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Wayne State University Archives  
Wayne State University, Detroit, MI

**Wayne State University Registrar's Office Records**  
8 linear feet (8 SB)  
1935-1971, bulk 1957-1969

Finding aid written by Kris Kniffen on March 26, 2015.  
Revised by Casey Westerman on April 9, 2015.

**Accession Number:** WSR000627

**Creator:** Wayne State University Office of the Registrar

**Acquisition:** Donated to the Reuther Library by the Registrar's Office in 1987.

**Language:** Material entirely in English.

**Access:** Collection is open for research.

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**Citation style:** “Wayne State University Registrar's Office Records, Box [#], Folder [#], University Archives, Wayne State University.”

**Related Material:**

WSR000088: Wayne University Admissions and Acting Registrar's Office Records, 1940-1947.

WSR000028: Wayne University Admissions Division Records, 1937-1954, bulk 1951-1954.

WSR000197: Wayne State University Admissions, Records and Registration Director's Office Records, 1946-1971, bulk 1956-1969.

WSR000392: Wayne State University Admissions and Registrar Office Records, 1952-1975, bulk 1960s.

WSR000565: Wayne State University Enrollment Services Reports, 1981-2003.

**Abstract**

This collection consists of records generated by Wayne State University's Admissions and Registrar's Office between 1935-1971. It includes such material as job descriptions for the office's employees, procedural flow charts, course listings, scholarship rolls, and marks reports comparing student performance in the different degree programs offered.

Also included in the collection are numerous publications from the American Association of Collegiate Registrars and Admissions Officers, as well as the Michigan Association. The material from these associations offer insight into the registrar profession, including their efforts to deal with increased rates of enrollment, best practices for planning university calendars, and policy for evaluating transfer credits.

**Important Subjects:**

Student performance by program  
Course offerings  
Student financial aid

**Important Names:**

American Association of Collegiate Registrars and Admissions Officers  
American Council on Education  
American Association of University Professors  
Michigan Association of Collegiate Registrars and Admissions Officers

**Arrangement**

The collection is arranged in alphabetical order by subject. Box 8 contains comparative grade studies arranged in reverse chronological order.

**Box 1**

1. AACRAO, General, 1956-1968
2. AACRAO, Aid Study, 1967-1970
3. AACRAO, Computer Surveys, 1967-1970
4. AACRAO, New Developments and Techniques Committee, 1966-1967
5. AACRAO, New Developments and Techniques Committee, 1965-1966
6. AACRAO, New Developments and Techniques – Information Storage and Retrieval, 1966-1967
7. AACRAO Pamphlets, 1960-1969
8. AACRAO Annual Meeting, 1967
9. AACRAO Newsletters, 1966-1967
10. AACRAO Annual Meeting, 1965
11. AACRAO Annual Meeting, 1964
12. AACRAO Annual Meeting, 1963
13. AACRAO Annual Meeting, 1962
14. AACRAO Annual Meeting, 1961
15. AACRAO Annual Meeting, 1960
16. AACRAO Annual Meeting, 1959
17. AACRAO Annual Meeting, 1958
18. AACRAO Annual Meeting, 1957
19. Accounting Correspondence, 1960-1970
20. Accreditation Correspondence, 1962-1966
21. ACE – AAUP Statement on Conflict of Interest, 1966
22. Administrative Conference Minutes & Agenda, 1969
23. Administrative and Curricular Research, 1958-1963
24. Administrative and Curricular Research, Annual Report 1961-1962
25. Administrative and Curricular Research, Annual Report 1962-1963
26. Administrative and Curricular Research, Annual Report 1963-1964
27. Administrative Data Systems Correspondence, 1966-1969
28. Administrative Services Building, General, 1957-1970
29. Administrative Services Liaison Committee, 1964-1965
30. Admissions – General, 1942-1969
31. Admissions – Advance Enrollment Deposit, 1960-1961
32. Admissions Codes, 1955-1966
33. Admissions – Readmission, 1960-1968
34. Admissions – Studies, 1953-1967
35. Admissions and Records Committee, 1961-1968
36. Admissions, Records, and Registration – Forms and Procedures, 1964-1969

