MANUAL OF PROCEDURES AND THEIR ANALYSIS IN THE OFFICE OF RECORDS AND REGISTRATION AT THE UNIVERSITY OF COLORADO

Thesis for the Degree of M. S.

MICHIGAN STATE COLLEGE

Robert James Williams

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This is to certify that the

thesis entitled

MANUAL OF PROCEDURES AND THEIR ANALYSIS
IN THE
OFFICE OF RECORDS AND REGISTRATION
AT THE
UNIVERSITY OF COLORADO

presented by

ROBERT JAMES WILLIAMS

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Major professor

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A THESIS

Submitted to the School of Graduate Studies of Michigan
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AN ABSTRACT OF THESIS

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It is recognized that there are few scientifically validated standards for determining good practice in university organization and administration. However, it is possible to study such practice and by applying certain fundamental principles, universally applicable, determine the effectiveness and efficiency by which the work is accomplished. Following this, certain improvements may be recommended. To do this, it is first necessary to have a written record of the work, for it is only in writing such procedures that we can know them as they are at the present and prevent many of the small details from escaping us. Such an outline of the work on paper, then, rather than in the minds of a few, serves these purposes:

1. Provides an opportunity to analyze each detail, and to question each one as a basis for improvement.
2. Requires uniformity of work.
3. Provides a system for coordinating and clarifying the functions of all concerned.
4. Aids interested persons to gain an understanding of the procedures.
5. Serves as a training device for department or office personnel.

With the above objectives in mind a study was made of the Office of Records and Registration at the University of Colorado. An outline was drawn up of the various procedures involved in the day to day activities of the office. These fall under the general headings of Registration, Recording, Records, Statistical Service, Transcripts, and Fees. A number of changes have been made in the procedures throughout the two year period in which this study has been made. A majority of them have originated within the department, some by related departments and committees, a few by the writer, and a number, whose origin is now lost, being the result of some chance comment.

Two activities that require considerable time each quarter were studied rather closely. They are the processing of the Drop and Add Slips, or Change of Schedule forms, and the packing of supply envelopes for registration. Several recommendations were made in these and other areas.

Approved by Orty B Harris
Major Professor

INTRODUCTION

There has been much discussion in the work of university registration in regard the advisability of a standard procedure manual. The American Association of Collegiate Registrars and Admissions Officers has approached the problem by appointing a committee to develop a National Standard Practice Book.[1] Fifty-two institutions were invited to participate and forty acceptances were received from schools of all types. The project is now under way and covers the areas of admissions, registration, and recording. However, this committee is working only in generalities, believing that the preparation of the various functions of the office would be too "stupendous" a task, being both time consuming and expensive. The worth of a broad outline of basic standard procedures, made by these cooperating schools, lies in its value in facilitating the evaluating of credits and the exchange of information among the various universities and colleges. Following this, though, the individual schools should then be encouraged to develop their own detailed functions based on the standards recommended by their organization.

Written procedures are useful for a number of

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[1]American Association of Collegiate Registrars and Admissions Officers, Statement of Policies and Procedures, 37th Convention, Houston, Texas, April 1951.

reasons. Experience proves that many important points are lost when office methods are handed down by word of mouth from one employee to another. Indeed, the whole operation may soon become garbled in a way to make for inefficient office administration. Written procedures require uniformity of work and thus become an aid in training. This value is further indicated when one realizes that not only is it necessary to learn the contents of a particular job, but everyone in an organization should also understand the system and procedures surrounding his or her job.

Written procedures aid in giving employees a clear picture of how the work is organized and why it is organized in that manner. In this way direction is given to the work of the office that cannot otherwise be obtained.

Procedures are useful as a beginning point in the standardization of operations, the organizational regrouping of functions, and the investigation and elimination of duplication and unnecessary operations. In order for any standardization or methods improvement project to be initiated, it is necessary to accumulate the information and compile it into a usable form. The existence of written procedures thus provides a ready starting point, and thereby eliminates the need for any delay in making an investigation of the present methods.

The determination of standard times for controlling manpower cost is important. By first standardizing the

work, we may then time study the operations and compute the standard times. Estimating and/or controlling indirect as well as direct labor costs from time studies might be a major future use of procedures, especially during periods when the economic status of the University may be particularly acute. The indirect labor burden of a university is quite large, and any cost savings due directly or indirectly to procedures would be of considerable importance during any critical time.

This investigation of the work of the Office of Records and Registration was undertaken to provide a written manual and to point out those areas in need of further study.

An outline of the work presented in a written form, then, rather than in the minds of a few, serves these purposes:

1. Provides an opportunity to analyze each detail, and to question each one as a basis for improvement.

2. Requires uniformity of work.

3. Provides a system for coordinating and clarifying the functions of all concerned.

4. Aids interested persons to gain an understanding of the procedures.

5. Serves as a training device for department or office personnel.

ORGANIZATION OF THE UNIVERSITY

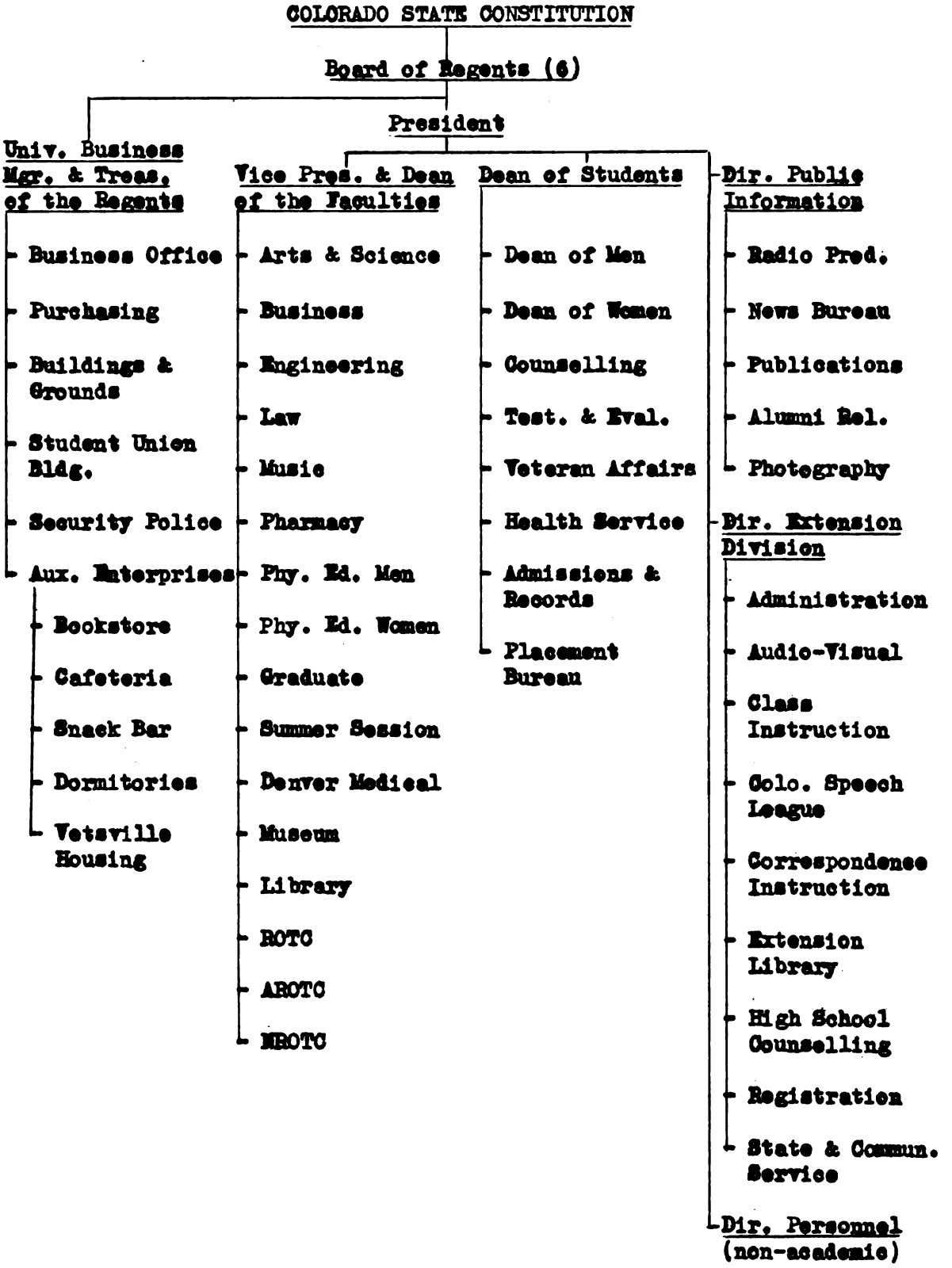
The Constitution of the State of Colorado states that six Regents, elected by the people, shall be the governing body of the University. The Regents in turn select a President of the University and establish the organizational structure to facilitate the fulfillment of the various functions. Figure 1 on the following page indicates the University organization.

ORGANIZATION OF THE OFFICES OF ADMISSIONS AND RECORDS

The Office of Admissions, including the University Examiner, and the Office of Records are combined into one administrative unit under the Director of Admissions who reports to the President through the Office of Student Personnel and the Vice President. The Assistant Director of Admissions and University Examiner is head of the Admissions section as shown in figure 2. He is charged with the responsibility of conducting the correspondence of the University on matters connected with the admission of students; supervises the evaluation of all transcripts presented by students seeking admission; certifies credits granted; and is held responsible for the admission of students to the various schools and colleges of the University. He serves as acting director in the absence of the Director.

The Head of the Office of Records and Registration

Figure 1. Organization Chart of the University



has the responsibility of maintaining permanent records for students registered in the University, the direction and supervision of all registration procedures, and the maintenance of accurate statistical records of all students registered.[2] Various other data are maintained in such other offices as required.

It is generally accepted, the writer believes, that a university should avoid all unnecessary records and reports, for "red tape" is out of harmony with the nature of education. Nevertheless, a minimum of reporting is essential and the smooth and efficient working of the organization is directly dependent upon adequate records and reports -- in this particular instance, academic records.

For reasons of space limitations and design of the building it has been found desirable to handle the work of admissions in one location in the building and the work of registrations and records in another. The whole procedure is, however, one continuous process with constant interplay and cooperation between the two sections.

The University, state supported, is operated on the four quarter system, those being the Fall, Winter, Spring and Summer Quarters. (It is planned to change to the semester system beginning with the Fall period in 1951. There will be two semesters, Fall and Spring, with a summer quar-

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[2]Annual Report of the Office of Admissions and Records, University of Colorado, p. 1, 1949.

ter session.) The latter is divided into two five week terms with the exception of the School of Engineering which operates on the full ten week basis. A full week at the beginning of each Fall Quarter is devoted to the orientation of new students and to registration. Students are required to register each quarter, thus eliminating the excessive changes in registration which occur with a yearly or pre-registration plan.

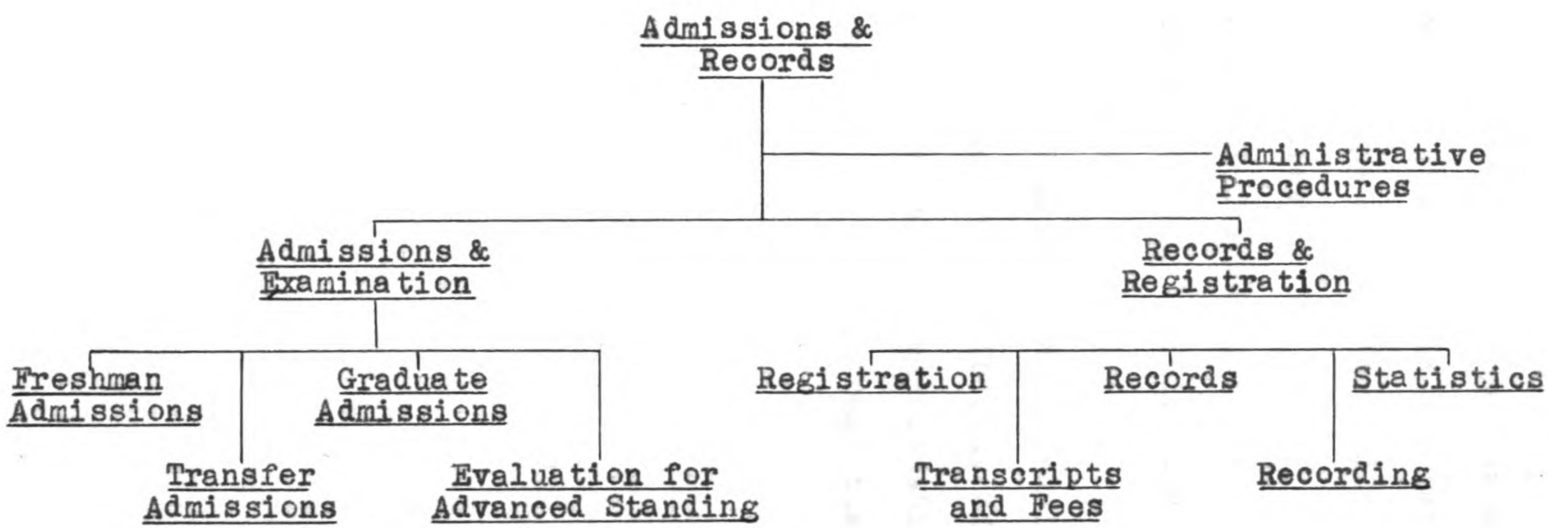
The Office of Records and Registration, as indicated in figure 2, has six chief areas of work. These include the activities of Registration, Records, Recording, Statistical Service, Transcripts and Fees. These functional tasks are the responsibility of five supervisors known as Senior or Principal Clerks.

