

THE UNIVERSITY OF KANSAS
COLLEGE OF LIBERAL ARTS
AND SCIENCES
LAWRENCE

OFFICE OF THE DEAN

November 28, 1944

To Chairmen of Departments:

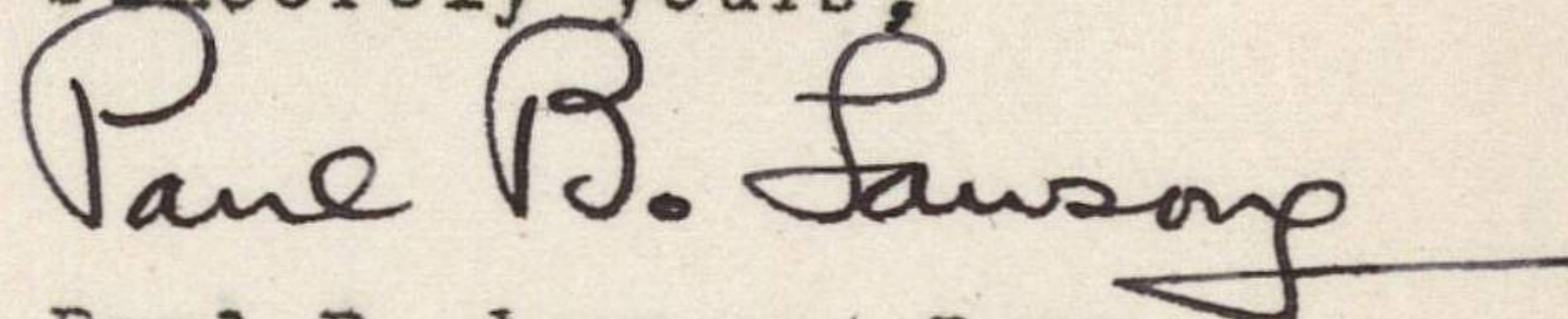
Will you please make out your class schedules for the semester beginning March 5 and send it to this office not later than December 11.

Recently, we have been too hurried in making our schedules, and some of them have not been carefully prepared. Also, we have not been allowing the printer enough time so that he has been making some errors. I hope, therefore, that by starting earlier, next semester's schedules will be more accurate.

To permit the making of student schedules more conveniently, it is highly desirable that there be as wide a spread of class hours as possible. Particularly should the 2:30 and 3:30 hours be more commonly used.

Will you kindly make out your schedule in the exact form of the enclosed schedule. Please indicate the rooms you desire. We will do our best to assign rooms according to your request.

Sincerely yours,



Paul B. Lawson, Dean

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