

# Registrar's Office fonds

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Reifsteck (2017)

Last revised June 2017

**\*\*\* Institutional records -- researcher access subject to review \*\*\***

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# Fonds Description

**Registrar's Office fonds.** - 1907-2008.

26.48 m of textual records.

451 reels of microfilm.

## **Administrative History**

The British Columbia University Act (1908) stipulated that there should be an appointed Registrar whose duty was to "keep all the necessary records and accounts, and to perform other such duties as may be required of him by the Senate or Board." Over the years, the role of Registrar at UBC has evolved into a position between that of a senior academic officer and a senior records clerk. The major functions of the Registrar's Office include: serving in a secretariat capacity to the Senate and Faculties; implementing admission requirements as determined by the Senate; maintaining student records; providing examination scheduling, room booking and invigilation assignments for examinations; and, participating in graduating ceremonies at the University. Since 2002 the Registrar's Office has been subsumed within Enrolment Services, headed by the Associate Vice-President and Registrar.

## **Custodial history**

The records from the Registrar's Office have been received several separate accessions. The first resulted from a sampling of a large body of stored records. The records in the other major accessions came to the Archives in 1985 (Boxes 50-80), 2007 (Boxes 81-91), 2015 (Boxes 92-110), and 2017 (Boxes 111-114). Boxes 115-119, two oversized volumes, and one of the volumes in Box 21 were recovered from off-site storage in 2018.

## **Scope and Content**

The fonds consists of records dating from 1907 to 2008, which provide a unique source of information particularly about student-related matters such as grades, university admissions, graduation and examinations. In addition to records generated by the Registrar's Office itself, there are also Faculty records (1915-1963) which were probably maintained by the Registrar who served as the secretary to Senate. The Registrar's Office also maintained the records of the Senate's committees, reports, and elections (1912-1930). There are also records related to the Sopron Division of the Faculty of Forestry (1957-2007). These records include handwritten transcripts and correspondence. The records have been largely retained in their physical order in which they were acquired - as a result, records from different series are often inter-filed together, making it difficult to distinguish them with any accuracy. The records on microfilm include correspondence, student registration cards, academic records, and information on scholarships and bursaries dating from 1913 to 1968.

The Registrar's Office also collected copies of student examinations. In 1993 copies of student examinations from 1915 to 1969 were microfilmed and the originals destroyed.

**Notes**

Fonds consists of institutional records – access requests must be reviewed by the University's FOIPOP Coordinator.

File list available.

Restrictions apply.

# Series Descriptions

## **Registration Cards Series** - 1910-1920.

1.28m of textual records.

The series consists of student registration cards with names and personal information. The cards indicate faculty of the student, their year, and the courses requested in each session.

## **Military Training at UBC Series** – 1919-1945.

48cm of textual records.

The series consists of records documenting UBC's and UBC students' involvement in World Wars I and II. It includes Military Education committee minutes, rolls of enlistees, military training related correspondence and reports, and correspondence with and records from the Canadian Officer's Training Corps and Canadian Legion Education Service.

## **Student Correspondence Series** – 1916-1960.

3.96m of textual records.

The series consists of correspondence about and with students. It includes correspondence inward and outward with students, potential students, the Committee on Student Affairs, the Rhodes Scholarship, the Alma Mater Society as well as various principals, superintendents, organizations and registrars at other universities. Correspondence topics include admissions and applications, credit for courses, extensions, certificates, coursework, marks, and examinations.

## **Graduate Records Series** - 1916-1980.

3.49m of textual records.

The series consists of records relating to graduate students and coursework at the university. Most of the records consist of the minutes and recommendations from the Committee on Graduate Studies. A subseries includes lists of graduating students and members of convocation until 1980. The series also includes files on M.A. applicants, graduate coursework, and registration cards. After 1921, these graduate student records were instead kept by the relevant deans.

## **Scholarships and Bursaries Series** - 1916-1936.

69cm of textual records.

The series consists of records that relate to scholarships and bursaries allocated to students. Records contain information about the names of scholarship recipients, the amount of the award, specific scholarship programs, and related correspondence. The series also includes the minutes and correspondence of the Committee on Scholarships and Prizes.

**Short Courses Series** - 1916-1952.

28cm of textual records.

The series consists of records relating to the administration of short courses. It includes pamphlets promoting various courses, student registration cards, applications and correspondence with faculties.

**Faculty Committee on Student Affairs Series** - 1916-1935.

36cm of textual records.

The series consists of the records of the Student Affairs Committee. It was one of several committees established at the first meeting of the Faculty of UBC in 1915. The others included Library, Graduate Work, Course and Calendar, Students' Standing and Admissions, Military Education, and Academic Costume. The Faculty Committee on Student Affairs was responsible for making recommendations to the Board of Governors in all matters relating to students. In serving as a medium for communication between the staff and the student body, the committee had to approve minutes and constitutional changes for all student organizations on campus including the Alma Mater Society. The series includes minutes of the committee, student council, and other student organizations.

**Miscellaneous Records Series** - 1912-1962.

2.15m of textual records.

The series consists of various records and correspondences under the registrar's care. It includes topics such as inter-university exchanges, convocation records, senate records, various committees, information from other universities, directed reading courses and other misc. matters.

**Microfilmed Records Series** - 1917-1969.

451 reels.

The series consists of copies of student examinations. The originals were destroyed in 1993. The microfilm copies are available on reels in the microform section of the

Koerner Library (AW 1.R7655). For examinations after 1969 see the UBC Undergraduate Student Examination Collection.

**Registrar's General Files Series** - 1907-1999.

9.13m of textual records.

The series consists of records of the general files of the registrar. It includes the registrar's files on a variety of topics relevant to their role. Folders contain correspondence, memoranda, reference material, handwritten notes, notices, forms, policies, templates and the like.

The original order of this series has been maintained. The series is arranged alphabetically by topic and then by year.

**Faculty Records Series** - 1930-1963.

72cm of textual records.

The series consists of records from the registrar's role as secretary of Faculty. It includes minutes, meeting materials, and correspondences from meetings and committees of the various faculties.

**Sopron Division Series** - 1957-2007.

7cm of textual records.

The series consists of records relating to the Sopron Division of the Faculty of Forestry. Between 1957 and 1961, students and faculty from the Sopron University of Forestry in Hungary joined the Faculty of Forestry as a special division following the Hungarian Revolution. Within these records are materials relating to the roughly 200 students and 14 faculty members including transcripts, correspondence, and a history of the school.

**College and University Machine Records Conference Series** - 1989-1995.

49cm of textual records.

The series consists of records for the planning and execution of the College and University Machine Records Conference. It includes meeting minutes, research materials, funding documents, related correspondence, promotional materials, and registration information.

# File List

## REGISTRATION CARDS

BOX 1 1910-1913

BOX 1a 1914/15-1915/16

BOX 1b 1916/17-1917/18

## [Registration Cards - Continued](#)

## BOX 2

### MILITARY TRAINING AT UBC -- World War I

- 2-1 Military Committee (UBC Canadian Officers' Training Corps) - Minutes (1915-1918)  
Service Rolls - Students Enlisting in the Active Militia (1918)
- 2-2 Attendance Rolls [Kept by H.F.G. Letson] (1915-1919)
- 2-3 Nominal Roll - "Men of UBC" [C.O.T.C. - B.C. Contingent] (1918/19)
- 2-4 Committee on Military Education (1919)  
Honor Roll for Calendar (1919)
- 2-5 Letter from Letson to President of the Military Committee Describing The Records Turned Over to the Committee (1919)
- 2-6 Certificates of Enlistment (1918)
- 2-7 C.O.T.C. Enlistment Results (1916-17)
- 2-8 "Military Training" - Lists, Correspondence, Reports (1917-1918)
- 2-9 "Soldiers of the Soil" Program - Reports of High School Principals [Writing on behalf of those who were unable to finish their courses because of war duties]



- 2-10/12 Applications of Students Serving Overseas for Their Undergraduate Matriculation Certificates
- 2-13 Certificates of Enlistment
- BOX 3
- 3-1 Certificates of Standing (1916)
- 3-2 Report of the Number of Students that Each Dept. Could Accommodate (1919)

[Military - Continued](#)

GENERAL STUDENT CORRESPONDENCE -- Inward and Outward (1915-16)

3-3/7 A - De

BOX 4

Di - Ki

BOX 5

L - R

BOX 6

S - Z

BOX 7

- 7-1 Committee on Student Affairs - Correspondence (1916)
- 7-2 McGill University College of B.C. Students to be Enrolled at UBC - Correspondence, Lists (1915-1916)
- 7-3 Matriculation Board - Correspondence (1916)

- 7-4 J.A. Nicholson [Registrar McGill U.] - Correspondence (1915-1917)
- 7-5 Rhodes Scholarships - Correspondence, Applications (1915-1916)
- 7-6 Alexander Robinson [Superintendent of Education] – Correspondence (1916)
- 7-7 Alexander G. Smith [Principal of Victoria High School] - Correspondence (1916)
- 7-8 Memorandum Re: Establishing Permanent Site for University [n.d.]
- 7-9 F.F. Wesbrook - Correspondence (1915-1916)
- 7-10 S.J. Willis [Principal Victoria High School] Correspondence (1916)

Student Correspondence (1916/17)

BOX 8

A - Dy

BOX 9

E - My

BOX 10

La - Ph

BOX 11

Pi - Z

BOX 12

- 12-1 Certificates of Standing (1917)
- 12-2 Civil Service (1917)
- 12-3 W.H. Cullin [King's Printer] - Correspondence (1917)

- 12-4 Dominion Express - Receipts (1917)
- 12-5 J.D. MacLean [Minister of Ed'n] Correspondence (1917)
- 12-6 Medical Certificates (1916-1917)
- 12-7 Mid-Term Examination Papers (1917)
- 12-8 J.A. Nicholson - Correspondence (1916-1917)
- 12-9 Recruiting Fund of the 196th (Western Universities Battalion) - List of Donations (1917)
- 12-10 Reports from Other Universities Re: Language Used in the Conferring of Degrees in Science, etc. (1917)
- 12-11 Rhodes Scholarships - Applications (1917-1919)
- 12-12 John Ridington [Acting Librarian] Correspondence Re: Book Orders (1916-1917)
- 12-13 Alexander Robinson - Correspondence (1917)
- 12-14 Alexander G. Smith - Correspondence (1917)
- 12-15 F.F. Wesbrook - Correspondence and Information Sheets Indicating Dept./Name/Subject/Rank/Salary/No. of Students/Hours of Teaching/Other Duties (1917)

### [Correspondence - Continued](#)

REGISTRATION CARDS (cont.)

