



Office of the Registrar Records UA.6.7

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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

archives@msu.edu

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

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Summary Information

Repository:	University Archives and Historical Collections
Creator:	Michigan State University. Office of the Registrar
Creator:	Hannah, John A., 1902-1991
Source - dnr:	Kuhn, Madison, 1910-1985
Title:	Office of the Registrar records
ID:	UA.6.7
Date [inclusive]:	1857-2015
Physical Description:	6 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 Office of the Registrar was created in 1914, under the authority of the university president. Prior to 1914, the duties of the registrar were allocated to the Secretary of the Board of Trustees, and records can be found in the State Board of Agriculture reports. The registrar has been responsible to several units, but since 1980 has reported to the Assistant Provost for General Academic Administration.

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Scope and Contents

The Registrar's records include student records, grades, and exams; entrance applications and exams; applications and registration records for special courses in agriculture (1901); grade averages for residence halls, societies, etc.; instructor lists and teaching loads; internal reports (1964-1969); and miscellaneous administrative material. Student records, grades, and exams are primarily for the period 1870 to 1896.

Electronic Resources include correspondence in the form of e-mail memos and attachments; Academic Programs as database records (XML files) and PDFs; Descriptions of Courses as database records (XML files) and PDFs; Schedule of Courses as database records (XML files); and the Student Directory as database records (XML files).

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Arrangement

Arranged into five series: Office Records, Volumes, Annual Reports, Serials, and Electronic Resources.

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Administrative Information

Publication Statement

University Archives and Historical Collections

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

Conditions Governing Access

Collection is open for research.

Conditions Governing Use

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Controlled Access Headings

- Agriculture -- Study and teaching
- College registrars -- Michigan
- Course description
- Course schedules
- Grading and marking (Students)
- Annual reports
- Correspondence
- Student directories
- Hannah, John A., 1902-1991
- King, Horace C.
- Michigan State University. Curricula
- Kuhn, Madison, 1910-1985

Collection Inventory

Office Records

Exams, Grades and Other Records

Title/Description	Instances
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Class Grades, Records, Exams, 1870	
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	box 851	folder 1
Special Exam, 1871	box 851	folder 2
Exams, 1871	box 851	folder 3
Grades, 1871	box 851	folder 4
Records, 1871	box 851	folder 5
Exams, 1872	box 851	folder 6
Grades, 1872	box 851	folder 7
Records, 1872	box 851	folder 8
Exams, 1873	box 851	folder 9
Grades, Records, 1873	box 851	folder 10
Exams, 1874	box 851	folder 11
Grades, Records, 1874	box 851	folder 12
Grades, Records, 1874	box 851	folder 13
Exams, 1875	box 851	folder 14
Grades, Records, 1875	box 851	folder 15-16
Exams, 1876	box 851	folder 17
Exams, 1876	box 851	folder 18
Grades, Records, 1876	box 851	folder 19
Exams, 1877	box 851	folder 20
Grades, Records, 1877	box 851	folder 21
Exams, 1878	box 851	folder 22
Grades, Records, 1878	box 851	folder 23
Grades, Records, 1878	box 851	folder 24
Exams, Records, Undated [1870-1878]	box 851	folder 25
Exams, Records, 1879	box 851	folder 26-28
Exams, Records, 1880	box 851	folder 29-31
Exams, Records, 1881	box 851	folder 32-33
Grades, 1881	box 851	folder 34-36
Exams, Records, 1882	box 851	folder 37-40
Grades, 1882	box 851	folder 41-43
Records, Exams, 1883	box 852	folder 1-3
Grades, 1883	box 852	folder 4-7