The process of Registration involves the enlisting of each student in the academic course which he desires or which is necessary in order for him to fulfill the requirements of his particular field of study. It is accomplished at the beginning of each quarter. Planning for a new registration begins immediately upon the completion of the previous registration and continues throughout the quarter.

The Records function provides for the handling of all student records originating during the current quarter and until the final course grades are ready to be recorded on each individual permanent record.

The work of Recording follows the Records function

Figure 2. Organization of the Offices of Admissions and Records.



and involves the making and maintaining of a permanent academic record for each student enrolled in the University.

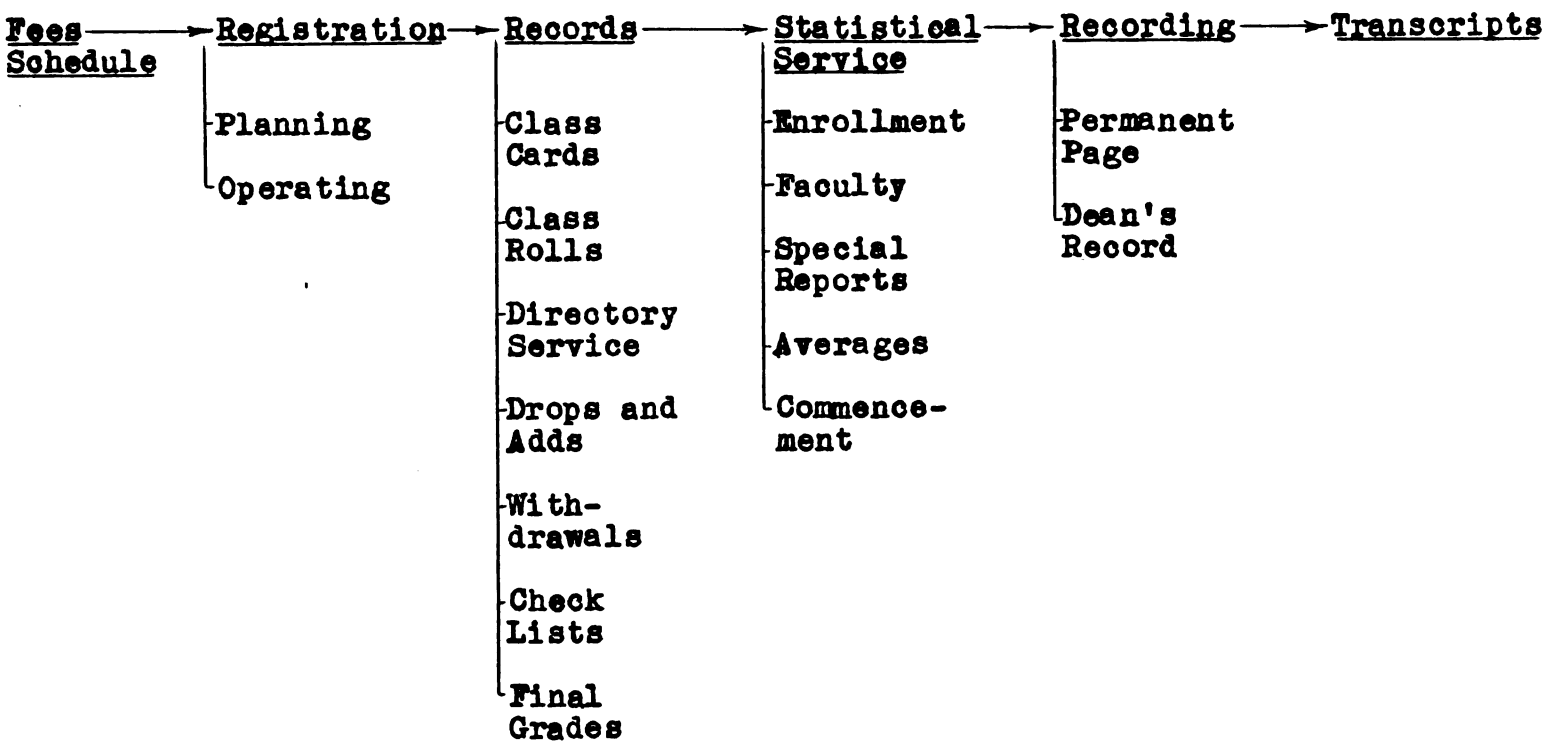
The Statistical Service function works very closely with the IBM Department to obtain the various statistical figures required by the university and various government and educational agencies.

The issuance of Transcripts is made necessary by the demands of students seeking to fulfill various requests for their academic records.

The determination of a Fee Schedule is an important aspect of the financial responsibility of the University.

Figure 3 indicates the relationship of these functions in the flow of work through the office.

Figure 3. Flow of Work Through the Office of Records and Registration.



METHOD OF PROCEDURE

To obtain the necessary information for a procedure manual, several methods were employed. Consultation with the Head of the Office of Records and Registration established the concept of the basic plan of the Office. Detailed responsibilities were determined from job descriptions, by interviewing the members of the Office force, and by charting the actual flow of work. Gaps in the procedures were thus closed.

The procedures are written on normal operations even when exceptions may be frequent. Experience has indicated that a manual providing for every conceivable ramification would be so bulky as to never be read.

The form of presentation is important in any writing. Several have been tried for the material here included. The method adopted is believed to present the details most clearly. Each major function indicated on the organization chart of the Office of Records and Registration is treated in a separate section. The Roman numeral divisions specify the responsibility by descriptive job title (not necessarily identical to the actual job titles). The capital letter subdivisions state the task to be accomplished, and further subdivisions describe the task.

A columnar indexing is provided for each page as a ready reference. The most convenient location for this

columnar index is at the right hand side of the page. However, experience has shown that the average reader tends to interpret the right hand columns as a continuation of the procedure itself. Locating the index on the left side provides the desired separation and for this reason will be used in that manner here. The "subject" column indicates the subject, act, or material under discussion. The "time" column indicates frequency and/or duration of the work. The "by" column indicates the responsibility for the work.

Even with the material presented as outlined above, it must be remembered, though, that procedure outlines, manuals, and the like cannot show human relationships, morale, types of supervision, etc., as they affect office operation. The human element, so important in any job, is not an easy factor to analyze; it is a matter for personnel psychological study rather than for a graphic analysis of a procedural flow of work.

PROCEDURE INDEX CODE

Alfa	Alphabetical
Appl	Application
Avgs	Averages
BO	Business Office
Cal Comm	Calendar Committee
Chk	Check
Comt	Commencement
CS	Change of Schedule
Del	Delivery
Dgre	Degree
Dplm	Diploma
Dir	Directory
Dsgn	Design
Engv	Engraver
Enrl	Enrollment
Env	Envelope
FC	Fee Clerk
Furn	Furniture
Geo	Geography
HRR	Head of the Office of Records and Registration
Mtrl	Material
Perm	Permanent
Pers	Personnel
PRgC	Principal Recording Clerk

PRC	Principal Records Clerk
PSC	Principal Statistics Clerk
PTC	Principal Transcripts Clerk
Pub	Publicity
RC	Registration Card
Rec	Record
Reg	Registration
Rep	Report
Req	Requirements
Sch	Scholarship
Schd	Schedule
Sig	Signature
Spec	Special
Spr	Spring
SRC	Senior Registration Clerk
Stud	Student
Supp	Supplies
Susp	Suspension
Tchg	Teaching
Trcp	Transcript
WD	Withdrawal
WIP	Work in Progress
Wk	Week

FEE SCHEDULING PROCEDURE

Subj	Time	By	
			I. The Business Office will:
Fees	Each mid-qtr	BO	A. Compile fee list from
			1. Minutes of the Board of Regents
			2. University catalog
			3. Business Office records
			4. Requirements of various departments such as key and breakage deposits
			II. The Fee Clerk will:
Fee Schd	Reg	FC	A. Determine fee charge, checking each student's schedule card against fee list
			1. Determine college
			a. Basic tuition charge
			2. Determine bracket within college
			a. 11 credit hours
			b. 5-11 credit hours
			c. 1-5 credit hours
			3. Veteran or non-veteran status
			4. If veteran, P.L. 346 or P. L. 16
			5. Resident or non-resident
			6. Scholarship or not
			7. If scholarship, type of

Subj	Time	By	
			8. Faculty member or not
			9. Assistant or not
			10. Auditor or not
			11. Particular course deposits
Fee Card	Reg	FC	B. Indicate fees due on student's IBM fee card
Fee Chk	Post Reg	FC	C. Check fees against schedule cards for accuracy

REGISTRATION PROCEDURE

Subj	Time	By	
			<u>Planning</u>
			I. Calendar Committee of Executive Council and Head of Records and Registration will:
Reg Date	Qtr Ahead	Cal Comm	A. Determine registration date
			II. Head of Records and Registration will:
Reg No	6 wks pre-	HRR	A. Determine anticipated registration from
			1. Past records
			2. Freshmen and transfer acceptances
			3. General college trends
Area Req	6 wks pre-reg	HRR	B. Determine necessary floor space
			1. Supplies
			2. Counselling
			3. Sectioning
			4. Checking
			5. Cashier
			6. Photography
			7. Traffic
			8. Extra-curricular activities
Area Req	6 wks pre-reg	HRR	C. Draw up floor plan
Pers Req			D. Determine personnel requirements
Pers			E. Select personnel
Publ			F. Prepare publicity
			1. Silver and Gold

Subj	Time	By	
			2. Campus bulletin boards
			3. Letters to faculty
			4. Letters to fraternities and sororities
Furn Req Supp	6 wks pre-reg	HRR	G. Determine furniture requirements
			H. Determine necessary supplies
Form Dsgn			I. Determine and design necessary forms
			1. Order printing
			2. Proof read
Bdgt	All	HRR	J. Maintain expense record within budget
			III. Senior Registration Clerk will :
Supp	3 wks	SRC	A. Supervise packing of supply envelopes (IBM will previously print students' names on envelopes)
			1. Registration cards
			a. Copy for Dean of particular school
			b. Records Office copy
			2. Planning cards
			a. Student copy
			b. Advisor copy
			3. IBM cards
			a. Name card
			b. Class cards
			c. Fee card

Subj	Time	By	
Supp Env	3 wks pre-reg	SRC	d. Fee receipt
			e. Questionnaire card
			4. Instruction sheet
			5. Personnel record
			6. Campus map
			7. Previous term's grade report
			8. Schedule book of courses
			9. Directory cards
			a. Admissions and Records
			b. Dean of Men or Women
			c. Application for diploma
			d. Health Service
			e. Churches
			f. Dames Club
			10. Automobile Registration
Mtrl Del	1 day pre-reg	SRC	B. Supervise delivery of material to various registration areas in campus buildings
			1. Supply envelopes
			2. Furniture, equipment, supplies
			3. Scholarship and non-resident files
			<u>Operating</u>
			I. Registration clerks will:
Appl Reg	Reg	RC	A. Distribute Application for Registration cards to students

