To President Harper:

As to possible improvements in the Calendar:

1. It seems to be now, to judge by the November number, very thoughtfully good.

2. It would be an improvement to make sure that the lists of students in various courses are correct and complete. In my own case, one quarter of the students taking a course of mine failed to appear in the November Calendar record.

3. Would it not be well to have the Wednesday chapel addresses printed? It would furnish an incentive to each speaker to say something of real value; it would tend to keep the addresses within just bounds as to length (a ten-minute address is long enough); and it would enable our friends to judge what we are giving our students in the way of religious instruction and stimulation.
Respectfully submitted,

W. C. Matthews

By the way, I have not yet seen the letter you spoke of receiving.

Also, may I have your help with "Classic Myths in English Literature?"
Dear [Name],

I hope this letter finds you well. As the first turn of a new year, I write to you with great excitement and anticipation. I am looking forward to our continued academic year and the many opportunities it brings.

[Handwritten note:]

- [Table with handwritten entries]

Please feel free to share your thoughts and ideas with me. I am eager to hear your perspectives and suggestions.

Thank you for your continued support and dedication.

Sincerely,

[Signature]

[Handwritten note:]

Important: Call me.

[Handwritten note:]

Next week's schedule:

[Handwritten note:]

[Handwritten note:]

Yours truly,

[Signature]
My own preference is for the first plan (using heavy-faced figures for the Acads. Courses).

1. It is less confusing than the t-because no T is used to indicate Acads. Courses in the Calendar.
2. To have two letters would seem to me cause endless confusion to instructors and students.

To Prof. Judsaitis second point—I think he is right—the Courses as printed in the Calendar should have the number preceding the Course and the hour following the Course. Thus, the arrangement would be:

Head Professor. Major.

64. Earlier Surahs of the Koran. Major. 1st Term. 7:30 A.M.

67. Arabic Geog. Major. 2nd Term. 7:30 A.M.

The hour to be in italics type. This will be following the plan of the Register more closely, and would seem to me much more easily understood than the present arrangement.

If your telegram is not definite in answering these points, please wire again. Yours ever, T. Kilborn
Dr. William Harper,

President of the University of Chicago:

My dear Sir:

Please excuse my delay in replying to your communication of Dec. 7, in which you asked me to criticize the last Calendar.

It has been my impression that we print too much in our Calendar, but in looking over the last issue carefully I have not found anything that I should wish to have omitted.

I believe that a full alphabetical Index at the close of the Quarterly would make it much more easy to use. One could then find at a glance on what page to look for anything, e.g. for the Announcements in English, Greek, etc.; the class-lists in each department for the current quarter; the roll of Academic Coll. students, etc. The Table of Contents cannot be sufficiently full for this, and of course it cannot be alphabetical.

In any case, our Table of Contents might well have one more page-reference. To have the only page-reference under Part I. Records, The University (Refer) 28-83, when there are nine unpagd. subdivisions under that head, teaches one to ignore the Table of Contents altogether as a time-wasting rather than a time-saving device.

It is not clear to me whether the tables on
pp. 79-82 refer to the current quarter only. I presume that that is the way to interpret them.

I have not found the statistical statement under the Constituency of Classes (p. 60 and following in Nov. Calendar) to be very accurate, though I have not tested the Nov. Calendar. In my paper for "The Dial," I was unable to put any reliance upon them in determining the number of separate students in each dept. during the quarter.

For example, the calendar of last Feb., p. 67, gives the following statistics for the Eng. dept.:

Students, 331; courses registered, 396

These figures make the figure 461: — 266 — 195 — 402

I am naturally suspicious of the Nov. figures, p. 67: — 312 courses registered, 366

It would take a great deal of work, perhaps, to determine accurately the first of these items; but it should not be given at all, I think, unless it can be made approximately correct.

Yours very truly,

A. H. Tolman

Of: The index attached to the Annual Register would lighten the labor of making one for each Calendar.
The Queen's Col., Feb. 1876

I think all the statistics and facts connected with the history of the institution ought to be recorded on the books of the University, but I see no necessity for printing them.

For instance, the Constitution 2 Clauses on 73-91 is of slight practical value. The record ought to be kept; of course, but what is the use of printing it?

So, too, the Courses 2 Study, pp 142-161 of the year, in one form or another in the Calendar, The Circular, The Announcements and the Register. Could not this be simplified? As it is, the four sources of information are confusing.

