

March 10, 1944

TO HEADS OF DEPARTMENTS:

Forms are attached for your enrollment report for the spring semester. Please make your report as of about March 15, and be sure to list separately any Navy V-12 students (not Navy Medical students). The column headed "Law" can be used for this purpose.

Please send two copies of your report to the Chancellor's Office. One copy will later be sent to the Dean's Office. Extra forms are enclosed so that you may make a copy for your own files.

It will be helpful if you can send your report in promptly. The forms are needed by the Budget Committee for reference during the departmental budget conferences and by the Chancellor's Office in computing the instructional cost of Navy V-12 classes.

Sincerely yours,

RAYMOND NICHOLS,  
Executive Secretary

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