Records, Exams, 1885	box 852	folder 8-11
Grades, 1885	box 852	folder 12-14
Records, Exams	box 852	folder 15-17
Grades, 1886	box 852	folder 18-21
Records, Exams, 1887	box 852	folder 22-24
Grades, 1887	box 852	folder 25-27
Records, Exams, 1888	box 852	folder 28-29
Grades, 1888	box 852	folder 30-32
Records, Exams, 1889	box 852	folder 33-35
Grades, 1889	box 852	folder 36-40
Records, Exams, 1890	box 852	folder 41-44
Grades, 1890	box 852	folder 45-49
Records, Exams, 1891	box 853	folder 1-2
Grades, 1891	box 853	folder 3-7
Special Records, 1891	box 853	folder 8-10
Records, Exams, 1892	box 853	folder 11-14
Grades, 1892	box 853	folder 15
Records, Exams, 1893	box 853	folder 16-17
Grades, 1893	box 853	folder 18
Exams, 1894	box 853	folder 19
Records, Exams, 1895	box 853	folder 20-22
Special Exams, 1895	box 853	folder 23
Grades, 1895	box 853	folder 24-25
Grades, 1896	box 853	folder 26
Grades, 1900	box 853	folder 27-31

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First Catalogue of Students, 1857	box 853	folder 32
Entrance Applications and Exams Scores		
Title/Description	Instances	
1871	box 859	folder 1
1876	box 859	folder 2

1877	box 859	folder 3
January - February 1878	box 859	folder 4
March - August 1878	box 859	folder 5
September 1878	box 859	folder 6
1879	box 859	folder 7
[1870s]	box 859	folder 8
1880	box 859	folder 9
1881	box 859	folder 10
1882	box 859	folder 11
1883	box 859	folder 12
1884	box 859	folder 13
1885	box 859	folder 14
1886	box 859	folder 15-18
1887	box 859	folder 19
1888	box 859	folder 20-21
1889	box 859	folder 22-23
[1880s]	box 859	folder 24
1890	box 859	folder 25
[1890-1891]	box 859	folder 26
1891	box 859	folder 27
1892	box 859	folder 28
1893	box 859	folder 29
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1895	box 859	folder 31-33
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Special Course

Applications, 1897

Title/Description	Instances	
A	box 859	folder 36
B	box 859	folder 37
C	box 859	folder 38

D	box 859	folder 39
E	box 859	folder 40
F	box 859	folder 41
G	box 859	folder 42
H	box 859	folder 43
I	box 859	folder 44
J	box 859	folder 45
K	box 859	folder 46
L	box 859	folder 47
M	box 859	folder 48

Registration

Title/Description	Instances	
Beet Sugar Production, 1901	box 859	folder 49
Cheese Making, 1901	box 859	folder 50
Cooking, 1900	box 859	folder 51
Creamery, 1901	box 859	folder 52
Fruit Culture, 1901	box 859	folder 53
Live Stock, 1901	box 859	folder 54

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Survey of the Academic Behavior of "Final Warning Extension" Juniors at MSC, 1951	box 859	folder 55
Schedule of Courses/Timetables (Daily Programs), 1909, 1910, 1916-1921, 1925-1926	drawer 8	
Letter, 1930	box 2671	folder 13

Communications and Reports

Title/Description	Instances	
1952	box 372	folder 1-5
1953	box 372	folder 6-12
1954	box 372	folder 13-22
1955	box 372	folder 23-27
1956	box 372	folder 28

Internal Reports – Academic Success

Title/Description	Instances	
Spring, 1964	box 372	folder 29
Fall, 1964	box 372	folder 30
Winter, 1965	box 372	folder 31
Spring, 1965	box 372	folder 33
Summer, 1965	box 372	folder 34
Fall, 1965	box 372	folder 35
Spring, 1966	box 372	folder 36
Fall, 1966	box 372	folder 37

Evening College Enrollment

Title/Description	Instances	
1958	box 372	folder 38
1959	box 372	folder 39
1960	box 372	folder 40
Summary of Early Registration (Summer), 1969	box 372	folder 41
Grade Point Averages, 1952-1956	box 372	folder 42
Cumulative Averages Tanked by Deciles for Students In School, 1952-1953	box 372	folder 43
Society and Dormitory Grade Averages, 1953-1956	box 372	folder 44
Students Enrolled Winter 1956 with Highest Academic Average Based on Cumulative Totals at the close of Fall 1955	box 372	folder 45
Report of the Joint Committee of the School-College Relation Committee of the American Association of Collegiate Registrars and Admissions Officers and National Association of Secondary School Principals, January 11-12, 1957	box 372	folder 46
Statement on Present Admission Policies and Procedures for Undergraduate Students, February 5, 1957	box 372	folder 47
Miscellaneous, 1953	box 372	folder 48
Miscellaneous, 1955, Undated	box 372	folder 49
Miscellaneous, 1956	box 372	folder 50-51
Comparative Standings of the Various College and Curriculum Groups on the Orientation Week Examinations, Fall 1957	box 372	folder 52

