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Office of the Registrar records 5802480

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Description is written in: English.

Describing Archives: A Content Standard

Rare Book and Manuscript Library

Butler Library, 6th Floor
Columbia University, Mail Code 1127
535 W. 114th St.
New York, NY 10027
Business Number: (212) 854-5153
Fax Number: (212) 854-1365
rbml@libraries.cul.columbia.edu
URL: <http://www.columbia.edu/cu/lweb/indiv/rbml/index.html>

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Summary Information

Repository:	Rare Book and Manuscript Library
Creator:	Columbia University. Office of the University Registrar
Title:	Office of the Registrar records
ID:	5802480
ID:	UA#0084
Date [inclusive]:	1857-1976
Date [bulk]:	1890-1976
Physical Description:	18.51 linear feet 3 document boxes and 62 bound volumes in CMI boxes
Language of the Material:	English .

Preferred Citation

Identification of specific item; Date (if known); Office of the Registrar Records; Box and Folder; University Archives, Rare Book & Manuscript Library, Columbia University Libraries.

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Historical Note

According to the 1911 University charters and statutes, it is the duty of the Registrar (1) to take charge of the registration of all students, to keep such records and to furnish such copies of the same as the President may direct; (2) to take charge of and be responsible for all matriculation papers and diplomas, and to keep proper record of the whereabouts of present and former students and graduates; (3) to prepare all necessary student rolls and to keep such records as may be required for the proper compilation of student statistics; (4) to furnish to the Treasurer, upon the forms provided for the purpose, the information necessary for the collection of fees; (5) and to perform such other duties as the President may direct.

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Summary

This collection consists of two sets of records originating in the Office of the Registrar. A set of published annual reports containing statistical information concerning enrollment and graduates from 1924 through 1976. There is also a collection of 62 bound volumes noting matriculation status and sometimes grade and course information for students enrolled in Columbia College, the Graduate Faculties, Summer Session, Faculty of Fine Arts (Department of Music and Architecture) from the late 19th century to the early 20th century. Collection also includes matriculation receipt books from the early 1890s and some statistical information from Seth Low Junior College (1929-1936). Three volumes from 1785 to 1896 contain matriculation information for Columbia College students. Similar volumes documenting students enrolled in the School of Law and the College of Physicians and Surgeons were transferred to the Archives & Special Collections at the School of Law and the Medical School, respectively.

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Arrangement

Organized into 2 series.

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Administrative Information

Publication Statement

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Revision Description

File created. EAD was imported spring 2019 as part of the ArchivesSpace Phase II migration. 2019-03-13 2019-05-20

Restrictions on Access

This collection has no restrictions.

Restrictions on Access

This collection is located onsite.

Accrual of Records

Additions are expected.

Immediate Source of Acquisition

2012.2013.M029, 2000-032.

Processing Information

The ledgers in this collection were originally surveyed by Jocelyn Wilk in spring 2012. Volumes cleaned by Rapid Refile in summer 2012 and re-housed into CMI boxes in spring 2013 by RBML student employees. Finding aid written by Jocelyn Wilk in May 2013. The Registrar Annual Reports were foldered and boxed by University Archives staff at an unknown date in the 1990s or early 2000s.

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Accruals

Materials have been added to the collection since this finding aid was prepared. Contact uarchives@columbia.edu for more information.

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Controlled Access Headings

- Columbia University
- Columbia University -- Students

Collection Inventory

Series I. Annual Reports

Scope and Contents

A set of published annual reports containing statistical information concerning enrollment and graduates from 1924 through 1976. This run of reports does not include reports from 1926, 1927 or 1934. To see these reports, please consult the [volumes online](#).

Title/Description	Instances
1924-1945	box 1
Scope and Contents (Reports for 1926, 1927 and 1934 are not in this collection. To see these reports, please consult the volumes online .	
1946-1958	box 2
1959-1976	box 3
Scope and Contents (1975 and 1976 information are not full reports, just photocopied statistical tables)	

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Series II. Ledgers

Scope and Contents

Arranged in four sub-series, this series consists of Columbia University matriculation ledgers and grade books once maintained by the Office of the Registrar. Schools represented in this collection include Columbia College (a.k.a, "School of the Arts"), Summer Session, and The Graduate Faculties. Enrollment statistics for Seth Low Junior College are also included in this collection. Volumes were re-housed into individual protective boxes.

Sub-Series II.1 Columbia College

Scope and Contents

This sub-series consists of the volumes containing matriculation and grade information for students enrolled in the undergraduate college known today as Columbia College but previously known as the "School of the Arts."