**Box 2**

1. Admissions, Records, and Registration Procedures – Flow Charts, 1969
2. Adult Education, 1957-1968
3. Advisory Committee, Administrative Data Systems Division, 1965-1967
4. Alumni, 1958-1962
5. Application & Admissions, Report, 1970-1971
6. Annual Report, Records and Registration, 1962-1963

7. Annual Report, 1961-1962
8. Admissions, Records and Registration Annual Report, 1960-1961
9. Admissions, Records and Registration Annual Report, 1959-1960
10. Admissions, Records and Registration Annual Report, 1958-59
11. Admissions, Records and Registration Annual Reports, 1941-1958
12. Applied Management and Technology Center, 1959-1969
13. ASTP Schedules and Navy V5 V12 Information, 1943
14. Attendance, 1965-1967
15. Auxiliary Activity Courses, 1949-1967
16. Board of Governors, 1970-1971
17. Board of Governors, 1968-1970
18. Board of Governors, 1965 – 1967
19. Budget, 1967-1970
20. School of Business Administration, General, 1969
21. School of Business Administration, Administrative Council, 1969-1970
22. School of Business Administration Administrative Council Minutes, 1965-1969
23. School of Business Administration Administrative Council Minutes, 1963-1964
24. Official University Calendar, 1958-1969
25. Cashier's Office, 1965-1968
26. Catalogs, 1955-1966
27. Center for Instructional Technology, 1969-1970
28. Changes of Elections, 1963-1967
29. Change of Elections, Wayne, 1950-1965
30. Civil Rights, 1965-1969
31. Codes, General, 1969-1971
32. College Changes, 1952-1962
33. The Collegian, 1960-1965
34. Commencement, 1950-1968
35. Commencement Committee, 1953-1970
36. Community Colleges Sponsored by Wayne State University, 1958-1966
37. Community College Transfer Study, 1964
38. Computing Center, 1966-1971
39. Computing Center, 1963-1969
40. Computing Center, 1958-1962
41. Computer Center – Committee To Examine Policies and Operations, 1968-1969

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1. Computer Center – Committee To Examine Policies and Operations, 1968-1969
2. Conditional and Special Students, 1954-1955
3. Coordinating Team, Machine Fee Assessing Proposal, n.d.
4. Courses, General 1948-1968
5. Courses, Cross-Listed, 1966
6. Courses, Section Numbers, 1960-1966
7. Credit by Examination, 1949-1968
8. Crockatt Memos, 1966-1967
9. Degrees, General, 1949-1969

10. Degrees, Questionnaires and Inquiries, 1949-1967
11. Detroit Arsenal Classes, 1954
12. Diplomas, 1969
13. Diplomas, 1947-1969
14. College of Engineering, General, 1969-1970
15. College of Education, General, 1943-1970
16. College of Engineering, General, 1956-1969
17. College of Engineering Administrative Council, 1965-1966
18. College of Engineering Administrative Council, 1961-1964
19. English Department, 1969
20. English Department, 1957-1969
21. Equipment – Special Occasions, 1959-1966
22. Exclusion of Students, 1959
23. Executive Development Program, 1960-1961
24. Experimental Curricula and Courses, 1961
25. Extra-Budgetary Programs, 1961-1962
26. Extra-Curricular Instruction Services, 1957-1965
27. Faculty Handbook, 1970
28. Fee Assessment, 1964-1967
29. Fees, General, 1964-1969
- 30-31. Fees, General, 1937-1966
32. Fees, Admissions Deposit, 1961-1962
33. Fees, Late Registration, 1942-1964
34. Fees, Reduced Tuition Deposit, 1966-1970
35. Fee Regulations, 1967-1968
36. Fees, Refunds & Regulations, 1943-1967
37. Freshmen Orientation, 1953-1967
38. School of General Studies, 1940-1960
39. Graduate Officers Committee, 1963-1967
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41. Graduate Division, General, 1950-1968

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2. Graduate Division, Procedures, 1950-1967
3. Graduate Division, Programs, 1957-1968
4. Graduation, 1968-1969
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8. Higher Education, 1966-1967
9. Higher Education, 1956-1963
10. High School Units, 1959-1965
11. Holds, Cases, 1950-1970
12. Holds, General, 1950-1969
13. Home Economics, 1964-1966

