Table of Contents

• **Fonds Description**
  o Title / Dates of Creation / Physical Description
  o Administrative History
  o Custodial History
  o Scope and Content
  o Notes

• **Series Descriptions**
  o Registration Cards
  o Military Training at UBC
  o General Student Correspondence
  o Graduate Records
  o Scholarships and Bursaries
  o Short Courses
  o Faculty Committee on Student Affairs
  o Miscellaneous Records
  o Microfilmed Records (357 reels)
  o Registrar's General Files
  o Faculty Records
  o Sopron Division (Faculty Of Forestry)
  o CUMREC (College and University Machine Records Conference)

• **File List**

• **Catalogue entry** (UBC Library catalogue)
Fonds Description

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.

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.

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.

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.

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.

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)
J.A. Nicholson [Registrar McGill U.] - Correspondence (1915-1917)

Rhodes Scholarships - Correspondence, Applications (1915-1916)

Alexander Robinson [Superintendent of Education] – Correspondence (1916)

Alexander G. Smith [Principal of Victoria High School] - Correspondence (1916)

Memorandum Re: Establishing Permanent Site for University [n.d.]

F.F. Wesbrook - Correspondence (1915-1916)

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

Certificates of Standing (1917)

Civil Service (1917)

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 - Ubyssy (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)
Correspondence - Outward (1933-1936)
Correspondence - Inward (1933-1936)
Commonwealth Fund Fellowship - Correspondence, Printed Material (1930-1933)
Carnegie Scholarship - Correspondence, Printed Material (1935-1936)
LeRoy Memorial Scholarship (1930)
Committee Chairman's (Harry T. Logan) Records
Correspondence (1916, 1934-1935)
Scholarships (1933-1935)
Special Bursaries (1934-1936)
Printed Material, Correspondence (1933-1935)

Information from Other Universities
"Manual of the School Law and Regulations of New Brunswick" (1929)
"Courses of Study and Examinations" [Ontario] (1929)
Correspondence with Can. University Registrars Re: Operation of the Registrar's Office (1932)
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)
Evening Class Pamphlets (1941-1942)

"Educational Program for B.C. Fishermen" (1942-1943)

Summer School Activities – Pamphlets

Correspondence - Continued

MILITARY (cont.)

Canadian Officers’ Training Corps (C.O.T.C.)

Correspondence and Applications Re: Employment Opportunities with the R.C.A.F. (1937-1938)

Applications and Correspondence Re: Credits for C.O.T.C. Work (1939)

Applications for Partial Course Credit - Denied (1939-1940)

Military - Continued

BOX 31

SCHOLARSHIPS (cont.)

Bursaries

Bursary Awards - General (1939-1943)

War Service Bursaries - Recipients (1942-43)

National Selective Bursaries - Recipients and Correspondence (1943)

Youth Training Bursaries

Youth Training Project - Establishment of Bursaries (1939)

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  Dependants 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)
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)
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).
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.


58-21 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)

58-32  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)


58-36  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)


59-3  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)


62-12 Miscellaneous


Graduate Records - continued
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)

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
Dept. of Education

Other

BOX 64

Statistics - General (1970/71)

Dept. of Education

Other

Statistics - General (1971/72)

Dept. of Education

Other

Statistics - General (1972/73)

Dept. of Education

Miscellaneous


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

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

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

Background Calculations (1954-1966)

Report on Graduating Years (1954-1966)

Statistics (1966-1970)
BOX 65

Dominion Bureau of Statistics (Cont'd)

65-1 Statistics (1970-1972)


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)
Matriculation - Correspondence, Reports (1916-1921)

Misc. Correspondence (1917-1921)

Motions [Faculty] [n.d.]

Petitions (1916-1920)

University (1915-1921)

Faculty of Applied Science (1921-1930)

Minutes - Rough Copies (1925-1930)

Calls and Agendas (1921-1930)

Attendance [Meetings] (1921-1930)

Board of Governors - Correspondence (1928)

Committees - Lists, Correspondence (1923-1925)

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


Motions [n.d.]

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

Reports from Committees (1921-1930)

Faculty of Agriculture (1921-1930)

Minutes - Rough Copies (1925-1930)

Calls and Agendas (1921-1930)

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)
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
01-28    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
02-09-03.1Brock Hall Plans -- Space Allocations  1999
02-09-03.2Brock Hall Plans -- Layout of 2019  1992-1993
02-09-06  Brock Hall -- Heating & Ventilation  1993
02-09-07  Brock Hall -- Student Access Workstations  1993
02-09-13ABrock 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

BOX 82

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
02-16-04.3Budget, Strategic Change Student Access to Info (A)  1998-1999
02-16-04.3Budget, Strategic Change Student Access to Info (B)  1999
02-16-04.5Budget, Strategy/Change  1998
02-16-04.7Budget, Benchmarking  1997
02-16-05.1Budget, Retreat  1999
02-16-05.4Budget, Narrative  1999
02-16-05.6Budget, Projections  1999
03-01    Ctr for Cont Ed, Diploma in Adult Education  1978-1979
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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
06-01-18 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
06-12-08 Pharmaceutical, Rehab Science, Science  1994-1998
06-13-02 FNHL Brown Bag Meetings  1999-2000
06-18 Fraudulent Documents  1991-1997
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
09-10-01C Intl Student Initiative -- Stu Serv SubCmmt  [2 folders]  1997