Subj	Time	By	
Supp Env			B. Collect application cards and distribute supply envelope to student named on card
Mtrl Chk	Reg	RC	C. Check student's material for completeness of forms and schedule
Fees			D. Assess fees
Reg Mtl			E. Collect registration material from student
Reg Card			F. Deliver registration cards to Records office for filing and directory service
Reg No	Dly		G. Gather preliminary registration totals
Reg Mtl	End Reg		H. Collect all registration supplies for removal to proper locations
			II. Senior Registration Clerk will:
Reg Mtl	End Reg	SRC	A. Authorize return of
			1. Registration supplies, equipment, furniture
			2. Scholarship and Non-resident files
Clss Card			B. Send IBM class cards to IBM Department for preparation of class rolls
Late Reg	Post Reg		C. Set up machinery for late registration in Macky foyer
	3 days		D. Handle late registrants
			E. Close special late-registration set-up
			F. Process further late registrants in records office

RECORDS PROCEDURE

Subj	Time	By	
			I. Principal Records Clerk will:
Reg Mtl	Post Reg	PRC	A. Sort all registration material alphabetically
Dir Card	1st week		B. Sort directory cards into following groups
			1. Card for Records Office
			2. Card for Dean's Office
			3. Card for variable statistics
			4. Card for directory file
			5. Card for Dean of Men or Women
			6. Card for diploma application
			7. Card for church preference
Dir File			C. Make 3 dexigraph copies of directory file for use by
			1. Health Service
			2. Telephone operator
			3. Hostess' office
Late Reg	wkly		D. Type lists of all late registrants
Class Roll	1st wk		E. Request IBM Department to
			1. Prepare class rolls in triplicate from class cards
			a. Instructor's copy
			b. Department Head's copy
			c. Records Office copy
Chk	6th		F. Request IBM Department to

Subj	Time	By	
Chk List	6th wk	PRC	1. Prepare check lists of students by course for use by instructors
			G. Mail instructor check lists
	7th wk		H. Request instructors to
			1. Check list against authorized admittances
			2. Check credit status
			3. Indicate on list any discrepancies
			4. Return list to Principal Records Clerk
Schd Card	8th wk		I. Make necessary corrections on schedule cards and class cards
			J. Call in individual students about questionable discrepancies
Clss			K. Process class card changes based on
			1. Change of schedule forms (drops and adds. See page 24 for procedure)
			2. Withdrawals (see page 28 for procedure)
			3. Instructor check lists
Grde List	9th wk		L. Request IBM Department to
			1. Prepare final grade sheets for seniors
			2. Prepare all other final grade sheets
Grde List			M. Mail final grade sheets to instructors

Subj	Time	By	
Clss Card	10th wk	PRC	1. A 5. F 2. B 6. Condition 3. C 7. Incomplete 4. D 8. In Progress
Grde List	11th wk		P. Request IBM to run individual grade sheets, copies for 1. Records Office 2. Student 3. Dean of College 4. Dean of Men or Women (Dean of Men's copy forwarded to campus Office of Veterans Affairs) 5. Parents 6. High School Q. Type Condition, Incomplete, and In Progress grade lists
Late Grde			R. Prepare, from above lists, cards to be sent to instructor for reporting grades later.

CHANGE OF SCHEDULE PROCEDURE (DROPS AND ADDS) (RECORDS)

Subj	Time	By	
			I. The student desiring a change in his schedule will:
CS Form	Any	Stud	A. Obtain change of schedule form (5 copies) from his Dean's office and fill in required information
			B. Obtain required signatures
			1. Instructor of course dropped
			2. Instructor of course added (required in Engineering only)
			3. Advisor (or Department Head in Engineering)
			4. Department sectioner if course is added
			5. Dean of College
			6. Veterans Affairs Officer if student is a veteran enrolled under P.A. 346 or P.A. 16
Fees			C. Turn in completed form to Admissions Office and have fees adjusted
			D. Pay or have refunded fees at Business Office
			II. The Principal Records Clerk will:
CS Form	Any	PRC	A. Receive the five copies of the Change of Schedule form from the Admissions Office
			B. Check form for accuracy against
			1. Student's schedule card
			2. Master course listing

Subj	Time	By	
CS Form	Any	PRC	3. Original class rolls
			C. Mail appropriate copy to
			1. Dean of College
			2. Instructors
Schd Card			D. Change student's schedule card in red ink
			E. Staple Records Office copy of Change of Schedule form to back side of student's schedule card
CS Form			F. File statistical service copy alphabetically by student, or by class sequence, depending upon the order of the IBM class cards
Clss Card	Bulk in 5th wk	PRC	G. Process class cards
			1. For drops, pull IBM class cards from trays
			2. Divide into two piles
			a. Drops without discredit
			b. Drops with discredit
			3. Discard class cards involving drops without discredit
			4. Send drops with discredit class cards to IBM to be punched Grade F
			5. Upon receipt of IBM graded cards, refile in trays
			6. For adds, including late registrations, handwrite IBM cards giving
			a. Student's name
			b. School or college

Subj	Time	By	
Class Card	Bulk in 5th wk	PRC	c. Complete course information 7. File behind student's master card 8. Send master cards to IBM Department to be punched and returned 9. Hand sort cards to course 10. Place behind course headers, send to IBM Department to be punched and returned 11. File in course sequence 12. For section and hour changes, pull IBM class cards from trays 13. Mark with the correct credit hours or sections 14. File according to correct hour or section 15. Send to IBM Department to be reproduced 16. Refile in course sequence 17. For instructor check list changes, hand correct instructor cards and course header cards 18. Send to IBM Department to be reproduced and hand corrected 19. After all changes have been made, send all class cards to IBM for machine sort back to student sequence (alphabetical) 20. File cards back into trays

Subj	Time	By	
Clss Card	Bulk in 5th wk	PRC	Note: Cards are maintained in student sequence until fourth week of quarter, then sorted to class sequence for instructor check lists. Cards are kept this way until ready for final grades to be punched in.
			21. Count change of schedule forms
Chrt	End Qtr	PRC	22. Draw two charts a. Indicate weekly total for each school, quarter total, percentage of changes per student, and totals of drops and adds after published deadline b. Indicate comparison of drops and adds for each school by years and quarters
			23. Have photostatic copies made for a. Each school or college b. Dean of students

WITHDRAWAL PROCEDURE (RECORDS)

Subj	Time	By	
			I. Student intending to withdraw will:
WD Card	Any	Stud	A. Obtain withdrawal card form in office of Dean
			B. List on withdrawal form courses scheduled
			C. Have each instructor indicate passing or failing grade
			D. Return form to office of Dean for forwarding to Records Office
			II. Principal Records Clerk will :
Schd Card		PRC	A. Pull student's schedule card
			B. Mark schedule card in red ink
			1. At top mark "Withdraw"
			2. At bottom indicate
			a. Date of withdrawal
			b. Hours passing at date of withdrawal
			c. Hours failing at date of withdrawal
WD Card			C. Mark withdrawal notice "R2" to designate its being recorded twice on student's schedule card
			D. Type withdrawal cards indicating
			1. Name of student
			2. School or college
			3. Date of withdrawal
			4. On IBM copy only, hours passing or failing

Subj	Time	By	
WD Card		PRC	E. Distribute withdrawal cards to 1. IBM Department (file behind student's schedule card-used in printing grade reports) 2. Dean of school or college 3. Instructor
Clss Card			F. Pull or destroy class cards
WD List			G. Type list of withdrawn students, indicating 1. Student's name 2. School 3. Date of withdrawal H. Mail list of withdrawn students to Health Service
WD Card			I. File original withdrawal notices alphabetically

RECORDING PROCEDURE (PERMANENT ACADEMIC RECORDS)

Subj	Time	By	
			I. The Principal Recording Clerk will:
Perm Rec	Begin Fall Qtr	PRgC	A. Set up and maintain a double set of permanent records for each student upon matriculation
Page			1. Record Office copy, commonly referred to as the "Page" (the official academic record)
			2. Dean's card (new card required for intramural transfer) Made from the "Page" and contains the same information, but in a different form for each school dean
Rec Info		PRgC	B. Type the following
			1. Course information
			a. Course titles
			b. Course number
			c. Department offering course
			d. Number of credits
			e. Grade received
			f. Quality points
			2. Symbols affecting credits
			a. Suspension of credit
			b. Degree stars
			c. Cancelled credit
			d. Labeled credit for transfer
			3. Advanced credit allowed from

Subj	Time	By	
Rec Info		PRgC	a. Other recognized collegiate institutions
			b. Other schools and colleges within the University
			c. Armed Forces
			4. Extension work taken with the University of Colorado
			a. Class extension
			b. Consultation courses
			c. Correspondence
			d. Graduate resident extension
			e. Spelling tests
			5. Notes
			a. Removal of degree stars (BFA, BS, PE)
			b. Removal of suspensions
			c. Disciplinary action
			d. Substitution of credit
			e. Exemption from requirements
			f. Reduction in residence requirements
			g. Adjustments in entrance status
			h. Waiver of degree requirements
			i. Acceptance of advanced credit for special purposes
			6. Miscellaneous
			a. Sophomore English test

Subj	Time	By	
Rec Info		PRgC	b. Validating spelling test
			c. English exemptions
			d. Scholarship suspensions
			e. Degrees conferred and majors indicated
			f. Removal of incomplete, in progress, and condition grades
			g. Change of grades
			h. Graduate thesis titles
			i. Withdrawals from the University
			j. Changes of name of students
Sch Susp	11th wk		C. Prepare list of students under scholarship suspension
Flnk File			D. Prepare permanent "flunk" file (Used to prevent registration of students ineligible because of scholarship or disciplinary suspension)
Rush Trcp	End Qtr		E. Perform advanced recording for rush transcripts
Perm Rec			F. Make up current file of permanent records for all students registered each quarter in each school

STATISTICS PROCEDURE

Subj	Time	By	
			I. The Principal Statistics Clerk will:
Enrl	4th wk	PSC	A. Prepare statistics on enrollment
			1. Campus
			2. Quarter
			3. Veterans
			4. Non-veterans
			5. Men
			6. Women
			7. School
			8. Classification within school
			9. Age groups
			10. Geographical distribution by states and countries
			11. Colorado by towns
			12. Full time
			13. Part time
			14. Matriculants
			15. Transfers from other universities
			16. Transfers within this university
			17. Students under scholarship rule
			18. Number of above readmitted
			19. Withdrawals by quarter

Subj	Time	By	
Enrl	4th wk	PSC	20. Withdrawal reasons
			21. Major subject
			22. Religious preference
			23. Status entering freshmen
			a. Graduate of accredited high school
			b. Graduate of non-accredited high school
			c. Non-high school graduate
			d. Entering university with deficiencies
			24. Enrollment in terms of units
			1 student, full time = 1 unit
			1 student, fractional normal load = fractional unit
			25. Equivalent full-time basis
			$\frac{\text{Total credit hours, all students, each college}}{\text{Normal student load/student/particular college}}$
Tchg	Fall & Sum Qtrs	PSC	B. Prepare statistics on teaching staff
			1. Full time
			a. Campus
			b. Rank
			c. School
			d. Department within each school
			e. Men

Subj	Time	By	
Tchg	Fall & Sum Qtrs	PSC	f. Women 2. Part time a. Campus b. Rank c. School d. Department within each school e. Men f. Women
Dgre	Post Comt	PSC	C. Prepare statistics on degree 1. Type of degree 2. School 3. Major subject 4. Men 5. Women 6. Geographical distribution of student recipients 7. Graduates of Colorado high schools a. Lists maintained according to individual high schools 8. Number of degrees conferred upon Colorado residents 9. Number of recipients of more than one degree
Grde Avgs	2nd wk	PSC	D. Prepare statistics on grade averages. Indicate number of students and grade point average for each main group and sub-group (500 copies)

Subj	Time	By	
Grde Avgs	2nd wk	PSC	1. General a. All students (exclusive of Graduate School and School of Medicine in Denver) b. Men c. Women d. Arts and Science students 1) Men 2) Women 3) Entering freshmen 4) Entering transfers 5) Freshmen 6) Sophomores 7) Juniors 8) Seniors 9) Unclassified e. Engineering students f. Music students g. Nursing students (both Boulder and Denver campuses) h. Pharmacy students (Above groups further divided similar to Arts and Sciences) i. Law students 1) Men 2) Women 3) First year- Freshmen

