

"Study of Majors, Minors, and Credit Hours Offered in TwentySix Lutheran Colleges," J. A. Andreen, Augustana College. 1934

*Proceedings of the National Lutheran Educational Conference.* Apply to Dr. J. G. Wickey, 744 Jackson Place, N.W., Washington, D. C.

"Study of Past Mathematics Majors, Other Courses Taken and Record Over Several Years," C. C. Camp, University of Nebraska. "Study of Religious Education in Lutheran Colleges of Liberal Arts," F. W. Kranke, Valparaiso University. 1934

*Proceedings of the National Lutheran Educational Conference.* Apply to Dr. J. G. Wickey, 744 Jackson Place, N.W., Washington, D. C.

"Study of the Distribution of Instructors' Grades," Isabel Houck Kideney, Registrar, State Teachers College at Buffalo. Available in mimeographed form.

"Diploma Mills and the State Laws Regulating Private Incorporated Institutions of Higher Education," Roy W. Bixler, University of Chicago. Available for loan in typewritten form.

"Statistical Techniques for the Study of Institutional Differences," Wilhelm Reitz, University of Chicago. *The Journal of Experimental Education, III* (September 1934) 11-24.

"Students' Evaluation of the New College Plan at the University of Chicago. A Study of 422 Questionnaires," Wilhelm Reitz, University of Chicago. Completed in 1932. Typed copy on file on Office of Dean of Students.

"The Relation of Special to General Ability as an Aid to an Organizational Differentiation of the Junior College Curriculum," Wilhelm Reitz, University of Chicago. To be completed by end of

NUMERICAL ANALYSIS OF THE [A.A.C.R. QUESTIONNAIRE](#) ON THE DUTIES OF THE COLLEGIATE REGISTRAR (COMBINED RETURNS)

NOTE: The data were classified by types of institutions: universities, liberal art colleges, technical schools, teachers colleges and normal schools, and agricultural and mechanical colleges. In this table the returns from all have been combined to present a picture of the duties of the composite registrar. The complete report was distributed, in mimeographed form, at the annual meeting. Those who desire copies may while the supply

I. PERSONAL  
INFORMATION A. Highest

DEGREE NUMBER	NUMBER	DEGREE	
Bachelor of Arts .....	138	Doctor of Philosophy.	52
Bachelor of Science....	41	Bachelor of Laws ....	8
Master of Arts.....	167	Other Degrees.....	46
Master of Science.....	10	Master of Education.....	24

RAN

Dean.....	54	43
Professor.....	18	6
Associate Professor ....	3	12
Assistant Professor ....	51	

C. Length of Service in Educational Work Since Graduation from

TYPE OF EDUCATIONAL	YEARS OF					
	NONE 30	1-5	6-10	11-20	21-30	OVER
Grade Teaching.....	420	69	9	5		
High School Teaching.....	268	149	59	26		
College Teaching..... H.	216	105	74	65	31	12
S. Administration .....	379					
College Administration .....						
Years in Educ. Work.....		96	174	166	46	15

D. Length of Service as Registrar at the Institution with Which Now

YEARS OF	
1-3	9

E. Total Number of Years Experience as a Collegiate Registrar (Incl. Asst. Req.) YEARS OF EXPERIENCE

1-3	4-6	7-9	10-12	13-18	16-18	19-21	22-30	OVER 30
87	189	194	184	161	129			

II. ESTIMATIONS OF MAJOR FUNCTIONS ORDER OF

IMPORTANCE	1	2	3	4
Admission .....	15			40
Registration .....	77			63
Recording .	125			75
Personnel.....	17			31
Graduation.....	11			21
Publications .....	16			14
Educ. Statistics.....	11			20
Correspond. and Info.....				17
Admin. Currie. Rules .....				13

III. ANALYSIS OF FUNCTIONS

Explanation of Symbols Used in Questionnaire:

A -Function performed in office of the registrar.

B =Function NOT performed in office of the registrar.

