

THE UNIVERSITY OF KANSAS
COLLEGE OF LIBERAL ARTS
AND SCIENCES
LAWRENCE

OFFICE OF THE DEAN

September 3, 1943

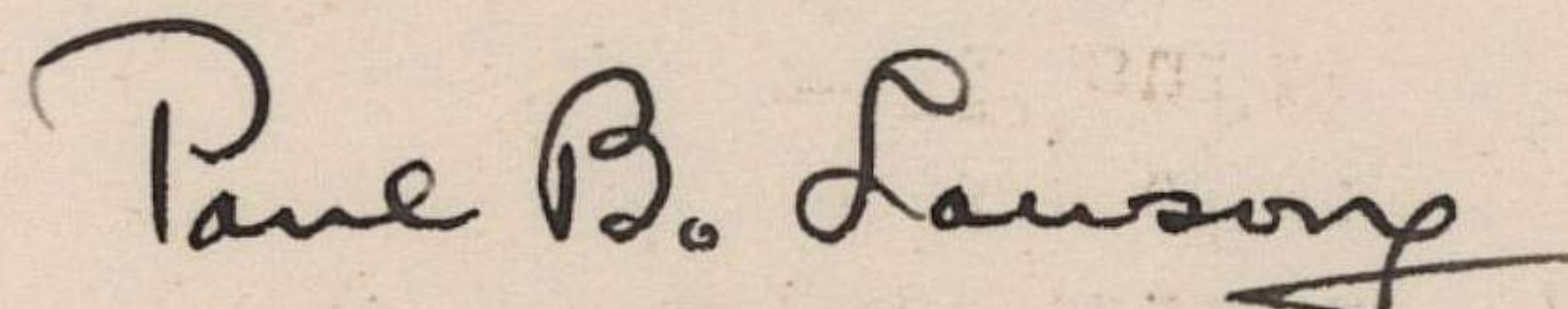
To Chairmen of Departments:

Will you please make out your class schedule for the semester beginning November 1 and send it to this office not later than September 15?

Since seven different programs are now being conducted on this campus, the problems of both personnel and rooms are going to be very difficult. Obviously, it is going to be very important for each department to spread out its work over as much of the school day for all six days of the week as possible. If every department will put some of its required work at so-called "unpopular hours", no department will suffer; and we will be able to find rooms for all classes.

The room situation is such that we cannot guarantee recitation rooms at a given hour to any department. Accordingly, we suggest that you include in your schedule only the laboratories and leave vacant all lecture and recitation rooms.

Sincerely yours,



Paul B. Lawson, Dean

PBL/gc
Enc.

P.S. We are enclosing a copy of last spring's schedule. Will you please use this exact form for the November schedule?