Subj	Time	By	
Grde Avgs	2nd wk	PSC	4) Second year- Junior
			5) Third year- Senior
			6) Unclassified
			j. Joint-Honor scholarship
			1) Joint-Honor freshmen
			2) Joint-Honor sophomores
			3) Joint-Honor juniors
			4) Joint-Honor seniors
			k. Junior-Senior scholarship
			1) Juniors
			2) Seniors
			l. Waiver of tuition
			1) Freshmen
			2) Upperclassmen
			m. Music scholarships
			n. United States scholarships
			o. Undergraduate foreign scholarships
			p. Hall President's Award
			q. American Federation of Labor Scholarship
			r. Displaced persons
			s. American Legion Memorial
			t. Engineering Experiment Station scholarship
			u. Grant-in-aid awards

Subj	Time	By	
Grde Avgs	2nd wk	PSC	v. Students on quota
			w. Naval Reserve Officers Training Program
			1) N.R.O.T.C. Unit
			2) Five-term Officers College training
			3) Navy nurses
			x. Military Science
			1) Military Science I
			2) Military Science II
			3) Military Science III
			4) Military Science IV
			2. Fraternity and Non-Fraternity Averages
			a. All non-fraternity and non-sorority students
			b. All fraternity and sorority students
			c. All fraternity men
			d. All non-fraternity men
			e. All sorority women
			f. All non-sorority women
			g. Individual fraternities (23) By rank, number of members and undergraduate average
			h. Individual sororities (14)
			i. Class organizations (7)

Subj	Time	By	
Grde Avgs	2nd wk	PSC	j. Honorary and professional fraternities Graduate students not included k. Clubs (9) l. Dormitories 1) Men (8) 2) Women (10) m. Honor roll 1) 2.5 honor roll 2) 2.0 honor roll; number and percentage for each by a) Schools b) Freshmen c) Sophomores d) Juniors e) Seniors f) Unclassified 3. Graduating seniors averages a. Number of students, hours, and point averages for all schools b. Alphabetical listing- all graduates, arranged 1) Matriculation number 2) Name 3) School

Subj	Time	By	
Grde Avgs	2nd wk	PSC	4) Degree 5) Hours 6) Points 7) Grade average c. Listing by rank (divided into quartiles) 1) Schools 2) Degrees given
Spec Rep	Most in 4th wk	PSC	E. Prepare special reports (used for such things as required appropriations, new building requirements, size of teaching and non-teaching staffs) 1. Director of Admissions 2. Public Relations Office 3. President of the University 4. Business Office 5. Veterans Office 6. North Central Association of Colleges and Sunday Schools 7. School and Society 8. United States Office of Education 9. College Blue Book 10. National Education Association 11. Department of Justice-foreign students 12. Card file for Negro students

COMMENCEMENT PROCEDURE

Subj	Time	By	
			I. The Principal Statistics Clerk will:
Dplm	Spr Qtr	PSC	A. Notify purchasing agent approximate number of Latin and English diploma forms required
			B. Secure from Dean's office
			1. List of candidates expecting to receive degrees at the next commencement
			2. List of students expected to receive honors and types of honors
Dgre Cand			C. Call in degree candidates to fill in forms approving their names as they should appear on the diploma
Engv			D. Prepare list for engraver
			1. Candidates
			2. Degrees
			3. Honors
	9th wk		E. Proof read engraver's work
Dgre Cand List			F. Maintain candidate list up to date as changes occur (drops, adds, withdrawals, etc.)
Geo List			G. Prepare a geographical listing of all candidates to receive degrees
Alfa List			H. Prepare alphabetical list of all candidates, their degrees, present addresses
Lttr Inst			I. Prepare and mail letters of instruction to candidates and to faculty in regard commencement exercises

Subj	Time	By		
Dgre Cand			J.	Do research work on all students in the graduate school who are about to certify their past degrees. Include the college and its location from which the degree(s) was received
Dplm			K.	Assist the Deans and the President when signing diplomas, arranging them to dry, classify-in alphabetical order for distribution on the morning of commencement
Hood Dplm	10th wk		L.	Place hoods and diplomas on stage for recipients of doctor's degrees
Tlgm			M.	Attach Commencement telegrams to proper diplomas
Dplm			N.	Prepare necessary diplomas to be mailed, collect and check all returned recipts. Written excuse approved by Dean of School or College required of those absent. Excuses give mailing address.

TRANSCRIPTS PROCEDURE

Subj	Time	By	
			I. The Principal Transcript Clerk will:
Trpt Ordr	Any	PTC	A. Receive orders for transcripts from incoming mail and standard order blanks
			B. Alphabetize orders
			1. Completed work
			2. Work in progress
Genl File			C. Check University general file to obtain student's registration number, school in which enrolled, last date of attendance, charges due for transcript
Perm Rec			D. Pull permanent record pages. For transcripts ordered immediately upon completion of a quarter, pull schedule cards and instructors' grade sheets
WIP			E. For work in progress, type courses in progress on separate sheet, place on record when photostating
Debt File			F. Check with Business Office debt file for money owed the University
			G. Prepare receipts for those enclosing money with orders
Phot stat			H. Make photostats by the dexigraph machine. If blank forms are submitted by Education Departments, employers, etc., type information requested on form supplied
Trpt Chck			I. Check transcripts for accuracy

Subj	Time	By	
Trpt Chck			J. Add dismissal or present status to photostat by typewriter
Offl Sig		DA	K. Have signature of Director of Admissions entered on photostat and imprint University seal
Trpt			L. Bill, address, and mail transcript
Perm Rec			M. Refile permanent record pages

RECOMMENDATIONS FOR CHANGES IN THE PRESENT PROCEDURE

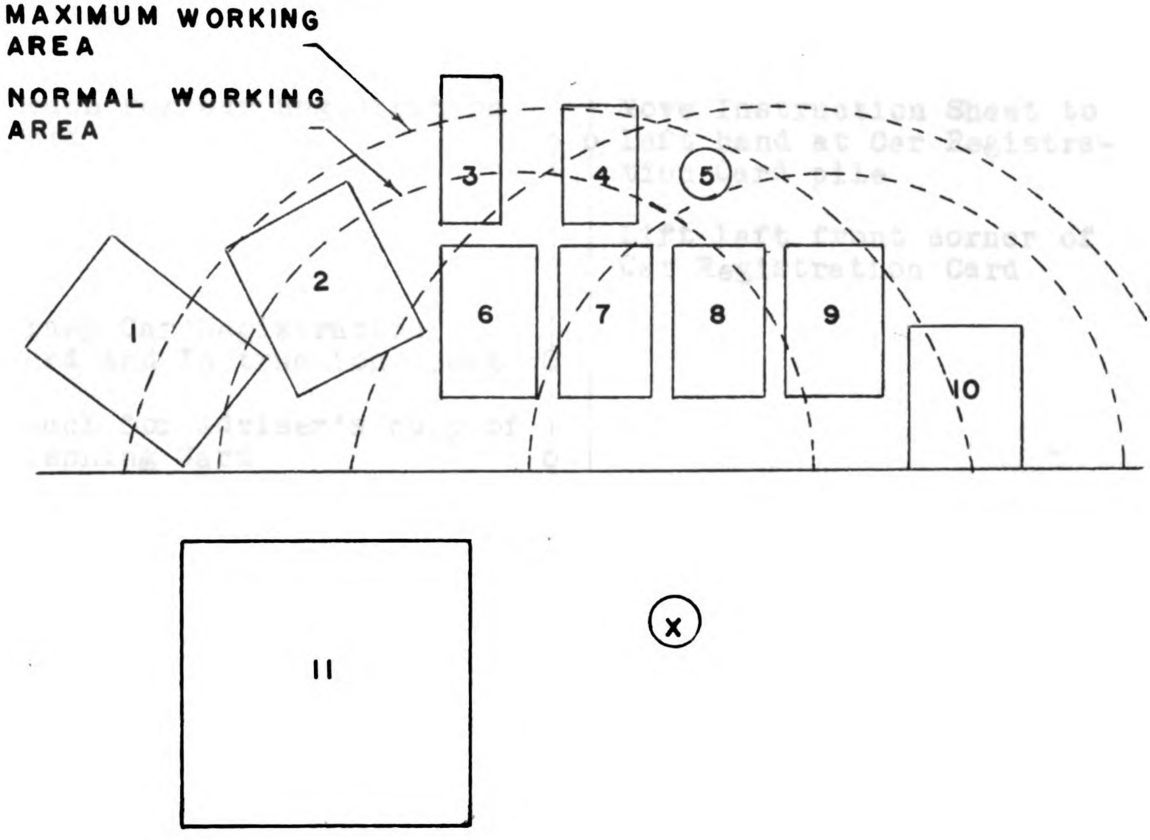
In the introduction to this writing it was pointed out that one of the purposes of a written procedure is to provide an opportunity to analyze its details, and to question each one as a basis for improvement. This questioning has been done in part and recommendations made, grouped according to the several main areas of work.

Fees. In the present procedure on Fees approximately two man-weeks are required each quarter after registration to check the accuracy of fee charges made for each student. It is suggested that this operation be studied to determine whether the use of statistical quality control might be recommended as an aid in making such a check.

Registration. A large portion of the work of preparing for Registration each quarter involves the stuffing of supply envelopes with registration material as outlined on pages 18 and 19. An average of approximately eight thousand (8000) of these supply packets are prepared for each registration. Several studies were made of the stuffing operations. A collating rack was built as an aid in grouping the various piles of cards closer together. The "pigeon holes" were arranged on two levels and all work was within the normal work areas of the left and right hands. Several of the clerks tried the rack but voiced the opinion that it was too difficult to use, that the various pieces

of material had to be drawn straight out for some distance before they could be gathered in front of the operator prior to inserting in the envelope. A shallower rack was then made, but still met with opposition. Believing that perhaps the change from old procedure to the proposed was too severe, the racks were abandoned, and a further study made of the material merely placed in stacks on the work table. A rack was constructed for the IBM name and class cards such that the cards were always held in the vertical plane and fed toward the front as the first or front set was removed. Glycerine for the fingers was recommended as an aid in picking up the materials. Some time was then spent with the supply clerks outlining several of the principles of work simplification. It was the writer's belief at that point that after the clerks recognized a few elementary improvements and were provided with a few ground rules, that further improvements would come of their own initiative. The sequence as worked out for the stuffing of supply envelopes is charted on page 47.

Figure 4. Operation Analysis for the Packing of Registration Supply Envelopes



Code:

1. Supply envelopes
2. IBM card envelopes
3. Directory booklets
4. Car registration cards
5. Glycerine dish
6. Planning cards- Advisor
7. Planning cards- Student
8. Schedule cards- Dean
9. Schedule cards- Records
10. Instruction sheets
11. Supply envelope receiving box

Left Hand	Right Hand
Reach for Directory Booklet	Reach for Instruction Sheet
Grasp Directory Booklet	Grasp Instruction Sheet
Reach for Car Registration Card	Move Instruction Sheet to left hand at Car Registration Card pile
	Lift left front corner of Car Registration Card
Grasp Car Registration Card and Instruction Sheet	
Reach for Adviser's copy of Planning Card	
	Lift left front corner
Grasp Planning Card	
(Repeat for Student's copy of Planning Card, Schedule Card-Student, Schedule Card-Records)	(Repeat for Student's copy of Planning Card, Schedule Card-Student, Schedule Card-Records)
Move cards to front of work area	Move cards to front of work area
Straighten against table	Straighten against table
Reach for IBM Card Folder	
Grasp IBM Card Folder	
Move to work area to rear of other cards	
Straighten against table	Straighten against table
Reach for envelope	
Grasp envelope	
Move to front center of work area	

Left Hand	Right Hand
Insert finger to open envelope	Insert material
Move material to box	
Deposit material	
Repeat cycle	Repeat cycle

The supply envelopes are prepared for the next quarter's use before the completion of the present quarter. Between terms, the previous term's grade reports are inserted in each student's envelope. This involves some searching of the named envelopes and the process appeared quite slow. A time study was made to determine whether it might be less costly to mail the grade sheets separately to the students. The study indicated:

4.72 man hours required per 1000 envelopes
x$1.00 direct labor charge per hour
$4.72 cost of inserting 1000 grade reports

Since the minimum postage charge would be ten dollars per 1000 envelopes and since no other advantages were apparent, the study was stopped at that point.