NOTE: Functions not applicable to the institution have been included in the affirmative responses in column "A". Figures in columns "D" and "E", indicating negative responses, have been included in column "B". Figures in column "F" are not included in column "B".

A. Admissions

QUESTION	A	e	C	D	D	F	TOTAL
Major portion of correspondence re admissions.....	382	121	1	11	8		503
Issue applications for admission to							
a. Undergraduate courses.....	402	90		14	6	11	503
b. Graduate courses.....	104	91		11	12	308	503
c. Professional courses.....	77	57		5	5	369	503
Receive Appl. for admission to:							
a. Undergraduate courses.....	430	69		9	5	4	503
b. Graduate courses.....	100	92		11-	13	311	503
c. Professional courses.....	78	59	1	5	4	366	503
Sole authority in Adm. of freshmen	206	295	2	6	13	2	503
Committee on admission of fresh							
men:	131	170		6	10	117	418
a. Chairman.....							
b. Secretary.....	79	184		5	6	120	383
c. Member.....	207	83		5	5	116	406
Sole authority in admission to un							
dergraduate advanced standing..	159	329	5	5	44	15	503
Committee on undergraduate ad							
vanced standing admissions:							
a. Chairman.....	141	156	2	7	8	125	422
b. Secretary.....	94	185		4	8	130	409
c. Member.....	198	80		4	7	125	403
Committee on admission to gradu							
ate school:							
a. Chairman.....	20	108	2	4	9	331	459
b. Secretary.....	36	99	4	7	7	334	469
c. Member.....	52	76		12	6	336	464
Com. on <a href="#">Adm. to</a> Prof. schools:							
a. Chairman .....	17	65	2	3	4	403	485
b. Secretary.....	21	63		2	5	396	480
c. Member.....	35	52	1	4	3	401	488
Member faculty committee decid							
ing nature of entrance require							
ments.....	360	110		17	6	33	503
Evaluate Fresh Adm. credentials...	432	65		8	5	1	498
Evaluate undergraduate advanced							

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QUESTION	A	B	C	D	D	®	TOTAL
Deliver class rolls to faculty .....	407	86	2	7	14	11	504
Operate procedure for change in courses and sections .....	393	108	1	8	18	3	504
Assess late registration fees .....	237	231	2	5	77	36	504
Collect late registration fees.....	74	384	2	3	146	46	504
Faculty schedule committee							
a. Chairman.....	127	165	2	12	23	86	378
b. Secretary.....	45	151		5	25	87	283
c. Member.....	87	157	1	15	15	82	326
Responsible for construction of time schedule.....	<b>273</b>	<b>228</b>	4	24	36	3	504
Final authority in determining							
a. Hours or period of class Mtgs..	212	288	1	20	52	4	504
b. Room assignments.....	252	250	1	21	48	2	504
Responsible for							
a. Printing schedule	329	168		12	29	7	504
b. Printing schedule	329	168		12	29	7	504
<i>C. Recording</i>							
Correspondence re grades.....	451	52		7	5	1	504
Obtain final grades from faculty. . .	487	16		3	2	1	504
Record final grades of							
a. Undergraduate students.....	491	13		4			504
b. Graduate students.....	180	20		2	2	304	504
c. Professional students .....	98	32	1	3	5	374	504
Issue official grade reports to stu dents.....	474	29	1	5	2	1	504
Issue official grade reports to deans and other Admin. officers .....	388	62		8	2	54	504
Check total credits registered vs. total credits for grades Rec'd. . . .	453	37		5		14	504
Issue official grade transcripts .....	490	14		5			504
Record approved changes in grade and credit.....	482	18		3		4	504
Notify students of such changes....	457	39	1	6	2	8	504
Prepare comparative study of grades by Depts.-after each semester.....	212	226		36	9	66	504
Prepare comparative study of grades by Depts.-once a year.. .	97	326		33	6	81	504
Prepare official scholastic honor roll	397	77		16	9	30	504
Prepare inter-fraternity ratings based upon grades of members.. .	197	102	1	11	10	205	504
Determine eligibility for participa							