BOX 85

09-10-04.3ISI Management Info System SubCmmt  1997
09-10-04 Intl Student Initiative Action C  1997
09-10-04.8ISI 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
13-01-01C MSTL -- Steering Cmmt   1993-1996
13-01-01.1 MSTL Enrolment Survey   1994-1995
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
15-09-02 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
16-29 Performance of Initial Registrants from BC Post Secondary Schools   1983
16-30 Policies & Procedures Enrolment Services   1992
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
18-01-07 Room Bookings -- Policy Review 1997
18-01-08 Room Bookings -- Arts Requests 1997-1998
18-01-09 Room Bookings Sys RFP 1998-1998

BOX 87

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
19-01-07.1 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
19-06-03.1SHS Review 1997-1998
19-06-09A SHS Working Group on Wellness 1998
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
19-17-04 SIS -- Access and Approvals 1991
19-17-10  SIS -- Project 4 Mgmt Cmmt  1990-1994
19-17-10.1SIS -- Project 4 Admission System Development  1993-1996
19-17-10.2SIS -- Project 4 -- Admission System Dist  1994-1995
19-17-10.3SIS -- Project 4 -- Internal Loan  1994-1999
19-17-10.4SIS -- 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
19-17-17  SIS -- Fees, Calculation  1989-2000
19-17-18  SIS -- Codes  1997
19-17-19  SIS -- Management Committee  1991-2001

BOX 88

19-17-19.5SIS -- Cycles & Services  1995-1998
19-17-19.6SIS Project  1996-2000
19-17-20  SIS -- Records & Registration  1991-1992
19-17-20.2SIS -- Records -- Confidentiality  1991
19-17-21  SIS -- UCS Statistics & Reports  1992

BOX 89

19-17-23ASIS -- 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
19-17-26.1SIS -- 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

BOX 90

19-37-02  Staff Development -- Team Building  1991
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

BOX 91

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.
01-36-16  Awards & fin aid commerce. – Correspondence. 2003.


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.

02-09-01D Brock Hall, Ad-Hoc Coordination Committee. – Correspondence. 2 folders. 1992-1993.

02-09-01.1 Brock Hall, Ad Hoc Coordination Committee - Minutes. – Correspondence, minutes, agendas. 1991-1993.

02-09-01.1 Brock hall. – Correspondence. 2000.

02-09-01.2 Brock 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.

BOX 93


02-10B B.C. Council on Admissions & Transfer. – Correspondence, feasibility studies, reports, agendas, minutes. 1992-1996
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 cont'ed 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.
03-21-07 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.
03-21-15 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.
03-28 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.
03-60-01 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.
04-08-01A 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.

BOX 94

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. 2003.
05-06-01 Extra sess, coord ot 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
05-14 Electronic data exchange. – Correspondence, notes, reports. 1992-2004.
05-16 Environmental protection policy. – Notes. 2000.
05-19 Employee satisfaction survey project. – Correspondence. 2004.
05-20A 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.
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.
06-01-05 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.

BOX 96

06-13-04 FNHL advisory cttee. – Correspondence, reports, agendas, printed materials. 2000-2003.
06-18 Fraudulent documents. – Correspondence. 2001-2004.
06-19 Fax policy. – Policy report. 1990.
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.

BOX 97

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.
08-04-03 Housing: studies & reviews. – 5 year plan. 1996.
08-08 Hours of services. – Correspondence. 2002-2003.
09-01 Internationalization strategy. – Draft. [ca. 2000].
09-03 IntelliResponse. – Policy. 2003.
09-07-01.1 IH advisory b. redevelopment project. – Notes, correspondence. 2000.
09-08-04A Int activities, exec. cte. – 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.
09-10-06A ISI advisory committee. – Minutes, agendas, correspondence, reports. 2002-2004.
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.
09-12 International relations. – Correspondence, reports. 1989.
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.

BOX 99

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.
<table>
<thead>
<tr>
<th>Box Number</th>
<th>Description</th>
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<tbody>
<tr>
<td>16-35B</td>
<td>Presidents advisory council. – Correspondence, agendas, minutes, notes, mission statement. 2005</td>
</tr>
<tr>
<td>16-36</td>
<td>Public affairs. – Correspondence, clippings, reports. 1989-2002.</td>
</tr>
<tr>
<td>16-36-01</td>
<td>Public affairs, marketing. – Correspondence, clippings, ephemera. 1999-2000.</td>
</tr>
<tr>
<td>17-01</td>
<td>Queen's Review Aug/95. – Correspondence, reports, printed material. 1995.</td>
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</tbody>
</table>