In the actual operation of Registration it was recommended that the IBM class cards be held over one day after the close of the regularly scheduled registration dates. These cards would be held in the Dean's offices to facilitate late registration. This proposal has been successfully adopted.

Records. A relatively large proportion of the work of the Office of Records and Registration concerns the processing of Drop and Add slips, or the Change of Schedule form. This form, consisting of five copies, is used to change the individual schedules after the regular registration period has been completed. Since so much

time is consumed in processing these slips, a survey was made of the 1165 drops and adds in the first session of the summer quarter of 1949 to determine the reasons for them. There were 6067 students enrolled on the Boulder campus at that time. The chart on page 53 indicates the various reasons for requesting a change in the schedules as arranged by the students during registration. The results do not, it is believed, give a true indication; for a large number of students did not fill in the line which stated "Reason for change".

It was suggested that the various schools and colleges be more attentive to the reasons, and accordingly, the Head of the Office of Records and Registration issued a directive to that effect. A second survey was made, this time of the winter quarter of 1950. The percentage of those not giving a reason dropped from 28.0 per cent to 15.84 per cent. Even though no accurate conclusions can be drawn because there remained a considerable number of people not expressing a reason, it is believed the following items are deserving of some thought:

1. There is a need for more conscientious counselling both before and during registration. This is manifested in part by students learning later that they do not have the proper prerequisites, by students finding themselves carrying too heavy a load, by the need for regis-

tration for a required course, and for certain of the miscellaneous reasons.

2. There is perhaps a need for clearer course descriptions in the catalogue, particularly on the graduate level. Many of the summer school registrants are special students in the Graduate School. A number of them wished to change a course during the term because "the course is not as outlined in the catalogue", or "I have had a similar course previously". Graduate students in Education complained that courses were not specified as being either primary or secondary school courses.

3. There should be better enforcement of the ruling which requires a one dollar fee for each change in registration. A large number of section and schedule changes were initiated by the student in order to make the schedule fit a personal whim. The various deans' offices are lax in this. Money that is collected should be credited to the budget of the Records and Registration office rather than to the general fund. It is this office which has to use additional help in processing the change of schedule forms.

4. The offices of the various deans should be encouraged to require all students to give their reason for requesting a change. This will aid in making future analyses.

Figure 5. Analysis of Drops and Adds

	All Schools, last Session Summer School 1949 % of total changes	Arts and Sciences Winter Quarter 1950 % of total changes
No reason given	15.9	28.0
Section change	27.5	10.5
Inadequate preparation	4.9	8.0
Conflict, other than section change	8.1	7.0
Health	3.1	Incl, in misc.
Schedule too heavy	5.3	12.0
Error in registration	10.0	3.0
Fits more immediate needs	3.9	5.0
Course required	5.0	3.5
Course not required	1.6	2.5
Miscellaneous reasons	14.7	20.5
	100.0	100.0

As was stated on page 51, no accurate conclusions can be gained by comparing these two columns because of the variance of "No Reason Given". Only when the per cent value for this figure is reduced to zero may any comparisons be made as to trends. However, it is believed that such an analysis does indicate the general area of some trouble spots.

Other factors contributing to the difficulty in

analyzing for corrective action should also be mentioned. Many of the reasons have several different connotations. "Inadequate preparation" was listed above as a reason for changing scheduling, and included in this are the statements of those students claiming a "lack of proper prerequisite". Furthermore, there is no way of determining from the slips whether it was the student's error or a sectioner's error. "Section changes" as a reason provides no way of determining underlying factors involved, whether the change was for the convenience of the individual, the convenience of a department (crowded sections), or whether there was a sectioning error in registration. "For the convenience of the individual" included such things as conflict with dental appointments and commuting from Denver. Stating that a "schedule was too heavy" makes it difficult to determine whether the load was beyond the individual's mental capacity, whether it was too heavy for reasons of health, or too heavy because of outside work. Some stated they did need the time for work. Stating that dropping and/or adding a course to "fit more immediate needs" is a generic reason. There is no way of knowing whether it was to fit the individual so he would have no afternoon classes, whether it was made to get in a required pre-requisite, whether another course would work better with the major, or whether it was to complete a schedule.

Further pin-pointing by freshmen, sophomores, etc., would probably indicate much better where the corrective action should be taken.

Among the miscellaneous reasons given were:

Need upper division course

Need more time for housekeeping

NCD to Credit

Credit to NCD

Sectioned for course when closed

Course not offered

Similar course previously

Need time for work

Change of major

Change in university schedule

Prefer another instructor

Course not what I want

To complete schedule

Error in grade

Class too crowded

Error in transcript

Must take through Extension

Not finishing course

Decided I could handle more

IBM card lost in processing

Too many term papers

Won't get credit

Request of department

No assignments

Wrong course

Can't afford slide rule

Course not open to freshmen

Will not pass

Will be absent from school

Dissatisfied with course

Records and Recording. It is recommended that a change in terminology be made in order to more clearly differentiate between the functions of Records and Recording.

Recording. Faulty regulations for maintaining the academic records vary widely among the several schools. Considerable difficulty is experienced by the clerks when recording and checking in order that these differences are observed. It is recommended that one standard practice be adopted for use by all schools.

Commencement. One of the phases of the present system of preparing for the Commencement exercises is to call in each degree candidate to verify the spelling of his name. This involves considerable effort on the part of the Office of Records and Registration. There is no apparent reason why the Application for Diploma Card filled out at Registration could not serve as the source of the correct spelling of the names. After Registration the burden of effort should then be on the student to report any name change. The various Deans' offices post lists of candidates for degrees and any discrepancies noticed by a student can and should be processed through the Deans' offices.

Transcripts. Special transcripts are prepared for certain outside agencies in which the transcript is typed

on their form. It is recommended that in all cases the standard transcripts (photostats) be used and the extra costs caused by such personal service be eliminated.

General Recommendations. It is recommended that the prepared procedures be used to accomplish the objectives indicated. They should be periodically reviewed and brought up to date. Care must be exercised that they not become too detailed, for they will then fail to fulfill their function of serving as internal management instructions.

Periodically all the work of the Office of Records and Registration should be reviewed. Each activity should be subjected to the following questions, and if the present operations do not provide a satisfactory answer, then corrective action must be taken.

1. Which of the activities require the most time? How may they be improved? The use of daily job time cards and their tabulation would point up these activities. It is altogether likely that there is a greater percentage of time spent on certain functions than is now realized. Improvement should begin with that work requiring the greatest amount of time to perform.

2. Why is this work done at all? What is its purpose? Is the result accomplished by the operation necessary? If so, what makes it necessary? Is the operation performed to satisfy the requirements of all schools or

colleges, or is it made necessary by the requirements of one or two schools only?[1] Is this operation being performed as a result of habit?

3. Why is it done this way? Is there a better, simpler way to perform the operation and still produce the same results? Can it be combined with another operation? Can part of the operation be performed more effectively as a separate operation? Is the sequence of operations the best possible? In checking various entries, statistics, etc., is the degree of accuracy now required necessary?

4. What would happen if this activity or operation were not done? Have conditions changed over a period of time to make this operation unnecessary now?

5. Who should do the work? Why should this person do the work? Could, or should, someone else do it? Are present job descriptions up-to-date? Are employees' skills being used properly? Are they encouraged to broaden their skills to enable them to become more versatile? Are any of their tasks spread too thin? Are there too many people doing the same job? Is there any misdirected effort; are any employees engaged in relatively unimportant activities? Is the work load distributed evenly among the employees? Does supervision have sufficient time to supervise, or is it bogged down in detail work?

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[1]See comments on Recording, page 57

6. Where should the work be done? Is there work being done in the Office which should be performed elsewhere? Is there work now being performed in the various schools or elsewhere which should be accomplished in the Office of Records and Registration to achieve unity and better coordination? Does the office layout provide for the shortest and best flow of work?

7. How should the work be done? Has the present equipment been studied to determine whether it is adequate for the work? Would additional equipment help? Can two or more records be produced at one writing by combining forms? Is information compiled in the best manner for subsequent sorting, filing, or use? Is microfilming being accomplished to its best advantage?

8. When should the work be done? Since a large portion of the work is cyclical in nature, it should be bar-charted or similarly planned to insure proper sequence, adequate time, and adequate personnel for each operation.

It is recommended that a labor forecast or manpower budget be based on the registration loads. It is only in following such a yardstick that effective manpower control may be maintained.

The real value in making such a study lies in helping members of the department to become aware of work improvement, aware of the fact that no existing method is the

ultimate in perfection, that always there is a better way. A detailed analysis, involving many small points, is difficult for an outsider to make without a lengthy period of actual work in the department. With a few basic fundamentals in mind, a group generally can come to do much on its own to improve the day to day operations. This attitude has already been noticeable on the part of many of the employees.

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APPENDIX

Figure 6. Specimens of Forms Used in the Work of the Office of Records and Registration

APPLICATION FOR REGISTRATION, Summer — University of Colorado
(Fill out and give to the Supply Clerk)

Last Name First Middle

Local Summer Address

This summer I am registering in the college or school of: ..... (Arts & Sci., Grad., Bus., etc.)

1. Former Students

(a) My last term in U. of C was ..... Term Year

(b) I was then registered in the college or school of .....
(If this is not the one in which you are registering THIS term, show your Permit-to-Register to Supply Clerk.)

2. New Students

This is my first registration in U. of C. ..... (Show your Permit-to-Register to Supply Clerk)

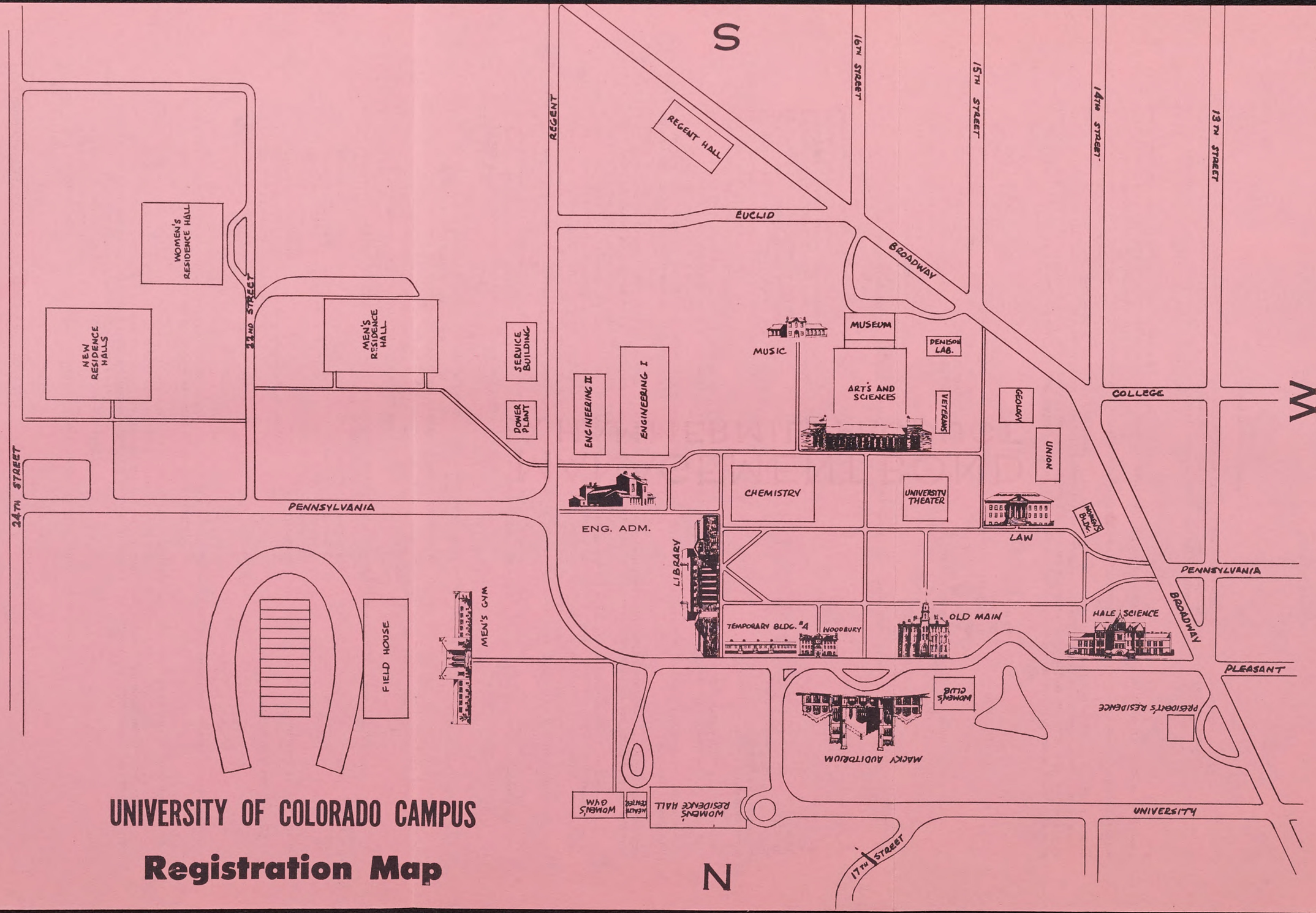
3. For Engineers only: I will be taking two or more freshman courses exclusive of Engineering Problems this term .....

