

The University of Minnesota

OFFICIAL DAILY BULLETIN

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SATURDAY, DECEMBER 20, 1924

No. 84

INTER CAMPUS CAR NOTICE

On Dec. 22, 23, 24, 26, 27, 29, 30, 31, and January 1, 2 and 3 the Inter Campus Car will run on the following schedule:

Leaving Mpls Campus				Leaving Farm Campus			
7:40	10:10	12:55	3:25	7:55	10:25	1:10	3:40
8:10	10:40	1:25	3:55	8:25	10:55	1:40	4:10
8:40	11:15	1:55	4:25	8:55	11:35	2:10	4:40
9:10	11:55	2:25	4:55	9:25	12:10	2:40	5:10
9:40	12:25	2:55	5:25	9:55	12:40	3:10	5:40

On Saturday afternoon the last car will leave the Farm Campus at 12:10 p.m.

On December 29, 30, 31 and January 1 and 2 there will be a special car leaving the Main Campus at 6:00 p.m. and making regular half hour trips to the farm, the last car to leave the Main Campus at 9:00 p.m.

FACULTY MEN

During the holiday vacation, men on the faculty may play Volley Ball at 11 a.m. each morning. If a sufficient number are interested to register their names with the Intramural Director, teams will be organized and a different schedule of tournament plays will be arranged. **W. R. Smith**

ADDRESS BOOK

Winter Quarter Supplement

Members of the University staff who failed to submit their directory cards in time for the fall quarter address book may be included in the winter quarter supplement if the following information is submitted before 5:00 p.m., January 5, 1925: 1. Name in full. 2. College. 3. Position or rank. 4. Office on the campus (building and room number). 5. Minneapolis or St. Paul address. 6. Telephone No. 7. New or old appointment. 8. Married or not.

Blank forms for this information may be obtained from the Registrar's office, if desired.

This office will assume no responsibility for the correction of directory information taken by telephone. **R. M. WEST, Registrar**

FALL QUARTER REPORTS TO STUDENTS

Fall quarter reports will be mailed to students by the Registrar's office before January 2, 1925. In sending out these reports the Address Book will be followed. Students for whom only one address is given (in the Twin Cities), will receive reports by U.S. mail. All others will be delivered through the University Postoffice. Students are held responsible for reporting changes of address to Window 10, Registrar's office, before the close of this quarter.

All students who receive delinquencies in fall quarter work making it necessary to change their registrations for the winter quarter, must make such changes on the dates announced for the college in which they are enrolled in order to avoid the customary penalty. **R. M. WEST, Registrar**

NOTICE TO STUDENTS

All students who do not intend to return to the University for the winter quarter are reminded that all locker keys and other University property must be returned not later than December 20th to the departments from which such equipment was issued. Equipment not returned will be charged to the student concerned. **R. M. WEST, Registrar**

NOTICE TO DEPARTMENTS

Requisitions must bear the approval of the head of the department and the dean of the college requisitioning before they are sent to this office. Invoices for supplies and travel expense should be promptly approved by the head of the department. Bills more than 30 days old go to the Board of Regents for approval. If a shortage occurs, or if material is not as ordered, the Purchasing Office should be notified immediately by letter. It is better to deduct items that are short, pay the bill and save the discount. **ALBERT J. LOBB, Comptroller**

FALL QUARTER FINAL REPORTS

All members of the instructional staff are reminded that under the regulation of the University Senate, final reports for the Fall quarter are due in the Registrar's office not later than 12 o'clock noon, December 24th.

The Registrar's office is planning to make every effort to have all final grades for the fall quarter recorded and forwarded to students before the winter quarter opens, and without interfering with the winter quarter registration procedure. This will make it possible to give complete and accurate information to such faculty committees, advisers, and administrative officers as request such information. It will be possible to do this only if instructors with examinations on Wednesday and Thursday, December 17 and 18, will file their reports before the 24th. It is requested that reports on such classes be submitted by December 21st or earlier if possible.

The co-operation of each member of the teaching staff is solicited. Blank forms for reports may be obtained from the offices of heads of departments or by telephoning the Registrar's office.

R. M. WEST, Registrar

WINTER QUARTER FEES

1. Statements covering winter quarter fees have been mailed to students now registered at the University. December 24th is the last date of payment without penalty. Payments received after that date must bear a postmark date prior to 12 o'clock midnight on December 24th to avoid penalty. The penalty for late payment is \$2.00 to January 4th, and then increases at the rate of \$1.00 per day. Students are cautioned against mail delays which may occur incident to holiday congestion, and are urged to remit fees far enough in advance of December 24th to avoid possible complication. Students who must write home for money or make loans are specially urged to complete such arrangements within the time limit in order to avoid the penalty.

2. Fee statements are issued on the basis of the records as they now appear. Approved petitions or memoranda modifying the records and the amount of the fee statement must be filed within the time limit, or the student should pay the amount of the original fee statement and receive a refundment when such petition is filed.

3. Remittance must be for the exact amount of the fee statement. The Bursar cannot accept checks, drafts or money orders for an amount in excess of the fee statement. Insufficient remittances will be returned to the student at his own risk. The student's registration will remain incomplete until his fees are paid in full.

4. All checks, drafts and money orders should be made payable to The University of Minnesota, and should be accompanied by all three sections of the fee statement. In remitting by mail, the Bursar's envelope received with the fee statement should be used.

5. Failure to receive a fee statement cannot be accepted as sufficient reason for late payment or non-payment of fees. Any student who does not receive a fee statement in his University postoffice box within a reasonable time may secure a duplicate fee statement at the Registrar's office. Students whose work takes them from the campus must inform the Registrar's office promptly of change of address.

6. Trainees of the U. S. Veterans' Bureau, the State Division of Re-Education, Foreign Government Students, and beneficiaries of scholarship funds of miscellaneous agencies must secure the written approval of the Assistant Registrar on their fee statements and present them to the Bursar within the time limit in order to avoid penalty.

R. M. WEST, Registrar

GRADUATE SCHOOL

The preliminary examination of James L. Seal, candidate for the Ph.D. degree, major Plant Pathology, minor Horticulture, will be held Saturday, December 20, 1924, in the Seminar Room, Plant Pathology Building, University Farm, at 9 a.m.

Examining Committee: Stakman, chairman, Alderman, Willaman, Freeman, Harvey, Hayes, Harris, Gortner, Henrici, Brierley.
GUY STANTON FORD, Dean

The final oral examination of George A. Lundberg, candidate for the Ph.D. degree, major Sociology, minor Economics, will be held Tuesday, December 23, 1924, in 10 Folwell, at 3 p.m.

Examining Committee: Chapin, chairman, Bruno, Justin Miller, Elmer, Hansen, Garver, Black, Bernard, Lambie.
GUY STANTON FORD, Dean

DEPARTMENT OF AGRICULTURE

New Course in Fish and Game and Game Conservation

The Division of Entomology, University Farm, offers a new three-credit course (4w) in the Winter quarter, without laboratory work, on Fish and Game and Game Conservation. Open to students in Forestry and Agriculture.

THE EXPERIMENT STATION

The meeting of the Experiment Station Staff has been postponed to January.

ANDREW BOSS, Vice Director