The Time Schedule 1872 (from that manuscript)

And the Room Schedule, p 1871, is short. Why not.

The necessity.

The names of the students need not occur at all. More than one for furtherion, the summary being sufficient.
In the year Cal. The address of the big waters and the statement of the Pres. ought to appear regularly. All the rest ed easily be reduced to 1/15 of its present compass, i.e., if the whole
main idea in to control.

Certainly you must call to heed in the future, for that The Law (Mk. 10:21, etc., etc., etc.) here
the Cal. will cover a 1000 pages or more.

The Cal. tells the student what he need to know. Of each city of state (simply giving a
members) what courses are to be given in
the approaching quarter. The necessity for the year.
Announcement will be done away. Then the Quarterly
Cal. will be a document of about 30 or 40 pages,
and all other nearly 3000 the matter and go
into the Repository.

Hullchuck
The Quan. Cal., Feb. 1875.


- The University confers Cert. of Grad. in

  Eng. on grade 7 The English The. Union.


  in the interest of the Sch. of Arts, Div. of Sci?

Egs:

(1) p. 89. Note in XL, XLII, XLIII. Never Ex-

  hibited. Surely Sch. of Arts has no claim on

  Dept. XLII.

(2) p. 96. The above rule broken by inserting XLIII

  (XLII + XLIII degraded to a foot note)

(3) p. 96 The Eng. Theo. Union partly stolen by

  Dept. XVI.

(4) p. 96. The Eng. Theo. Union wholly stolen by

  Dept. XVI. (Theft acknowledged in a foot note)

(5) p. 182, 183. The Div. Sch. Col. made to

  appear exceeding mean in the Trad. Sch.

  Col. Made to appear exceeding full by a
  distribution of courses, etc. It is without


(6). p. 46, Read, Mishals, Woodruff, etc., made to appear as Grad. Sch. Students.

Seeking Ph.D. -- M.B. in the Div. Sch.

list (p. 56) They appear as Common Students.


The Grad. Sch. gets all, this Div. Sch. gets nothing.

3. p. 107. Why move the Abstracts of the Papers?

Burton & Matthews inserted, while Abstracts?

The papers? Johnson, Moring, etc. were omitted?
COMMENT ABOUT THE FEBRUARY CALENDAR.

1-There is too much space wasted.

While it may be desirable so to page certain parts as to allow of reprints for special departments, four or five pages might have been saved by judicious combination. Matter on page 23 might have followed the ending of the Quarterly statement on page 22. Had this been done consecutively to page 26, a full page might have been saved, without inharmonious combination. A similar statement applies to pages 114-122, and 154-165 two pages being wasted there. Pages 131 and 72 likewise might have been saved. Page 200 was printed blank, a clear waste.

2-Abstracts of papers read before Departmental Clubs, pp. 107-114.

Is the publication of these desirable? The abstracts are uneven, and only part of those reported on pp. 103-106 are represented. Why not "all or none"? Would not the matter on pp. 103-106 be enough, the subject and the name of the author being sufficient guide for any interested reader, who might communicate with the writer in search of further information as to the nature and content of any particular paper?

3-University Extension Announcements, pp. 123-124-125.

A combination might be effected of pages 123, 124, 125, and 189, 190 and 191, without loss to the division, and with saving of several pages of type.

4-Condensation of Announcements, pp. 141-181.

Why is it desirable to carry the announcements of the whole year? Why not leave that to the Annual Register, or, why not drop each quarter's announcements at the end of the quarter? These announcements soon lose their value, for changes occur in the plans of instructors, as is shown by notices (Course Withdrawn) pp. 74, 75, 77, 79 &c I see no advan-
February Calendar 2

tage, for instance, in printing in February 1895 a list of courses offered in the summer quarter of 1894. Such reprint is confusing.

5-Why not leave matter on pp. 185, 186, and part of 187 to unofficial publications, such as the "Cap and Gown"?

6-Publishing Department.

It seems to me poor judgment on the part of the University Press to give definite statements of the subscriptions to the several University publications. Such information might be given to officials of the University, but a statement like this: "Journal of Political Economy; number issued, 1,000; number of subscribers, 310 &c" seems to me very unwise. It will repel advertisers, and worse yet, will close the mails against the circulation to possible subscribers. Every business has secrets, which prudence suggests should be made known only to the initiated, and the Press, in publishing periodicals, ought to work along business lines and not on educational ones.

