8-1-1966

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WKU President's Office

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August 1, 1966

Because of the exceedingly busy schedule during the final week of summer school, we are foregoing the calling of a faculty-staff meeting. The information contained in this memorandum therefore takes on added significance.

Reception for August Graduates

The reception in honor of our August graduates will be held on Friday afternoon, August 5, from 3 to 4:30 o'clock in the Ballroom of the Paul L. Garrett Student Center. This occasion is one of the highlights in the college careers of the honorees, and we can express our appreciation for their achievements by being present at the reception. Wives and husbands of faculty and staff members are cordially invited.

Commencement

Commencement will be held in the Western stadium on Friday, August 5, at 7:30 p.m. The commencement address, as you know, will be given by Mr. Julian Goodman, President of the National Broadcasting Company. The committee coordinating the processional has requested that the faculty assemble at 7 p.m. on the bridge entrance to the Commerce-Education Building and form lines on the sidewalk leading to the press box. Mr. Robert Cochran and Dean Charles Keown will be in charge of the processional. They have requested that the following plan be observed:

Line No. 1 Persons whose last names begin with
(left) "A" through "J"

Line No. 2 Persons whose last names begin with
(right) "K" through "Z"

The lines of march will form the academic processional which result in the honor guard on the football field, similar to that which has been followed in the past.

Active participation by all is vital to the success of the commencement program. In the event of inclement weather, the exercises will be held in the Academic-Athletic Building and E. A. Diddle Arena.
Reception following Commencement Exercises

The University is honoring our commencement speaker with an informal reception to be held in the Ballroom of the Student Center following the graduation exercises on Friday evening. The faculty and staff (wives or husbands included) are invited to this special reception.

Summer School Grade Reports

The Dean of the Faculties and the Registrar wish to send this reminder on the importance of grade reports being turned into the Registrar's Office on schedule. Please place particular emphasis on fulfilling this responsibility. Final grades of candidates for graduation are due in the Registrar's Office by 7:30 a.m., Thursday, August 4. All other grades are due by 10 a.m., Monday, August 8.

Mail Service and Post Office Hours

During the period August 6 through September 10, the College Heights Post Office will observe the following schedule:

<table>
<thead>
<tr>
<th>Day</th>
<th>8 a.m.</th>
<th>10 a.m.</th>
<th>2:30 p.m.</th>
<th>4 p.m.</th>
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<tbody>
<tr>
<td>Monday through Friday</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Saturday</td>
<td>8 a.m.</td>
<td>10 a.m.</td>
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<td></td>
</tr>
</tbody>
</table>

The Post Office will resume its regular schedule beginning September 12. There will be no departmental delivery between August 5 and September 12.

Office and Switchboard Hours

Effective August 6, all administrative offices will open at 8 a.m. and close at 4 p.m. except on Saturday, when the closing hour will be 12 Noon. This schedule will also be applicable to the switchboard and will be observed through September 10.

Swimming Pool Schedule

Present plans call for the swimming pool in the Academic-Athletic Building to be closed following summer school until the opening of the fall semester. If there is any change in this plan, notification will be made.
Opening of the 1966 Fall Semester

The Fall Bulletin will be available in the near future and will contain the complete calendar of events. Please circle the date of Friday, September 9, at which time the opening faculty and staff meeting will be held. The meeting is scheduled for 3 p.m. in the Ballroom of the Student Center. An orientation meeting for new faculty members will be held the morning of September 9 at 9 o'clock in Room 103 of the Student Center.

A Word of Appreciation

The 1966 summer school, the largest in the history, has been one of the best. Your efforts which have contributed to this success are most appreciated by Western.

Kelly Thompson