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**Finding Aid to the
Office of Registration and Records
Records**

Registration and Records, Office of

Office of Registration and Records, Records, 1909-2004, [bulk dates: 1909-1959]

1.5 linear ft.

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OVERVIEW

Links: Finding Aid to the [Course Registration Schedules](#)

Access: The collection is open under the rules and regulations of the University Archives.

Provenance: This is an on-going collection with material arriving through departmental records transfers, the university campus mail, or donations by various individuals.

Property rights: The University Archives owns the property rights to this collection.

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Citation: [Identification of item].Office of Registration and Records Records, University Archives, North Dakota State University, Fargo.

Related Resources: NDAC/NDSU Course Registration Schedules finding aid, 1910-Fall 2005 [gaps].

HISTORY

The registrar's office was formed as a separate and independent organization at North Dakota Agricultural College (NDAC) in 1904 because of a dispute between Claude Nugent, the business manager for the athletic association and Harry McArdle, professor of mathematics and registrar. McArdle had

been the registrar since coming to the institution on April 15, 1891. The dispute arose when Nugent overheard McArdle discussing the low grades of the athletes over the only two phones on campus. In order to resolve the conflict Alfred H. Parrot was appointed registrar, a position that he held from 1904 to 1952, with a brief interruption between 1937-1939. According to the 1904 Biennial Report Alfred Parrot was elected to the position of mathematics instructor, although his personal records indicate that he was Registrar in 1904. To further complicate matters, the 1906 Biennial Report, under changes in faculty, has Alfred Parrot elected Registrar in place of P.B. Burnet who resigned. Early faculty records do not show a P.B. Burnet as a member of the NDAC faculty.

When Alfred Parrot took the position of Registrar he discovered that although the Office of Registrar can be traced to the end of the twelfth century, there was no clear definition of the responsibilities of the office. Parrot organized a national conference to examine the duties of the registrar and to create a transcript procedure for students transferring from one institution to another. The conference was held in Detroit, Michigan in August, 1910. From this auspicious beginning the American Association of Collegiate Registrars and Admission Officers emerged. Prior to 1949 the title did not include “and Admission Officers”. However, due to increased enrollment after the Second World War, the duties of the registrar expanded therefore adding another dimension to their services.

As of the 1948-49 NDAC catalog, a distinct Office of Admissions and Records was established. As of the 1976-1978 NDSU catalogs, an Admissions Office and an Office of the Registrar were in place, superseding the Office of Admissions and Records.

The Mission Statement, as of January 2007, is: “As the centralized source for complete, current and accurate academic information relevant to North Dakota State University, the Office of Registration and Records is dedicated to supporting the educational mission of the University and the scholastic goals of its students. This is accomplished through high quality educational support services, and clear and consistent information regarding institutional academic policies and procedures. The Office of Registration and Records also ensures that student records of academic progress and accomplishments are maintained with accuracy and integrity, and are transmitted in a timely and professional manner.”

SCOPE AND CONTENT

The records of the registrar start in 1909 and continue until 2004. This is an artificially created series, compiled from a variety of loose and unorganized materials that have been received from the Office of the Registration and Records over the years. The [Correspondence Series](#) (1909-1959) is classified by calendar year, as opposed to academic year. Correspondence deals primarily with letters between professors, departments, students and organizations on or off campus. The information in the [Statistical Series](#) (1923-1959, 1995-96), is classified by academic year (i.e. fall 1924 - spring 1925) and deals with student demographic reports. The [General Series](#) (chronological) deals primarily with registration procedures, course changes and special topics, and advising.

BOX AND FOLDER LIST

Box 1

1/1 Finding Aid

Correspondence 1909-1996

1/2 1909 Correspondence
1/3 1911 Correspondence
1/4 1913 Correspondence
1/5 1914 Correspondence
1/6 1915 Correspondence
1/7 1916 Correspondence
1/8 1917 Correspondence
1/9 1918 Correspondence
1/10 1919 Correspondence
1/11 1920 Correspondence
1/12 1921 Correspondence
1/13 1922 Correspondence
1/14 1923 Correspondence
1/15 1924 Correspondence

Box 2

2/1 1925 Correspondence
2/2 1926 Correspondence
2/3 1927 Correspondence
2/4 1928 Correspondence
2/5 1929 Correspondence
2/6 1930 Correspondence
2/7 1931 Correspondence
2/8 1932 Correspondence
2/9 1933 Correspondence
2/10 1934 Correspondence
2/11 1935 Correspondence
2/12 1936 Correspondence
2/13 1937 Correspondence
2/14 1938 Correspondence
2/15 1939 Correspondence
2/16 1940 Correspondence
2/17 1941 Correspondence
2/18 1943 Correspondence
2/19 1944 Correspondence
2/20 1945 Correspondence
2/21 1954 Correspondence

2/21a 1977 Correspondence

Statistical Information 1925-1959, 1995-96

2/22 1922-1923 Statistics
2/23 1926-1927 Statistics
2/24 1927-1928 Statistics
2/25 1928-1929 Statistics
2/26 1929-1930 Statistics
2/27 1930-1931 Statistics
2/28 1931-1932 Statistics

Box 3

3/1 1932-1933 Statistics
3/2 1933-1934 Statistics
3/3 1934-1935 Statistics
3/4 1935-1936 Statistics
3/5 1936-1937 Statistics
3/6 1937-1938 Statistics
3/7 1938-1939 Statistics
3/8 1939-1940 Statistics
3/9 1940-1941 Statistics
3/10 1941-1942 Statistics
3/11 1942-1943 Statistics
3/12 1943-1944 Statistics
3/13 1944-1945 Statistics
3/14 1945-1946 Statistics
3/14a Enrollment Data – 1946-1956
3/15 1946-1947 Statistics
3/16 1947-1948 Statistics
3/17 1949-1950 Statistics
3/18 1950-1951 Statistics
3/19 1951-1952 Statistics
3/20 1952-1953 Statistics
3/21 1953-1954 Statistics
3/22 1954-1955 Statistics
3/23 1955-1956 Statistics
3/24 1956-1957 Statistics
3/25 1957-1958 Statistics
3/26 1958-1959 Statistics
3/26a Fall Enrollment – NDUS System - 1992
3/27 1995-1996 Statistics
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- 3/29
- 3/30 1998-1999 Statistics
- 3/30a 1999-2000 Statistics
- 3/30b 2000-2001 Statistics
- 3/30c Spring 2003 Statistics

General Series (1975-1998)

- 3/31 Veterans, Exam Schedule, Summer School Clipping - 1975
- 3/32 Closed Classes - Spring, 1976
- 3/33 Special Topics - 1976-1977
- 3/34 Special Topics, Registration - 1977-1978
- 3/35 Registration for Tri-College - 1979
- 3/36 Special Topics - Fall, 1982
- 3/37 Special Topics - Fall, 1988
- 3/38 Registration Procedures - Fall, 1991
- 3/38a Transcript Form - 1996
- 3/39 Advising, Grading - Fall, 1997
- 3/40 Advising - Fall, 1998
- 3/41 Advisor Alert – 2001-2002
- 3/42 Advisor Alert – 2002-2003
- 3/43 Information Exchange Agenda, Presentation – April 2003
- 3/44 Academic Dates and Deadlines – 2002-03, 2003-04, 2004-05