BOX 13

Student Registration Cards (1918-1920)

BOX 14

## STUDENT CORRESPONDENCE (cont.)

### Student Correspondence (1918)

14-1/9 A - C

14-10 Bursar - Payment of Scholarship Money, Refunds, etc (1918)

14-11 Certificates of Standing (1918)

14-12 Circulars Re: Scholarships Offered at the U. of Toronto (1918)

14-13 Civil Service - Notice of Job Vacancies (1918)

14-14 W.H. Cullin - Requests for Printing of Examination Papers (1918)

### BOX 15

15-1 Medical Certificates - Reasons for Absence (1918-19)

15-2 J.D. MacLean - Correspondence (1919)

### Student Correspondence (1919)

15-3/8 Mac - N

### [Correspondence - Continued](#)

### BOX 16

## GRADUATE RECORDS

16-1/5 Committee on Graduate Studies (1917-1921)

16-6 Dr. Hutchinson [Sec. of Comm.] - Correspondence (1919-1920)

16-7/9 Files on M.A. Applicants

16-10 Registration, Applications, and Student Records Cards (1918-1920)

[Graduate records - continued](#)

BOX 17

SCHOLARSHIP RECORDS

17-1/11 1916-1927

BOX 18

18-1 Prizes and Scholarships - Correspondence (1920)

Public Health

18-2 Laboratory - Correspondence (1920)

18-3 Nursing - Correspondence, Reports and Printed Material Re: Establishment of Short Course in Public Health Nursing (1918-1920)

18-4 Publications Board - Ubysey (1920)

18-5 Public Health Committee - Red Cross Chair - Correspondence, Reports (1920)

18-6 Repatriation League - Correspondence (1920)

Rhodes Scholarships

18-7 Statements and Memoranda Re: Scholarships (1905-1921)

18-8 Memoranda (1919-1921)

18-9 John Ridington - Correspondence and Report Re: Purchases, Repairs, Meeting of the Library Committee.  
"Report of the Survey of the University Library" by W.E. Henry (1920)

18-10 Registrar's Correspondence with the President and Application of Stanley Matthews for the Position of Registrar at UBC (1919-1920)

- 18-11 Rockefeller Foundation - Correspondence (1920)
- 18-12 Rotary Club - Correspondence, Notices, Memos (1920)
- 18-13 Royal Society of Canada - Correspondence Inward and Outward from the President and Board of Governors with the R.S.C. (1920)

### Scholarships - Continued

#### BOX 19

#### CORRESPONDENCE (cont.)

- 19-1 Summer Courses - Printed Material, Correspondence (1920)
- 19-2 Student Data - Registration (1920-1926)
- 19-3 Students' Council - Correspondence (1920)
- 19-4 Theological College Applications (1920)
- 19-5 Universities - Salary at Other.... (1919-1921)
- 19-6 Universities Bureau of the British Empire - Minutes
- 19-7 University Site (Road to) - Correspondence, Reports (1920)
- 19-8 War Museum (Ottawa)
- 19-9 Western Canadian Society of Agronomy - Correspondence (1920)
- 19-10 Western Horticulturalists, Entomologists, and Plant Pathologists - Notice of Annual Meeting (1920)
- 19-11 Westminster Hall - Minutes Correspondence (1919-1920)
- 19-12 Women's Auxiliary - 196th Western Universities Battalion - D Company
- 19-13 Y.M.C.A. and Y.W.C.A. - Correspondence, Minutes (1920)

19-14/16 Students and Faculty (1920)

[Correspondence - Continued](#)

BOX 20

SHORT COURSES

Agriculture (1923-1932)

20-1 Misc. Pamphlets (1923)

20-2/5 Course Forms and Correspondence

[Short Courses – continued](#)

CORRESPONDENCE (cont.)

BOX 21

Applications for Admission to UBC (1924-1927) [3 bound volumes]

BOX 22

22-1 Victoria College - Correspondence (1928)

22-2 Universities - Registrar's Request to Registrar's at Other Universities for  
Calendar and Student Information (1928)

22-3/5 Correspondence Re: Admissions, Requests and Information U-Z (1928)

[Correspondence - continued](#)

SCHOLARSHIPS (cont.)

BOX 23

Committee on Scholarships and Prizes - Minutes, Correspondence and Applications (1928-1939)

MISCELLANEOUS RECORDS

BOX 24

Inter-University Exchanges (1930-1939)

24-1 Exchange of Professors - Correspondence (1927-1937)

24-2/6 Inter-University Exchange of Students (1929-1939)

BOX 25

Committee on Examination Arrangements - Examination Records (1931-1933)

25-1/2 Reports, Correspondence

25-3 Notes on Examinations - Dates and Places

25-4 Master Sheet of Examinations

25-6 Examination Timetable (1931)

[Miscellaneous – continued](#)

BOX 26

SCHOLARSHIPS (cont.)

Joint Faculty Committee on Prizes and Scholarships (1916-1936)

26-1 Minutes, Reports (1932-1933)



- 26-2 Correspondence - Outward (1933-1936)
- 26-3 Correspondence - Inward (1933-1936)
- 26-4 Commonwealth Fund Fellowship - Correspondence, Printed Material (1930-1933)
- 26-5 Carnegie Scholarship - Correspondence, Printed Material (1935-1936)
- 26-6 LeRoy Memorial Scholarship (1930)

Committee Chairman's (Harry T. Logan) Records

- 26-7 Correspondence (1916, 1934-1935)
- 26-8 Scholarships (1933-1935)
- 26-9/10 Special Bursaries (1934-1936)
- 26-11 Printed Material, Correspondence (1933-1935)

BOX 27

MISCELLANEOUS (cont.)

Information from Other Universities

- 27-1 "Journal of Education" [Nova Scotia] (1930)
- 27-2 "Manual of the School Law and Regulations of New Brunswick" (1929)
- 27-3 "Courses of Study and Examinations" [Ontario] (1929)
- 27-4 Correspondence with Can. University Registrars Re: Operation of the Registrar's Office (1932)
- 27-5 Correspondence with other Can. Universities (1930-1931)

BOX 28

Carnegie Corporation Project Records

Joint Faculty Comm. on the Offer of the Carnegie Corporation - Minutes,  
Correspondence, Reports (1933-1934)

Miscellaneous – continued

BOX 29

STUDENT CORRESPONDENCE (cont.)

29-1/4 Sa - Sz

29-5 "Student Load" - Correspondence (1935)

29-6 Special Exams - Applications and Correspondence (1935)

29-7/9 Directed Reading Courses and Examinations at Outside Centres -  
Correspondence (1935-1940)

BOX 30

Department of University Extension (1937-1943)

30-1 Report of the Director of Extension (1937)

30-2 Annual Report of the Dept. of University Extension (1939)

30-3 General Botany Course - Printed Material (1938-39)

30-4 "Dominion-Provincial Youth Training Program - Rural Occupational Schools"  
(1938-1939)

30-5 Visual Instruction Service - Printed Material (1939-40)

30-6 Phonograph Record Loan Service - Catalogue (1941)

- 30-7 Evening Class Pamphlets (1941-1942)
- 30-8 "Educational Program for B.C. Fishermen" (1942-1943)
- 30-9 Summer School Activities – Pamphlets

### [Correspondence - Continued](#)

#### MILITARY (cont.)

##### Canadian Officers' Training Corps (C.O.T.C.)

- 30-10 Correspondence and Applications Re: Employment Opportunities with the R.C.A.F. (1937-1938)
- 30-11 Applications and Correspondence Re: Credits for C.O.T.C. Work (1939)
- 30-12 Applications for Partial Course Credit - Denied (1939-1940)

### [Military - Continued](#)

#### BOX 31

#### SCHOLARSHIPS (cont.)

##### Bursaries

- 31-1 Bursary Awards - General (1939-1943)
- 31-2 War Service Bursaries - Recipients (1942-43)
- 31-3 National Selective Bursaries - Recipients and Correspondence (1943)

##### Youth Training Bursaries

- 31-4 Youth Training Project - Establishment of Bursaries (1939)
- 31-5 F.T. Fairy [Director of Technical Instruction, Victoria] (1939-1940)

- 31-6 Correspondence Re: Applications (1939-1941)
- 31-7 Applications Returned to Col. Fairy's Victoria Office (1940-1942)
- 31-9 Dominion-Provincial Youth Training and War Service Bursary (1942)

## BOX 32

### STUDENT CORRESPONDENCE (1943) (cont.)

- 32-1/5 A - Cn
- 32-6 Alumni Association - Correspondence (1943)
- 32-7 Athletics - "Eligibility Report" (1943)
- 32-8 Bills (1943)
- 32-9 Bursar - Correspondence (1943)

### [Correspondence - Continued](#)

## BOX 33

### MISCELLEANOUS (cont.)

#### Directed Reading Courses (1938-1949)

- 33-1 Circulars Re: Directed Reading Courses Offered (UBC) (1938-1944)
- 33-2/3 Copies of Examinations and Related Correspondence (1940-1943)
- 33-4 Class Lists and Correspondence (1943-1944)
- 33-5 Copies of Examinations and Originals (1944)
- 33-6 Copies of Examinations and Related Correspondence (1944-1945)

33-7 Correspondence Re: Examinations (1948-1949)

33-8 Examinations and Invigilators Reports (1949)

[Miscellaneous - Continued](#)

BOX 34

MILITARY (cont.) - Mobilization Board

34-1 Agenda (1943)

34-2 Student Information [by Faculty] (1943)

34-3 Filing Copies of Information (1944)

34-4/8 National Selective Service (Mobilization Section) - Student Records and Standing (1943)

BOX 35

Canadian Legion Educational Service (1943-1945)

35-1 Canadian Legion - "Correspondence Courses Offered by Can. Universities" (1941, 1943)

35-2 Correspondence Re: Correspondence Courses at UBC (1943)

35-3 Applications and Correspondence (1943)

35-4 Applications and Correspondence - \*\*Operational (1943)  
[A distinction was made between those individuals engaged in operational duty' and 'non-operational duty'. The R.C.L. paid for one course at a time for members in the former category while the others had to pay \$10 per course and the cost of texts.]

35-5 "Non-Operational" - Applications and Correspondence (1943-1945)

35-8 Registration Cards (1943-1945)

BOX 36

STUDENT CORRESPONDENCE (1946) (cont.)

36-1/3 Cr - De

36-4 Canadian Officers' Training Corps - Annual Reports (1939-1945)

36-5 Department of National Defence - Correspondence (1945)

36-6 Dependents Allowance Board (1945)

36-7 Divisional Registrar - Correspondence (1945)

36-8 Direct Reading Course Requests - Correspondence (1946)

BOX 37

A - Fi

BOX 38

Fi - Ph

BOX 39

Pi - Z

BOX 40

40-1 Institute of Chartered Accountants - Reports on Academic Standing (1949)

40-2 Alma Mater Society - Correspondence (1949)

40-3 Bursar (R.M. Bagshaw) - Correspondence, Time Sheets (1949)

40-4 Convocation - Misc. Correspondence (1949)

- 40-5 Canadian Passenger Association - Correspondence Re: Student Travel (1949)
- 40-6 Department of Education (Victoria) - Correspondence (1949)
- 40-7 Department of Veteran's Affairs - Correspondence Re: Students (1949)
- 40-8 Faculty - Correspondence, Printed Material, Forms (1949)
- 40-9 Fees - Correspondence (1949)
- 40-10 Fines - Medical, Library (for which marks were withheld) (1949)
- 40-11 Nursing - Correspondence (1949)

BOX 41

- 41-1 President's Office - Correspondence, Notices (1949)
- 41-2 Provincial Normal School (A.R. Lord - Principal) - Correspondence (1949)
- 41-3/4 Special Examinations - Applications (1948-1949)
- 41-5 Summer Session Schools (Proposed) - Printed Material (1949)
- 41-6 Universities - Correspondence With Other Universities (1949)
- 41-7 United States - Education - Correspondence (1949)
- 41-8 Unsigned Correspondence (1949)
- 41-9 Victoria College - Correspondence (1949)

BOX 42

"East Indian Files" (1947-1951) - Primarily Correspondence With Foreign Students Interested in Attending UBC

- 42-1/4 Correspondence (1947-1951)

"Chinese Student Files" (1949-1951)

42-5/7 Correspondence (1949-1951)

BOX 43

Correspondence (1960) Re: Admissions to UBC - S - Sti

BOX 44

Correspondence (1960) Re: Admissions to UBC - Sti - V

BOX 45

Alma Mater Society (Students' Council) Records (1918-1925)

45-1 A.M.S. Minutes (Sept. 1918-1925)  
Constitutions and Revisions  
Financial Records (1918-1919)

45-2 Correspondence (1921-1922)  
Financial Records (1920-1921)

45-3 Minutes (September 1921-May 1922)  
Financial Records (1921-1922)

45-4 Minutes (1924)  
Financial Records (1924)

45-5 Minutes (1925)

BOX 46

FACULTY COMMITTEE ON STUDENT AFFAIRS (1917-1935)

46-1/2 Committee Minutes (1916 -1918)

46-3 Students' Council/A.M.S. - Minutes, Reports, Correspondence (1918-1921)

46-4 Committee Correspondence (1919-1921)



- 46-5 Misc. Correspondence and Reports (1921-1922)
- 46-6 Committee Correspondence With Deans (1921)
- 46-7 Committee Correspondence With President (1921-1923)
- 46-8 Students' Council - Minutes (1921-1923)
- 46-9 Joint Committee on Student Affairs (F.C.S.A. and Committee of the Students' Council) - Minutes (1922-23)
- 46-10 Committee Minutes (1924-1925)
- 46-11 Committee Minutes (1925)  
Student Council Minutes (1924-1925)
- 46-12 Student Council Minutes (1925-1926)
- 46-13 Committee Minutes (1927-1929)
- 46-14 Students' Council Minutes (1927-1928)
- 46-15 Students' Council/A.M.S. Minutes (1928-1929)
- 46-16 Minutes of Various Student Organizations (1927-1929)
- 46-18 Committee Minutes (1929-1930)
- 46-19 Students' Council Minutes (1929-1930)
- 46-20 Minutes of Various Student Organizations (1929-1931)
- 46-22 Students' Council/A.M.S. (1930-1932)
- 46-24 Minutes of Various Student Organizations (1931-1932)
- 46-25 Committee Minutes (1931-1932)
- 46-26/30 Committee Minutes and Correspondence (Fall 1932-1934)

46-31 A.M.S. Constitution (1934)

46-32 Committee Minutes (1935)

BOX 47

MISCELLANEOUS RECORDS (cont.)

