

7-6-1977

## Coastal Carolina College Mid-Week Memo, 1977-07-06

USC Coastal Carolina College

Coastal Carolina University

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C O A S T A L C A R O L I N A C O L L E G E

M I D - W E E K M E M O

July 6, 1977

GENERAL  
FACULTY  
MEETING

A general faculty meeting has been scheduled for Monday, July 11, at 2:00 p.m. in Rooms 203-204 of the Academic Building. This meeting is not mandatory, but the administration would like to meet with all faculty members who are available at this date and time.

STUDENT AFFAIRS

The position of Secretary to the Dean of Student Affairs is now vacant and the Personnel Office will be glad to receive applications from people presently employed by the college. Although the administration disfavors, in general, lateral or "in-house" transfers, people interested may contact Mildred Allen, who is handling personnel matters.

GRADUATE  
REGISTRATION

Mr. Marsh Myers will be in charge of and responsible for the mechanics of GRS registration which will be conducted on July 7 beginning at 1:00 p.m. Faculty and staff will be requested to aid with this registration. The administration asks you to cooperate with Mr. Myers who has been designated as the person in charge of this operation.

TERMS OF  
EMPLOYMENT

Terms of Employment are being mailed to faculty and staff on Tuesday, July 5. Persons having questions about their salary or assignment for the coming year can contact either Dean Stanton, Dean Thompson, or Vice-President and Director Singleton.

UNDERGRADUATE  
REGISTRATION

Undergraduate registration will be held Monday, July 11, from 9:00 a.m. to 1:00 p.m. All persons helping with registration should be at their positions at 8:45 a.m.

TRAVEL FORMS

Beginning on July 1, 1977, social security numbers are being required on all travel forms.