

# University of Minnesota

## OFFICIAL DAILY BULLETIN

Vol. LXVII

Wednesday, June 11, 1947

No. 145

### Administrative Notices

#### DEAN'S MEETING

There will be a meeting of the Administrative Committee of the Senate on Wednesday, June 11, at 10:30 a.m. in Room 238 Administration Building.  
J. L. Morrill, President

#### COMMENCEMENT ATTENDANCE

Members of the faculty are requested to participate in the commencement activities, and particularly to attend the baccalaureate and commencement exercises. It is apparent that to the students, their parents and their friends this participation means a great deal. Members of the Senate are reminded of the action of that body which voted that "all members of the University Senate be required to attend the June commencement unless excused by the president." I very much hope that the faculty showing in the processions this year will be a good one.

J. L. Morrill, President

#### NOTICE TO FACULTY

Faculty members who have received during the past year any degree, or honorary degree, from any institution other than the University of Minnesota are requested to furnish the President's office with the following information:

1. Name of degree.
2. Name of institution granting degree.
3. Date when degree was granted.

Office of the President

#### NOTICE TO DEPARTMENT HEADS AND EMPLOYEES

Employees who are appointed to the regular payroll are required to have a physical examination. These examinations are arranged according to a definite time schedule by the Office of Civil Service Personnel in cooperation with the examining physician. Appointments are made for individual employees to conform as much as possible to the convenience of departments, within the time limits allowed for these examinations.

It is extremely important that these appointments be kept as scheduled. Failure to do so results in delay, confusion and duplication of effort and expense. Since the physician works on a time schedule, his time is wasted when an individual fails to keep his appointment.

Departments are urged to see that their employees report for physical examinations promptly as scheduled.

Department of Civil Service Personnel

#### LIBRARY NOTICE

##### Library Hours

June 13	7:45 a.m.-10 p.m.
June 14 (Saturday)	7:45 a.m.-6 p.m.
June 16 and 17	8 a.m.-5 p.m.
June 18-July 3	7:45 a.m.-10 p.m.
SATURDAYS	7:45 a.m.-5 p.m.
July 4 (Independence day)	CLOSED ALL DAY
July 7-24	7:45 a.m.-10 p.m.
July 25	7:45 a.m.-6 p.m.
July 26	8 a.m.-12 noon

E. W. McDiarmid, University Librarian

#### SUMMER SCHEDULE INTER-CAMPUS TROLLEY

Leaving Main Campus			Leaving Farm Campus		
7:05	8:25	etc.	7:20	8:40	etc.
7:20	8:40	last	7:35	8:55	last
7:40	8:55	car	7:55	9:10	car
7:55	9:10	at	8:10	9:25	at
8:10	9:25	5:40	8:25	9:40	5:55

Half-hour schedule Saturday afternoons beginning Main Campus at 1:10 and Farm Campus at 1:25.

J. C. Poucher, Director Service Enterprises

#### NOTICE TO DEANS AND DEPARTMENT HEADS

##### Official Daily Bulletin Notices for the Summer Session

The Minnesota Daily will be published four days each week, Tuesday through Friday during the Summer Session. The first issue of the Official Daily Bulletin will be in the Tuesday, June 17, issue. Material must be in the Summer Session office by 9:30 Monday, June 16, for that issue. Thereafter material must be received by the Summer Session office by 9:30 the day previous to publication. All notices must be approved by the Summer Session office.

To facilitate proper registration of Summer Session students, notice of any changes, additions and cancellations in the courses listed in the Summer Session bulletin should be sent at once to the Summer Session office for approval and publication in the Official Daily Bulletin.

Thomas A. H. Teeter, Director Summer Session

#### Admissions, Registrations, etc.

##### SUMMER REGISTRATION

Students now in attendance who are planning to remain for the summer session who have not already registered are urged to do so immediately. Procedure is the same as previously announced for the various colleges.

