



Office of Admissions Records UA.6.1

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Describing Archives: A Content Standard

University Archives and Historical Collections

Conrad Hall

943 Conrad Road, Room 101

East Lansing , MI 48824

Business Number: 517-355-2330

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URL: <http://archives.msu.edu/>

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Summary Information

Repository:	University Archives and Historical Collections
Creator:	Michigan State University. Office of Admissions and Scholarships
Creator:	Michigan State University
Source - dnr:	Hardy, Laurence D.
Title:	Office of Admissions records
ID:	UA.6.1
Date [inclusive]:	1944-2017
Physical Description:	0.5 Cubic Feet
Language of the Material:	English .

Preferred Citation

Researchers wishing to cite this collection should include the following information: "Item title, Collection title, Collection Identifier, Michigan State University Archives & Historical Collections, East Lansing, Michigan."

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Historical Note

The Admissions Office first appeared as an office within the Registrar's Office in 1948-1949. During the 1959-1960 fiscal year, the office became Admissions and Scholarships, and was separated from the Registrar's Office. In 2007 it became the Office of Admissions; administration of scholarships was taken over by the Financial Aid Office.

Below is the reporting structure of the Office of Admissions, by fiscal year (e.g., the first date range would be July 1, 1948 – June 30, 1956).

1948-1956: Office of the President > Dean of Students > Registrar's Office > Admissions
 1956-1959: Office of the President > Vice President for Academic Affairs > Registrar's Office > Admissions
 1959-1960: Office of the President > Admissions and Scholarships

1960-1970: Office of the President > Vice President for Special Projects > Admissions and Scholarships 1970-1980: Office of the Provost > Assistant Provost for Admissions and Records > Admissions and Scholarships 1980-1989: Office of the Provost > Assistant Provost for Undergraduate Education > Admissions and Scholarships 1989-1992: Office of the Provost > Assistant Provost for Academic Services > Admissions and Scholarships 1992-1996: Office of the Provost > Assistant Provost for Undergraduate Education and Academic Services > Admissions and Scholarships 1996-2000: Office of the Provost > Assistant to the Provost for Enrollment Services > Admissions and Scholarships 2000-2002: Office of the Provost > Assistant Provost for Undergraduate Education, Assessment, and Academic Services > Admissions and Scholarships 2002-2007: Office of the Provost > Assistant/Associate Provost for Academic Services > Admissions and Scholarships 2007-2015: Office of the Provost > Assistant/Associate Provost for Academic Services > Admissions 2015- 2017: Office of the Provost > Associate Provost for Academic Services and Enrollment Management > Admissions 2017- 2020: Office of the Provost > Associate Provost for Academic Services, Enrollment Management, and Academic Initiatives > Admissions

Sources: Faculty and Staff Directories, Office of the Provost website (via Web Archives), Annual Report of the Secretary of the State Board of Agriculture July 1, 1948 – June 30, 1949

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Scope and Contents

The materials consist of brochures and booklets about admission to Michigan State University (MSU), career booklets, information about the Myrtle Craig Mowbray Scholars Program, and admission data. Also included are materials related to the Office of High School Cooperation including reports on conferences and a brochure of people from MSU available to speak at high school commencements.

Electronic Resources include correspondence in the form of e-mail memos.

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Administrative Information

Publication Statement

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Conditions Governing Access

Collection is open for research.

Conditions Governing Use

Permission to publish material from this collection must be obtained from University Archives & Historical Collections, Michigan State University.

Conditions Governing Access

Legal Status: Donor(s) have transferred any applicable copyright to Michigan State University but the collection may contain third-party materials for which copyright was not transferred. Copyright restrictions may apply. Property Rights: Michigan State University.

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Controlled Access Headings

- Scholarships -- Michigan -- East Lansing
- Universities and colleges -- Admission
- Correspondence
- Michigan State University -- Office of High School Cooperation
- Hardy, Laurence D.

Collection Inventory

Title/Description	Instances	
Brochures, 1964, 1966, 1982, Undated	box 5603	folder 1
Career Information booklets, 1952	box 5603	folder 2
Career Information booklets, Undated	box 5603	folder 3
Information booklets, Circa 1959, 1994, 2003	box 5603	folder 4
An Introduction to Michigan State University, Undated	box 5603	folder 5

MSU Open House, 1983-1990	box 5603	folder 6
Myrtle Craig Mowbray Scholars Program, Undated	box 5603	folder 7
News for the Parents of the Class of, 1966-1968	box 5603	folder 8
Office of High School Cooperation		
High School- Junior College Follow-Up Conference, 1956	box 5603	folder 9
Report of the 1957 High School- Junior College Conference Questionnaire, 1957	box 5603	folder 10
Speakers for Commencement, 1959	box 5603	folder 11
Student Principal Conference, 1951	box 5603	folder 12
Options magazine, 1999	box 5603	folder 13
The Question of College, Undated	box 5603	folder 14
Report on the Freshman Class of ..., 2007, 2008, 2009, 2010, 2015, 2016	box 5603	folder 15
Review of Admission Data for 1983-1988	box 5603	folder 16
Scholarships Awards and Student Loan Funds, 1944	box 5603	folder 17
Student Personnel Services, Undated	box 5603	folder 18
Your Future as a Transfer Student from a Community- Junior College, Undated	box 5603	folder 19
Office of Admissions promotional booklet, circa 2011	box 5603	folder 20
The Big Picture booklet, 2008, 2010	box 5603	folder 21
Information for New Students and Application, 1983	box 5603	folder 22
Getting Started: Resource Guide and Directory, 2006	box 5603	folder 23
MSU Dubai promotional admissions materials, circa 2010	drawer L.F.D.	folder 1

Electronic Resources

Title/Description	Instances
Deans, Directors, and Chairs Memos, 2012	object A.2013.0165- e794

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Annual Reports

Title/Description	Instances
Published in State Board Reports	

volume Bd.
of Ag.

1949
1950
1951
1952
1953
1954
1955
1956
1957
Unpublished
box Annual Reports
(includes report of Scholarships Committee/Office), 1954
(includes report of High School Cooperation Office), 1957
(includes report of High School Cooperation Office), 1958
(includes report of High School Cooperation Office), 1958-1959
1959-1960
1960-1961
1961-1962
1962-1963
1964-1965
1965-1966
1966-1967
1967-1968
1968-1969
1983-1984

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Serials

Title/Description	Instances
#491: News for New Students at Michigan State University, 1960-1968	

#991: The Spartan News, circa 1987-1990

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