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February 22, 1962

University of North Dakota

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MINUTES OF THE UNIVERSITY SENATE MEETING

February 22, 1962

(NOT FOR PUBLICATION)

1.

A special meeting of the University Senate was held at 4 p.m. on Thursday, February 22, 1962, in Merrifield 18. Professor Koenker presided.

2.

The recommendation from the Registration Committee regarding pre-registration was presented and considerable discussion followed.

Dean Witmer moved the adoption of the general principle of this pre-registration system as presented by the Registration Committee (See attached plan.). The motion was seconded and carried.

3.

Dean Robertson then moved that pre-registration for new freshmen entering in the fall also be approved. The motion was seconded and carried.

4.

The meeting adjourned at 5:10 p.m.

R. M. McKenzie
Secretary

To: University Senate
Re: Pre-registration
Date: February 20, 1962

The Registration Committee recommends to the Senate that pre-registration be held for the fall semester of 1962-63. The following plan was also approved.

1. The Registrar's Office will send out a request to department chairmen for sectioning information (e.g., pre-requisites for enrollment, preferred number in each section, absolute limit in each section, number of places in each section to be held until fall).
2. The Registrar's Office will make up recording cards--one for each section--listing the course title, hours of credit, hour and day of class so that each registration card can be checked.
3. The Registrar will request students to report to their deans and advisers for assistance in program planning.
4. The student will be requested to bring his completed registration cards to the Registrar's Office so that information can be checked. His study card must be attached to the registration booklet and he must realize that sectioning will be done in accordance with his wishes in so far as possible but that changes may be made. In the fall he must report to the Registrar's Office and pick up his study card. At this time he will also be asked to fill out a directory card so that the listings in the Directory will be correct.
5. A special force of clerks will section cards as rapidly as possible. Department chairmen will be kept informed as to how sections are filling and when limits are reached so that additional sections can be scheduled if necessary.
6. Fee clerks will assess fees and refer bills to the Business Office for mailing.
7. Class cards will not be distributed to the faculty until the student reports to the Registrar's Office in the fall.