47-1 Examination Papers (1916)

47-2 Faculty Association. War Memorial Committee - Correspondence (1921-1925)

47-3 Foreign Students - Applications (1926-1934)

47-4 Constitution of the Faculties - Minutes, Reports, Correspondence (1920-1932)

47-5 Requirements for University Entrance and Senior Matriculation -  
Correspondence, Printed Material (1946-1947)

47-6 "Honorary" and "Ad Eundem" Degrees - Correspondence (1921-1937)

47-7 Recognition of B.C. Matriculation by University of London - Correspondence  
(1933-1935)

47-8 Valuation of Canadian Credentials by American Universities -  
Correspondence, Reports (1921-1942)

47-10 Valuation by British Universities - Correspondence, Reports, Printed Material  
(1924-1937)

47-11 Bursar - Inventories (1922-1942)

47-12 Bursar - Calendar Binding - Correspondence (1934-1940)

47-13 Association of Canadian Universities - Correspondence (1932-1943)

47-14 "Irregular Cases" [Forged Certificates] - Correspondence, Printed Material  
(1927-1949)

47-15 Director of Summer Session - Reports (1930, 1931, 1934, 1935, 1937)

Convocation Registers (1912-1962)

Six bound registers containing the names, date of graduation and addresses of the members of Convocation.

BOX 48

1912-1925

BOX 49

1926-1933

BOX 50

1934-1939

BOX 51

1940-1945

BOX 52

1946-1948

BOX 53

1948-1962

BOX 54

McGill University College of B.C. - Register of Students (1907-1915)

One bound volume containing the names of the students who attended M.U.C.B.C. (1907-1915).

## BOX 55

### Committee on Admission, Standing and Courses (1915-1955)

These records include minutes with alphabetical indexes to the names of students whose cases came before the committee. The Registrar always served on this committee.

55-1/4 1915-1949

55-5 Faculty of Applied Science (1951-1953)

55-6 Faculty of Arts and Science (1950-1955)

### Matriculation Board of Examiners (1916-1943)

Composed of UBC professors and members of the Dept. of Education (Victoria), the Board prepared and examined Junior and Senior matriculation papers in various subjects. A few years after its inception its name was changed to the High School and University Matriculation Board of B.C.

55-7 Minutes (1916-1918)

55-8 Correspondence, List of Board Members (1918-1948)

55-9 Minutes, Correspondence, Clippings (1920-1943)

### Defective Standing Records (1927-1928)

55-10 Materials include forms and correspondence with students seeking to clarify their status and offering reasons why requests for registration might be considered.

## BOX 56

Bound Ledgers

[Miscellaneous - Continued](#)

## SHORT COURSES (Cont.)

Short Courses - Names and Addresses of Participants in short courses at UBC  
(1916-1952)

## MISCELLAENOUS (Cont.)

Specimen Letters (1921-1933)

Fellowship, Scholarships and Prizes [Won by Graduates (or Undergraduates)  
of UBC] - Arranged Alphabetically by Name (1916-1946)

Scholarships Awards and Payments (1926-1953)

Printed Material

## BOX 57

### Inauguration Ceremonies (1925)

Opening of the new buildings at UBC's permanent Site at Point Grey (October  
15th and 16th).

57-1 Forms, Invitations, Tickets

57-2 List of Official Representatives/Hotel Reservations

57-3 Universities Not Sending Representatives" - Correspondence

57-4/5 Universities Sending Representatives - Correspondence

57-6 Late Acknowledgements

57-7 Honorary Degrees Awarded (1925)

Arthur Currie, H.E. Young, J.S. Plaskett, Robert Falconer, Henry Suzzallo,  
W.C. Nichol, J.D. MacLean, R.E. McKecknie

[Miscellaneous Records - continued](#)

## MICROFILMED RECORDS

BOX 58

### REGISTRAR'S GENERAL FILES

- 58-1/19 Financial/Personnel Records (1919-1949)  
This material consists of financial estimates of operating the Registrar's Office. Arranged chronologically, this series also includes records of appointments and salary increases for office personnel.
- 58-20 Ledger - Misc. Finances (1960-1967)
- 58-21 Fees - Misc. - Correspondence, Clippings, Reports (1935-1944)
- 58-22 Degree Charts - Number of Each Degree Granted by Year (1916-1958)
- 58-23 Registration Lists - Yearly Student Breakdown by Faculty (1915-1956)
- 58-24 Faculty Council - Constitutions of A.M.S. (1935)  
Inter-Fraternity Council (1935)  
Council Members (1927-1937)  
Reports (1928-1935)
- 58-25 Royal Military College - Correspondence, Printed Material (1941)
- 58-26 Canadian Legion War Service - Educational Service Correspondence, Reports (1942-1943)
- 58-27 Register and Seating Arrangement for Exams (1945-1946)
- 58-28 Department of Education - Correspondence (1954-1967)
- 58-29 Faculty of Education - Correspondence (1958-1968)
- 58-30 University of Victoria and Victoria College - Correspondence (1959-1968)
- 58-31 J.E.A. Parnall - Misc. Correspondence (1964-1965)

58-32 Quebec Schools - Curriculum Information (1966)

Alumni Association Files - E.B. Abernethy (1924-1945)

58-33 Alumni Association Constitutions (1929, 1940)

List of Branches (c. 1929)

List of Members of Convocation (1924)

Alumni Directory (1925)

58-34 Questionnaire Returns from Other Canadian Universities Re: Records-  
Keeping Procedures for Graduates' Records (1926)

58-35 Records Re: Filing Systems (1926)

58-36 Proposal to Integrate Records of Graduates between A.A. and Registrar's  
Office [n.d.]

58-36 List of Life Members (1932-1938)

58-37 Changes of degrees and Subsequent Degrees Added - Correspondence (1932-  
1945)

BOX 59

Alumni Association (Cont'd)

59-1 List of Members and Changes of Address (1951)

59-2 Information on Graduates by Department/Faculty (to 1932) - Agriculture,  
Chemistry, Civ. Engineering, Commerce, Elect. and Mech. Engineering,  
History, Mathematics, Mining and Metallurgy, Nursing and Public Health,  
Philosophy, Physics

59-3 Miscellaneous Correspondence (1924-1945)

59-4 Miscellaneous

[Registrar's General Files - Continued](#)

BOX 60

GRADUATE RECORDS (cont.)

Congregation Records (1916-1945)

Files include instructions to graduates elect, list of graduates, synopsis of results, scholarship lists, programs and printed material.

BOX 61

Congregation Records - Cont'd (1945-1952)

BOX 62

62-1/6 Convocation Files (1920-1939)

Members of Faculty to Become Members of Convocation - All persons holding academic office were from time to time added to the role of Convocation by the Registrar on instruction from the President. The series consists of correspondence from the Registrar inquiring if faculty members wished to become members of Convocation. Required information included degrees held, from where obtained, and dates on which they were conferred.

Convocation Rolls

62-7/8 Correspondence Re: Address and Other Information Changes (1924, 1926/27)

62-9 Members of Convocation - Degrees to be Added (1927-1928)

62-10 Annual Convocation - Minutes and Agendas (1922-1928, (1936-1944)

62-11 Misc. Financial Records (1929-1940)

62-12 Miscellaneous

62-13 Senate Records - Minutes of Annual Convocation (1931, 1934, 1936, 1937, 1938)

[Graduate Records - continued](#)



BOX 63

REGISTRAR'S GENERAL FILES (cont.)

Registrar's Statistics (1915-1974)

- 63-1 Attendance 1915-1920 (By Session and Faculty)  
Includes recommendations and estimated cost for moving the campus to the Point Grey site.
  - 63-2 Summary of Enrollment (1915-1964) - Arranged chronologically by Faculty (Usually by men and women)
  - 63-3 Summary of Various Fees Charged in Faculties (1926)
  - 63-4/8 Registrar's Report to the President (1928-1961)  
This information which is generally included in the "President's report" consists of records of the number of students by Faculty/Year/Home Address/Nationalities/Occupations of Parents/Scholarships and Degrees Conferred.
  - 63-9/10 Summer Session - Registration by Year and Course, 1928-1973  
(Often Provides the Home Addresses for Participants)
  - 63-11/13 Statistics - General (1965-1968)  
Includes general statistics from the Dept. of Education (Victoria), Office of Academic Planning and other sources.
- Statistics - General (1968/69)
- 63-14 Office of Academic Planning
  - 63-15 Dept. of Education
  - 63-16 Other
- Statistics - General (1969/70)
- 63-17 Office of Academic Planning

63-18 Dept. of Education

63-19 Other

BOX 64

Statistics - General (1970/71)

64-1 Dept. of Education

64-2 Other

Statistics - General (1971/72)

64-3 Dept. of Education

64-4 Other

Statistics - General (1972/73)

64-5 Dept. of Education

64-6 Miscellaneous

64-7/11 Statistics - Academic Planning (1971-1974)

Dominion Bureau of Statistics - Education Branch (1953-1974)

Operating grants to Canadian universities were based on the statistical returns prepared for D.B.S.

64-12 UBC Returns (1953/54, 1954/55, 1955/56)

64-13/14 Background Calculations (1954-1966)

64-15/16 Report on Graduating Years (1954-1966)

64-17 Statistics (1966-1970)

BOX 65

Dominion Bureau of Statistics (Cont'd)

65-1 Statistics (1970-1972)

65-3/4 Statistics Canada (formerly D.B.S.) (1972-1974)

65-5 D.B.S. - Correspondence, Reports (1957-1968)

[Registrar's General Files - continued](#)

GRADUATE RECORDS (cont.)

BOX 66

Examination Reports (1920-1940)

Includes names and standings of students (later becomes "Listing of Candidates")

BOX 67

Examination Reports - Cont'd (1941- 1955)

BOX 68

68-1/24 Candidates for Degrees (1956-1965) - Lists of names of graduating students by degree.

68-25/27 Committee on Exam Results Records (1929-1948) - Reports and Forms

BOX 69

Lists of Graduating Students

Names of Graduates by Degree Conferred (1916-1966)  
[After 1963 Name of Thesis Also Included]

BOX 70

1967-1968

BOX 71

1970-1971

BOX 72

1972-1975

BOX 73

1975-1977

BOX 74

1978-1980

BOX 75

REGISTRAR'S GENERAL FILES (cont.)

