

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