

Scheduling Office Sets Classes, Final Exams

The scheduling office holds the herculean task of scheduling every class and final examination on campus.

The scheduling office receives a list of courses from each department in the different colleges. This list includes every course that that particular department will offer for the next semester.

After receiving these lists, the scheduling office must estimate the number of students who will enroll in the course as a requirement and the number of students who will choose the course as an elective.

Additional sections must be added if more students enroll in the course than were estimated or, if an overestimate has been made, sections must be dropped. Whether sections must be dropped or added, it is the job of the scheduling office to balance the sections for those students who are required to take the courses.

John E. Miller, scheduling officer, said that three things must be taken into consideration when scheduling courses: the curriculum of the student, the schedule of the instructor who is to teach the course and the amount of room needed to hold the classes. Some classes require special rooms such as laboratories and rooms with special equipment, Miller said.

Miller said that the major problem of the scheduling office is that of finding sufficient room to accommodate the number of

students at a certain hour and finding a sufficient amount of instructors to teach.

He explained that for every curriculum and every semester a pattern schedule is set up and the times open for electives are designated. This pattern or phase is done for every college except Liberal Arts, Home Economics and Education because students in these three colleges are allowed more electives.

In the timetable issued this fall, the final examination schedule is printed in addition to the listing of courses. This is the first time that the examination schedule has been released prior to the beginning of the semester.

Miller said that this is an experiment being tried by the scheduling office to help eliminate confusion of conflicts. If a student sees that two electives he wishes to take this semester have the final examination set for the same time, he can change his courses and thus eliminate a conflict, Miller said.

He said that other years the examination schedule was worked out later on a set enrollment after registration, but now it is worked out before registration on an estimated enrollment.

Miller said that future plans include laying the groundwork for doing the scheduling process by a digit computer. The use of an electronic brain may solve scheduling difficulties more easily, he said.

\$250 Scholarship Offered To Hotel Ad Students

A \$250 scholarship to aid students enrolled in the hotel administration curriculum has been established by the American Hotel Foundation.

The award, to be known as the Albert Pick Hotels Scholarship, will be awarded to a student chosen on the basis of excellence of work, extra-curricular activities, general attitude and personality. The need for financial assistance will also be considered.

Traffic accidents, the National Safety Council says, injure 150,000 children 5-14 years of age each year.

IFC Encampment Set for Tomorrow

The Interfraternity Council will hold its annual encampment from 9 a.m. to 5 p.m. tomorrow at the Civil Engineering Camp at Stone Valley.

Presidents of the individual fraternities will be joined by members of the University administration, and faculty and IFC committee chairman.

Plans for the coming year, the Interfraternity Council Purchasing Association, rushing, public relations, Junior IFC and housing will be among the topics discussed.

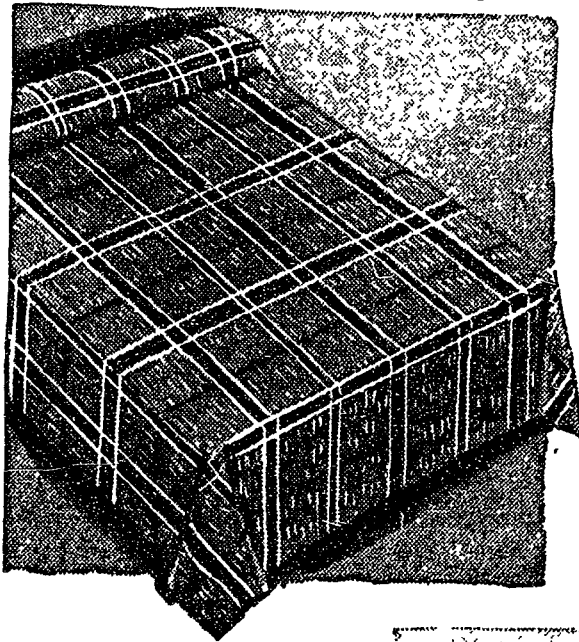
Professor Supervises Glossary on Business

Dr. Rocco Carzo, Jr., assistant professor of management, is a staff supervisor for "Glossary of Personnel Management and Industrial Relations Terms" which has been published by the Society for Advancement of Management.

The manuscript contains authentic definitions of 300 key terms based on five years of research in business practices and the consensus of business authorities, university specialists and authors in the subject fields.

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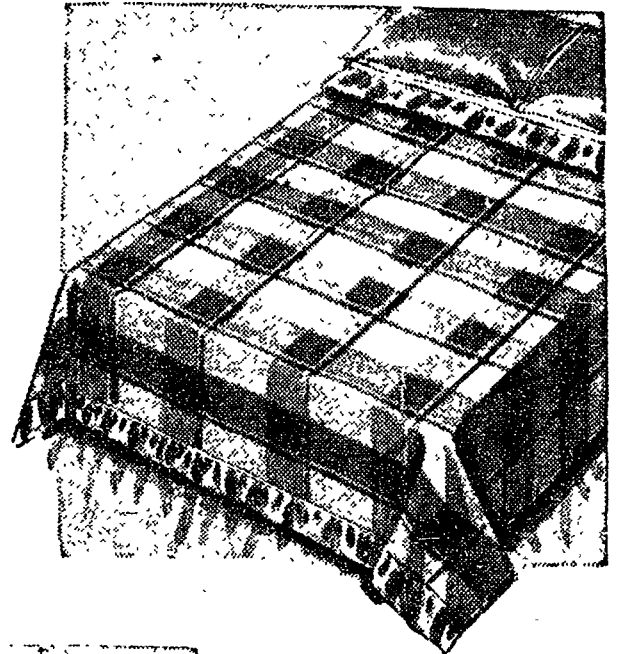
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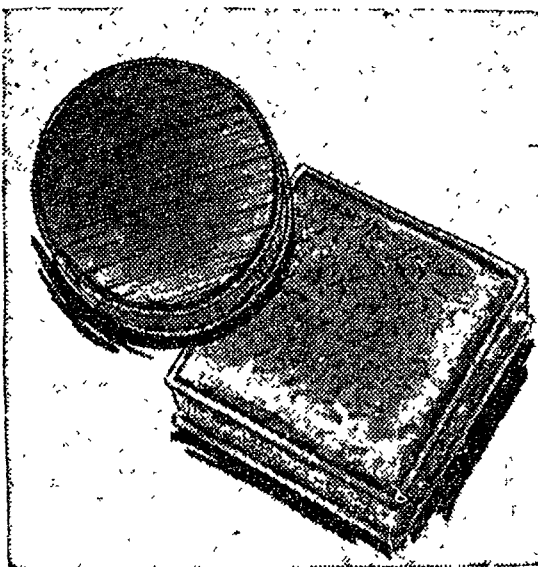
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