Financial Records

75-1 Daily Journal 1907 [McGill U.C.] - Ledgers (1907-1908)

Registration

75-2 The Royal Institution for the Advancement of Learning of British Columbia (1906-1908)

75-3 List of Graduates by Years (1916-1941)

75-4 Registration (1945-1946)

75-5 Class Records - E.E. Jordon (1915-1919)

75-6 Laws Admissions Committee (1967-1969)

BOX 76

Statistics

76-1 Foreign Student Statistics (1961-1978)

BOX 77

77-1 List of Graduate Students by Faculty (November 1933)

77-2/20 Application forms for Masters' graduating students (1934-1950)

77-21 Application forms for PhD graduating students (1950)

BOX 78

78-1/2 Application forms for Masters' graduating students (1951)

78-3 Application forms for PhD graduating students (1951)

78-4 Application forms for Masters' graduating students (1952)

[Registrar's General Files - continued](#)

BOX 79

FACULTY RECORDS (1915-1921)

The Registrar served as secretary of the Faculty

79-1 Agendas and Minutes - Meetings of Faculty (1915-1918)

79-2 Alma Mater Society - Correspondence, Reports (1916-1921)

79-3 Faculty - Correspondence, Reports (1920-1921)

79-4 Committees (1918-1921)

79-5 Courses, Calendar Changes - Reports (1917-1921)

79-6 Matriculation - Correspondence, Reports (1916-1921)

79-7 Misc. Correspondence (1917-1921)

79-8 Motions [Faculty] [n.d.]

79-9 Petitions (1916-1920)

79-10 University (1915-1921)

Faculty of Applied Science (1921-1930)

79-11 Minutes - Rough Copies (1925-1930)

79-12 Calls and Agendas (1921-1930)

79-13 Attendance [Meetings] (1921-1930)

79-14 Board of Governors - Correspondence (1928)

79-15 Committees - Lists, Correspondence (1923-1925)

79-16 Dean - Copies of Memos Sent by Reg. (1924-1930)

79-17 Misc. Re: Applied Science (1925-1930)

79-18 Motions [n.d.]

79-19 Recommendations [to and from Senate] (1921-1930)

79-20 Reports from Committees (1921-1930)

Faculty of Agriculture (1921-1930)

79-21 Minutes - Rough Copies (1925-1930)

79-22 Calls and Agendas (1921-1930)

79-23 Attendance [Meetings] (1921-1930)

- 79-24 Board of Governors - Correspondence (1928)
- 79-25 Committees - Reports, Lists (1923-1930)
- 79-26 Dean - Copies of Memos from Reg. (1924-1930)
- 79-27 Miscellaneous
- 79-28 Motions [n.d.]
- 79-29 Recommendations [to and from Senate] (1921-1930)
- 79-30 Reports of Committees (1928-1930)
  
- Faculty of Arts and Science (1921-1930)
- 79-31 Minutes (1924-1930)
- 79-32 Calls and Agendas (1921-1930)
- 79-33 Attendance [Meetings] (1921-1930)
- 79-34 Board of Governors - Correspondence (1921, 1928)
- 79-35 Committees - Personnel (1921-1930)
- 79-36 Dean - Copies of Memos from Reg. (1921-1930)
- 79-37 Miscellaneous
- 79-38 Motions [n.d.]
- 79-39 President - Copies of Memos from Reg. (1924-1927)
- 79-40 Reports of Committees (1921-1930)
- 79-41 Recommendations [to and from Senate] (1921-1930)

79-42 Summer Session - Reports (1926-1928)

[Faculty Records - continued](#)

REGISTRAR'S GENERAL FILES (cont.)

BOX 80

Ceremonial Documents and Memorabilia

Felicitations From Other Universities Re: Opening of New UBC Campus  
(1925)

University Copies of Greetings and Felicitations Sent by UBC to Other  
Universities on Formal Occasions

BOX 81

Central files

01-01 Academic Concessions 1995-1999  
01-01-01 Academic Concessions 1997-1998  
01-02-05 Admissions Statistics 1984-1994  
01-02-09.5 Admissions Undergraduate Scholarship Program 1998-1999  
01-02-10 Admissions: Criteria & Standards 1987-1995  
01-02-10.1 Admissions: Discussion on CHMB 1994  
05-04-08.2 Enrolment: English Wait Lists 1998  
01-02-11 Enrolment: English Wait Lists 1989-1994  
05-04-08B Enrolment: Quotas & Control 1991-1999  
05-04-08C Enrolment: Mgmt During Registration 1998  
01-02-15 Admissions: Application Fee 1989-1996  
01-02-16 Admissions: Reports 1990-1995  
01-02-17 Admissions: Correspondence, Internal 1991-1999  
01-02-20 Admissions: Concurrent Studies (IP, AB) 1987-2000  
01-02-21 Admissions: Unclassified 1989-1992  
01-02-24 Admissions -- Criteria Other than GPA Committee 1994-2000  
01-02-25 Admissions: Preparatory Programs 1995  
01-02-26 Admissions: Enrolment Increases 1996  
01-05 Awards, Loans and Scholarships 1980-1997



01-06-01 AMS Meetings 1999  
 01-06-02 AMS Innovative Projects Fund 1999  
 01-07 Advanced Placement 1990-1992  
 01-17 Alcohol Use on Campus -- Working Group (1966) 1988-1998  
 01-28 Academic Advisors Guide 1991-1993  
 01-30 Academic Year 1997-1999  
 01-36-01 Awards & Financial Aid (Dev) 1993  
 01-36-03 Awards & Financial Aid (U.S. Enrolment Confirmations) 1994  
 01-36-04 Awards & Financial Aid (Transfer of Awards to FoGS) 1994-1995  
 01-36-05 Awards & Financial Aid (USP) 1994-1995  
 01-36-06 Awards & Financial Aid (Financial Aid Policy) 1994-1995  
 01-36-14 Awards & Financial Aid (AFA Workstudy) 1999  
 02-09-03.1 Brock Hall Plans -- Space Allocations 1999  
 02-09-03.2 Brock Hall Plans -- Layout of 2019 1992-1993  
 02-09-06 Brock Hall -- Heating & Ventilation 1993  
 02-09-07 Brock Hall -- Student Access Workstations 1993  
 02-09-13A Brock Hall Signage 1993-1994  
 02-10 BCCAT 1990-1999  
 02-10 BCCAT 1996-1999  
 02-10-02 BCCAT -- Associate Degrees 1991-1999  
 02-10-04 BCCAT -- Educational Effectiveness 1991  
 02-10-05 BCCAT -- Transfer Admission Requirements 1992-1994  
 02-10-06 BCCAT -- Prior Learning Assessment 1993-1999

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02-10-07 BCCAT -- Student Retention 1992  
 02-10-09 BCCAT -- Block Transfer 1997-1998  
 02-10-10 BCCAT -- Task Force on Standards/Processes 1998-1999  
 02-13 Bomb Threats Ctte 1991  
 02-14 Bible Colleges 1991-1993  
 02-16 Budget 1993-1995  
 02-16-04.3 Budget, Strategic Change Student Access to Info (A) 1998-1999  
 02-16-04.3 Budget, Strategic Change Student Access to Info (B) 1999  
 02-16-04.5 Budget, Strategy/Change 1998  
 02-16-04.7 Budget, Benchmarking 1997  
 02-16-05.1 Budget, Retreat 1999  
 02-16-05.4 Budget, Narrative 1999  
 02-16-05.6 Budget, Projections 1999  
 03-01 Ctr for Cont Ed, Diploma in Adult Education 1978-1979

03-01-01 Cont Studies, Certificate & Diploma Prgrams 1992-1996  
 03-01-02 Continuing Studies 1997  
 03-05 Calendar Policies & Revisions 1995-1998  
 03-05-01 Calendar Distribution Policy 1991  
 03-05-02 Calendar Proofs 2002-2003  
 03-05-02 Calendar Spring 1996  
 03-09 Co-op Education 1985-1999  
 03-14 CUPE 2950 1990-1998  
 03-19 Course Scheduling 1992-1995  
 03-21-16 Okanagan University College 1986-1996  
 03-24-03 CACUSS -- Membership Info 1996-1999  
 03-24-03 CABS0 -- Student Social Space 1999  
 03-30 CEISS 1996-1999  
 03-30-01 CEISS -- PASBC Steering Cmmt 1998-1999  
 03-34-01.1 Campaign S&S, Amanda Ocvan Award 1999  
 03-36 Correspondence -- Misc. 1994-1999  
 03-37 Credit/Debit Cards 1990-1992  
 03-45 City University 1992  
 03-47 Election of Chancellor 1995  
 03-48-02 CABSD -- 'Your UBC' Forums 1995-1999  
 03-48-04 CABSD -- Student Development Transcript 1998-1999  
 03-48-06 CABSD Awards 1999  
 03-51 Community Plan 1997  
 03-52 Chaplain's Association 1993-1997  
 03-58 Conflict of Interest / Extra University Activities -- Policy 1995-1998  
 03-59 Confidential Files Policy 1995  
 03-62 Criminal Record Review Act. 1995-1996  
 04-03-03 Degrees -- Posthumous 1990-1999  
 04-03-04 Degrees -- Completion 1989  
 04-03-05 Degrees -- Titles 1990-1996  
 04-04 Diplomas (Degree Certificates) 1989-1999  
 04-06 Degree Approval 1993-1996  
 04-08 Policies & Programs -- Disabled Persons 1987-1994  
 04-08-01 Disability Resource Centre 1994-1997

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04-08-02 DRC -- Director 1993-1998  
 04-08-04 DRC Advisory Committee + C249 1997  
 04-08-04 DRC Advisory Committee 1994-1996

04-08-06 DRC - Rick Hansen Programs 1990-1996  
04-08-09 DRC -- Crane Resource Centre 1993-1995  
04-08-09.1 DRC -- Crane, Redevelopment of Basement 1995-1996  
04-08-10 DRC -- Accommodation Policy 1996-1999  
04-12 Degree Completion Program 1991-1999  
04-12-01 Degree Completion Programs -- Okanagan University College  
Reports 1992-1994  
04-13 Diploma Programs 1988-1999  
04-14 Degree Program Review Committee 1996-1998  
05-02-03 English Language Testing 1991-1999  
05-02-07 English -- Program Requirements 1992  
05-04-09 Enrolment -- International 1989-1997  
05-04-09.1 International Enrolment Trends 1989-1995  
05-05-02 Examinations Scheduling 1981-1999  
05-05-03 Examinations Supplementals & Deferred 1988-1999  
05-05-03 Examinations Invigilation 1988-1994  
05-05-07 Examinations Printing 1989-1996  
05-05-09 Examinations Fixed Schedule 1999  
05-05-11 Examinations Osbourne Centre 1998-1999  
05-06-01 Extra Sessions 1999  
05-07 Elections, Student 1992-1999  
05-07-01 Elections, Board & Senate 1990-1999

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05-07-02 Elections, Miscellaneous 1991-1996  
05-07-03 Elections, Eligibility to Vote 1995  
05-15 EUS Rights & Freedoms Forum 1991  
05-16 Environmental Protection Policy 1993-1998  
06-01-02 FEES: Misc Correspondence 1994-1999  
06-01-08 FEES: Student Society 1990-1999  
06-01-10 FEES: Differential 1986-1995  
06-01-11 FEES: Graduate 1994-1999  
06-01-13 FEES: College 1989-1991  
06-01-17 FEES: Procedures 1991-1998  
06-01-18 FEES: Undergraduate 1990-1991  
06-01-19 FEES: Payment 1992-1999  
06-01-02 FEES: International 1997-1998  
06-01-23 FEES: Registration Deposit 1998-1999  
06-02-02 F.Y. Experience -- MUGS 19998

06-04 Freedom of Information -- Request for Counsellor's Notes 1986-1996  
 06-12-01 Faculties & Schools 1991-1999  
 06-12-02 Arts 1990-1993  
 06-12-03 Commerce, Dentistry, Education 1997-1999  
 06-12-04 Graduate Studies 1998-1999  
 06-12-19 Human Kinetics 1998-1999  
 06-12-06 Medicine 1991-1998  
 06-12-07 Forestry, Food & Nutrition, Social Work 1988-1991  
 06-12-08 Pharmaceutical, Rehab Science, Science 1994-1998  
 06-13 First Nations House of Learning 1991-1998  
 06-13-01 First Nations Student Issues 1998-1999  
 06-13-02 FNHL Brown Bag Meetings 1999-2000  
 06-18 Fraudulent Documents 1991-1997  
 06-24 Financial Rating Moody's 1999-2000  
 07-03.1 GIS -- Cost Benefit Online Learning 1999  
 07-05 General Correspondence 1996  
 07-06-01 Grades & Grading Policies 1987-1999  
 07-12 Grades -- Reporting 1988-1999  
 07-16 Global Vision 1999  
 09-07-01.1A Intl House Advisory Board Redevelopment Project 1999  
 09-02 International Baccalaureate 1984-1999  
 09-04 Internal Audit 1985-1999  
 09-06 Compulsory Health Coverage for International Students 1986-1991  
 09-10-01C Intl Student Initiative -- Stu Serv SubCmmt [2 folders] 1997

