

Indiana State University
Evansville Campus
September 21, 1967

MEMO TO: All Faculty

FROM: Dean Rice

SUBJECT: Announcements

A. Please Announce To All Classes (VERY IMPORTANT!!!)

1. All veterans attending ISU-Evansville under the educational benefits of the G. I. Bill of Rights should report to the Records' Office as soon as possible so that their certification may be cleared, processed, and submitted to the Veterans' Administration in Indianapolis.

2. All male students who would like for their Selective Service Boards to consider them for a 2-S (Student deferment) must report to one of the following meetings in order to complete a 109 deferment form. Any student who is eligible for the draft and does not complete a 109 form will, in all probability, be drafted into service. This applies to old students as well as new since the 109 form must be readmitted at the beginning of every academic year.

The meetings will be held at the following times:

Tuesday	September 26	12:00 Noon	Room 26
Tuesday	September 26	7:00 p.m.	Room 26
Wednesday	September 27	12:00 Noon	Room 26
Wednesday	September 27	7:00 p.m.	Room 26

3. We have had many calls from local businessmen who need part-time employees. Some of these positions pay excellent wages. We will post the help-wanted calls on the bulletin board in the main office as they come in.

4. Students should be informed that they must not park in shopping center, store, or private parking lots in the neighborhood. Cooperation with the merchants on this matter could prevent such actions as cars being towed away, etc.

5. Registration closes September 28. A list of classes in which students may enroll is posted on the main office door.

6. President Rankin expressed gratitude for the warm response of the students and faculty at the Freshman Convocation.

B. Faculty Notes

1. Adjunct faculty teaching part-time for the University are reminded to return the Employees Withholding Exemption certificate and social security tax questionnaire to the Business Office.

2. The engineering firm drafting working drawings for the new building meets Friday, September 22, to review preliminary mechanical plans prior to drafting the final working drawings.

3. The following procedures for handling long distance telephone calls have been established. Members of the faculty cannot make personal long distance calls on the university telephone. All long distance business calls are to be charged against our telephone number, 425-4576. Each faculty member must fill out two copies of the blue report of telephone call forms and put his name in the upper right hand corner. When placing a long distance call with the operator, give the operator your name. Either call the operator or have the operator call back and give the time and charges for the call. This information is to be placed on the blue form. Place both copies in the business office mail box. One copy will remain on

the Evansville campus, the other copy will be sent to Terre Haute with the telephone bill. The university will not pay for telephone calls for which there is no accompanying blue form. Do not use any form of credit card number.

4. We are required, by city regulations, to hold periodic fire drills. Every attempt will be made to schedule these at times when they will create the least amount of confusion. When the fire evacuation buzzer is sounded, students are to move in an orderly fashion out of the building. The instructor is to be the last one in the room. Do not bother to close windows or turn out lights. One of the secretarial staff will be sent out of the building to inform everyone when they may re-enter the building. Very frequently, the fire inspector is on the premises with a stop watch timing us in our efforts to evacuate the building. We ask that students and faculty cooperate to the fullest extent with fire drills.

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