Tchg. in P.E. (Women)		1 - 2	R.	102	Stapleton
M94a	1:30	MTWTF	Supervised Tchg. in P.E. (Men)		1 - 2	R.	101	Strait

** I believe we should continue the practice of 2 full hours per week instead of the 3 regular periods a week. I don't think it is as good for the youngsters + besides, the faculty has never approved it.*

W.H.

(Signed) Arvid Allen
(Head of Dept.)

SIX WEEKS FALL TERM, Beginning Sept. 15, 1944

El Tennis	$\frac{1}{2}$	10:30 - 11:30 TT	Stapleton
El Archery (A)	$\frac{1}{2}$	9:30 MWF	Stapleton
El Archery (B)	$\frac{1}{2}$	10:30 MWF	"
Hockey	$\frac{1}{2}$	3:30 TT TT	Hoover
Elem. Swin.	$\frac{1}{2}$	10:30 MWF MW	Hoover
Int. Swin	$\frac{1}{2}$	11:30 F	Hoover
		1:30 MWF	Hoover
<u>Educ. Credit</u>			
P.E. 67	1	2:30 MTWTF	- Hoover
31W	1	3:30 TT (Hockey-Swin)	- Hoover
		1:30 MWF (Swin)	

Superseded Teaching P.E. - 1 - 11:30 MTWTF - Stapleton

Dear Mrs. Hulteen,

I don't know what the college will say about $\frac{1}{2}$ credit - A student could take 2- $\frac{1}{2}$ hour courses for 1 hour if the other is not acceptable to College. It's difficult to know what they will want or accept, since they wouldn't let us offer any last year in that short time.

If this is not right let me know. + talk with Mrs. Stapleton

Thank for your letter.

Sincerely
Paul Hoover

Sept. 13

Six Weeks Fall Term.

Hockey - 1/2 - 3:30 M T W T F. 102 R.G. Hoover
Elementary Swim - 1/2 - 11:30 M T W T F Pool R.G. Hoover

Education Credit

PE 67. 1 - 10:30 M T W T F 102 R.G. Hoover

31 W. - (11) - 3:30 - M T W T F 102 R.G. Hoover
(Hockey-Swim)

M 194a Pre. Jdg^{women} - 2 - 11:30 M - F Sturleton
" " " men " " Strait

Physical Education

Fall - 6 weeks

44

31W	1:30 MWF 3:30 TT	Physical Education (Women)	1	R.	102	Hoover
67	2:30 MTWTF	Physical Education (Women)	1	R.	102	Hoover
M94a	1:30 MTWTF	Supervised Teh. in P. E. (Women)	1-2	R.	102	Stapleton
M94a	1:30 MTWTF	Supervised Teh. in P.E. (Men)	1-2	R.	101	Strait

July 18, 1944.

Miss Ruth Hoover,
6139 Kenwood Ave.,
Royal Plaza,
Chicago, Illinois.

Dear Miss Hoover:

The College Office has asked us to send them a schedule of classes for the six weeks' term beginning on September 15th. This schedule is due in their office not later than July 21.

I have been checking over the schedule you left with me, and thought it best to let you know what our swimming pool schedule is at the present time before we submit a schedule to the College Office. It may be that you will want to substitute another course for Elementary Swimming at 11:30. I am enclosing a pool schedule for the semester now in session, which ends on October 21.

Do you think you can find enough hours when the pool is not used by the Navy for your course 31W? It is our understanding that the Electricians' Mates will be discontinued here sometime in October, and that will release a good many hours in the pool.

If you want to revise the enclosed class schedule and send it back to me, I can then send a schedule to the College Office. I'm sorry I have to bother you with this, but I felt it was important to you to have it right.

Thank you.

Sincerely,

THE UNIVERSITY OF KANSAS
COLLEGE OF LIBERAL ARTS
AND SCIENCES
LAWRENCE

OFFICE OF THE DEAN

July 12, 1944

To Chairmen of Departments:

Will you please prepare your schedule for the six weeks' term which begins on September 15, remembering the following schedule of class meetings:

Two-hour classes will meet for one hour each day (Monday through Friday), and in addition one hour by appointment each week.

Three-hour classes will meet two hours a day for four days each week.

Five-hour classes will meet three hours a day from Monday through Friday.

Laboratory classes should have about three times as much laboratory work per week as there is in the regular semester week.

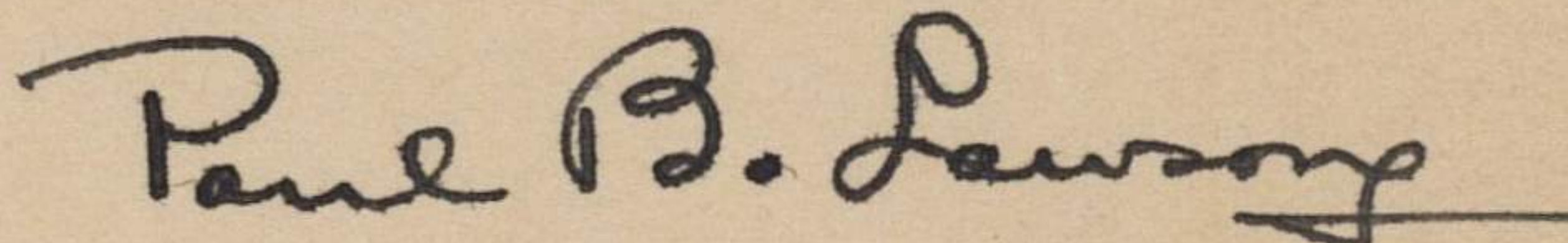
The Administration feels that the offerings of the University should be quite generous, as this term opens the school year, and it is expected that most of our civilian students will enter at that time.

All regular members of the staff, except those who specifically ask not to do so, will go on full duty at the beginning of this term. Those not teaching full time during the summer semester would be available to offer some work in the six weeks' term. Laboratory assistants and assistant instructors should be scheduled for work in this term only if their services are absolutely needed by the department.

In the six weeks' term beginning July 1, students were greatly handicapped in making out schedules because of the concentration of courses in the morning hours, particularly at 8:30 and 9:30. Please avoid this by scheduling some courses at such hours as 7:30, 2:30, and 3:30.

Kindly be sure that you copy exactly the form used in the schedule which is enclosed, and that it is sent to this office not later than July 21.

Sincerely yours,



Paul B. Lawson, Dean

PBL:gc
Enc.