BOX 85

09-10-04.3 ISI Management Info System SubCmmt 1997  
 09-10-04 Intl Student Initiative Action C 1997  
 09-10-04.8 ISI Management 1997-1999  
 09-10-05 ISI Faculty SubCommittee 1998-1999  
 09-26 Instructional Facilities Management 1998-1999  
 09-26.1 Instructional Fac Mgmt, Director 1999  
 09-26-01 Instructional Fac Mgmt, Reports 1998-1999  
 09-26-02 Instructional Fac, Digital Image Project 1998  
 09-26-03 Instructional Fac, Visit to UW 1998-1999  
 09-26-04 Instructional Fac, Buchanan Bookings 1991-1999  
 12-01 Law School Grading & Admin Services 1982-1994

12-04 Legal Case Requests 1990-1999  
 13-01-01AMAETT Enrolment Mgt. -- Steering Cmmt 1988-1993  
 13-01-01B MSTL -- Steering Cmmt 1993  
 13-01-01CMSTL -- Steering Cmmt 1993-1996  
 13-01-01.1MSTL Enrolment Survey 1994-1995  
 13-01-01.2MSTL Strategies for Success Survey 1995-1998  
 13-01-02 MTLs Student Success & Intervention Strategies 1997  
 13-05 Mathematics 100 -- Challenge Credit 1994  
 13-09 Minor Capital Requests 1993-1998  
 13-10-02 MTLs -- Skills Now 1997  
 13-10-04 MTLs -- Post-Secondary Access Cmmt 1996  
 15-04 Open Learning Institute 1987-1996  
 15-09-01 Ombudsman Office, AMS 1992-1999  
 15-09-02 Ombudsman Office, Student Services 1997-1999  
 16-01 Pulp & Paper Centre 1998  
 16-10A Pres Advisory Cmmt on Process Improvement 1994  
 16-10B Pres Advisory Cmmt on Process Improvement 1995-1996  
 16-11 Provincial Teacher Supply & Demand Committee 1995  
 16-12 President's Task Force to Review the Office of the Registrar 1988  
 16-17A Pres Advisory Sub-Cmmt on Instructional Space 1982-1990  
 16-17B Pres Advisory Sub-Cmmt on Instructional Space 1990

BOX 86

16-17C Pres Advisory Sub-Cmmt on Instructional Space 1991  
 16-17D Pres Advisory Sub-Cmmt on Instructional Space 1990-1991  
 16-17E Pres Advisory Sub-Cmmt on Instructional Space 1992-1993  
 16-17F Pres Advisory Sub-Cmmt on Instructional Space 1994-1995  
 16-17-06APres Advisory Cmmt on Learning Spaces 1999  
 16-17-06DPres Advisory Cmmt on Teaching Spaces 1995-1997  
 16-17-06EPres Advisory Cmmt on Teaching Spaces 1997-1998  
 16-17-03 Instructional Space Utilization Report 1993-1999  
 16-19 Provincial Transfer Guide 1990-1994  
 16-29 Performance of Initial Registrants from BC Post Secondary Schools  
 1983  
 16-30 Policies & Procedures Enrolment Services 1992  
 16-35-01 Pres Adv Council -- Green Paper 1998  
 16-35-01.1Pres Adv Council -- White Paper 1998  
 18-01-01 Room Bookings -- Classroom Maintenance & Course Scheduling  
 1986-1997

18-01-02 Room Bookings -- Correspondence 1993-2000  
18-01-03C Room Bookings 1996-1998  
18-01-03B Room Bookings 1986-1994  
18-01-03A Room Bookings 1981-1987  
18-01-04 Room Bookings -- World Council Churches 1982-1983  
18-01-05 Room Bookings -- Review of Operational Policies 1995-1999  
18-01-07 Room Bookings -- Policy Review 1997  
18-01-08 Room Bookings -- Arts Requests 1997-1998  
18-01-09 Room Bookings Sys RFP 1998-1998

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18-02-1 Recruitment, U Graduate Meeting w/ Deans 1998  
18-02.2 Recruitment Survey 1998-1999  
18-02-01 Recruitment, International 1996  
18-02-05 Recruitment, First Nations 1999  
18-09 Re-Organization AKA:BPR 1993-2000  
18-12 Refugees 1988-1990  
18-14-01 Race Relations -- EUS Forum 1990-1991  
18-17-02 REG: Early Registration 1998-1999  
18-17-03 REG: Registration at SFU 1999  
18-18 Rhodes Scholarship Interview 1993  
19-01-07 Senate -- Curriculum 1992-1997  
19-01-07.1 Senate -- Curriculum Policy 1989-1996  
19-01-08B Senate - Cmmt on Elections 1999  
19-01-09 Student Appeals on Academic Discipline Cmmt 1977-1991  
19-02 Safety Program 1998-1999  
19-04B Space 1999  
19-06-02 Student Health Outreach 1998-1999  
19-06-03.1 SHS Review 1997-1998  
19-06-09A SHS Working Group on Wellness 1998  
19-06-09B SHS Working Group on Wellness 1998-1999  
19-06-09.1 SHS Working Group on Wellness (Survey) 1998-1999  
19-09-01 Stats Canada 1997  
19-13-01 School & College Liaison 1997  
19-17-05 SIS -- Course Catalog 1999  
19-17-05.1 SIS -- Course Attributes 1999  
19-17-06 SIS -- Security 1989-1999  
19-17-07C SIS -- Project Management Cmmt 1992-1994  
19-17-04 SIS -- Access and Approvals 1991

19-17-10 SIS -- Project 4 Mgmt Cmmt 1990-1994  
19-17-10.1 SIS -- Project 4 Admission System Development 1993-1996  
19-17-10.2 SIS -- Project 4 -- Admission System Dist 1994-1995  
19-17-10.3 SIS -- Project 4 -- Internal Loan 1994-1999  
19-17-10.4 SIS -- Audit Report 1996  
19-17-11 SIS -- Name & Address 1997  
19-17-12 SIS -- Project 3 -- Correspondence 1990-1991  
19-17-14 SIS -- Grade Submission & Release 1990  
19-17-15 SIS -- Telereg Upgrade 1992-1994  
19-17-16 SIS -- Student Classification & Evaluation 1992-2000  
19-17-17 SIS -- Fees, Calculation 1989-2000  
19-17-18 SIS -- Codes 1997  
19-17-19 SIS -- Management Committee 1991-2001  
19-17-19.1 SIS -- Mgmt, Budget & Resources 1992-1997  
19-17-19.2 SIS -- Mgmt, Staffing & Support 1992-1995

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19-17-19.3 SIS -- Mgmt, System Development 1991-1998  
19-17-19.4A SIS -- Mgmt, Cycles & Services Contract 1994-1995  
19-17-19.4B SIS -- Mgmt, Cycles & Services Contract 1995-1998  
19-17-19.5 SIS -- Cycles & Services 1995-1998  
19-17-19.6 SIS Project 1996-2000  
19-17-20 SIS -- Records & Registration 1991-1992  
19-17-20.2 SIS -- Records -- Confidentiality 1991  
19-17-21 SIS -- UCS Statistics & Reports 1992

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19-17-22 SIS -- Small Systems Development 1993-1996  
19-17-23A SIS -- Room Booking Software 1998  
19-17-23B SIS -- Room Booking Software 1999  
19-17-24 SIS -- APOC 1997  
19-17-25 SIS -- Database Fields 1998  
19-17-26 SIS -- Ideas & Vision 1999  
19-17-26.1 SIS -- Ideas, Vision Portals 2000  
19-17-27 SIS -- Degree Audit [n.d.]  
19-17-28 SIS -- Student Life Info 2000  
19-19 Second Bachelor Degrees 1986-1993  
19-22 Student Placement Service 1992

- 19-22-01 Student Placement Services 1992-1994
- 19-23 SIS -- Project 2 1998
- 19-26 Senior Citizens 1989
- 19-31-03 SCL -- Einblau Survey 1997

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- 19-37-01 Staff Development -- Registrar's Office 1991-1994
- 19-37-02 Staff Development -- Team Building 1991
- 19-37-03 Staff Development -- Team Work and Quality Initiative 1992-1994
- 19-37-04 Staff Development -- Total Quality Mgmt 1990-1993
- 19-37-10 Staff Development -- Challenge of Change 1993
- 19-37-11 Staff Development -- Student as Client 1996
- 19-37-12 Staff Development -- Committee & Policies 1999
- 19-37-13 Staff Development -- Making Talk Work 2000
- 19-38-02 Student Services Directors 1997-1998

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- 19-43 SIMPL -- Management Group -- (Defunct) [n.d.]
- 19-50-09 SAC -- Dean's Discretionary Category 1991-1996
- 19-52 Systems -- Registrar's Office 1995
- 19-55 Science Fairs 1993-1996
- 19-55-01 Science Fairs -- Special Awards 1994-1995

#### BOX 92

- 01-36-09 Awards - scholarships, endowment fund raising. – Reports, correspondence. 2000-2005
- 01-36-10 Awards & fin aid - Canada student loan program. – Correspondence, notes. 2004-2005.
- 01-36-11 AFA millennium scholarships. – Correspondence. 2002-2005.
- 01-36-13 AFA - passport to education. – Correspondence. 2000.
- 01-36-14 AFA - workstudy. – Correspondence. 2002-2006.
- 01-36-15 Awards & fin aid - ILTO (international leaders of tomorrow). – Correspondence. 2004.
- 01-36-16 Awards & fin aid commerce. –Correspondence. 2003.
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- 01-38B Assoc deans, sts (2000) . – Minutes, agendas, correspondence, reports, presentation slides. 2000.



- 01-38C Assoc deans, students (begins Sept 2001 to Dec 2003). – Minutes, agendas, correspondence, reports, presentation slides. 2001-2003.
- 01-38D Assoc deans, students (2004-2005). – Minutes, agendas, correspondence, reports, presentation slides. 2003-2005.
- 01-38E Assoc deans, students. (2006-2007). – Minutes, agendas, correspondence, reports, presentation slides. 2006-2007.
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- 02-03 BC campus. – Minutes, agendas, correspondence, reports, presentation slides. 2 folders. 2003-2007.
- 02-04 Business cards. – 2002.
- 02-06 Brock hall health + safety committee. . – Correspondence, minutes. 2002-2005
- 02-07 BC registrar's assoc. – Minutes, agendas, correspondence, reports, presentation slides. 2 folders. 2000-2007.
- 02-07-03 BC Registrar's workshop "Talk given 94.03.18". – Talk script, transparencies. 1994.
- 02-09A Brock Hall Redevelopment Committee / Phase 1. – Correspondence, plans. 1989.
- 02-09C Brock Hall Redevelopment Committee / Phase 1. . – Correspondence, plans. 1991-1992.
- 02-09-01C Brock Hall, Ad Hoc Coordination Committee. . – Correspondence, minutes, agendas. 1992-1993.
- 02-09-01DBrock Hall, Ad-Hoc Coordination Committee. – Correspondence. 2 folders. 1992-1993.
- 02-09-01.1Brock Hall, Ad Hoc Coordination Committee - Minutes. – Correspondence, minutes, agendas. 1991-1993.
- 02-09-01.1Brock hall. – Correspondence. 2000.
- 02-09-01.2Brock Hall furniture & equipment. – Correspondence, minutes. 1991-1993.
- 02-09-02 Brock Hall Networking Subcommittee. – Correspondence, minutes. 1991-1994.
- 02-09-03 Brock hall plans. – Building plans, correspondence. 1991-1992.