QUESTION	A		C	D	D	P	TOTAL
Com. awarding Undergrad. Schol							
ar.:	35	r30	2	5	39	83	426
a. Chairman .....	43		1	7	33	67	433
b. Secretary.....	152		3	32	24	82	470
c. Member.....							
Notify recipients of scholarship awards.....	127	321	2	15	62	55	503
Originate forms used in Adm. Pro	392	104		9	6	7	503
ced.....	419	78	2	6	6	6	503
Prepare official Adm. statistics ....							
Publish official Adm. statistics ....	332	142	2	7	10	29	503
				7	6	11	503
Notify <a href="#">Appl. re</a> Ent. deficiencies ...	427	65					
Administer rules governing removal of entrance deficiencies.....	364	115	3	10	10	24	503
Formulate Plans for Reg'n proce	443	61		11	4		504
dure.....	441	63		15	3		504
Direct registration procedure.....							
Arrange physical set-up for Reg'n. .	430	71	1	15	6	3	504
Devise necessary printed Reg'n forms.....	465	39		8	4		504
Faculty committee on registration:	188	88		13	5	154	430
a. Chairman.....	34	88		3	7	154	276
b. Secretary.....	60	71		3	6	152	283
c. Member.....							
Responsible for appointing aca	183	282	7	26	47	39	504
demic advisers for Reg'n service.							
Responsible for detailed instruc	270	203	2	20	32	31	504
tions, guidance of Acad. advisers.							
Responsible service academic ad	223	252	4	18	43	29	504
visers at registration .....	336	98		6	6	70	504
Issue permits to register to students							
Determine academic status of stu	437	61	3	2	11	6	504
dents forregistration purposes...							
Control registration in various sec	265	197	3	10	32	42	504
tions of departmental courses... .							
Determine whether student has ap	285	205	3	22	32	14	504
proval to register for excess credits							
Approve registration of student for	172	210	4	22	64	12	504

QUESTION	A	D	O	D	E	F	TOTAL
Prepare freshman grade reports for high school principals.....	403						
Prepare grade reports of all upper classmen for H. S. principals ....	120	69	1	20			
Prepare comparative grade study for H. S. principals .....	111					32	504
Obtain intra-semester grades for freshmen.....	315						
Obtain intra-semester grades for students on scholastic probation.	314	202	1				
Transmit intra-semester grade reports to deans .....	249			22	18	182	
Send intra-semester grade reports to parents of freshmen .....	197						504
Maintain running file of students on	294	4079					
Personnel Council, or similar body	22	253	1	2	29	116	391
a. Chairman .....	22	248			29	117	387
b. Secretary .....							
c. Member .....	115	250		18	18	106	471
Select advisers or personnel counselors for freshmen .....	73	368	2	9	52	63	504
Select such advisers for other than freshmen .....	51	383	2	9	54	70	504
Organize personnel procedures.....	57	389	3	16	54	58	504
Supervise operation of personnel procedure.....	52	394	3	15	46	58	504
Serve as adviser to freshmen .....	121	348	2	11	54	35	504
Serve as adviser to other than freshmen .....	139	328	5	5	52	37	504
Faculty representative on any student activities .....		327	1	10	36	29	504
Member committee that approves transfer of student from one school to another .....	148						
Operate student employment service .....	73	387	3	3	89	44	504