14. Honors Convocation, General, 1958-1970
15. Honors Convocation, Engineering, 1965-1968
16. Honors Convocation, 1965
17. Honors Convocation, 1964
18. Honors Convocation, 1963
19. Honors Convocation, 1962
20. Honors Convocation, 1961
21. Honors Convocation, Presidents Award, 1963-1965
22. Honor Point Average Statistics, 1951-1969
23. Institutes, 1963-1966
24. Institute of Labor and Industrial Relations, 1957-1966
25. Institutional Research, 1967-1970
26. Junior Year in Munich, 1952-1965
27. Law School, General, 1969
28. Law School, General, 1946-1969
29. Law School Annual Program, 1961-1968
30. Liberal Arts, General, 1968-1969
31. Liberal Arts, General, 1955-1968
32. Liberal Arts, Faculty Council, 1969-1970
33. Liberal Arts, Faculty Council, 1967-1969
34. Liberal Arts, Faculty Council, 1963-1966
35. Liberal Arts, Faculty Council, 1961-1962
36. Liberal Arts, Studies, 1858-1967
37. MACRAO, General, 1966-1969
38. MACRAO, Annual Meeting and Workshops, 1961-1969
39. MACRAO, Enrollment Reports, 1967-1970
40. MACRAO Enrollment Reports, 1955-1966
41. MACRAO Newsletter, 1966-1968
42. MACRAO Special Projects Committee, 1964-1967

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1. Mail Department, 1957-1971
2. Maps, 1967
3. Marks, General, 1967-1969
4. Marks, General, 1956-1968
5. Marks, Change of, 1955-1971
6. Marks, Passed-Not Passed Policy, 1967-1969
7. Marks, Incompletes, 1935-1967
8. Marks, Marking Systems, 1938-1969
9. Marks, Procedures for Processing, 1949-1968
10. Marks, Scholarship Rolls, 1959-1966
11. Marks, Scholarship Rolls Late, 1968
12. Marks, Scholarship Rolls Late, 1967
13. Marks, Scholarship Rolls Late, 1966
14. Marks, Scholarship Rolls Late, 1965
15. Marks, Scholarship Rolls Late, 1964

16. Marks, Scholarship Rolls Late, 1963
17. Marks, Scholarship Rolls Late, 1957-1962
18. Marks, Withdrawals, 1951-1967
19. Mathematics, 1950-1967
20. College of Medicine, 1944-1966
21. Medical Technology, 1948-1962
22. Merrill Palmer Registrations, Fall 1970
23. Merrill Palmer Registrations, Spring 1970
24. Merrill Palmer Registrations, Winter 1970
25. Merrill Palmer Registrations, Fall 1969
26. Merrill Palmer Registrations, Spring 1969
27. Merrill Palmer Registrations, Winter 1969
28. Michigan College Field Services Committee, 1955-1957
29. Monteith College, 1966-1968
30. Monteith College, 1959-1964
31. Mortuary Science, 1947-1958
32. Music, 1957-1963
33. National Science Foundation, 1962-1966
34. NCATE Certification, 1960
35. Newspaper Clippings, 1968-1970
36. Newspaper Clippings, 1960-1967
37. Non-Matriculated Students, 1939-1959
38. North Central Association Annual Meeting, 1965
39. North Central Association Annual Meeting, 1962
40. North Central Association Annual Meeting, 1961
41. North Central Association Annual Meeting, 1960
42. College of Nursing, 1954-1970
43. Office Space, 1953-1959
44. Orthoptics, 1956-1963
45. Pharmacy, General, 1950-1968
46. Pharmacy, Faculty Minutes, 1962-1966
47. Phi Beta Kappa, 1950-1963
48. Phi Delta Kappa, 1965
49. Pilot Study Program, 1957-1963
50. Political Science, 1956-1965
51. Post-Degree Studies, 1955-1960
52. President's Messages, 1957-1968
53. Psychology, 1964-1969
54. Quarter Plan, Committee on Registration, Recommendations, 1962-1963
55. Quarter Plan, Task Force E-Committee on Records & Registration, 1961-1962
56. Quarter System Transition, 1956-1970
57. Questionnaires, General Information, 1960-1970
58. Ranking of Students, 1952-1964
59. Reading Efficiency and Study Skills, 1950-1958
60. Records Office, Internal Procedures, 1950-1968
61. Records, Requests for Information, 1945-1968