Title/Description	Instances
Columbia College Class Lists, 1878-1894	box 4
Columbia College Exams and Grades, 1894-1896	box 5
Columbia College Matriculation Book, 1890-1895	box 6
Scope and Contents	
(Volume includes information for all students at Columbia, not just undergraduates.)	
Columbia College Student Records, 1898-1900	box 7
Columbia College Student Records, 1894-1895	box 8
Permanent Records of the College, AAR-BER, ca. 1904-1914	box 9
Permanent Records of the College, BER-CAL, ca. 1904-1914	box 10
Permanent Records of the College, CAM-DAN, ca. 1904-1914	box 11
Permanent Records of the College, DAR-FAY, ca. 1904-1914	box 12
Permanent Records of the College, FEI-GOO, ca. 1904-1914	box 13
Permanent Records of the College, GOO-HEY, ca. 1904-1914	box 14
Permanent Records of the College, HIC-KER, ca. 1904-1914	box 15
Permanent Records of the College, KER-LIV, ca. 1904-1914	box 16
Permanent Records of the College, LLO-MOST, ca. 1904-1914	box 17
Permanent Records of the College, MOS-PIT, ca. 1904-1914, ca. 1904	box 24
Permanent Records of the College, POD-SCH, ca. 1904-1914	box 18
Permanent Records of the College, SCH-STU, ca. 1904-1914	box 19
Permanent Records of the College, SUC-WEB, ca. 1904-1914	box 20

Permanent Records of the College, WEB-ZVI, ca. 1904-1914	box 21
School of the Arts (Columbia College): Roll of Merit for Sophomore Class,, 1857-1891	box 22
School of the Arts (Columbia College): Roll of Merit for Junior Class,, 1857-1892	box 23

Sub-Series II.2 Graduate Faculties

Scope and Contents

This sub-series consists of volumes containing matriculation and grade information for students enrolled in the Graduate Faculties (Philosophy, Political Science and Pure Science).

Title/Description	Instances
Graduate Faculties Grade Book, A-B, 1900-1912	box 25
Graduate Faculties Grade Book, B, 1900-1912	box 26
Scope and Contents	
(Volume 1)	
Graduate Faculties Grade Book, B, 1900-1912	box 27
Scope and Contents	
(Volume 2)	
Graduate Faculties Grade Book, C, 1900-1912	box 28
Graduate Faculties Grade Book, C-D, 1900-1912	box 29
Graduate Faculties Grade Book, D-E, 1900-1912	box 30
Graduate Faculties Grade Book, E-F, 1900-1912	box 31
Graduate Faculties Grade Book, F-G, 1900-1912	box 32
Graduate Faculties Grade Book, G-H, 1900-1912	box 33
Graduate Faculties Grade Book, H, 1900-1912	box 34
Scope and Contents	
(Volume 1)	
Graduate Faculties Grade Book, H, 1900-1912	box 35
Scope and Contents	
(Volume 2)	
Graduate Faculties Grade Book, H-K, 1900-1912	box 36
Graduate Faculties Grade Book, K-L, 1900-1912	box 37
Graduate Faculties Grade Book, L-McC, 1900-1912	

	box 38
Graduate Faculties Grade Book, McC-M, 1900-1912	box 39
Graduate Faculties Grade Book, M-N, 1900-1912	box 40
Graduate Faculties Grade Book, N-P, 1900-1912	box 41
Graduate Faculties Grade Book, P-R, 1900-1912	box 42
Graduate Faculties Grade Book, R-S, 1900-1912	box 43
Graduate Faculties Grade Book, S, 1900-1912	box 44
Graduate Faculties Grade Book, S-U, 1900-1912	box 45
Graduate Faculties Grade Book, U-W, 1900-1912	box 46
Graduate Faculties Grade Book, W-Z, 1900-1912	box 47
Faculty of Pure Science Graduate Student Register, 1892-1899	box 49

Sub-Series II.3 Other Schools

Scope and Contents

This sub-series contains matriculation and grade volumes for Summer Session students, Faculty of Fine Arts students and enrollment statistics for Seth Low Junior College.

Title/Description	Instances
Architecture, Fine Art Faculty Grade Book, 1902-1904	box 50
Music Department, Faculty of Fine Arts Records, 1904-1914	box 51
Seth Low Junior College Statistics, 1929-1936	box 52
Summer Session Permanent Records SLO-STU, 1900-1910	box 53
Summer Session Permanent Records SUD-VAL, 1900-1910	box 54
Summer Session Permanent Records VAL-WEM, 1900-1910	box 55
Summer Session Permanent Records WEN-ZUC, 1900-1910	box 56

Sub-Series II.4 Matriculation Receipt Books

Scope and Contents

Volumes of matriculation receipts for a particular year noting the name of the student, date of matriculation, and the school matriculated into. Some of the volumes also contain blank receipts.

Title/Description	Instances
1890-1891	box 57
1891-1892	box 58

1892-1893	box 59
Scope and Contents	
(Volume 1)	
1892-1893	box 60
Scope and Contents	
(Volume 2)	
1893-1894	box 61
Scope and Contents	
(Volume 1)	
1893-1894	box 62
Scope and Contents	
(Volume 2)	

Sub-Series II.5 Matriculation Books

Scope and Contents

Three volumes of student matriculation information for students enrolled at Columbia College. Information includes names of student, age information, guardian name and address. For a time in the 19th century, the information was written in Latin rather than English. The volumes from 1785-1831 and 1832-1881 were once cataloged publications in the Columbiana book collection (call numbers CH M422 and CH M423, respectively). The volume covering the years 1882-1896 was received from the Office of the Registrar in 2000 and provides information on the last students studying at the 49th Street campus.

Title/Description	Instances
Columbia College, 1785-1831	box 63
Scope and Contents	
(call# CH M422)	
Columbia College, 1832-1881	box 64
Scope and Contents	
(call# CH M423)	
Columbia College, 1882-1896	box 65

Scope and Contents

(accession #2000-032)

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