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- 02-10A B.C. Council on Admissions & Transfer. – Minutes, correspondence, newsletters, discussion paper. 1990-1992.
- 02-10B B.C. Council on Admissions & Transfer. – Correspondence, feasibility studies, reports, agendas, minutes. 1992-1996

- 02-16-02 Budget, Planning & Review, Student Services, 1994. – Draft budget reports, correspondence. 1994-1996.
- 02-16-03 Budget, Registrar's Office 1994/1995). – Draft budget reports, correspondence. 1994-1995.
- 02-16-03.1 Budget, innovation fund proposals (1994/95). – Correspondence, reports. 1994.
- 02-16-03.3 Budget, 97/98 income expense acts. – 1999.
- 02-16-04.6 Budget, 98/99 income + expense sheets. – 1999.
- 03-01-02A Centre for con't education, general. – Minutes, correspondence, agendas, reports. 1990-1996.
- 03-13 Committee on liaison with other postsecondary institutions. – Correspondence, minutes, agendas. 1986-1987.
- 03-21 B.C. colleges - general. – Correspondence. 1986-1990.
- 03-21-01 B.C. colleges - Camosun College. – Correspondence. 1988-1998.
- 03-21-02 B.C. colleges - Capilano College. – Correspondence. 1988-1990.
- 03-21-03 B.C. colleges - University College of the Cariboo. – Correspondence. 1989-1999.
- 03-21-04 B.C. colleges - Columbia College. – Correspondence. 1986-2004.
- 03-21-05 B.C. colleges - Coquitlam College. – Correspondence. 1989-1990.
- 03-21-06 B.C. colleges - Douglas College. – Correspondence. 1988-1994.
- 03-21-07 B.C. colleges - East Kootenay Community College. – Correspondence. 1989.
- 03-21-08 B.C. colleges - Fraser Valley College. – Correspondence. 1988-1993.
- 03-21-09 B.C. colleges - Kwantlen College. – Correspondence. 1987-1992.
- 03-21-10 B.C. colleges - Malasina. – Correspondence. 1988-1995.
- 03-21-12 B.C. colleges - University College Vancouver "New Summits". – Correspondence. 1986-1989.
- 03-21-13 B.C. colleges - North Island College. – Correspondence. 1989-1990.
- 03-21-14 B.C. colleges - Northern Lights College. – Correspondence. 1988-1994.
- 03-21-15 B.C. colleges - Northwest Community College. – Correspondence. 1989-1990.
- 03-21-17 B.C. colleges - Open Learning Institute. – Correspondence. 1985.
- 03-21-18 B.C. colleges - Selkirk College. – Correspondence. 2000.
- 03-21-19 B.C. colleges - Vancouver Community College. – Correspondence. 1985-1991.
- 03-21-20 B.C. colleges - Yukon College. – Correspondence. 1981-1990.
- 03-21-22 Bible colleges - Langara Colleges. – Correspondence. 1994.
- 03-27 CASE (Council for Advancement and Support of Education). – Correspondence, printed material. 1988-1991.

- 03-28 Continuing education task force. – Correspondence, reports, agendas, minutes. 1989-1990.
- 03-35-01 Classroom support committee. – Correspondence, reports, agendas, minutes. 1990-1993.
- 03-38 Commonwealth of learning. – Correspondence. 1989-1990.
- 03-48A Campus advisory board on student development (CABSD). – Correspondence, reports, agendas, minutes. 2 folders. 1994-1999.
- 03-48B Campus advisory board on student development. – Correspondence, minutes, agendas, printed materials. 1999-2000.
- 03-49 CAUBO awards program. – Correspondence. 1993-1996.
- 03-55 Conference board of Canada :Quality Network". – Correspondence. 1994-1996.
- 03-60-01 Continuous improvement: executive cmtee. – Correspondence, minutes, agendas, printed materials. 1994-1995.
- 03-60-02 Continuous improvement: Australian quality tour. – Reports, correspondence. 1994-1996.
- 03-60-02.1 Continuous improvement: Canada Quality Fairy "CI in Student Services". – Printed material, overheads (paper copies). 1995.
- 03-61 Computing & communications review committee. – Correspondence, reports. 1995-1996.
- 04-03-02 Degrees granted. – Statistics reports. 1973-1977, 1991-1992.
- 04-08-01A Disability resource centre. – Correspondence, reports. 1989-1994.
- 05-01-00 Enrolment services - general. – Presentation slides, reports. 2001-2003.
- 05-01-01 Enrolment services - administration. – Schedule. 2001.

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- 05-01-02 Enrolment services - enrolment reporting and statistics. – Reports. 2003.
- 05-01-03.2 Enrolment services - joint programs, UBC/UNBC environmental eng. BAsc. – Reports, policies. 2001-2003.
- 05-01-03.3 Enrolment services - joint programs UBC/SFU. – Correspondence, reports. 2004.
- 05-01-04 Enrolment services - REG, registrar's executive group. – Agendas, correspondence. 2005.
- 05-01-05 Enrolment services - SIMPL, student info mgmt plan, BPR, bus proc re-eng. – Correspondence, reports, presentation slides, agendas. 2001-2005.
- 05-01-06 Enrolment services - student complaints. – Correspondence, report. 2001-2002.

- 05-01-07 Enrolment services - student information system. – Forms, instruction for system. [200-?]
- 05-01-08 Enrolment services - transaction planning. – Correspondence, notes, policy, checklists, reports, agendas. 2001.
- 05-01-09 Enrolment services-access studies. – Correspondence, reports. 2004.
- 05-01-10 Enrolment services - strategic enrolment management (SEM). – Correspondence, reports. 2003-2005.
- 05-01-11 Enrolment services - associate deans, student services - meeting notes. –Agendas, meeting notes. 2002-2003.
- 05-04-08 Enrolment management committee 2003. – Committee notes, agendas, presentations.2003.
- 05-05-01 Examinations - committee and correspondence. – Correspondence. 2004
- 05-05-02 Examinations - scheduling. – Correspondence, policy. 2004.
- 05-05-10 Exam hardship. – Correspondence. 2003.
- 05-05-11 Exams - Osborne ctr. – Correspondence. 2001.
- 05-05-12 Exam disruption. – Correspondence.c2003.
- 05-06-01 Extra sess, coord of fns in sts. – Correspondence, notes.c2000.
- 05-07-01 Elections, board & senate. – Correspondence, policy.c2001-2004.
- 05-07-02 Elections: misc. – Correspondence.c2001-2004.
- 05-08 English language institute. – Correspondence. 2005.
- 05-11 Employee of the month. – Correspondence. 2001-2002.
- 05-12 Employment policies. – Snow plan policies. 2004
- 05-13 E-Business group. – Notes. 2000.
- 05-14 Electronic data exchange. – Correspondence, notes, reports. 1992-2004.
- 05-16 Environmental protection policy. – Notes. 2000.
- 05-19 Employee satisfaction survey project. – Correspondence. 2004.
- [05-20] Enrolment services management committee (1997-2001). – Correspondence, agendas, minutes, notes, snow plans, reports, presentation slides. 1997-2001.
- 05-20A ESMC enrolment services management committee. – Agendas, notes, minutes, reports, correspondence. 2001-2004.
- 05-20B Enrol serv management c. – Agendas, notes, minutes, reports, correspondence. 2 folders. 2003-2005.
- 05-20C Enrolment services management committee. – Agendas, notes, minutes, reports, correspondence. 2006.
- 05-21 E-services steering committee. – Agendas, minutes, correspondence. – 2002-2005.

- 05-22 Educational testing service. – Correspondence, agendas, reports. 2001-2002.
- 05-23 E-Strategy advisory council. – Correspondence, agendas, reports. 2002-2004.
- 05-24 Educause. – Correspondence, reports. 2003-2007.
- 05-25 E-Portfolios. – Reports, printed material. 2003.
- 06-01-01D Fees: proposals, approvals, notification / from board of gov. – Correspondence. 1998-2006.
- 06-01-02 Fees - miscellaneous correspondence. – Correspondence. 2002-2006.
- 06-01-03 Fees - policy 67 / late payment of fees & accounts. – Correspondence, policy. 2002.
- 06-01-04 Fees: collection/student receivables. – Correspondence, notes, printed materials. 2000-2004.
- 06-01-05 Fees - application. – Correspondence, reports, policy. 1999-2002.

#### BOX 95

- 06-01-06 Fees, consultation. – Correspondence, policy. 1994-2002.
- 06-01-08 Fees - student society. – Correspondence. 2000.
- 06-01-10 Fees - differential. – Correspondence. 2006.
- 06-01-11 Fees, graduate. – Correspondence. 2000-2002.
- 06-01-12 Fees - tuition (includes fee rebates). – Correspondence, policy, reports. 2002.
- 06-01-20 Fees - registrar's office. – Correspondence, reports. 1992-1994.
- 06-01-22 Fees, international (market based and fee categories) . – Correspondence. 2002-2006.
- 06-01-23 Fees, registration deposit. – Correspondence, policy, reports. 2004.
- 06-01-24 Fees non-instructional. – Correspondence, policy, reports, notes. 2002.
- 06-02 First year students' committee. – Correspondence. 1983-1992.
- 06-03 FirstStudentLoan. – Correspondence. 2004.
- 06-04 Freedom of information - requests for counsellors' notes. – Correspondence, printed materials. 1993-2000.
- 06-05 Faculty of graduate studies. – Correspondence, policy draft. 2005.
- 06-09 Faculty records - retiral age. – Correspondence. 1986-1987.
- 06-12-01 Faculties + schools - AgSc., Appl Sc., Arch; audiology + speech sc. – Correspondence, data chart. 2003.
- 06-12-02 Faculties + schools - arts. – Correspondence, agendas, reports. 2000-2005.

- 06-12-04 Faculties + schools - graduate studies. – Correspondence, form. 2006.
- 06-12-05 Human kinetics; law, library archival + info studies. – Correspondence, printed materials. 2005-2005.
- 06-12-06 Faculties + schools - medicine. – Correspondence, printed materials. 2004.
- 06-13 First Nations house of learning. – Correspondence. 2002.

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- 06-13-04 FNHL advisory cttee. – Correspondence, reports, agendas, printed materials. 2000-2003.
- 06-14 Filing policy. – Policy reports, correspondence, minutes. 1988-1992.
- 06-18 Fraudulent documents. – Correspondence. 2001-2004.
- 06-19 Fax policy. – Policy report. 1990.
- 06-20 Foreign student English language training (FELT). – Correspondence, report. 1986-1993.
- 06-25 Food services (all dining venues across campus). – Printed material. 2003-2004.
- 07-02 Geographic inform. System (GIS). – Reports, correspondence. 1994.
- 07-03 Guided independent studies. – Reports, correspondence. 1982-1994.
- 07-04 Golden key. – Correspondence. 2000-2004.
- 07-06-01 Grades & grading - policies. – Correspondence, reports 1999-2004.
- 07-06-02 Grades - review of assigned standing. – Correspondence, notes. 2000.
- 07-06-03 Grades, on-line submission. – Policy, forms. 2000.
- 07-08 Greenland, education of. – Correspondence. 1988.
- 07-09 Graduate calendar. – Correspondence. 2003.
- 07-12 Grades reporting. – Correspondence. 2002.
- 07-13 Goals - ES personnel. – Correspondence, reports. 1998.-2003.

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- 07-17 Government relations. – Correspondence, presentation slides. 2004-2005.
- 08-01 HR & admin prog development. – Correspondence, reports. 2004-2007.
- 08-02 Graduate student support. – Briefing note. 2004.
- 08-04-02 Housing: rates + info. – Notes. 2003.
- 08-04-03 Housing: studies & reviews. – 5 year plan. 1996.

- 08-08 Hours of services. – Correspondence. 2002-2003.
- 09-01 Internationalization strategy. – Draft. [ca. 2000].
- 09-02 International baccalaureate. – Speech, policy. 2005.
- 09-03 IntelliResponse. – Policy. 2003.
- 09-05 ICES (Int'l credential eval service). – Notes, reports. 2003.
- 09-07-01 Int'l house advisory board. – Minutes, agendas. 2000.
- 09-07-01.1 IH advisory b. redevelopment project. – Notes, correspondence. 2000.
- 09-08 International activities reports. – Government report. 1988.
- 09-08-02 International agreements. – Lists. 1988-1990.
- 09-08-04A Int activities, exec. ctte. – Reports, minutes, correspondence for the executive committee for international activities. 1990-2000.
- 09-08-04B Exec. cmt. on int'l activities. – Minutes, correspondence, reports. 2000-2002.

