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WKU President's Office

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*Mr. Riley Handy*



**FOR**

**YOUR INFORMATION**

Vol. IX No. 2

**FROM THE PRESIDENT**



May 21, 1968

A Special Message regarding Commencement

Commencement will always be cherished as an indelible memory in the minds of Western graduates and their families. It is our responsibility to assure through our active participation in the program that the memory of commencement will be characterized at Western by its special dignity and beauty. Therefore, all faculty and staff members are asked to give their best efforts toward another successful commencement.

While all activities scheduled in connection with commencement are significant, there are two events that are especially important for members of the faculty and staff. The main event, of course, is the graduating program which is scheduled on Friday evening, May 31, at 7:30 o'clock, in the E. A. Diddle Arena. The speaker will be Mr. Harold H. Helm, Chairman of the Executive Committee, Chemical Bank New York Trust Company. Members of the faculty are requested to participate in the academic processional, and instructions for the processional assembly are attached. Any member of the faculty who has not arranged for the proper academic attire should see Mr. James L. Hall, Manager of the College Heights Bookstore, immediately.

Also of prime importance is the Faculty and Administrative Reception for Seniors to be held in the Ball Room of the Paul L. Garrett Student Center on Friday afternoon, May 31, from 3:00 to 4:30 o'clock. The committee in charge of the reception is composed of Mrs. Lurene Gibson and Miss Sara Tyler, co-chairmen; Mrs. Audrey Jackson; Mrs. Bess Gilbert; Mrs. Ruth Lovelady; and Miss Georgia Bates. Assisting as official greeters and receptionists will be members of the Faculty Wives Club. Each member of the faculty and staff is a co-host at the reception, and it is hoped that you will find it possible to be present for at least a short period during the reception hours to greet the graduates who are our honorees.

Other events scheduled on commencement day are the associate degree graduation in Grise Hall Auditorium at 10 a. m. and commissioning exercises for ROTC seniors at 2 p. m. in Room 103 of the Student Center. Dr. Raymond L. Cravens, Vice President for Academic Affairs, will address the associate degree graduates.

An important event scheduled on the eve of the college graduation day is the University High commencement exercises, which will be held on Thursday evening, May 30, at 7:30, in the Ball Room of the Student Center. The speaker will be Mr. Joe Creason, Columnist, The Courier-Journal.

#### A Reminder from the Registrar

Careful attention to matters such as the reporting of final grades and registration for the coming summer session are of greatest importance. Please accept the following reminders from the Registrar:

1. All final grades are to be submitted to the Registrar's office by 12 Noon, Monday, June 3.
2. The 1968 summer session commences with registration at 8 a. m., Monday, June 17, in the E. A. Diddle Arena. Classes begin on Tuesday, June 18.

#### College Heights Post Office Schedule during Interim

Campus mail delivery will be suspended from Saturday, June 1, through Saturday, June 15. The College Heights Post Office will observe the following schedule during the interim period for the convenience of those desiring to pick up personal and departmental mail:

Monday through Friday:	8:00 a. m. - 10:30 a. m. 2:30 p. m. - 4:00 p. m.
Saturday:	8:00 a. m. - 10:30 a. m.

#### Special Note to Office Heads

Departmental secretaries will observe between the close of the spring semester and the beginning of the summer session as non-work days. Administrative secretaries and other office personnel will be given a "break" of three working days during the period. Administrative offices will remain open during the interim, of course, and the head of each office is asked to work out a schedule for his staff in such manner as to guarantee the transaction of all University business.

#### Office Hours Schedule

During the summer session all offices will be open from 7:30 a. m. until 4:00 p. m., Monday through Friday, and from 7:30 a. m. until 12 Noon on Saturday.

A Word of Appreciation

Appreciation is expressed for all that has been done to make this school year a most successful one to this point. With the same effort on the part of each of us, we can look forward to a fine summer session and continued progress during the forthcoming school year.

Kelly Thompson

Attachment

GILBERT BOND  
25% COTTON

## Instructions for Participants in Graduation Exercises

Graduation is scheduled for 7:30 p.m., Friday, May 31, in the E. A. Diddle Arena. It is respectfully requested that the faculty assemble in academic regalia, taking your place in the line no later than 7:15 p.m. In timing your arrival at the arena, special consideration should be given to the parking and traffic problems which will result from the large crowd that is expected for this occasion.

The faculty will assemble in the corridors on the arena floor level. Mr. Paul Cook, Dean Charles Keown, Dean Jack Sagabiel, and Mr. Lee Robertson will be present to assist in the formation of proper lines. Please assemble in the following manner:

Last names, A through L - Assemble in the corridor,  
lower level, Russellville Road side of building.

Last names, M through Z - Assemble in the corridor,  
lower level, railroad side of building.

Marshals will lead the lines with marching in the usual order. The stage guests will lead the processional to be followed by the faculty who will be seated in the reserved seats located back of the stage. The faculty will be followed by the Bachelor's degree candidates; then the Master's degree candidates, who will be seated in the chairs located on the arena floor.

The Committee on Graduation will appreciate the cooperation and assistance of each person so that we can be assured of having another outstanding commencement program.

Committee on Graduation  
Rhea Lazarus, Chairman