

- (6) That a personnel folder be used for the keeping of a cumulative record of students' activities and interests, the results of interviews, and other information that may be useful in student counselling. It will be possible to make available in compact form a complete record of a student by inserting his transcript in his personnel folder.
- (7) That entering students be assigned to faculty advisers prior to their first enrollment, and that except when a change of advisers is made for some reason, each student remain assigned to his original freshman-sophomore adviser until he is assigned to a major adviser in his junior year.
- (8) That personnel folders of all students be distributed to their respective advisers at enrollment time and at all regular advising periods, and that advisers be encouraged to obtain these folders from the College Office at other times for use with the students.
- (9) That whenever calendar arrangements permit, one day prior to fall enrollment be given to individual conferences of entering students with their advisers, and that a pre-enrollment advising period be held before the spring semester.
- (10) That an attempt be made to get first-semester freshmen to report back to their advisers for conferences two or three weeks after the opening of classes. Many entering students need help in becoming adjusted to their new environment, and this help can be given more effectively early in the semester than at the middle. Instructors of classes containing freshmen might well be asked to check on each student's progress about two weeks after the opening of the semester, and to report freshmen who are not making a satisfactory start in their courses.
- (11) That freshman-sophomore advisers be charged with the responsibility of recording information on the students' personnel folders during the student's first two years, and that departments shall keep the folders of their majors up to date.