Descriptive Summary

Creator: Emory University. Office of the Registrar.
Title: Office of the Registrar records, 1917-1990
Call Number: Series No. 120
Extent: 308 linear ft. (310 boxes) and
Abstract: The collection contains subject files from the Office of the Registrar, which is responsible for maintaining student academic and enrollment records.
Language: Materials entirely in English.

Administrative Information

Restrictions on Access
Special restrictions apply: Selected materials [Boxes 1-101 and 105-310] are closed to research in accordance with Emory University Archives access policy for unprocessed materials. Portions of this collection stored off-site. Researchers must contact the Rose Library in advance to access this collection.

Terms Governing Use and Reproduction
All requests subject to limitations noted in departmental policies on reproduction.
Related Materials in This Repository
Emory University matriculation cards (Series 186), Emory College Office of the Registrar records (Series 50).

Source
Transfer.

Citation
[after identification of item(s)], Office of the Registrar records, Emory University Archives, Stuart A. Rose Manuscript, Archives, and Rare Book Library, Emory University.

Processing
Unprocessed.

Collection Description

Administrative History
The Emory University Office of the Registrar is responsible for maintaining student academic and enrollment records. The Office of the Registrar was created with the establishment of Emory University in 1915.

Scope and Content Note
The materials in the Office of the Registrar records include records relating to student enrollment and academic records. Series 1 contains a limited number of subject files. Series 2, web archives, contains the captured and preserved website of the Office of the Registrar available to browse via the Web Archiving Service of the California Digital Library. Series 3 contains unprocessed materials.

Arrangement Note
Organized into three series: (1) Office of the Registrar subject files, (2) Web archives, and (3) Unprocessed materials.

Finding Aid Note
Finding aid available in the repository.
Description of Series

Series 1: Office of the Registrar subject files, 1917-1972
Series 2: Web archives, 2012-
Series 3: Unprocessed material, 1909-1990
Series 1
Office of the Registrar subject files, 1917-1972
Boxes 102-104

Scope and Content Note
Series 1 contains subject files containing materials relating to student enrollment, academics records, and conferring degrees as well as materials from University committees and councils, the Office of the President, and the faculty.

Arrangement Note
Arranged alphabetically.

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104 7 Promotional materials, 1927-1933
103 3 Subject files: Admission of women, 1925-1929
103 4 Subject files: Admission to school of law, 1942-1950
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104 4 Subject files: Special gifts, 1917-1922
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104 6 Subject files: Valdosta Junior College, 1934
Series 2
Web archives, 2012-
web sites

Scope and Content Note
Series 2 consists of captured and preserved web pages from the Emory University Office of the Registrar that are made available through the Web Archiving Service of the California Digital Library.

The Emory University Office of the Registrar website (http://www.registrar.emory.edu/) features information about the Registrar's office and its functions.

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[Resource available online]
Series 3
Unprocessed material, 1909-1990
Boxes 1-101, 105-313

Scope and Content Note
Series 3 contains unprocessed materials from the Office of the Registrar.

Arrangement Note
Unprocessed materials.

Restrictions on Access
Special restrictions apply: Materials in Series 3 are closed to research in accordance with Emory University Archives access policy for unprocessed materials.

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Office of the Registrar records, 1917-1972

Series No. 120

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Office of the Registrar records, 1917-1972

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