#### BOX 98

- 09-10 ISI - correspondence. (includes budget proposals) . – Correspondence, reports. 1999-2006.
- 09-10A International student initiative steering c. – Minutes, correspondence, reports. 2 folders. 1989-1997.
- 09-10-01 Int'l student initiative (student serv subcommittee). – Correspondence, reports. 2002.
- 09-10-03 ISI - reports/contracts. – Correspondence, reports, contracts. 2001-2003.
- 09-10-04.7 ISI administrative staff. – Correspondence, reports, notes. 1999-2000.
- [09-10-?] [ISI - admissions subcommittee]. – Draft reports. 2007-2008.
- 09-10-06A ISI advisory committee. – Minutes, agendas, correspondence, reports. 2002-2004.
- 09-10-06B ISI advisory cmmt. – Minutes, agendas, correspondence, reports. 2004-2007.
- 09-10-07 ISI enrolment serv. subcom. – Correspondence, policy. 2002.
- 09-10-08 ISI focus groups. – Correspondence, draft report. 2001.
- 09-10-09 ISI - int'l student working c. – Correspondence. 2002.
- 09-10-10 ISI funding agreement with ES. – Reports, correspondence. 2002-2005.
- 09-10-11 ISI review - Nov 2003. – Reports, correspondence, printed materials. 2 folders. 1996-2003.
- 09-11 Insurance. – Correspondence. 1989-1992.

- 09-12 International relations. – Correspondence, reports. 1989.
- 09-13 Information & computer systems - associate vice-president. – Correspondence, reports. 1989-1992.
- 09-17 Issues affecting women students. – Correspondence, reports. 1990-1992.
- 09-26A Instructional facilities management. – Correspondence, reports. 1998.
- 09-29.2 IT, adv c on info tech (ACIT) admin systems committee. – Agendas, correspondence, notes, minutes, job descriptions. 1998.
- 09-29.3 IT, adv c on info tech (ACIT) general. – Agendas, correspondence, minutes, reports. 1996-1999.
- 09-29.4 IT, adv c on info tech (ACIT) rates committee. – Agendas, correspondence, minutes, reports. 1996-1998.
- 09-29.5 IT, adv c on info tech (ACIT) security. – Agendas, correspondence, minutes, reports. 1996-1999.
- 09-29.6 IT, adv c on info tech (ACIT) standards co-op, student project. – Agendas, correspondence, reports. 1999.
- 09-29.7 IT, adv c on info tech (ACIT) steering committee. – Correspondence, reports. 1999.
- 09-29.8 IT, adv c on info tech (ACIT) strategic planning. – Agendas, correspondence, minutes, reports. 1997-1999.
- 11-02 KGY [K.G. Young] memorial fund. – Correspondence. 1987-1988.

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- 16-07A Privacy act. – Agendas, correspondence, reports. 1992-1994.
- 16-17A President's property & planning advisory cmtt (formerly pres. adv. c. on space allocation. – Agendas, correspondence, minutes, reports. 4 folders. 1990-1991.
- 16-17B President's property & planning advisory cmtt (formerly pres. adv. c. on space allocation. – Agendas, correspondence, minutes, reports. 3 folders. 1992-1995.
- 16-17-02A President's advisory committee on teaching space. – Agendas, correspondence, minutes, reports. 2 folders. 1990-1994.
- 16-17-02B President's advisory committee on teaching space (Jan. 1994 -). – Agendas, correspondence, minutes, reports. 1994.
- 16-17-02C President's advisory committee on teaching space. – Agendas, correspondence, minutes, reports. 2 folders. 1994.
- 16-35A Presidents advisory council (formerly leadership committee). – Correspondence, reports, agendas, notes, drafts. 1997-2001.



- 16-35B Presidents advisory council. – Correspondence, agendas, minutes, notes, mission statement. 2005
- 16-36 Public affairs. – Correspondence, clippings, reports. 1989-2002.
- 16-36-01 Public affairs, marketing. – Correspondence, clippings, ephemera. 1999-2000.
- 17-01 Queen's Review Aug/95. – Correspondence, reports, printed material. 1995.

BOX 100

- 18-02 Recruitment, undergrad student. – Correspondence, reports. 1999-2006.
- 18-02-03 Recruitment: Penticton. – Correspondence agendas, policy. 2002.
- 18-02-04 Recruitment: Shad Valley. – Speech, correspondence. 2006.
- 18-03 Regent College. – Agenda. 2004.
- 18-09 Re-organization AKA:BPR. – Contract, correspondence. 2001.
- 18-13 Research fund & other information. – Correspondence, press release information, reports. 1989-2002.
- 18-14A Race Relations, President's Advisory Committee. – Correspondence, reports, printed material. 1990-1991.
- 18-14B Race Relations, President's Advisory Committee. – Correspondence, reports, printed material. 1990-1992.
- 18-17-04 Reg. - improving (99/00). – Correspondence, surveys. 1998-2001.
- 18-17-05 Registration readiness. – Reports. 2001.
- 18-20 Rich Hansen inst. – Notes. 2000.
- 18-22A Round table, VP students. – Agendas, correspondence, minutes, reports. 2001-2002.
- 18-22B Round table, VP students. – Agendas, correspondence, minutes, reports. 2002-2004.
- 18-23 Robson Square. – Correspondence, reports. 2000-2006.
- 18-24A REG executive group - May 31/02 - Oct 3/02. – Agendas, correspondence, minutes, reports. 2002.
- 18-24B REG executive group - Oct 10/02 - Apr 08/03. – Agendas, correspondence, minutes, reports. 2002-2003.
- 18-24C REG exec group - Apr 10/03 - Feb 05/04. – Agendas, correspondence, minutes, reports. 2003-2004.
- 18-24D REG exec - Feb 12/04 - July 29/04. – Agendas, correspondence, minutes, reports. 2004.
- 18-24E REG exec - Aug 19/04 - Sep 20/05. – Agendas, correspondence, minutes, reports. 2 folders. 2004-2005.

- 18-24F REG exec meeting - Oct 18/05 - Dec 6/06. – Agendas, correspondence, minutes, reports. 2 folders. 2005-2006.
- 18-24G REG exec meeting - Jan 4/07 to [Mar 22/07]. – Agendas, correspondence, minutes, reports. 2007.

#### BOX 101

- 19-02-18 St. financial assist & awards - undergraduate scholar program. – Correspondence, reports. 2 folders. 2002-2004.
- 19-04A Space Requirements. – Correspondence, plans, reports, printed material. 1982-1998.
- 19-08-02 Student Record System - Examinations & Grading. – Senate reports, agenda items, correspondence. 1974-1987.
- 19-08-03 Student Record System - Fees. – Error reports, correspondence. 1981-1989.
- 19-08-04 Student Record System - General Correspondence. – 1987.
- 19-08-05 Student Record System -Master lists. – Correspondence (instructions). 1979.
- 19-08-06 Student Record System - Papers. – Reports/correspondence (data security). 1979.
- 19-08-07 Student Record System - project. – Reports, correspondence.
- 19-08-09 Student Record System - Registration. – Reports (computerized registration). 1977-1987.

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- 19-08-11 Student Record System (SRS) - Access. – Correspondence , reports. 1986-1988.
- 19-08-12 Student Record System - On Line information. – Correspondence , reports. 1983.
- 19-08-13 Student Record System - Graduate studies. – Correspondence, form template - student progress report. 1983.
- 19-08-16 Student Record System - Grading system - class roll. – Reports. 1985.
- 19-09-02 Statistics Canada - Degrees, Diplomas, Certificates Awarded. – Correspondence, reports. 1982-1990.
- 19-09-03 Statistics Canada - Preliminary Report (Winter). – Enrollment statistics, correspondence. 1981-1987.
- 19-09-04 Statistics Canada - Summer Session. – Enrollment statistics, correspondence. 1979-1981.

- 19-09-05 Statistics Canada - Tuition & Living Accommodation Report. – Housing cost statistics, correspondence. 1979-1984.
- 19-09-06 Statistics Canada - CAGS. – Graduate enrollment statistics (See also 19-09-01 Corresp + Misc. Reports). 1982-1983.
- 19-11 Security. – Correspondence, reports. 1983-1994.
- 19-11.1 Security Advisory Committee. – Correspondence, reports. 1990-1994.
- 19-12 Scholastic Aptitude Test (SAT). – Reports, printed material. 1985.
- 19-13 School & College Liaison. – Correspondence. 1987-1995.
- 19-14 Storage Record. – File storage record form. 1985-1986.

#### BOX 103

- 19-17 Student Information System - Project 1 - Correspondence. – Correspondence, reports, agendas, minutes. 1986-1987.
- 19-17-01A Student Information System - Advisory Committee. – Minutes, agendas, correspondence. 1987-1998.
- 19-17-02 Student Information System - Steering Committee. – Correspondence, reports, agendas, minutes. 1987-1988.
- 19-17-03 SIS - Project Management Committee. – Correspondence, reports, agendas, minutes. 1987-1992.
- 19-17-08 Student Information System - Focus. – Correspondence, access agreements. 1990-1992.
- 19-17-09 Student Information System - Enrolment Statistics. – Correspondence. 1990.
- 19-17-10.1 SIS - Project 4 - Admission System Development. – Correspondence, reports, agendas, minutes. 1993.
- 19-22-02 1999 Student Information Survey.

#### BOX 104

- 19-38 Student Service Unit Directors' Informal Meetings - Closed - See 19-58-01. – Correspondence, reports, agendas, minutes. 1990-1992.
- 19-38-01 Student Services Directors' - Minutes - Closed - See 19-58-01. – Minutes. 2 Folders. 1992-1993.
- 19-38-04 Student Services Unit Directors' - "Restructuring" - Closed. – Correspondence, agendas, minutes, notes, mission statement. 1993.
- 19-39-01 Student Services Directors' Retreat 1992/1993. – Correspondence, mission statements etc., minutes (code of conduct). 2 folders. 1992-1993.

- 19-42A Student Discipline Policy. – Correspondence. 1991-1996.
- 19-42-01 Student Disciplinary Action Letters (Includes a summary of discipline cases from Dr. Mclean. – Correspondence 3 folders. 1993-1999.
- 19-42-01B Student Discipline Policy. – Correspondence. 2000-2001.
- 19-42-02 Student Discipline Correspondence with students + misc. – Correspondence. 1986-1997.
- 19-58-01 Student Services Directors' Meetings - Minutes & Agendas. – Minutes, agendas, correspondence, budgets. 2 folders. 1992-1995.
- 19-58-01B Student Services Management Committee - Minutes & Agendas. – Minutes, agendas, correspondence. 2 folders. 1994-1996.
- 19-58-01C Student Services Management Committee - Minutes & Agendas. – Minutes, agendas, correspondence. 2 folders. 1995-1996.
- 19-58-01D Student Services Management Committee - Minutes & Agendas. – Minutes, agendas, budgets. 1997.
- 19-59 Society for the Education of Young Children. – Correspondence, consent forms. 1993.

BOX 105

- 19-70A Student survey, student demographic study committee. – Uncompleted survey documents, minutes, correspondence. 1994.
- 19-70-06 Student survey - 2 year baccalaureate follow-up. – Printed material. 1993-2000.
- 19-70-12 Survey of first-year university students. – Printed material. 1998.
- 20-07A Task force on liaison, recruiting & admissions - Oct 86 - Nov/86. – Correspondence, minutes, draft policy. 1986-1988.
- 20-70B Task force on liaison, recruiting & admissions - Jan/87-Feb/89. – Correspondence, minutes, reports. 1984-1987.
- 20-07C Task force on liaison, recruiting & admissions - Sept/89-Sept/90. – Correspondence, minutes, reports. 1989-1990.
- 20-07-02 Task force on liaison, recruiting & admissions, sub-committee on pursuing outstanding students. – Correspondence, minutes. 1990.
- 20-07-03 Task force on liaison, recruiting, & admissions, sub-committee on scholarships. – Correspondence, reports. 1989.
- 20-08 Touch-tone telephones. – Correspondence. 1987.
- 20-08-01 Relreg - logo. – Brochure mock-up, logo template. [n.d.].
- 20-08-02 Telreg - Copyright & registration of mark. – Correspondence, trademark registration. 1987-1989.
- 20-08-03 Telereg - correspondence. – Correspondence. Reports. 1988-1993.