##### FALL QUARTER REGISTRATION WILL BEGIN AUGUST 4

Registration for the fall quarter will begin Aug. 4 for all colleges. Students who can do so are urged to register early. It is expected that all

students who live in the Twin Cities area will register during the advance period. Students should report to their college window in the Office of Admissions and Records to obtain registration material and instructions.

Fall quarter fees for students registered early will be due Sept. 18. Students registering after Sept. 11 will pay fees by Friday, Sept. 26. Fall quarter classes will begin Monday, Sept. 29.

#### DEGREE CANDIDATES

Summer 1947, F, W, S, 1947-48

All students who expect to complete the work for any degree at the close of any quarter prior to or including spring quarter 1948 should call at the Information Window, Office of Admissions and Records, Administration building, and fill out an application for degree slip not later than June 14. This applies to candidates for advanced and professional degrees as well as to those who expect to receive baccalaureate degrees. Students who have already filed application for degree slips should disregard this notice.

Candidates for degrees in the College of Agriculture, Forestry and Home Economics should call at the Office of Admissions and Records, University Farm.

T. E. Pettengill, Recorder.

#### NOTICE TO DEANS AND DEPARTMENT HEADS

Registration for first term summer session will be held in the University Field House on Tuesday, June 17.

Department heads of the College of Science, Literature and the Arts and College of Education are requested to have advisers present from each department to assist students in planning their summer programs. Every department should be represented by at least one member of the Graduate faculty to approve Graduate registrations. Other colleges and departments that should be represented at the Field House by Graduate faculty includes School of Business Administration, Institute of Technology (Architecture, Drawing and Chemistry), Medical School, Agriculture, Forestry and Home Economics, Agricultural Education, Home Economics and Home Economics Education, Child Welfare, Library Instruction, Medical Technology, Physical Therapy, Public Health, Public Health Nursing and Physical Education—Men and Women.

Students in the remaining schools and colleges will be referred to their college office for registration.

#### NOTICE TO DEPARTMENTS

Spring quarter grades and charges against student deposits should be reported to the Office of Admissions and Records not later than 12 noon Wednesday, June 18.

To facilitate recording, final grade of the spring quarter should be delivered to the Office of Admissions and Records as early as possible. All grades should be submitted before noon of Wednesday, June 18. Individual reports should be delivered as typing is completed. Campus messenger service will be provided if it is inconvenient for departments to deliver grades. Please telephone Extension 6138 and a messenger will be sent to collect grades. Do not place grades in University mail.

#### NOTICE TO STUDENTS WHO WISH TO CHANGE COLLEGES

Students who wish to transfer from one college to another at this University, or who expect to complete, at the close of this quarter, the pre-professional work required and desire to enter a professional school at the opening of the summer session or fall quarter, should report to the Change of College Window 16 by Monday, June 16, and file "Notice of Change of College."

#### MATRICULATION DEPOSIT

Students should turn in, before the close of the spring quarter, all University property or equipment such as library cards, books, military, athletic or band equipment, laboratory material, locker keys, locks, etc. All such material should be turned in at this time to be reissued in the fall.

Refunds of balances of matriculation deposits of students who do not return for fall quarter will be mailed to their home addresses about Nov. 16.

#### SPRING QUARTER GRADES

Spring quarter grade reports will be mailed about July 16 to the home addresses of all students. The report will be in the form of a blueprint of the entire record and should be preserved for reference at future registration or faculty consultation.

#### SPRING 1947 GRADUATION FEES

Candidates cannot be recommended for their degrees until graduation fee, large diploma fee, transfer fees, or any other University charges have been paid.

Any June degree candidate who has not paid the graduation fee should do so immediately.

T. E. Pettengill, Recorder.

#### INSTITUTE OF TECHNOLOGY

##### Registration Notice Fall Quarter 1947

Early Registration in the Institute of Technology for the fall quarter will begin on Monday, August 4, 1947 and will end on Friday, August 22, 1947. Fee slips and enrolling numbers will be issued by the recorder on Monday, August 4, 1947 beginning at 8:00 a.m. These enrolling numbers will determine when a student may enroll.

