

FACULTY OF ARTS

Memorandum to the Members of the Board of Student Advisers.

The Faculty of Arts at a meeting on May 22nd 1923, approved a number of new arrangements for the advising of first year students. These are outlined in an extract from page 27 in the Announcement of the Faculty of Arts for 1923-24 which is enclosed for reference.

The services of the advisers on the days of student registration are essential to the successful operation of these new arrangements; you are requested, therefore, kindly to comply with the following requirements:-

(1) Each adviser will undertake to look after not more than ten students who will be sent to him from the Registrar's Office in order to receive guidance in regard to the choosing of courses and filling in the necessary forms.

Subsequently these students will be expected to call on their advisers at least once a month, and it is hoped that the advisers will keep in personal touch with their advisees throughout the session.

(2) Each adviser will arrange to be available for these consultations about registration, in his own office or in specified class rooms in the Arts Building, during the following hours:-

Thursday, September 27th	(10.00 - 12.00 A.M. ( 3.00 - 5.00 P.M.
Friday, September 28th	(10.00 - 12.00 A.M. ( 3.00 - 6.00 P.M.

Each adviser is requested to fill in the enclosed memorandum for the use of the Registrar in the directing of students to their respective advisers. Kindly forward the memorandum to Dr. A. N. Shaw, Physics Building.

Any adviser who is unable to act during these periods is urgently requested to make very definite arrangements with a substitute, as it is essential that the students should be able to complete their registration without delay.

(3) The Board of Student Advisers will meet on Wednesday, September 26th, at 4 p.m. to discuss the details of procedure in regard to registration, and to plan a uniform course of action for the session.

A. N. SHAW

(for Committee of the Board of Student Advisers.)

Enclosed Memorandum for completion and return.  
Extract from Arts Faculty Announcement.  
Copy of letter sent to Headmasters, etc.  
Sample information card.