- 20-08-06 Telreg - student survey. – 1988.
- 20-08-07 Telreg - deposit. – Correspondence. 1989.
- 20-08-08 Telreg - statistics. – Statistics reports. 1988-1995.
- 20-08-09 Telreg - procedures & access. – Correspondence. 1991-1992.
- 20-09 Thunderbird varsity evaluation. – Correspondence, student transcripts. 1987
- 20-10 Thunderbird hockey alumni association. – Newsletters. 1987-1988.
- 20-11 T22.02. – Correspondence, printed materials (regarding tax receipts). 1987-1997.
- 20-12 Transactions & connections Faculty of Educ conference 1994. – Report. 1994.
- 20-13 Transfer policies. – Correspondence. 1988-1992.
- 20-14 Telephone directory. – Correspondence. 1988.
- 21-23 UBC'S 3 Year Plan. – (Removed from 2" blue binder). 1991.
- 21-24-04 University presidents' council transfer credit sub-committee. – Correspondence, reports, minutes, printed materials. 2 folders. 1988-1994.
- 21-27A University Archives advisory committee. – Report, minutes, correspondence. 1989-1992.
- 23-01-03A WESTSSAA [Western Senior Student Affairs Administrators] 1997. – Correspondence, reports, printed materials. 1996-1997.
- 6000-0 Administrative meetings/confidential. – Minutes. 1981-1984.
- RO/ST107 Registrar's Office master Equipment Ledger. – 1981-1983. [ledger removed from black 1" binder]

[Central Files - continued.](#)

BOX 106

SOPRON DIVISION (FACULTY OF FORESTRY)

- 106-1 The Sopron Chronicle: Hungarian Foresters in the western world, 1919-1986. – Publication, web history. 1986, 2007.
- 106-2 [Sopron division graduates 1958-1961]. – Photocopied graduation lists. 2007.
- 106-3 [Sopron division - correspondence]. – Correspondence. 1969, 1990-2000.

- 106-4 [Sopron division - examination cards And-Hah] / Sopron faculty transcripts. – Photocopies of handwritten transcripts for students of the Sopron Division of the Faculty of Forestry.1958-1961.
- 106-5 [Sopron division - examination cards Hej-Mat] / Sopron faculty transcripts. – Photocopies of handwritten transcripts for students of the Sopron Division of the Faculty of Forestry.1958-1961.
- 106-6 [Sopron division - examination cards Nag-Vis] / Sopron faculty transcripts. – Photocopies of handwritten transcripts for students of the Sopron Division of the Faculty of Forestry.1958-1961.

#### MISCELLANEOUS RECORDS (cont.)

- Committee on Admission, Standing and Courses (1948-1952) (cont.)
- 106-7 [Committee on admission, standing, and courses] C.A.S.C. problems. – Correspondence, decisions. 1948-1952
- 106-8 Committee on admission, standing, and courses - Faculty of arts & science, rough minutes. – 1948-1953.

#### [Miscellaneous records - continued](#)

#### FACULTY RECORDS (cont.)

##### Faculty of Arts and Science (cont.) (1924-1963)

Mainly minutes and correspondence from the Faculty of Arts (and the Faculty of Arts and Science) from 1930s-1950s. Some student records including Marks from the Teacher Training School and admissions decisions are included

- 106-9 Arts - attendance sheets [faculty meetings]. – 1940-1963.
- 106-10 Arts - calls & agendas. – 1960-1963.
- 106-11 Faculty of arts and science - partition of the faculty. – Correspondence. 1963.

- 106-12 Faculty of arts and science - minutes - rough. – Minutes. 1951-1959.
- 106-13 Arts - recommendations to and from the senate. – Correspondence, decisions, includes lists of students required to withdraw and material relating to student graduation/enrolment. 3 folders. 1928-1963.
- 106-14 Arts - miscellaneous. – Correspondence. 2 folders. 1932-1963.
- 106-15 Arts - personel of committees. – Correspondence. 1931-1960.
- 106-16 Representatives on senate and library committee. – Correspondence. 1933-1957.
- 106-17 Arts - reports of committees etc. – Correspondence, reports. 2 folders. 1930-1957.
- 106-18 Curriculum committee. – Correspondence, reports. 1951-1963.
- 106-19 Visual arts material. – Report, course list. 1952.
- 106-20 Arts - board of govornors [governors]. – Correspondence. 1943-1949.
- 106-21 Arts - president. – Correspondence. 1932, 1949-1953.
- 106-22 Proposed method of dealing with candidates lacking admission requirements. –Report.[n.d.].
- 106-23 Arts - memos for dean. – Correspondence.1931-1955.
- 106-24 Arts - motions - originals. – Motions.1931-1938.
- 106-25 Mr. Van Vliet's report on establishment of department of physical education - Feb 1944. – Reports, correspondence. 1944-1959.

BOX 107

- 107-1 The president's standing committees. – Correspondence, timetables, reports. 1924-1943.
- 107-2 Arts - summer session. – Correspondence, reports, course lists. 1935-1956.

- 107-3 Statistics - general file. – Statistics reports. 1929-1960.
- 107-4 [Minutes of reclassification committee]. – 1957.
- 107-5 Degrees conferred + diplomas - statistics re: graduates. – Statistics reports. 1927-1948.
- 107-6 [Location of graduates]. – Alumni reports. 1929-1950.
- 107-7 Album - Teacher training marks. – 1952-1956

CUMREC [College and University Machine Records Conference]

- 107-8 Cumrec - planning session. – Correspondence, reports, notes. 1993.
- 107-9 Cumrec - president's correspondence. – 1993.

BOX 108

- 108-1 [Cumrec - conference]. – Correspondence. 1990-1994.
- 108-2 Cumrec - SCUP. – Correspondence. 1992.
- 108-3 Minutes - board meetings. – Correspondence, minutes. 1993.
- 108-4 Cumrec - minutes. – Correspondence, minutes. 1991-1993.
- 108-5 Cumrec: newsletter - board. – Correspondence. 1990-1994.
- 108-6 Cumrec - operating proc. manual. – Manual. 1993-1994.
- 108-7 Cumrec - parliamentary rules. – Correspondence. 1994.
- 108-8 Cumrec: correspondence. – Correspondence. 1990-1994.
- 108-9 Cumrec: Cumrec-L. – Correspondence. 1991-1994.
- 108-10 Cumrec - historian. – Correspondence. 1992.



- 108-11 Cumrec - host manual. – Correspondence, manual. 1991-1994.
- 108-12 Cumrec - international office. – Correspondence, service agreements. 1991-1994.
- 108-13 [Cumrec - planning meetings]. – Correspondence, agendas. 1993-1995.
- 108-14 Cumrec: committees - future sites. – Correspondence. 1993-1995
- 108-15 Cumrec: committees - information systems. – Correspondence. 1990.
- 108-16 Cumrec: committees - member participation. – Correspondence. 1989-1995.
- 108-17 Cumrec: committees - strategic planning. – Correspondence. 1990-1994.
- 108-18 Committee reports - historical. – Correspondence. 1992-1994.
- BOX 109
- 109-1 Cumrec: correspondence - chair. – Correspondence. 1992-1995.
- 109-2 Cumrec - conference '94 / OSU plans - correspondence. – 1993-1994.
- 109-3 Cumrec reimbursements. – Forms, correspondence. 1993-1994.
- 109-4 Cumrec: committees - election & recognition. – Correspondence. 1990-1995
- 109-5 Cumrec: committees - finance. – Correspondence, financial reports. 1991-1993.
- 109-6 Cumrec: committees - communications. – Correspondence. 1990-1995.
- 109-7 Cumrec: committees - corporate relations. – Correspondence, promotional materials. 1990-1993.
- 109-8 Conference attendance. – Directories of conference attendees. 1989-1994.
- 109-9 Cumrec: agenda. – Correspondence, directory. 1992-1995.
- 109-10 Cumrec - CAUSE/CUMREC workshop. – Program, correspondence, notes. 1994.

BOX 110

REGISTRAR'S GENERAL FILES (cont.)

- 110-1 [Service for Admission to College and University – founding conference] 1966
- 110-2 S.A.C.U. – J.E.A. Parnall 1965-74 [2 folders]
- 110-3 S.A.C.U. – Service of [for] Admission to College and University 1968-69

[Registrar's General Files – continued.](#)

BOX 111

MISCELLANEOUS RECORDS (cont.) – Student Registration and Admissions

Original admissions applications and materials from foreign applicants as well as admissions and course registration related correspondence. Typical student folder includes application, admission supplements, correspondence, diplomas, and confirmation of course of study. Original filing order of the registrar has been maintained.

Student Registration and Admissions Br-Po 1944-1960. [38 folders]

BOX 112

- 112-1 Student Registration and Admissions Ra-Zi 1944-1960. [17 folders]
- 112-2 Student Registration and Admissions – Various Documents of Foreign Students 1947-1957.
- 112-3 Student Registration and Admissions – Admissions Supplements – Study Books 1934-1957.
- 112-4 Student Registration and Admissions – Admissions Supplements - Misc. 1960-1963.

112-5 Student Registration and Admissions – Admissions Supplements – Diplomas  
1958-1960.

(continued)

BOX 113

REGISTRAR'S GENERAL FILES (cont.)

- 113-1 Student Budget Committee 1989-1990.
- 113-2 Senate Elections 1921.
- 113-3 Senate Nominations 1921.
- 113-4 1918 and Earlier Senate Elections 1915-1918.
- 113-5 First Convocation 1912.
- 113-6 Members of Convocation 1912-1915.
- 113-7 Senate – Reports Submitted to Senate 1916-1920.
- 113-8 Senate – Reports of Committees to Senate 1920-1921.

BOX 114

- 114-1 Senate - Reports of Committees 1925-1930.
- 114-2 Senate – Committee Personnel 1919-1921.
- 114-3 Senate – Misc. 1916-1921.
- 114-4 Senate – Registrar's "Senate" File 1916-1920.
- 114-5 Senate – Registrar's "Senate" Files 1918-1920.
- 114-6 Senate – Registrar's "Senate" Files 1919-1920.

## Convocation Rolls

### BOX 115

115-1 List of Members of Convocation – Election Register Feb. 1954

115-2 Senate Election Register Feb. 1954

### BOX 116

116-1 List of Members of Convocation – Vol. 1 – A - Chew, Yit 1974 [bound computer print-out, header "Old Bible"]

116-2 List of Members of Convocation – Vol. 2 – Cheyne - Gear, Barry 1974 [bound computer print-out, header "Old Bible"]

### BOX 117

117-1 List of Members of Convocation – Vol. 3 – Gear, Edna - Keys, W. 1974 [bound computer print-out, header "Old Bible"]

117-2 List of Members of Convocation – Vol. 4 – Keyserlingk, R. - Myszak, A. 1974 [bound computer print-out, header "Old Bible"]

### BOX 118

118-1 List of Members of Convocation – Vol. 5 – Tsung, Na - Shields, Brian 1974 [bound computer print-out, header "Old Bible"]

118-2 List of Members of Convocation – Vol. 6 – Shields, Campbell - Zysblat 1974 [bound computer print-out, header "Old Bible"]

### BOX 119

119-1 List of Members of Convocation – Spring Convocation 1974-77 [bound computer print-outs for each year]

119-2 [Female members of Convocation, listed by maiden name and married name] June 1978 [bound computer print-out]

MISCELLANEOUS RECORDS (cont.)

Examination Results

[oversized bound volumes – stored in vault]

Examination Results – Perforated Strips – Dec. 1919 - Dec. 1920

Examination Strips [results] – April 1937