The enrolling room, 135E, will take students at the rate of 50 per hour between the hours 9 to 12 a.m. and 1 to 4 p.m. A complete schedule of enrolling numbers will be found on the bulletin boards in the various buildings. Students may report after the time scheduled for their number but not before.

No Re-Registrations will be permitted during the early registration period so students should take care to register correctly the first time. All changes in programs will have to be made during the regular registration period, September 18, 19 and 22 through 26.

(Over)

The Regular Fall Registration period will be from 9-12 a.m. and 1-3 p.m. on September 18, 19 and 22 through 26. All students who do not register early or who have to change their programs for any reason should do so at this time. This includes those students who fail a prerequisite in the summer quarter or who have unauthorized conflicts etc.

Adding a Course by Cancel and Add without penalty will be restricted to Monday and Tuesday, September 29 and 30.

Late registrations will be permitted up through Wednesday, October 1, with a penalty of \$2.00.

The procedure for registration is as follows:

- Step 1. Obtain fee slip and enrolling number from recorder. These numbers will be issued at Windows 1 to 15, Administration Building, on Monday, August 4, from 8:00 A. M. to 3:00 P. M. and at Window 15 from 8:00 A. M. to 3:00 P. M. Monday through Friday thereafter.
- Step 2. Classification: Students report to the following places to make out their programs and have them approved (classified).
  - a. All Chemists and Physicists report to Room 139C.
  - b. All Chem. Engrs. report to Room 10C.
  - c. All School of Mines students report to Room 103AH.
  - d. All Engineers and Freshmen Arch. report to 136E.
  - e. All Arch. upperclassmen report to Arch. Dept.Veterans make sure your classifier signs your course list.
- Step 3. Enrolling: All courses in IT will be enrolled in Room 135E.
- Step 4. Before leaving the enrolling room (135E), the student will turn in the Deans Office Copy (upper half) of his registration blank and have the Recorder's Copy (lower half) stamped "Enrolled."
- Step 5. The Recorder's Copy and fee slip will then be turned in at Window 15, Administration Building, for a fee statement.
- Step 6.
  - a. Non-Veterans pay fees at Bursar's Window.
  - b. Veteran presents fee statement at Window 18, has approved fee statement receipted by Bursar, and presents same with course list to Bureau of Veteran Affairs, Shevlin Hall.All fees for students registering early must be paid by Sept. 18. Students registering in Sept. must pay their fees by Sept. 26.

T. E. Pettengill, Recorder.

## Colleges of the University

### COLLEGE OF EDUCATION

Beginning June 14 the following offices of the College of Education will be located on the second floor of the Temporary building north of the Library while the Burton Hall offices are being remodeled:

All Administrative offices and Bureau of Recommendations

University Placement Center

206 Burton (Miss Jean Alexander and Miss Dora V. Smith)

Moving will necessitate closing the offices on the afternoon of June 12 and all day June 13.

W. E. Peik, Dean

### SCHOOL OF BUSINESS ADMINISTRATION

All students in B.A.77 (Mr. Wallace's and Mr. Birnberg's classes) will take the final examination in the auditorium of the Museum of Natural History on Friday morning, June 13, at 8 a.m.

Helen G. Canoyer, Associate Professor

### GRADUATE SCHOOL

The final oral examination of Warren W. DeLapp, candidate for the Ph.D. degree, major Civil Engineering (Hydraulic Engineering), minors Mathematics and Civil Engineering (Structural Engineering), will be held on Wednesday, June 11, 1947, at 2:00 p.m. in 206 Engineering.

Examining Committee: Professors L. G. Straub, Chairman, F. Koehler, H. L. Turritin, Paul Andersen, G. J. Schroepfer, and Andrew Hustrulid.

The final oral examination of Mildred C. Templin, candidate for the Ph.D. degree, major, child welfare, minor, educational psychology, will be held on Wednesday, June 11, 1947 at 9:30 a.m. in room 204E, Pattee Hall.

Examining Committee: Professors Anderson, chairman, Harris, Miller, Elliott, Edwards and Castell.

Theodore C. Blegen, Dean