62. Record Retention, 1952-1968

**Box 6**

1. Registrar's Computer Job List Master Quarter Schedule, 1967-1969
2. Registrar's Office Organization, General, 1963-1967
3. Registrar's Office Organization, Position Specifications, [1967]
4. Registrar's Staff Meeting Agenda, 1965-1966
5. Registrar's Staff Meeting Minutes Mailing List, n.d.
6. Registrar's Staff Meeting Minutes Masters, 1968
7. Registrar's Staff Meetings, January – June, 1968
8. Registrar's Staff Meetings, July 1965-June 1966
9. Registrar's Staff Meetings, July 1964-June 1965
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11. Registrar's Staff Meetings, July 1962-June 1963
12. Registrar's Staff Meetings, November 1961-June 1962
13. Registration Ad Hoc Committee, 1963
14. Registration Bus Service, 1965
15. Registration Forms, 1948-1969
16. Registration, General, 1969-1970
17. Registration, General, 1966-1968
18. Registration, Late Registration Study, 1968-1969
19. Registration, Optional, 1969-1970
20. Registration, Optional, 1958-1967
21. Registration, Optional, Minutes of Study Committee, 1963-1965
22. Registration Procedures, 1943-1968
23. Registration Schedules, 1956-1967
24. Registration, Study on, 1963
25. Religious Activities, 1948-1964
26. Residence Regulations, 1936-1966
27. Residence Cases, 1949-1966
28. Schedule of Classes, General, 1969
29. Schedule of Classes, General, 1953-1968
- 30-31. Schedule Manual Committee, 1962-1967
32. Schedule Manual Committee Minutes, 1966-1969
33. Scope Project, 1967
34. Seal, 1957-1962
35. Selective Service, 1949-1967
36. Selfridge Air Force Base, 1954-1958
37. Social Science, 1955-1967
38. School of Social Work, 1956-1968
39. South End, 1967-1969
40. Statistical Studies of Wayne Students, 1963
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42. Students, General, 1963-1967
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44. Student Directory, 1970-1971



45. Student Financial Aids, 1968-1971
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2. Student Health Insurance Plan, 1959-1969
3. Student Names, 1964
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5. Superior Students, 1958-1963
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7. Testing Service, 1955-1967
8. Transcripts, 1948-1970
9. Transfer of Credit, 1950-1970
10. Travel Reservation Service, 1966-1969
11. Travel Study, European Program in Comparative Education, 1952-1962
12. Travel Study Sub-Committee, 1961-1963
13. TrenData, 1967-1969
14. University Council, General, 1964-1965
15. University Council, General, 1962-1963
16. University Council Minutes, 1969
17. University Food Service, 1968-1971
- 18-19. Division of Urban Extension, General, 1954-1967
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24. Veterans, General, 1946-1963
25. Veterans, Early Release from Service, 1954-1956
26. Veterans, Public Act 245, 1957-1966
27. Veterans, Public Law 634, 1953-1960
28. Wayne Report, 1970-1971
29. Wayne Report, 1968-1970
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2. Comparative Statement of Marks, Spring 1970
3. Comparative Statement of Marks, Summer 1970
4. Comparative Statement of Marks, Winter 1970
5. Comparative Statement of Marks, Fall 1969
6. Comparative Statement of Marks, Summer 1969
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9. Comparative Statement of Marks, Fall 1968
10. Comparative Statement of Marks, Summer 1968
11. Comparative Statement of Marks, Spring 1968

12. Comparative Statement of Marks, Winter 1968
13. Comparative Statement of Marks, Fall 1967
14. Comparative Statement of Marks, Summer 1967
15. Comparative Statement of Marks, Spring 1967
16. Comparative Statement of Marks, Winter 1967
17. Comparative Statement of Marks, Fall 1966
18. Comparative Statement of Marks, Fall 1965
19. Comparative Statement of Marks, Fall 1964
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22. Comparative Statement of Marks, Summer 1959
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25. Comparative Statement of Marks, Summer 1957
26. Comparative Statement of Marks, Spring 1957
27. Comparative Statement of Marks, Spring/Summer 1954
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29. Comparative Statement of Marks, Spring 1952
30. College of Liberal Arts Mark Studies, 1952-1959