

THE UNIVERSITY OF KANSAS
COLLEGE OF LIBERAL ARTS
AND SCIENCES
LAWRENCE

OFFICE OF THE DEAN

November 11, 1939

To Heads and Chairmen of Departments:

We are sending you blanks for the schedule for the spring semester of 1940, which we would like to have returned to this office not later than Saturday, November 25.

In making out your schedule will you please bear in mind the recent communication from the chairman of the committee on Assignment of Quarters asking that at least a third of your classes be held in the afternoon. Cooperation of all departments in this matter is necessary in the interests of fairness to all. Specifically, this would call for the listing of additional classes at 2:30 and 3:30. It is our feeling that many popular courses and required junior-senior major courses can be scheduled for these hours without reducing departmental enrollments.

We are asking, also, that your schedule be made out in the form of the printed schedule. We have, down through the years, adopted a certain form in this schedule, and it would be a great help to us if all departments would make out their schedules strictly in accordance with this form. Thanking you for your cooperation, I am

Sincerely yours,

Paul B. Lawson

Paul B. Lawson, Dean

PBL/fb

P.S. It might simplify matters for you to make needed changes on last year's printed schedule and send it in.

*To move Community Rec to 1:30
and Hist + Prin at 8:30 or
Hist + Prin 10:30 - 9:30 not
satisfactory to women they prefer
8:30 for H + Prin. (acct #39 at 9:30)*