

Inventory of the

Registration and Records

Records

in the

Northern Illinois University Archives

UA 34

INTRODUCTION

The University Archives acquired material from the Office of the Registrar, now the Office of Registration and Records, in several installments between 1966 and 1976. Additions to the collection are received regularly. Literary rights are dedicated to the public. **Access to Student Academic Records is restricted to the Office of Registration and Records.** There are no restrictions on the rest of the collection.

87 boxes
85 volumes
105.25 linear feet
1899 - present

SCOPE AND CONTENT

The Office of Registration and Records series contains analytical information, a set of commencement programs, schedules of classes, and student records. The analytical information includes statistics on degrees awarded by the University, enrollment figures and scholarship reports. Student records are on microfilm.

After every commencement, a Statistical Profile is compiled. This is a profile of undergraduate degrees the University has just awarded. It gives the number of graduates by college, degree, major, minor, and type of certification. It then cross-tabulates this information. The Statistical Profile evolved from the Curriculum Summary report which first appeared in 1956.

Also, appearing after every commencement are the Official List, Degrees with Distinction lists, and the List by Degree. The Official List is an alphabetical listing of graduates which gives each person's name, degree earned, college and major. Those who attained Degrees with Distinction are listed by rank with their name, honor awarded, grade point average, degree, college and major. Each college has its own separate list of Degrees with Distinction. All graduates are listed in the List by Degree. This is arranged by college and by department within each college. It is an alphabetical list of graduates and the degree they earned. It should be noted that these various lists started compilation in different years and run through 2003. [Contact Registration & Records for years 2004 forward] A summary of Graduate Degrees Awarded was compiled from 1956 to 1977 and is comparable in content to the Statistical Profile and Official List.

Statistics on enrollment include the Curriculum Summary (1957-1968) which gives the number of undergraduates enrolled in the University by degree, class and major. The Student Profile eventually evolved from analysis of enrollment. An analysis of scholarship funds, types of scholarships and a breakdown of scholarships in registration fees makes up the Scholarship Report.

A set of Commencement programs is also available in this series. Summer commencement

programs have not been published since August of 1970. Instead, August graduates are listed in the following May program. [For Commencement Programs from 1986 to 1998, please contact the Office of Registration and Records]

Schedules of classes first appeared in chart form in 1920, and later in booklet form. They were printed until the Fall of 2006, and since that date are only made available on-line via the Registration and Records website. The college catalogs [later called undergraduate catalogs] which date from 1899 to the present provide more detailed information on the courses available. They are located in the Reading Room, Reference area.

Student Records from the years 1899 through the summer of 2008 were microfilmed and are **restricted to use by personnel from the Office of Registration and Records**. Records since that date are stored digitally in the Registration and Records Office.

HISTORICAL SKETCH

Originally the Registrar was a clerk in the President's office. A bookkeeper was enlisted to help and, by 1924, the duties of the Registrar were shared by the Secretary to the President and a bookkeeper. In 1928 the Secretary to the President was also given the title of Registrar. A separate Office of the Registrar was not created until 1939, however. The Office was put under Student Personnel Services in 1953 and later reported directly to the Executive Vice-President in the 1960's. In 1971, the Office of the Registrar combined with the Admissions Office. Today it is called the Office of Registration and Records.

COLLECTION INVENTORY

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20		N.I.S.N.S. Catalogs, 1899-1914
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Ovs.	1 vol.	Scrapbook of Forms, 1945, Packet of Forms,1964

Access to these Records is Restricted:

Ovs.	53 vols.	Student Enrollment Books, Fall 1937-Spring 1951
Ovs.	26 vols	Extension Enrollment Books, 1938-1953
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SERIES III: Microfilm, Student Records

Access to these Records is Restricted:

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