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UA35/1 Special Notice to Faculty & Staff

WKU Provost

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SPECIAL NOTICE TO FACULTY AND STAFF

July 31, 1969

As we approach the close of the 1969 summer session, your attention is directed to the following items of interest.

Commencement

Summer commencement exercises will be held in the L.T. Smith Stadium on Friday, August 8, at 6:00 p.m. The Commencement address will be given by President Kelly Thompson. All faculty are asked to participate. The faculty should assemble on the first level under the Stadium in the area between Gates 2 and 3. You are asked to be at the assembly area not later than 5:30 p.m. Dr. Carl Chelf, assisted by Dean Charles A. Keown, will be in charge of the processional.

In the event of inclement weather, the exercises will be held in the Academic-Athletic Building and E. A. Diddle Arena. Any member of the faculty who has not arranged for the proper academic attire should see Mr. B. A. Childress, Manager of the College Heights Bookstore, as soon as possible.

Reception for Graduates

The Faculty and Administrative Staff Reception for Graduates will be held on commencement day, August 8, 1969, from 2:00 to 4:00 p.m. in the Ballroom of the Paul L. Garrett Student Center. Each member of the faculty and staff is a co-host at this reception, and we hope that you will find it possible to be present for at least a short period during the reception hours to greet our honorees.

A Reminder from the Registrar

Please accept this reminder on the importance of grade reports being turned into the Registrar's Office on schedule. This is a responsibility upon which you are asked to place particular emphasis. All final grades are to be submitted to the Registrar's Office by 12 noon, Monday, August 11.

Mail Service and Post Office Hours

During the period of August 9 through September 13, the College Heights Post Office will observe the following schedule:

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

The Post Office will resume its regular schedule beginning September 15. There will be no departmental delivery between August 9 and September 13.
Office and Centrex Hours

Effective August 9, all administrative offices will open at 8:00 a.m. and close at 4:00 p.m. except on Saturday, when the closing hour will be 12 noon. This schedule will also be applicable to the Centrex operation and will be observed through September 13.

An Important Date

Please circle the date of Friday, September 12, at which time the opening faculty and staff meeting will be held. Details will be sent to you at a later date.

Note of Appreciation

President Thompson especially asked that his personal thanks and the appreciation of the University be expressed for the effort, dedication, and cooperation of the faculty and staff, which have contributed immeasurably to the success of the 1969 summer session.

Raymond L. Cravens, Co-chairman
Dero G. Downing, Co-chairman
Coordinating Committee