

MCPHERSON COLLEGE

MCPHERSON, KANSAS

TIME SCHEDULE

and

INSTRUCTIONS FOR REGISTRATION

First Semester
1940-1941

INSTRUCTIONS FOR REGISTRATION

READ ALL INSTRUCTIONS CAREFULLY BEFORE YOU BEGIN REGISTRATION.

Registration for the first semester of the 1940-1941 session begins Monday, September 9 at 8:00 A.M. The registration hours are 8:00 A.M. to 12:00 noon, and 1:20 P.M. to 5:00 P.M. Registration continues during these hours on Tuesday, September 10. By all means, registration should be completed on these days. Classes begin at 7:50 Wednesday, September 11, and it is quite important for all students to be present at the first class session.

Students are urged to plan their courses for the semester with the greatest possible deliberation. Freshmen and Sophomore students should consult the curricula recorded on pages 35, 38, 39, and 54 of the general catalogue and select the courses that will most readily lead to a realization of their objectives. Sophomores should make use of their trial enrollments which are in the possession of Prof. Mohler. Juniors and Seniors should study the requirements for graduation stated in the catalogue, make use of their trial enrollments which are in the possession of their major professor, and confer freely with their major professor.

There are several new courses on the schedule like Principles of Elementary Education, Confederation Period and the Constitution, and The Psalms and Wisdom Literature. Students are urged to consider these and inquire about them as they plan their courses.

If courses are well planned few changes will be necessary. However, necessary changes in courses may be made by application to the Dean of the College. A course or courses may be dropped by presentation of sufficient reasons to the Dean. Any course or courses dropped without permission will be reported as a failure.

Courses marked "limited" on the schedule may be enrolled for only by permission from the instructor.

All students expecting to take practice teaching must apply to Dr. Wittinger for assignment and instructions. This should be done immediately after registration is completed; it must be done on the days designated for registration.

The health examination is an integral part of the registration and it should be completed during the registration period. Arrangements must be made with Miss Warner for the examination before the signatures of the Deans can be secured on the registration card. Upper classmen should get this attended to on Monday, if possible, to make way for the Freshmen who have to postpone it until Tuesday because of other duties.

Students are urged to make their registration cards accurate and complete. Course titles, course numbers, and credit hours should be written on all the cards just as they appear on the schedule or in the catalogue. Registrations for courses and hours not recorded on the schedule will not be approved.

A schedule of the courses and a list of the classrooms are attached to these sheets of instructions.

THE STEPS IN REGISTRATION

FIRST: Call at the office of Mrs. Martin, Assistant Registrar, Sharp Hall, Room 1, to secure materials and instructions necessary for registration.

SECOND: Go to one of the following rooms for counsel:

- a. Freshmen should go to room 9, Sharp Hall. Counselors will be Professors Atkinson, Bittinger, Bowman, Hess, Metzler, and Olson.
- b. Sophomores should go to Room 8, Sharp Hall. Counselors will be Professors Hayden, Hershkey, Mohler, Naumann, and Wayland.
- c. Juniors and Seniors should go to either Room 8, or Room 9, Sharp Hall, wherever their major professor is located. These students may seek counsel from any professor, but their registration card should be signed by their major professor.
- d. Students desiring some work in fine arts should go to Room 5, Sharp Hall. Counselors will be Professors Brown, Collins, Fisher, Hoover, and Stutzman.
(Note: This applies to every student taking any fine arts regardless of the amount.)

THIRD: Go to Miss Warner's office in the Physical Education Building to secure an appointment for the health examination.

FOURTH: Men should go to Professor Bell, Dean of Men, Fannestock Hall, Basement, and women to Miss Shockley, Dean of Women, Sharp Hall, Room 7, for assignment to and approval of housing, and such other matters as pertain to the student's program.

FIFTH: All students who expect to take practice teaching this semester should now see Dr. Bittinger in Room 9, Sharp Hall, for assignment.

SIXTH: Go to the office of Dean Beitnott, Sharp Hall, Room 2, to secure approval of courses.

SEVENTH: Return to the office of Mrs. Martin, Sharp Hall, Room 1, to have enrollment recorded and to receive course admittance cards.

EIGHTH: Go to the office of Mr. Fries, Business Manager, to make settlement. See page 25-30 of the 1940 catalogue for terms of settlement. Students will not be admitted to any class unless their class cards bear the signatures of the Registrar and the Business Manager. Leave the class cards in the Business Office.

CLASSROOMS, LABORATORIES, AND STUDIOS

PROFESSOR	BUILDING	CODE	ROOM NO.	OFFICE NO.
Atkinson	Hornly Hall	H	202	210
Bittinger	Sharp Hall	S	6	6
Beitnott	Sharp Hall	S	4	2
Bowman	Hornly Hall	H	203	215
Collins	Hornly Hall	H	420	420
Dell	Fahnestock	F	Basement	Basement
Fisher	Hornly Hall	W	406	407
Hayden	Physical Ed.	P. E.		
Hershey	Hornly Hall	H	110	108
Hess	Sharp Hall	S	9	9
Hoover	Hornly Hall	H	404	404
Lehman	Sharp Hall	S	10	10
Martin	Sharp Hall	S	8	1
Metzler	Hornley Hall	H	311	310
Mohler	Hornly Hall	H	312	313
Neumann	Hornly Hall	H	108	106
Olson	Sharp Hall	S	8	6
Shockley	Sharp Hall	S	8	7
Stutzman	Hornly Hall	H	403	403
Werner	Phy. Education	P. E.		
Wayland	Hornly Hall	H	302	312
Brown	Hornly Hall	H	405	405

GENERAL STAFF OFFICERS

ATTACHÉ OFFICERS

Officer	Grade	Post	Specialty	Language	Other
KIDWELL	Captain	Head of Mission	General	English	
7:50	Major	Head of Section	General	English	
1	Major	Head of Section	General	English	
2:40	Major	Head of Section	General	English	
3:15	Major	Head of Section	General	English	
4:45	Major	Head of Section	General	English	
5:30	Major	Head of Section	General	English	
6:15	Major	Head of Section	General	English	
7:00	Major	Head of Section	General	English	

Officer	Grade	Post	Specialty	Language	Other
1:15	Major	Head of Section	General	English	
2:05	Major	Head of Section	General	English	
3:00	Major	Head of Section	General	English	
3:45	Major	Head of Section	General	English	
4:30	Major	Head of Section	General	English	
5:15	Major	Head of Section	General	English	
6:00	Major	Head of Section	General	English	
6:45	Major	Head of Section	General	English	
7:30	Major	Head of Section	General	English	

Officer	Grade	Post	Specialty	Language	Other
1:10	Major	Head of Section	General	English	
2:00	Major	Head of Section	General	English	
2:45	Major	Head of Section	General	English	
3:30	Major	Head of Section	General	English	
4:15	Major	Head of Section	General	English	
5:00	Major	Head of Section	General	English	
5:45	Major	Head of Section	General	English	
6:30	Major	Head of Section	General	English	
7:15	Major	Head of Section	General	English	
8:00	Major	Head of Section	General	English	
8:45	Major	Head of Section	General	English	
9:30	Major	Head of Section	General	English	

