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### Information To be Given to Students on First Day of Classes

University of Texas at Tyler

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Dr. Marsh

TYLER STATE COLLEGE

TYLER, TEXAS 75701

VICE PRESIDENT FOR ACADEMIC AFFAIRS

TELEPHONE 214 595-0001

January 15, 1973

TO: Faculty, Tyler State College  
FROM: Bill Turney, Vice President for Academic Affairs

Please read to all classes

- (1) Registration, adding and dropping courses will continue throughout this week, January 15-19, with no late registration fee. The hours will be 8:00 - 6:30 p.m., Monday through Thursday and 8:00 a.m. - 5:00 p.m. on Friday. These requests will be processed through the Admissions & Records office.
- (2) We apologize for the inconvenience in parking. The football field just North of the building was supposed to be paved in time for opening but the weather prevented us from keeping on schedule. This project should get underway in a very few weeks if good weather prevails. Meanwhile, street parking is permitted surrounding the the property. The red curb area immediately in front of the building is reserved for handicapped students.
- (3) The bookstore which is located on the lower floor in the rear of the Student Center will be open this week from 9:00 a.m. to 11:00 a.m. and from 5:00 p.m. to 6:30 p.m. for the convenience of the students who have not yet purchased textbooks. A few textbooks have not arrived but are expected any time. You will be notified as soon as they come in. The enrollment in some classes exceeded the number of books ordered. Additional books have been ordered.
- (4) Complete library privileges are available through Tyler Junior College, Texas College, Kilgore College and Henderson County Junior College upon presentation of your Tyler State College identification card. The Carnegie Library here in Tyler will allow our students to use their services, but requires that each student obtain a library card from them. Other area institutions will allow our students to have limited library privileges. Inter-library loans are available through the Carnegie Library and should be available through other colleges and universities.

Inter-office Memo  
January 15, 1973

- (5) Degree plans in the various academic areas have not yet been developed. These are expected to be developed during the Spring Semester and available prior to Summer Semester enrollment.

FOR FACULTY INFORMATION

- (1) You may place books on reserve at libraries granting us full library privileges. The few books we have in our own library are not processed for checking out. Students may use it for browsing purposes at the present time.
- (2) If you have typing or reproduction of materials for your classes, please coordinate this work through Zan Tidmore, Secretary to Vice President for Academic Affairs. Please try to allow sufficient lead time to assure that these materials will be available when needed.
- (3) Individual lockers will be assigned to all faculty members, both full-time and part-time. Any mail, memos, or materials will be placed in these lockers for your convenience. The lockers are located just outside the Office of the President and the keys may be obtained in the Office of the Business Manager. Please check these lockers periodically.
- (4) If you desire any equipment, films, etc. or a room change, please check with my office.
- (5) I hope you enjoy your association with Tyler State College as a part of our initial faculty. Please have patience with us during these formative months of our development. All of the administrative offices have an "open door" policy and will certainly be receptive to your suggestions, observations, and comments concerning our program and policies.

BLT/zet