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Intercom

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SUMMER REGISTRATION HOURS SET

The TSC Registration Committee has set the following hours for 1974 summer registration:

First Summer Session

June 3 3:00 p.m. to 8:00 p.m.

June 4 10:00 a.m. to 4:00 p.m.

Second Summer Session

July 13 9:00 a.m. to 4:00 p.m.

Students will be encouraged to come before registration for academic advising, and all faculty are requested to be at the college before registration to advise any student needing help in selecting courses or in drawing up a degree plan.

TSC SCHOOL OF BUSINESS SPONSORS TAX CLINIC

The School of Business at TSC and the Small Business Administration are jointly sponsoring a "Small Business Management Tax Clinic" beginning next Thursday night in the Conference Room.

The clinic will be in five sessions from 7 to 9:30 p.m. each Thursday, Feb. 28 through March 28.

A local certified public accountant will be discussion leader and lecturer for the course.

According to Dr. George Joyce, dean of the school of business, "the course is designed to aid people in small businesses in preparing income tax returns. Emphasis will also be placed on tax planning depreciation standard and itemized deductions."

A registration fee of \$15 is being charged for the clinic.

BUDGET REVIEW IN PROGRESS

Members of the TSC community are presently making budget reviews for the 1974-75 fiscal year.

COMMITTEE APPOINTMENTS

The Institutional Steering Committee for the Southern Association of Colleges and Schools Self-Study is composed of Dr. Frank H. Smyrl, chairman; Dr. Robert L. Cox; Dr. George Joyce; Dr. Noel H. McCoy; James L. Mayfield; and Dr. Gerald L. Morris.

At a Feb. 14 meeting of the committee, action was taken recommending the committee membership of committees to serve the institution in the current Tyler State College Self-Study effort.

It was decided that the Steering Committee would also function as the Purpose Committee.

Dr. Noel H. McCoy will serve as chairman of the Organization and Administration Committee and Dr. George Joyce will head the Educational Program Committee.

Chairman of the Financial Resources Committee and the Physical Plant Committee will be James L. Mayfield. And Dr. Gerald L. Morris will act as chairman of the Faculty Committee and the Student Development Services.

The Library Committee chairman and the Special Activities Committee chairman will be Dr. Robert L. Cox.

Dr. George Joyce will serve as chairman of the Graduate Program Committee and Dr. Noel H. McCoy will serve as chairman of the Research Committee.

(continued)

President James H. Stewart, Jr. said that we are looking toward an early October visit from the Visitation Committee from the Southern Association of Colleges and Schools.

DID YOU KNOW?

Did you know that because of the Texas Tort Claims Act it is necessary for Tyler State College to maintain records in connection with any accident or injury involving Tyler State College employees, college equipment, or the college premises.

Therefore, all TSC employees are requested to report in writing any injury, no matter how apparently trivial, to the office of the Vice President for Fiscal Affairs. If you have knowledge of any accident or injury involving employees, students, or any other persons it should be reported as soon as possible.

As many details as possible should be reported, ie. date of accident or injury, name of the injured party, circumstances under which the accident or injury occurred, name of the department head, faculty member, or other person in charge of the activity, names of witnesses to the accident or injury, name of the hospital and/or doctor to whom the patient was referred.

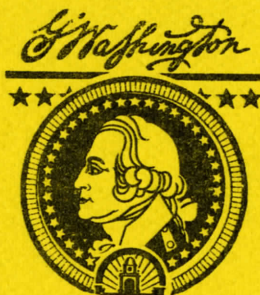
Notice should be given to the Fiscal Office as soon as possible after the incident occurs.

SPRING 1974 STUDENT DIRECTORY BEING DISTRIBUTED

A new Student Directory for the 1974 Spring Semester has been published and is currently being distributed.

The directory, which is in a 12 page booklet format, contains a complete listing of each student's name, address, and telephone number.

Free copies of the directory are available at the Office of the Dean of Student Life.



ARCHITECTURAL PLANNING

Architectural planning on Phase I buildings is continuing at a rapid pace on the TSC campus.

Two architects from Caudill Rowlett Scott, inc., Houston, were on campus Tuesday and Wednesday.

They spent the two days reviewing construction documents with various members of the TSC staff.

CALENDAR OF EVENTS

- Feb. 25 4:00 p.m.
Student Government Organization
TSC Conference Room
- Feb. 26 3:00 p.m.
Dean's Council Meeting
TSC Conference Room
- Mar. 6 10:00 a.m.
Community and Junior College
Academic Council Meeting
TSC Conference Room
- Mar. 8 Coordinating Board, Texas College
and University System, Meeting in
San Antonio

TYLER STATE COLLEGE IS AN
EQUAL OPPORTUNITY EMPLOYER.

INTERCOM is published every other Friday (excluding holidays) for Tyler State College personnel. Deadline for submission of written material is 10 a.m. Wednesday before publication. The information is collected, edited and written in the Public Information Office, Room 202, Extension 51.
