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Morris

Reg. Office

Send Mr Hutchinson Grose

please read & return

W. R. Harper.

President W. R. Harper:

Dear Sir: With regard to the present condition of the work in the Registrar's Office, and the methods of conducting the business of the Office, I would respectfully submit the following statement:

1. Under the system introduced by Mr. Strickland, the Registrar's Books were written up by Mr. Strickland and his assistants, and were brought up to date about the beginning of the present term.

2. Under this system, the Blotter, or Cash Book, and the Student Deposit Ledger, are the only books kept by the Registrar and his assistant. These books were furnished by Mr. Strickland, and are kept strictly in accordance with his suggestions. They are open to inspection. From the Blotter the entries are transferred to the regular Cash Book by Mr. Morgan, who has full charge also of the Charge Journal and Ledger. None of these books have ever been changed or tampered with in any wise by the Registrar or his assistant. They have seldom been referred to without Mr. Morgan's assistance.

3. The work of the Office is up to date, so far as the reports received from the Deans make this possible. We have received records of attendance for the first term of the Winter Quarter. Bills calling attention especially to the notice of penalty for non-payment have been sent to all

students in arrears for the Fall Quarter. The number of these is as follows: Graduate School 10; Divinity School 16; Colleges 9; Special students 18; total 53. Most of these are for comparatively small amounts, and all but three or four are collectible. Perhaps one third of the cases are those in which deferred payment has been granted for satisfactory reasons. Second bills have also been sent to all students in arrears for the present Quarter. The number of these at this date is 199, divided about equally between the four divisions. How to compel a more prompt payment has not yet been devised. I am of the opinion that to adopt the rule of adding a small percentage of interest to the bills if not paid within two weeks from the date of issue would promote payment very materially.

4. The present system seems to me methodic and satisfactory. When a student matriculates, his name is entered in a special registry. As soon as the lists of students in attendance is furnished by the Deans, the names are checked off, and bills are issued. Promptness in sending the bills depends necessarily upon promptness on the part of instructors and Deans. Each term the list is revised. When a student pays his bill, he is marked Paid in this same special registry, which has place for any statement as to time of entrance or leaving, remission of tuition, or any fact connected with his financial relation to the University. From this book also

the entries are made in the Charge Journal, explanation of all irregular charges being here made. This book, which I keep, shows at a glance whether the student has paid or not, the amount of his bill, and any special circumstances in his case.

5. A room record of the Dormitories is also kept, showing the occupants of the rooms, payments made each Quarter, and thus tracing the revenue and occupancy of each room from the beginning. A special record has been kept of the rented Dormitories, the Beatrice and Drexel, showing all facts of rental and revenue.

6. The Commons Accounts are kept in a separate book and according to the plan presented by Mr. Strickland. The first bills were sent out the first week in February, and the collection was prompt and on the whole very satisfactory.

7. The Student Deposit account amounts on the average to $2,000, and involves a large amount of work, but seems to give satisfaction and be of real service to the students. The cashing of checks is constant, and makes up a considerable portion of the counter-work; but this also seems to be necessary as an accommodation.

8. Record is kept of Room applications, notices to quit, complaints, etc. Business letters are answered daily as received, and all matters connected with the Office are attended to promptly and courteously. I invite inspection

of the workings of the Office. I am not always able to give information, because it is not given me. For instance, while the Registrar's office is in charge of the rooms, no official notice has yet been given our Office with regard to Snell Hall, as to plans, prices, who would occupy it, etc. Arrangements to assign these rooms are announced in the College paper without any information regarding the Dormitory having been sent to me. I mention this, not in complaint, but to show that we are not always able to tell students regarding the rooms because we have no information from those in authority, and I do not feel justified in making statesments on hearsay. I submit that if the Registrar is in any wise held responsible for the charge of the rooms, he should be informed fully in regard to them and their disposition, and the keys should be placed in his keeping. Otherwise order and responsibility are impossible.

I have always been glad, and shall be glad in future, to remeive suggestions as to improvements in the methods of our work. But I respectfully submit that ever since we have been able to know from the Examiner and Deans who and where the students were, our accounts have been strictly kept, and that for the past three months the work of the Office has been conducted in a thoroughly business-like manner. With the confusion of the charge of buildings thrown into the office, it was impossible to do any thorough work,

except at night; and for three months I worked, as a rule, until after 2 in the morning. Since the Office has been relieved of that responsibility we have been able to carry on the work with satisfaction.

If the Registrar's Office, in thus keeping account with the students, collecting all bills as promptly as in the present circumstances is possible, acting as banker for the students, conducting the Faculty Exchange, and serving as a Bureau of Information and Accommodation, is not doing in a satisfactory manner what it was appointed to do, I shall be glad to be made aware of the fact. If any person has charges to make against its management, I think I am entitled to full knowledge of the same, and to a full investigation by the authorities concerned.

Very respectfully,

Howard B. Grose.

University, March 9, 1893.