I understand that no registration is official except when processed by the student himself and that all other registrations are subject to cancellation.

Signed .....
(Signature of student named above)

24C144, 4-51-5300

Application for Registration



UNIVERSITY OF COLORADO CAMPUS

Registration Map

Fall Quarter, 1950
University of Colorado

FOLLOW REGISTRATION INSTRUCTIONS STEP BY STEP

1. In WRITING areas
   a. Fill out registration materials carefully. Illegible or incomplete forms will not be accepted.
      Use black or blue ink.
      Follow instructions printed on each form; also see below.
   b. Fill out **personal information** on all cards first.
   c. List on **Planning Card - Student's Copy** the courses you wish to take, showing hours and days of class meetings, avoiding class conflicts. (See Schedule of Courses and list of corrections for full information about courses and divisions of courses.)
      Show on your cards **all divisions** of each course, such as laboratory, quiz, and recitation.
      For a **laboratory course** write full credit allowed for the course on the line with the recitation or lecture division and zero credit after laboratory division.
      For a course taken **No Credit Desired** write NCD in the credit column.
   d. **Copy** course-information from Planning card on to your official Schedule cards unless you think there is some reason why you may not be permitted to take a particular course or courses.

2. You are now ready to see an ADVISER.
   ADVISERS' ROOMS
   On Monday, Tuesday, and Wednesday . . . . . Respective Faculty Offices
   On Thursday and Friday (admission will be by alphabet)
   Arts and Sciences
   New Transfers . . . . . Arts 222 and 223
   Other Lower Division . . . . . Arts 201W, 208W, 211W
   Upper Division . . . . . Respective Faculty Offices
   Business . . . . . Woodbury, Second Floor
   Engineering . . . . . Eng. Admin. Bldg.
   Graduate . . . . . Respective Faculty Offices
   Law . . . . . Law Bldg.
   Music . . . . . Music Bldg.
   Nursing . . . . . Arts 20E
   Pharmacy . . . . . Chem. Annex 273
   Secure appropriate **adviser's signature** on two Schedule cards (copy for Records office and copy for Dean's office).
   Make out punched cards as follows:
   a. Check appropriate answers on card with green top.
   b. Fill out a class-card for each course (and each division of a course) you will be taking. (Additional cards, if needed, may be secured in Temporary Bldg. 4.)
   c. Present these cards to faculty Sectioners for the different departments as instructed below.
   d. Sign Receipt slip; **do not write on Fee card.**
   e. Present Fee card and Receipt slip in Fee area, Men's Gymnasium as instructed below.

3. See SECTIONERS
   All courses must be sectioned after they are approved by an adviser.
   Sectioning consists of determining whether or not there is room in the courses for you and of turning in a class-card for each course (and each division of a course) shown on your approved Schedule cards.
   To facilitate your sectioning:
   a. Secure section assignments first for those courses which require several different class periods such as laboratory courses.
   b. Secure section assignments last for lecture courses which do not have extra quiz or recitation periods.
   Important Schedule Restriction: No special choice of class hours can be assured students who are doing outside work. To be given any consideration for particular sections working students must present a letter from their employers stating the specific hours at which they are employed. All students should recognize that it is necessary for the University to schedule classes when faculty and rooms are available and to deny admission to class sections which are full.
   SECTIONING ROOMS: **No student will be admitted to the Sectioning Rooms before the hour designated for his division of the alphabet on Thursday or Friday, but a student delayed in the registration process will be admitted after his hour. (See Alphabetical plan below.)**
   Arts and Sciences courses (undergraduate and graduate) . . . . . Library, South Wing
   Anthropology, Economics, English, General Education, Humanities, Mathematics, Political Science, Physical Education, Social Sciences, Sociology, Speech . . . . . (Library, First Floor).
   Art, Bacteriology, Biology, Botany, Chemistry, Classics, Education, Fine Arts, French, Geography, Geology, German, History, Home Economics, Journalism, Latin, Library Science, Modern Languages, Mineralogy, Philosophy, Physics, Psychology, Russian, Spanish, Zoology . . . . . (Library, Second Floor).
   Honors courses . . . . . Arts Bldg., 106
   Business courses (undergraduate and graduate) . . . . . Library, First Floor
   Engineering courses (undergraduate and graduate) . . . . . Eng. Admin. Bldg.
   Law courses (undergraduate and graduate) . . . . . Law Bldg.
   Music courses (undergraduate and graduate) . . . . . Music Bldg.
   Nursing courses (undergraduate and graduate) . . . . . Arts Bldg., 20E
   Pharmacy courses (undergraduate and graduate) . . . . . Chem. Annex, 273
   Military Science courses . . . . . Eng. Admin., 119
   Naval Science courses . . . . . Eng. Admin., Bs'mt.

ALPHABETICAL REGISTRATION for Thursday and Friday, September 21 and 22

Thursday, September 21			
A-Beb	8 to 8:30	Ha-Hil	1 to 1:30
Bec-Brn	8:30 to 9	Him-I	1:30 to 2
Bro-Cha	9 to 9:30	J-Ka	2 to 2:30
Chb-Cop	9:30 to 10	Kb-Kra	2:30 to 3
Coq-Dom	10 to 10:30	Krb-Led	3 to 3:30
Don-En	10:30 to 11	Lee-Ln	3:30 to 4
Eo-Gar	11 to 11:30		
Gas-Gz	11:30 to 12		

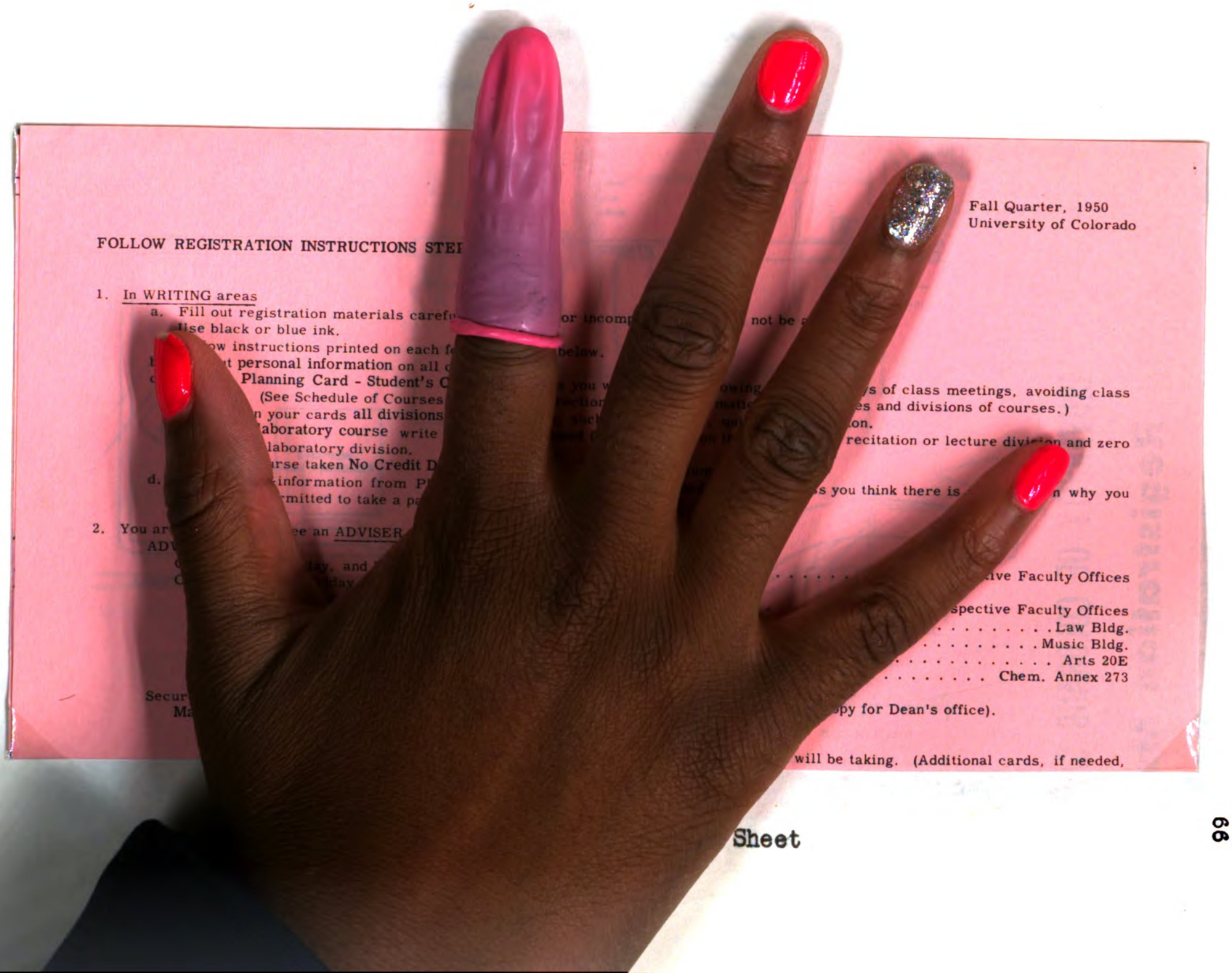
Friday, September 22			
Lo-Mee	8 to 8:30	T-Vi	1 to 1:30
Mef-Nek	8:30 to 9	Vj-Wem	1:30 to 2
Nel-Par	9 to 9:30	Wen-Wom	2 to 2:30
Pas-Pre	9:30 to 10	Won-Z	2:30 to 3
Prf-Ros	10 to 10:30		
Rot-Sch	10:30 to 11		
Sci-Ss	11 to 11:30		
St-Sz	11:30 to 12		

4. PAY FEES
   Registration materials must be CHECKED and FEES PAID in the Men's Gymnasium immediately after the above steps have been finished. **If for any reason you cannot pay** your fees on registration day, **do not leave the registration buildings until** you have seen the Loan Officer in the Fee area. **A student is not officially registered or eligible to attend classes** until fees are paid unless satisfactory arrangements have been made for a delayed payment. The late-registration fee will be charged whenever a student fails to comply with this regulation.
   After leaving the Cashier, present all remaining materials at FINAL CHECKING table so they can be stamped. Auditors receive their identification card at this table also.
   CHARGE FOR CHANGES: A charge of $1 will be made for each Add, $1 for each Drop, and $1 for each change in Section processed after the student has completed his registration.

5. EXTRA CURRICULAR ACTIVITIES, Lower Gymnasium
   a. All persons expecting to drive a car while in Boulder must register these cars in this area.
   b. Identification pictures are required of all students in the fall quarter. These pictures will be taken in this area.
   c. Representatives of a number of student groups will be present to give out information to those interested.

(See map on reverse side)

24S143 8-50 10M



Fall Quarter, 1950
University of Colorado

FOLLOW REGISTRATION INSTRUCTIONS STEI

1. In WRITING areas
   a. Fill out registration materials carefu
   Use black or blue ink.
   ow instructions printed on each fo
   t personal information on all c
   Planning Card - Student's C
   (See Schedule of Courses
   n your cards all divisions
   laboratory course write
   laboratory division.
   rse taken No Credit D
   d. information from Pl
   rmitted to take a pa

2. You ar ee an ADVISER
   ADV
   C
   C

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section matic

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recitation or lecture division and zero

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spective Faculty Offices
. . . . . Law Bldg.
. . . . . Music Bldg.
. . . . . Arts 20E
. . . . . Chem. Annex 273

py for Dean's office).

will be taking. (Additional cards, if needed,

Sheet

UNIVERSITY OF COLORADO
(Punched for your notebook)

PLANNING CARD—STUDENT'S COPY—Academic Year

24C31 8-51-24M

This is your schedule — Keep it up-to-date if you make changes

Date .....