In general, it seems to me, that the quarterly calendars increase in interest and value with each number. The good points far exceed the possible deficiencies.

**IMPORTANT POSTOFFICE ORDER ISSUED.**

*Only Newspapers Sent to Actual Subscribers Can Go at Postage Rates.*

WASHINGTON, D.C., April 1.—Postmaster General Blaseill has issued an order restricting second-class matter to actual subscribers for journals entitled to the pound rate. He directs that hereafter "postmasters will see that the publications offered for mailing have a legitimate list of subscribers made up, not of persons whose names were furnished by advertisers or others interested in the circulation of the publication, but of those who voluntarily seek it and pay for it with their own money, although this rule is not intended to interfere with any genuine case where one person subscribes for a limited number of copies for another."
In the summer quarter at least, such reports are consolidated.

It seems to me that the activities of the University Press are becoming more important for the University. The activities of the University Press might be given to officials of the University, with a statement like this: "You will be interested to know that the number of publications issued by the Press has increased."

The Press is in the position of the Press not on any account one.

In general, it seems to me that the number of publications should be made known not to the Press, and not to the Press only to the Press.
President Harper,

Dear Sir:-

I have examined the February Calendar, in accordance with your request of recent date, and submit certain memoranda. I interpreted your note freely, and trust, that nothing I have written may seem presumptuous.

F. W. Shepardson

5475 Kimbark Ave,
Chicago, April 2, 1895
My dear Dr. Arnold:

I send the proof of the Calendar.

It would be a great help if, at the tops of pages over the announcements of courses, the headings read "the Academic College, the University College, the Divinity School, the Extension Division," etc., etc. If it is necessary to keep the word "announcements" the phrase could be "the Academic College; Announcements," etc., etc.

At present, the Calendar is a very blind thing to turn over, in spite of many admirable features.

Sincerely yours,

[Signature]
The University of Chicago

Dec. 8th, 1966

My dear Mr. Anderson,

I have the honor to

the President,

of the Board of Directors of the University of Chicago, to communicate the conclusion of the aforementioned negotiations.

It is hereby announced

that the new program of study for the College of the University of Chicago, including the departments of Geology, Mathematics, Physics, Chemistry, and Biology, will be as follows:

Geology

Mathematics

Physics

Chemistry

Biology

At present, the College is in a

final stage of preparation to admit students.

Sincerely yours,

[Signature]
Mar. 27, 1855

My dear President Harper,

In reference to your letter of yesterday I have the honor to say that I have examined the contents of the last Calendar with some care and think it will be improved by the omission of 27-35, 98-100, 101 (the last relating to foot-ball), and perhaps 73-91. There is great need of an index.

Very truly yours

F. B. Tarbell
CHICAGO    Mar. 26, 1895.

My dear Prof. Miller:-

Will you do me the favor to examine the last copy of the Calendar critically and note for the benefit of the University any suggestions which may occur to you. Will you kindly indicate where, in your opinion, to the best advantage the material may be condensed. Hoping that you will find it possible to perform this service and assuring you that it will be appreciated, I remain

Yours truly

[Signature]

After a careful review of the last Calendar, I found my that I found no object of criticism except pages 13-21 which I think should be put in the four of the mens as exhibited in the Fall quarter in 96-97, the essential object would be gained and much time and space saved. I see no reason for publishing the names of students in the various classes.

[Signature]
CHICAGO

My dear Prof. Millet:

Will you do me the favor to examine the

last copy of the Calendar of Lectures and notice for the benefit of

the University with energy and accuracy? We often go to your

work with pride, and in your opinion to the best advantage.

I hope this may be conveyed. Hoping you will find it possible to perform this service and assure you that I will be

appreciative I remain

Yours truly
CHICAGO
March 27, 1895.

My dear President:

I make the following comments on the Calendar, in accordance with your request:

1. I think the value of printing a free copy of the Convocation address occasionally, as there is no better white.

2. Cannot considerab Americab be found if function impressing the student conferences.

3. If it really been while to print the Constitutio not Classes. I should say not. It is in the office of the Dean and each Director has a whole list.

