

UA1997.36

Loyola University Chicago **Office of Registration and Records**

Registrar's records

Dates: 1923-1971 (bulk 1931-1947)

Creator: Steggert, Bertram J.

Extent: 1.0 linear foot

Level of description: Folder

Processor & date: Kim Connelly Hicks, April 2014; updated by K. Young January 2015

Administration Information

Restrictions: None

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Citation: Loyola University Chicago. Archives & Special Collections. Office of Registration and Records, Registrar's records, 1923-1971. Box #, Folder.

Provenance: These records were transferred to the University Archives on 11 November 1997.

Separations: Less than 0.25 linear feet of duplicate and extraneous materials were removed and disposed of during processing.

See Also: Office of the President records – Samuel Knox Wilson, S.J.

Administrative History

The Office of Registration and Records was established as the Office of the Registrar in 1921. The first Registrar of the College of Arts and Sciences was George P. Shanley, S.J., who also served as Dean of the College. This office was established to document, record, and oversee all undergraduate student educational records. During the mid-1920s the professional schools – Law, Medicine, and Dentistry – established their own separate Registrars.

Scope and Content

The Registrar's records consists of 1.0 linear foot spanning the years 1923-1971 with the bulk of the records being from 1931-1947. The records reflect the tenure of Bertram J. Steggert, A.M., and include minutes, correspondence, reports, attendance and grade records, memos, telegraphs, pamphlets, brochures, enrollment statistics, and newsletters. Organization is chronological within series.

Series

Series 1: General, 1923-1946, Undated. Box 1

This series includes lists of commencement speakers, correspondence, reports, questionnaires, attendance and grades, and transcript lists.

Series 2: Enrollment Statistics, 1928-1946, 1970-1971, Undated. Box 1

This series includes reports on enrollment statistics from the College of Arts and Sciences, Downtown College, Summer School, and foreign language classes. It also includes enrollment statistics on Negroes, foreign students, non-Catholic, students, and veterans as well as historical enrollment data.

Series3: Academic Council, 1927-1947. Box 2

This series includes minutes and reports from Academic Council meetings.

Series 4: American Association of Collegiate Registrars, 1931-1935, 1942-1947, Undated. Box 2

This series includes correspondence, pamphlets, programs, newsletters, and reports. Of note are the effects of World War II on student enrollment and deferment.

Subjects:

Loyola University of Chicago

Steggert, Bertram J.

Registrar

Student enrollment

African-American students

American Association of Collegiate Registrars

Loyola Academic Council

World War II

College of Arts and Sciences

Chicago College of Dental Surgery

School of Law

School of Medicine

Accession No.: UA1997.36

Creator: Steggert, Bertram J.

<u>Box</u>	<u>Folder</u>	<u>Title</u>	<u>Dates</u>
<u>Series 1: General, 1923-1946, Undated</u>			
1	1	Commencement Speakers	1923-1969
1	2	Correspondence	1933-1939
1	3	Correspondence	1943, Undated
1	4	Registrar Reports	1935-1940
1	5	Degrees, Diplomas & Certificates	1936-1941
1	6	Modification of Degrees	1937
1	7	U.S. Dept. of the Interior - Report on Staff & Students	1937-1938
			1938-1939,
1	8	Register of Students	1945-1946
1	9	Iowa High School Content Examination	1938
1	10	Bureau of Institutional Research, University of Illinois	1939
1	11	College of Arts & Sciences Graduates	1940
1	12	Transcripts made out for U.S. Army or Navy	1941-1942
1	13	Archdiocese of Chicago, Div. of Catholic Schools	1942-1943
1	14	Loyola Medical School Attendance and Grades	1942
1	15	Loyola Medical School Attendance and Grades	1944
1	16	Rooms of Summer Classes	Undated
1	17	Faculty Numbers 1938-1939	Undated
1	18	Students with 17 or more hours	Undated
<u>Series 2: Enrollment Statistics, 1928-1946, 1970-1971, Undated</u>			
1	19	General Enrollment Statistics	1928-1939
1	20	College of Arts & Sciences enrollment	1932-1939
			1933, 1936-
1	21	Summer School Enrollment	1937
1	22	Downtown College Enrollment	1934
1	23	Historical Enrollment Figures 1909-1936	1936
1	24	Enrollment by Division 1909 to 1936	ca. 1936
1	25	Enrollment in Foreign Language Classes	1937
1	26	Non-Catholic Students Enrollment	1937-1940
1	27	Enrollment Summaries	1938-1939
1	28	Negro & Foreign Student Enrollment	1939-1942
1	29	Student Enrollment & Faculty numbers	1936-1937
1	30	Special Veterans Enrollment	1945-1946
1	31	Enrollment Report	1970-1971
1	32	Enrollment Reports 1935-1938	Undated

Series 3: Academic Council, 1927-1947

2	1	Academic Council Meeting Minutes	1927-1934
2	2	Academic Council Meeting Minutes	1935-1947
2	3	Academic Council Reports	1927-1938

Series 4: American Association of Collegiate Registrars, 1931-1935, 1942-1947, Undated

2	4	American Association of Collegiate Registrars	1931
		American Association of Collegiate Registrars	
2	5	Convention	1935
2	6	American Association of Collegiate Registrars	1942
2	7	American Association of Collegiate Registrars	1944-1947
2	8	American Association of Collegiate Registrars	Undated