E. Graduation

QUESTION	A	B	O	D	Z	Y	TOTAL
<i>Com. on Grad. from U'grad. courses:</i>							
a. Chairman .....	109	91	2	2	14	86	286
b. Secretary.....	89	99		5	8	86	274
c. Member.....	123	92	2	9	5	86	301
<i>Com. on Grad. from Grad. courses:</i>							
a. Chairman.....	13	119	1	1	12	312	444
b. Secretary.....	31	122		5	8	311	464
c. Member.....	23	121		8	6	312	456
<i>Com. on Grad. from Prof. courses:</i>							
a. Chairman .....	11	98		1	8	358	467
b. Secretary.....	20	100		4	6	358	478
c. Member.....	14	96		4	4	358	468
<i>Determine Fulfill. of Quant. Re</i>							
<i>quire.</i>							
a. Undergraduate courses.....	444	57		7	4	13	504
b. Graduate courses.....	101	118		7	3	285	504
c. Professional courses.....	73	94		2	7	337	504
<i>Determine Fulfill. of Qual. Require.</i>							
a. Undergraduate courses.....	426	71		5	7	7	504
b. Graduate courses.....	91	125		6	15	288	504
c. Professional courses.....	67	101		2	8	336	504
<i>Determine Fulfill. Currie, Require.</i>							
a. Undergraduate courses.....	414	85		7	12	5	504
b. Graduate courses.....	89	135		6	14	280	504
c. Professional courses.....	63	106		2	8	335	504
Procure names of Cand. for Grad. . .	458	40		6	3	6	504
<u>Rec. Cand. to</u> deans or faculties... .	346	133		7	9	25	504
<i>Provide prepared diplomas for</i>							
a. Undergraduate students.....	346	156		12	15	2	504
<i>F Publications</i>							
Editor of the bulletins and catalogs.	164	337	3	14	33	3	504
<i>Publications committee:</i>							
a. Chairman.....	42	217	1	5	17	65	324
b. Secretary.....	28	211		2	18	65	304
c. Member.....	124	236		24	18	64	424
Prep. entire copy for all bulletins. . .	71	424	1	9	63	9	504
<i>Prepare entire copy for general cat</i>							
alog (annual) .....	167	337	1	12	43		504
<i>Prepare copy portion of bulletins re</i>							

QUESTION	A	H	C	D	E	6	TOTAL
Read proof of portion relating to admissions, Reg'n, etc., only. . . .	263	224	1	14	12	17	504
Mail bulletins to prospective stud..	350	153		10	15	1	504
Sup ervise mailing of large lots of bulletins to prospects and others.	278	214	1	11,	22	12	564
Mail bulletins for all offices and Depts. of own institution .....	160	308	1	13	41	36	504
Prepare copy for publicity media other than bulletins or catalogs. .	78	409	2	8	61	17	504
Mail bulk of such publicity material	126	364	2	9	60	14	504
Obtain material for annual Fac. Dir.....	179	243	3	6	22	82	504
Edit faculty directory.....	153	251	2	7	24	100	504
Distribute faculty directory.....	141	253	2	7	25	110	504
Obtain material for student Dir. . .	251	166	1	6	16	87	504
Edit student directory.....	166	242	1	11	26	96	504
Distribute student directory.....	129	270	1	6	30	105	504
Edit handbook for freshmen, or similar publication .....	65	361	1	19	57	78	504
Distribute such handbooks .....	88	339	1	13	48	77	504
TOTAL	2512	6021	20	220	706	1055	10,628

*G. Miscellaneous*

In charge of secondary school rela

tionships.....	97	375	1	13	32	32	504
Visit high schools regularly.....	50	410		21	42	44	504
Address high school students re going to college, etc. . . . .	84	394		18	36	26	504
Secretary, Conn. or Com. Of Deans.	91	293		9	21	120	504
Secretary of the Faculty.....	160	327	2	16	33	17	504
Prepare institutional budget.....	27	469	2	2	117	8	504
Supply statistics for use in prepara							
tion of institutional budget .....	243	252	2	3	43	9	504
Voting member, general admin							
istrative council or senate.....	204	202		16	6	98	504
Voting member, administration							
faculty council.....	256	154		12	8	94	504
Voting member, faculty legislative body.....	327	126	1	10	7	51	504
Issue permits for rooms for other than instructional purposes .....	126	354		10	41	24	504