4. I think the Abstract of Papers (p. 107) is needless. Titles are enough.

5. In the Announcement of Courses (p. 141) I should print only those offered in the ensuing quarter. The Annual Register will contain those proposed for the actual year.

The above suggestions, if adopted, would save space and money and enable the Bulletin to be out in June.

Respectfully submitted,

[Name]
March 30, 1895.

President William R. Harper,

The University of Chicago.

Dear Dr. Harper:-

Your letter of inquiry with regard to suggestions for the Calendar does not indicate to me whether you wish simply suggestions about the University Extension section. I should like to take the liberty, however, of saying that I have never been able to see the value of the statement of "Constituency of Classes in all the Schools", being found on pages 73 to 91 in the February Calendar. It seems to me also quite an extravagant piece of work to include the announcements in the Calendar when they are also published separately.

With regard to the University Extension section, I should say that the record of courses offered, found in the present Calendar on pages 123-125 was entirely superfluous. It does not indicate anything as the announcements follow, and even if the announcements were not printed, it is of little or no value, the real matter that is wanted being found in the reports of the work done, or in the Register. There is so little change from quarter to quarter, and the changes have no significance whatever in the work of the Division, so that it would seem unnecessary to publish such a record more than once a year.

Yours respectfully,

[Signature]
March 30, 1933

Dear Mr. W. E. Harper,

I am writing to inquire about a position in the University of California Extension Section. I understand that you are in charge of the Extension Office and I would be most interested in learning more about the opportunities available.

I have seen some of the courses offered and I am particularly interested in the Agricultural Extension courses. Could you please provide me with more information about these courses and the requirements for enrollment?

Thank you for your time and consideration.

Yours sincerely,

[Signature]
Dr. W.R. Harper,
Chicago, Ill.

Dear Dr. Harper,

In response to your request regarding the University Calendar, I beg leave to make the following suggestions. In making them I have tried to think of the Calendar from the standpoint of the general public for whom it seems to me, the publication is primarily issued, and not from the standpoint of the University offices.

Thinking of it in this way, it seems

(1) That the matter on pages 27-39 belongs more properly in the register than in the calendar if indeed it is important that matters of this kind be printed for general circulation.

(2) The matter on pages 73-91 seems to be unimportant so far as the purpose of the Calendar is concerned. The matter would seem to be clearly important for certain officials of the University, but not for the general public. The same thing seems to be true of the matter on pages 92-97.

(3) Could not the matter beginning on pages 119 under head of The University Houses, and extending to page 122, be omitted from the calendar?

(4) On page 141 under head of Announcements I find that although this is the Calendar for Feb. '95, matter is printed having reference to the former summer quarter, as well as to the autumn and winter quarters. Since such matter is of course obsolete at the time of the issue of this Calendar, why should it not be omitted?

(5) Beginning on page 185 there is some matter which it seems to me might be condensed in view of what appears following page 103. The existence of all these clubs and their general work appears to be
In response to your recent letter,

the University Calendar. I have reason to think of the Calendar from the standpoint of the General University Office. It seems to me that the Calendar is primarily issued and not from the standpoint of the University Office primarily issued, and that it is the Calendar of the University Office that is seen rather than seen.

Thinking of it in this way, it seems to me that the matter on page 21 seems to be unimportant as far as the purpose of the Calendar is concerned. The matter on page 21 seems to be of special importance for certain officials of the University, and not for the General University Office. The same thing seems to be true of the matter on page 82.

Could not the matter beginning on page 118 seem even of the University Calendar?

On page 141 matter from Announcements I find that a letter from

Dr. W.R. Harper
Chicago, Ill.

Dear Dr. Harper,

In response to your request regarding

the University Calendar, I have reason to think of the Calendar from the standpoint of the General University Office. It seems to me that the Calendar is primarily issued and not from the standpoint of the University Office primarily issued, and that it is the Calendar of the University Office that is seen rather than seen.

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Could not the matter beginning on page 118 seem even of the University Calendar?

On page 141 matter from Announcements I find that a letter from...
for,

1. University Extension lectures,
2. Suitable entertainments,
3. Sunday evening services.

these three being the three co-ordinate branches of the work contemplated by the Peoples Institute.

Dr. Gunsaulus further assured Mr. Clark that he would be glad for him to use the Armour Institute for any further evening work he might care to put there.

Sincerely yours,

[Signature]