

October 16, 1941

Mr. Seaver Owen
University Business Office
Campus

Dear Mr. Owen,

Thank you for your good letter as of Oct. 14. I am writing a letter to my colleagues in the department of physical education who enroll students in physical education courses to be extremely careful in the designation of numbers and letters when enrolling students. We will not have any more of this until late January, but I'm taking time by the fore-lock and am impressing this situation upon these faculty members.

I am quoting your letter to them as follows:

"This will acknowledge the receipt of your letter of October 6, in which you gave me an illuminating and thorough resume of the courses for which fees must be charged in your department. I appreciate this effort on your part and hope that I will be able to avoid a repetition of the mix-up that we had this enrollment period.

"I have but one thing more to ask of you. I want you to help me by instructing all those people under your jurisdiction to be meticulous in the designation of numbers and letters when enrolling students in Physical Education courses. If this is done, and in addition I am able to handle the fee assignment job better we will avoid any further difficulty."

Thank you very much.

Sincerely,

Director of Physical Education and Recreation
Varsity Basketball and Baseball Coach

FCA/pg