Name...

Department

*Fill in S

UNIVERSITY OF COLORADO

PLANNING CARD—Adviser's Copy—Academic Year

24C30. 8-51-11M

Date.....

Name..... Last First Middle

{ Mr...(Married..Single..)
{ Miss..... Mrs.....

University Address:..... Phone .....

Classification: Fr...., So...., Jr...., Sr.... Other Classif.: Specify.....

Students should plan their schedules several terms in advance — see other side also.

FALL											SPRING										
Department	Number	Credit	Section	Fill in class hour M	T	W	T	F	S	Bldg. and Room	Department	Number	Credit	Section	Fill in class hour M	T	W	T	F	S	Bldg. and Room

(Student: Do not write below this line)

Entrance Deficiency.....

.....

Proposed Major.....

Veteran: Yes..... No.....

PLACEMENT SCORES

English ..... %ile Psych. Total ..... %ile

Reading ..... %ile Q Score ..... %ile

Math. ..... %ile L Score ..... %ile

Planning Cards

UNIVERSITY OF COLORADO
(*Please Print Entire Card*)

ENGINEERING
SCHEDULE CARD—Dean's Office

24C34b. 7-49-7500

Date

UNIVERSITY OF COLORADO
(*Please Print Entire Card*)

ENGINEERING
SCHEDULE CARD—Records Office

24C34a. 8-49-7500.

Date.....

Matric. No. ..... Name ..... Mr..... (Married..... Single.....)
Last First Middle

Miss..... Mrs.....

Quarter: Fall....., Winter....., Spring....., Summer.....

Classification: Fr....., So....., Jr....., Sr....., Special.....

University Address:..... Phone.....

Department	Course Number	Section Letter	Credit	Days, e.g., M. W. F.	Class Hour	Department	Course Number	Section Letter	Credit	Days, e.g., M. W. F.	Class Hour

(OVER)

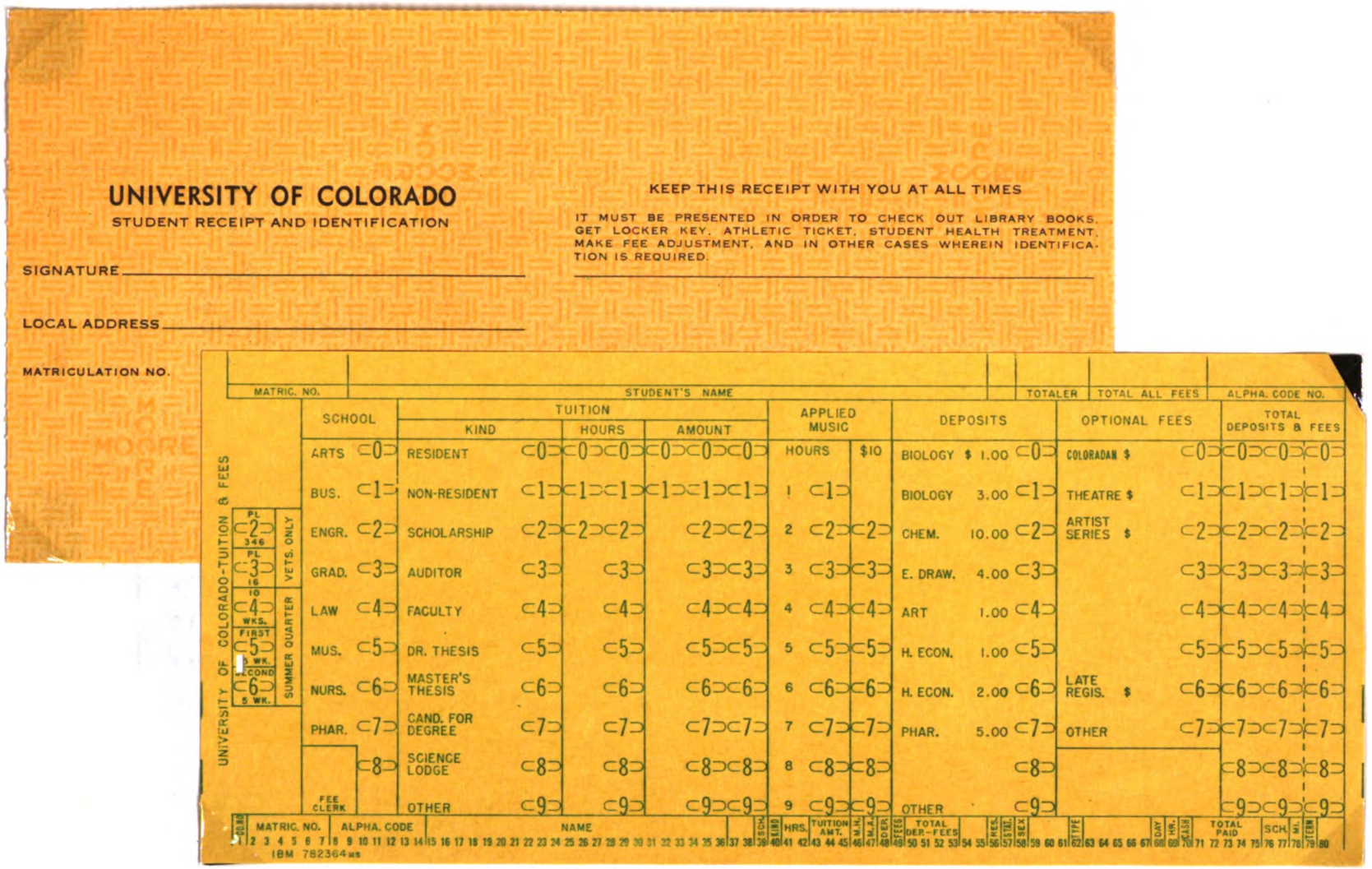
Proposed Major.....

Schedule Approved by.....
(Adviser's Signature)

Schedule Checked by .....

{Do not write on this line} Withdrawal status:.....

Schedule Cards



UNIVERSITY OF COLORADO
STUDENT RECEIPT AND IDENTIFICATION

SIGNATURE

LOCAL ADDRESS

MATRICULATION NO.

KEEP THIS RECEIPT WITH YOU AT ALL TIMES

IT MUST BE PRESENTED IN ORDER TO CHECK OUT LIBRARY BOOKS, GET LOCKER KEY, ATHLETIC TICKET, STUDENT HEALTH TREATMENT, MAKE FEE ADJUSTMENT, AND IN OTHER CASES WHEREIN IDENTIFICATION IS REQUIRED.

UNIVERSITY OF COLORADO-TUITION & FEES

MATRIC. NO. | STUDENT'S NAME | TOTALER | TOTAL ALL FEES | ALPHA. CODE NO.

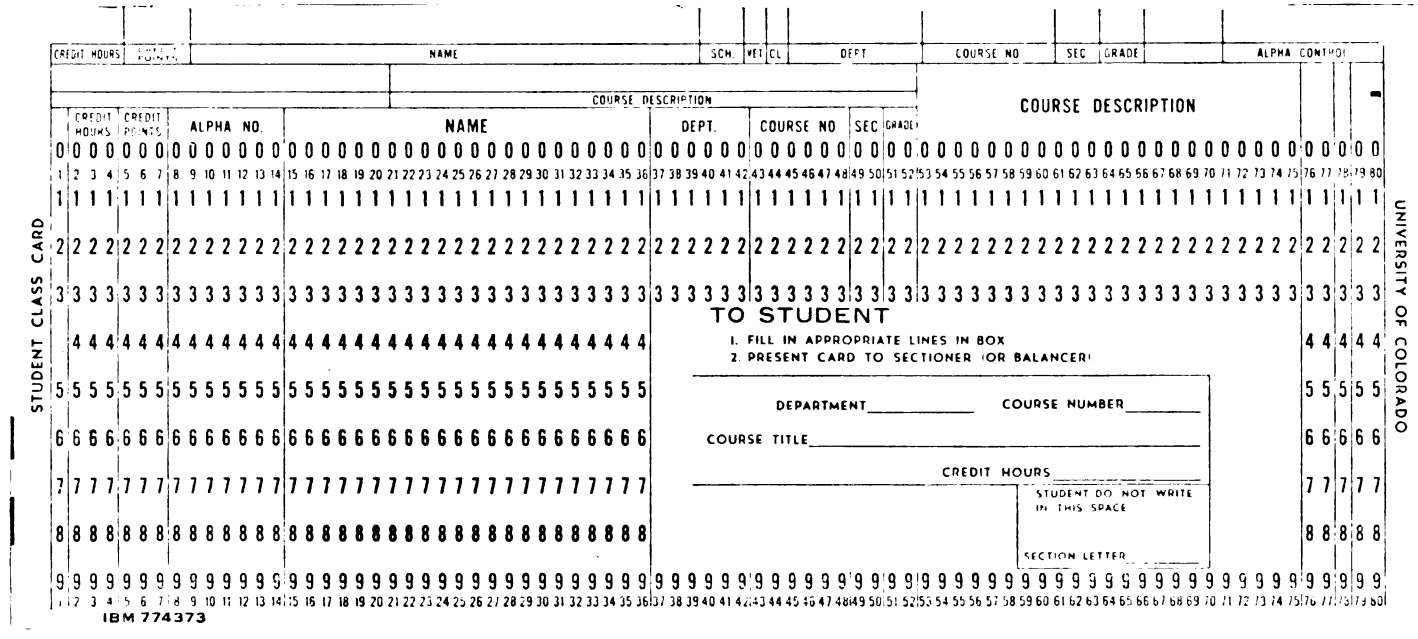
SCHOOL	TUITION KIND	TUITION HOURS	TUITION AMOUNT	APPLIED MUSIC HOURS	APPLIED MUSIC $10	DEPOSITS	OPTIONAL FEES	TOTAL DEPOSITS & FEES
ARTS 0	RESIDENT 0	0	0	HOURS	$10	BIOLOGY $ 1.00 0	COLORADAN $ 0	0
BUS. 1	NON-RESIDENT 1	1	1	1 1		BIOLOGY 3.00 1	THEATRE $ 1	1
ENGR. 2	SCHOLARSHIP 2	2	2	2 2	2	CHEM. 10.00 2	ARTIST SERIES $ 2	2
GRAD. 3	AUDITOR 3	3	3	3 3	3	E. DRAW. 4.00 3	3	3
LAW 4	FACULTY 4	4	4	4 4	4	ART 1.00 4	4	4
MUS. 5	DR. THESIS 5	5	5	5 5	5	H. ECON. 1.00 5	5	5
NURS. 6	MASTER'S THESIS 6	6	6	6 6	6	H. ECON. 2.00 6	LATE REGIS. $ 6	6
PHAR. 7	CAND. FOR DEGREE 7	7	7	7 7	7	PHAR. 5.00 7	OTHER 7	7
8	SCIENCE LODGE 8	8	8	8 8	8	8		8
FEE CLERK	OTHER 9	9	9	9 9	9	OTHER 9		9