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Students Enrolled Spring Term 1955 with Highest Academic Average Based on Cumulative totals at the Close of Winter Term, 1955	box 372	folder 53
Test Scores by Students Entering Fall Term, 1954	box 372	folder 54
Test Scores by Students Entering Fall Term, 1955	box 372	folder 55
Test Scores by Students Entering Fall Term, 1957	box 372	folder 56
Test Scores by Students Entering Fall Term, 1958	box 372	folder 57
Various Reports, 1950, 1952, 1957, 1958, Undated	box 372	folder 58
Various Reports, 1960-1964	box 372	folder 59
Staff Academic Standing, 1952	box 372	folder 60
Study of Credit Hours of Instruction, Fall 1953	box 372	folder 61
Number of Graduate and Undergraduate Students in 300 and 400 level courses, Winter, Spring, 1955	box 372	folder 62
Organization and Responsibilities of the Office of the Registrar, 1955-1956	box 372	folder 63
Members of the Academic Senate, 1957	box 372	folder 64
Evening College Enrollment, Fall and Winter, 1960, Winter, 1961	box 372	folder 65
List of Instructors by Courses and Sections, Fall 1961, Spring 1962	box 372	folder 66
Cumulative Averages Ranked by Deciles for Students in School, Spring, Fall, 1961, Fall, 1963	box 372	folder 67
Comparative Statements of Grades		
Fall 1951, Fall 1952	box 372	folder 68
Winter 1953	box 372	folder 69
Fall 1955	box 372	folder 70
Winter 1956	box 372	folder 71
Fall 1959-Winter 1960	box 372	folder 72
Summer 1961	box 372	folder 73
Summer 1962	box 372	folder 74-75
Fall 1962	box 372	folder 76-77
Winter 1963	box 372	folder 78-79
Spring 1963	box 372	folder 80-81
Summer 1963	box 372	folder 82-83
Fall 1963	box 372	folder 84

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Winter 1964	box 372	folder 85-86
Teaching Loads, 1945-1964	box 372	folder 87-89
Grade Distributions, 1951-1959	box 372	folder 90-92
Internal Reports		
May 1, 1964	box 372	folder 93
Summer 1965	box 372	folder 94
Winter 1969	box 372	folder 95
Enrollment Report Lifelong Education, 1979-1980	box 2671	folder 1
Enrollment and Credit Hour Projection – College of Arts and Letters, 1971	box 2671	folder 2
Honor Roll, 1929-1934	box 2671	folder 3
Grade Statistics, 1936-1963	box 2671	folder 4
Enrollment Statistics, 1947-1971	box 2671	folder 5
Orientation Program, 1971	box 2671	folder 6
Instructions for Academic Advisors, 1963	box 2671	folder 7
AACRAO Awards, 2005	box 2671	folder 8
Training for Government Service, Undated	box 2671	folder 9
Answers to Commencement, Degree, and Advanced Placement Questions, 1929-1969	box 2671	folder 10
Answers to Teacher Certification Questions, 1956-1967	box 2671	folder 11
Summary of Student Fees and Other Expenses, 1963-1974	box 2671	folder 12
Course of Study brochures, 1897, 1900	box 2671	folder 14
Enrollment and Registration Policies, Procedures, Calendars for 1998-2001	box 2671	folder 15
An Analysis of Students Now Attending MSU by Last Institution Attended, 1958	box 2671	folder 16
Annual Reports on the Freshman Testing Program, 1939-1940	box 2671	folder 17
Lists of Male Students Called to Military Service, 1941-1946	box 2671	folder 18
Brochure About Campus- "On the Campus at MAC", circa 1925	box 2671	folder 19
Answers to Commencement, Advanced Degree, Placement, and Alumni Questions, 1959	box 2671	folder 20
Transitions Student Planner		
1997	box 5951	folder 1

