

Registrar's Office fonds

Compiled by Christopher Hives (1986), revised by Erwin Wodarczak (2008)

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

University of British Columbia Archives



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THE UNIVERSITY OF BRITISH COLUMBIA



The Library

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Fonds Description

Registrar's Office fonds. - 1907-2003.

18.54 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 and 2007.

Scope and Content

The fonds consists of records dating from 1907 to 2003, which provide a unique source of information particularly about student-related matters such as grades, university admission, graduation and examinations. In addition to records generated by the Registrar's Office itself, there are also Faculty records (1915-1921) which were probably maintained by the Registrar who served as the secretary to Senate. 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. The microfilm copies are available on 94 reels in the Microform section of the Koerner Library (AW 1.R7655). For examinations after 1969 see the UBC Undergraduate Student Examination Collection.

Notes

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

File list available.

Restrictions apply.

File List

REGISTRATION CARDS

Student registration cards with names and personal information

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)

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STUDENT REGISTRATION CARDS (1918-1920)

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STUDENT CORRESPONDENCE (1918)

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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

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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](#)

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SCHOLARSHIP RECORDS

Scholarships are filed by year and contain information about the names of recipients and the amount of the award.

- 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)

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- 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)

CORRESPONDENCE (cont.)

- 19-14/16 Students and Faculty (1920)

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SHORT COURSES - Agriculture (1923-1932)

- 20-1 Misc. Pamphlets (1923)
- 20-2/5 Course Forms and Correspondence

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Applications for Admission to UBC (1924-1927)

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- 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)

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

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

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

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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)

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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)

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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)

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Carnegie Corporation Project Records

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

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- 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)

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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

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)

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- 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)

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STUDENT CORRESPONDENCE (1943)

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32-6 Alumni Association - Correspondence (1943)

32-7 Athletics - "Eligibility Report" (1943)

32-8 Bills (1943)

32-9 Bursar - Correspondence (1943)

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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)

MILITARY (cont.)

BOX 34

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)

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)

Correspondence (1949)

BOX 37

A - Fi

BOX 38

Fi - Ph

BOX 39

Pi - Z

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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)

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- 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)

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"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)

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

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

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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)

The Student Affairs Committee 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.

- 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

- 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

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

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

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](#)

GRADUATE RECORDS (cont.)

BOX 60

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 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)

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)

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

Central files

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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

Box 83

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

Box 84

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

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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
 13-01-01A MAETT Enrolment Mgt. -- Steering Cmmt 1988-1993
 13-01-01B MSTL -- Steering Cmmt 1993
 13-01-01C MSTL -- Steering Cmmt 1993-1996
 13-01-01.1 MSTL Enrolment Survey 1994-1995

13-01-01.2 MSTL 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
 16-17-06A Pres Advisory Cmmt on Learning Spaces 1999
 16-17-06D Pres Advisory Cmmt on Teaching Spaces 1995-1997
 16-17-06E Pres 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
 16-35-01.1 Pres 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
19-06-09ASHS 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