**BOX 100**

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<thead>
<tr>
<th>Box Number</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>18-02</td>
<td>Recruitment, undergrad student. – Correspondence, reports. 1999-2006.</td>
</tr>
<tr>
<td>18-02-03</td>
<td>Recruitment: Penticton. – Correspondence agendas, policy. 2002.</td>
</tr>
<tr>
<td>18-02-04</td>
<td>Recruitment: Shad Valley. – Speech, correspondence. 2006.</td>
</tr>
<tr>
<td>18-14A</td>
<td>Race Relations, President’s Advisory Committee. – Correspondence, reports, printed material. 1990-1991.</td>
</tr>
<tr>
<td>18-14B</td>
<td>Race Relations, President’s Advisory Committee. – Correspondence, reports, printed material. 1990-1992.</td>
</tr>
<tr>
<td>18-17-05</td>
<td>Registration readiness. – Reports. 2001.</td>
</tr>
<tr>
<td>18-22A</td>
<td>Round table, VP students. – Agendas, correspondence, minutes, reports. 2001-2002.</td>
</tr>
<tr>
<td>18-22B</td>
<td>Round table, VP students. – Agendas, correspondence, minutes, reports. 2002-2004.</td>
</tr>
<tr>
<td>18-23</td>
<td>Robson Square. – Correspondence, reports. 2000-2006.</td>
</tr>
<tr>
<td>18-24B</td>
<td>REG executive group - Oct 10/02 - Apr 08/03. – Agendas, correspondence, minutes, reports. 2002-2003.</td>
</tr>
<tr>
<td>18-24C</td>
<td>REG exec group - Apr 10/03 - Feb 05/04. – Agendas, correspondence, minutes, reports. 2003-2004.</td>
</tr>
<tr>
<td>18-24E</td>
<td>REG exec - Aug 19/04 - Sep 20/05. – Agendas, correspondence, minutes, reports. 2 folders. 2004-2005.</td>
</tr>
</tbody>
</table>
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.

BOX 102

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.
19-13 School & College Liaison. – Correspondence. 1987-1995.

BOX 103

19-17 Student Information System - Project 1 - Correspondence. – Correspondence, reports, agendas, minutes. 1986-1987.
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

19-38-04 Student Services Unit Directors’ "Restructuring" - Closed. – Correspondence, agendas, minutes, notes, mission statement. 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.
19-42-02 Student Discipline Correspondence with students + misc. – Correspondence. 1986-1997.
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.
19-70-12 Survey of first-year university students. – Printed material. 1998.
20-07B 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.
20-08-07  Telreg - deposit. – Correspondence.  1989.
20-08-09  Telreg - procedures & access. – Correspondence. 1991-1992.
20-09    Thunderbird varsity evaluation. – Correspondence, student transcripts. 1987
20-14    Telephone directory. – Correspondence. 1988.
21-24-04 University presidents’ council transfer credit sub-committee. – Correspondence, reports, minutes, printed materials. 2 folders. 1988-1994.
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)


106-6  [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


106-11  Faculty of arts and science - partition of the faculty. – Correspondence. 1963.
Faculty of arts and science - minutes - rough. – Minutes. 1951-1959.

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.

Arts - miscellaneous. – Correspondence. 2 folders. 1932-1963.

Arts - personel of committees. – Correspondence. 1931-1960.

Representatives on senate and library committee. – Correspondence. 1933-1957.

Arts - reports of committees etc. – Correspondence, reports. 2 folders. 1930-1957.

Curriculum committee. – Correspondence, reports. 1951-1963.

Visual arts material. – Report, course list. 1952.

Arts - board of govervors [governors]. – Correspondence. 1943-1949.

Arts - president. – Correspondence. 1932, 1949-1953.


Arts - memos for dean. – Correspondence. 1931-1955.

Arts - motions - originals. – Motions. 1931-1938.

Mr. Van Vliet's report on establishment of department of physical education - Feb 1944. – Reports, correspondence. 1944-1959.

The president's standing committees. – Correspondence, timetables, reports. 1924-1943.

Arts - summer session. – Correspondence, reports, course lists. 1935-1956.


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.


BOX 108


108-3  Minutes - board meetings. – Correspondence, minutes. 1993.

108-4  Cumrec - minutes. – Correspondence, minutes. 1991-1993.


108-7  Cumrec - parliamentary rules. – Correspondence. 1994.


108-10 Cumrec - historian. – Correspondence. 1992.
108-14  Cumrec: committees - future sites. – Correspondence. 1993-1995
108-15  Cumrec: committees - information systems. – Correspondence. 1990.

BOX 109

109-4  Cumrec: committees - election & recognition. – Correspondence. 1990-1995
109-6  Cumrec: committees - communications. – Correspondence. 1990-1995.
109-7  Cumrec: committees - corporate relations. – Correspondence, promotional materials. 1990-1993.
BOX 110

REGISTRAR’S GENERAL FILES (cont.)

110-1  [Service for Admission to College and University – founding conference] 1966


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.


(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


117-2 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