1998	box 5951	folder 2
1999	box 5951	folder 3
Memo re: Future Planning of MSU Organization Structure [personnel office], February 6, 1959	box 5951	folder 4
Memo re: recommendations from the Office of the Registrar, July 10, 1968	box 5951	folder 4
"College Regulations for the use of the Faculty of Michigan State College," by Elida Yakeley, 1938	box 5951	folder 5
Bound volume of Michigan State publications, 1907, 1909-1911, 1915-1918, 1933-1934, 1937	box 5951	folder 6

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Volumes

Title/Description	Instances
Annual and Term Enrollment Reports, 1960-1973	volume 1960-73
Annual and Term Enrollment Reports, 1960-1967	volume 1960/61 - 1966/67
Annual and Term Enrollment Reports, 1969-1973	volume 1969/70 - 1972/73

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Annual Reports

Title/Description	Instances
Published in State Board Reports	volume Bd. of Ag.
1914	
1915	
1916	
1917	
1918	
1919	
1920	
1921	

1922

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1941

1942

1943

1944

1945

1946

1947

1948

1949

1950

1951

1952

1953

1954

1955

1956

Unpublished	box Annual Reports
1944-1945	box Annual Reports
1946-1947	
1947-1948	
1948-1949	
1949-1950	
1950-1951	
1952-1953	
1953-1954	
1954-1955	
1955-1956	
1956-1957	
1957-1958	
1958-1959	
1959-1960	
1960-1961	
1961-1962	
1962-1963	
1963-1964	
(Annual and Term Enrollment Reports), 1963-1964	
1964-1965	
(Special Internal Composite Report), 1964-1965	
1965-1966	
(Special Internal Composite Report), 1965-1966	
1966-1967	
(Special Internal Composite Report), 1966-1967	
(Annual and Term Enrollment Reports), 1965-1966 and 1966-1967	
1967-1968	
(Special Internal Composite Report), 1967-1968	
1968-1969	

(Special Internal Composite Report), 1968-1969

(Annual and Term Enrollment Reports), 1967-1968 and
1968-1969

1969-1970

(Special Internal Composite Report), 1969-1970

1970-1971

(Special Internal Composite Report), 1970-1971

(Annual Report with Special Internal Supplements
Included), 1970-1971

(Annual and Term Enrollment Reports), 1969-1970 and
1970-1971

1971-1972

(Special Internal Composite Report), 1971-1972

1972-1973

(Special Internal Composite Report), 1972-1973

(Annual and Term Enrollment Reports), 1971-1972 and
1972-1973

(Special Internal Composite Report), 1973-1974

1974-1975

(Special Internal Composite Report), 1974-1975

(Special Internal Composite Report), 1975-1976

(Special Internal Composite Report), 1976-1977

(Special Internal Composite Report), 1977-1978

1978-1979

(Special Internal Composite Report), 1978-1979

(Special Internal Composite Report), 1979-1980

1980-1981

1981-1982

(Special Internal Composite Report), 1981-1982

Spring 1997

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Title/Description	Instances
#108: Academic Programs	
#24: Catalog	
#26: Description of Courses	
#30: Enrollment Report: East Lansing Campus	
#31: Enrollment Report: Lifelong Education	
#32: Enrollment Report: Off-Campus	
#33: Enrollment Report: Special Internal Composite Report	
#52: Schedule of Courses	
#57: Term-End Report	
#58: Term-End Report: Special Internal Composite Report	
#56: Student Directory	
#1011: On-Campus Housing Directory	

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Electronic Resources

Title/Description	Instances
Academic Programs (#108), 2000-2015	object AcademicPrograms
Descriptions of Courses (#26) , 1970-2016	object CourseDescriptions
Schedule of Courses (#52) , 2003-2016	object CourseSchedules
Student Directory (#56), 1994-2016	object StudentDirectory
Deans, Directors, and Chairs E-mail Memos, 2008-2014	
Announcements: Transfer procedures, New textbook system, 2008-2013	
New academic year news and instructions, 2014	
Major declaration policy change, 2015	
Start of semester information, 2015	

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