PL 2 346 | PL 3 16 | 10 4 WKS. | FIRST 5 5 WK. | SECOND 6 5 WK. | VETS. ONLY | SUMMER QUARTER

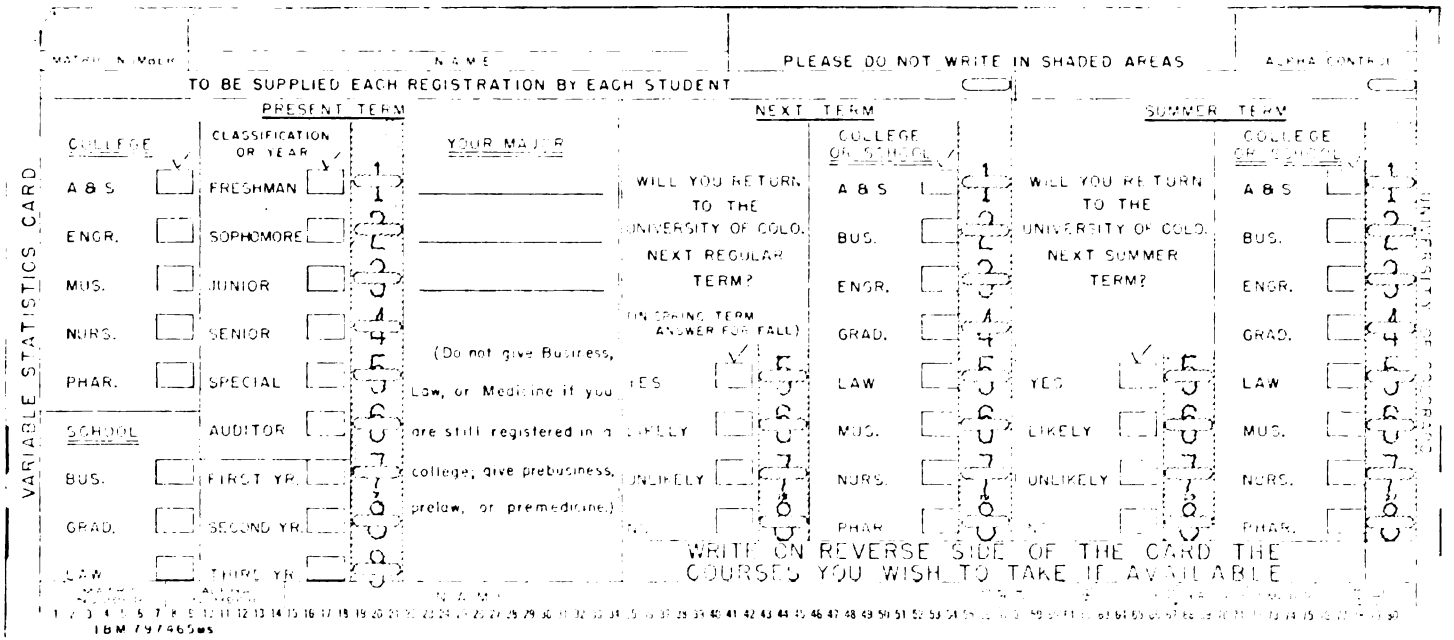
MATRIC. NO. | ALPHA. CODE | NAME | SCH. | BLDG. | HRS. | TUITION AMT. | M.H. | M.A. | DER. | FEES | TOTAL DER.-FEES | REG. | STU. | SEX. | TYPE | DAY | HR. | CASH | TOTAL PAID | SCH. | WI. | TERM

IBM 782364

Fee Charge Card and Fee Receipt


STUDENT CLASS CARD
UNIVERSITY OF COLORADO
CREDIT HOURS
CREDIT POINTS
NAME
SCH.
VET
CL
DEPT.
COURSE NO
SEC
GRADE
ALPHA CONTROL
COURSE DESCRIPTION
ALPHA NO.
DEPT.
TO STUDENT
1. FILL IN APPROPRIATE LINES IN BOX
2. PRESENT CARD TO SECTIONER (OR BALANCER)
DEPARTMENT
COURSE NUMBER
COURSE TITLE
CREDIT HOURS
STUDENT DO NOT WRITE IN THIS SPACE
SECTION LETTER
IBM 774373

Class Card



Variable Statistics Card

University of Colorado
Directory Cards — Boulder Campus

24B200. 8-50-15M.

DIRECTORY CARD FOR ADMISSIONS AND RECORDS **1**

Please Print Entire Card

Date.....

Matric. No.....

College or School.....

Classification (1st yr. etc.).....

Name..... Mr..... (Married...., Single....)
Last First Middle
Miss..... Mrs.....

University Address..... Phone.....
Number Street City

If you use a box number, give approximate address and nearest phone which may be used in an emergency:

.....

Name of Parent, Wife, Husband, or Nearest Relative..... Relationship.....

Address of Parent, Wife, Husband, or Nearest Relative.....
Number Street

.....
City State

NOTE: In order that any emergency message may reach you, promptly notify the Admissions Office, Macky 121, of all changes of address.

OVER OVER

Directory Cards

REGISTRATION CARD

THIS CARD TO BE COMPLETED BY ALL STUDENTS

Name..... Date.....
Last Name First Name Middle Name

Local Address:..... Phone .....

Permanent Address:..... School:.....
(Arts, Eng., Etc.)

Do you expect to drive a car while attending the University?

Check ☐ Yes ☐ No

CAR LICENSE: State..... No.....Make, Type and Year of car:..... If you do not know your license number, report it to the traffic clerk (Macky 4, west basement) within three days or be subject to a fine of $2.00. Read the traffic information enclosed with your registration materials. Students living in the Men's and Women's Residence Halls who wish to park their cars in the dormitory parking areas will be issued dormitory parking permits upon application and payment of $2.00. Other students who qualify for campus parking permits may apply in the Traffic office. Upon payment of a $2.00 fee (or without charge if so indicated in Traffic regulations) a campus parking permit will be issued by the traffic clerk.

Automobile Registration Card

Fill out and leave at appropriate desk in registration room.

STUDENT PERSONNEL RECORD FOR YEAR 19___ — 19__

Name..... Date.....
Last First Middle

School or College: Arts..... Eng..... Mus..... Phar..... Class: Fr..... So..... Jr..... Sr.....
Bus..... Ed..... Jrn..... Nurs.....

Extracurricular Records: Participation in campus activities, recognition through membership, offices held, honors achieved, etc., are becoming increasingly an important part of a student's permanent record. They are especially useful to indicate leadership qualities and special interests and abilities—information which is increasingly sought by prospective employers and others seeking personal references. Check (✓) each activity in which you have participated for the year_____. List offices held.

Check here	I. STUDENT GOVERNMENT		IV. POLITICAL AND STUDY GROUPS
☐	A.S.U.C. Commission	☐	Ethnic Minorities
☐	A.S.U.C. Commission Committee	☐	United World Federalists
☐	A.W.S. Senate	☐	International Relations Club
☐	A.W.S. House of Rep.	☐	Political Groups
☐	Class Officer		V. SOCIAL ORGANIZATIONS
☐	Dorm Officer	☐	Sorority or Fraternity
☐	Dorm Counselor	☐	Independent Club
☐	Independent Student Council	☐	Religious Organization
☐	Panhellenic	☐	Woman's Club
☐	Interfraternity Council	☐	Other
	II. ATHLETICS		VI. HONORARIES
☐	Varsity team (kind)	☐	Phi Beta Kappa

Student Personnel Record

Name..... SUMMER QUARTER
Last First Middle
Boulder Address ..... Phone.....

Class..... Course..... Hours.....

	7:30	8:40	9:50	11:00	1:30	2:40	3:50	5 00
M								
T								
W								
T								
F								
S								

Student Schedule Card

24C135. 6-50-500.

UNIVERSITY OF COLORADO

AUDITOR'S CARD

..... Term, 19.....

For..... **weeks ending**.....

_____
(Name)

on presentation of this card to the instructor is entitled to admission as an auditor to classes for the term named above, except for those classes which are overcrowded. This card permits use of the library but does not give the privilege of taking part in recitations or examinations for credit, admission to games, or health service.

Cancelled if Transferred _____
Director of Admissions

Auditor's Card

University of Colorado

TICKET-OF-CLASS-ADMISSION

for

Students Who Register Late

To Instructor for .....:
Dept. Course Number Section

The student named (.....)
Last First Middle

registered for this class after your Class-Roll sheet was prepared. Please admit student to class and add name to your Class-Roll.

Signature.....
Sectioning Official for Department Shown Above

24C142. 5-51-10M.

Ticket of Late Admission

UNIVERSITY OF COLORADO RECORDS COPY

CHANGE OF SCHEDULE FORM

Change Fee: $1 For Each ADD, $1 For Each DROP, $1 For Each SECTION Change

LAST Copy MUST be Legible Print Carefully

Matric. No. _____ Semester or Term _____ Mo. Day Year _____

Last Name _____ First _____ Middle _____

College or School _____ Are you enrolled under a Vet's. Bill? _____

	Dept.	Course No.	Section	Instructor	Credit	Grade
DROP						Pass. or Fail.
ADD						(Instruc. Circle)

Reason for change _____

PROCEDURE: (1) Get Req'd Signatures Indicated Below, (2) Turn in This Slip at Macky 121, (3) Pay Fee at Macky 102.

Inst. of Crs. Dropped _____

Inst. of Crs. Added (Req'd in Engineering only) _____

Advisor _____
or
Dept. Head in Engineering _____

Dept.-Sectioner if a Course is Added _____

Dean _____

Vet. Officer if Student is a Veteran _____

24P5-76 - 4-51 - 20M

Change of Schedule Form

UNIVERSITY OF COLORADO

FEE CHANGE NOTICE

Name _____
Last First Middle

Matric. No _____ Date _____

Term _____

School or College _____

Boulder Address _____

Fee Adjusted By _____

Refund of $ _____

Received By _____

24P4-191 10-50-10M

BUSINESS OFFICE

Item	Additions		Refunds	
Tuition—Resident				
Tuition—Nonresident				
Applied Music				
Deposits				
Change Fee (Drop, Add or Section $1)				

Reason for Fee Change:

Fee Change Notice

GRADE REPORT
UNIVERSITY OF COLORADO
Boulder, Colorado

ADMISSIONS AND RECORDS
GRADING SYSTEM

GRADE	CREDIT POINTS PER EACH HOUR OF CREDIT
A - Superior	4
B - Good	3
C - Fair	2
D - Minimum Passing	1
F - Failed	0
P - Passed	—
I - In Progress	—
IC - Incomplete, Examination Required for Credit	—
CN - Conditioned, Examination Required for Credit	—
NC - No Credit Desired	—
W - Withdrew Passing, No Credit	—

SEMESTER CODE

1 - Fall
2 - Spring
3 - Full Summer
4 - 1st Summer Term Only
5 - 2nd Summer Term Only

(P) - F

THIS IS NOT AN OFFICIAL RECORD FOR THE TRAN

COURSE TITLE

Grade Report

245197. 7 50 500.

University of Colorado

Report on Group Averages

Academic Year 1949-50

GENERAL	Fall Av.	Winter Av.	Spring Av.	Average Number Students for year	Yearly Av.
*All Students	1.37	1.44	1.47	7712	1.421
All Men	1.37	1.41	1.46	5181	1.410
All Women	1.38	1.47	1.49	2531	1.446
All Arts and Sciences Students	1.29	1.33	1.38	4239	1.331
Arts and Sciences Men	1.23	1.27	1.34	2303	1.279
Arts and Sciences Women	1.35	1.40	1.44	1936	1.394
Arts and Sciences Unclassified	1.73	1.46	1.82	27	1.669
Arts and Sciences Entering Freshmen	1.15	0.95	1.22	1014	1.142
Arts and Sciences Entering Transfers	1.21	1.16	1.03	555	1.192
Arts and Sciences Freshmen	1.12	1.17	1.20	1102	1.161
Arts and Sciences Sophomores	1.26	1.32	1.30	1205	1.293
Arts and Sciences Juniors	1.30	1.33	1.43	990	1.351
Arts and Sciences Seniors	1.50	1.55	1.64	915	1.562
All Engineering Students	1.47	1.49	1.56	1893	1.508
Engineering Men	1.47	1.49	1.56	1876	1.505
Engineering Women	1.82	1.71	1.94	17	1.812
Engineering Unclassified Students	1.50	1.92	1.21	18	1.511
Engineering Entering Freshmen	1.31	1.17	0.18	262	1.293
Engineering Entering Transfers	1.31	1.21	1.14	248	1.280
Engineering Freshmen	1.26	1.27	1.35	281	1.292
Engineering Sophomores	1.39	1.37	1.39	369	1.382
Engineering Juniors	1.40	1.40	1.44	531	1.412
Engineering Seniors	1.67	1.71	1.81	694	1.729
All Music Students	1.78	1.80	1.89	202	1.822
Music Men	1.84	1.88	2.03	88	1.911
Music Women	1.73	1.75	1.78	114	1.753
Music Unclassified Students	1.59	1.93	1.90	3	1.844
Music Entering Freshmen	1.77	1.05	.....	44	1.680
Music Entering Transfer Students	1.92	1.40	3.00	26	1.851
Music Freshmen	1.72	1.68	1.76	58	1.720
Music Sophomores	1.70	1.81	1.84	45	1.780
Music Juniors	1.67	1.66	1.73	45	1.684
Music Seniors	2.04	2.08	2.20	51	2.103
All Pharmacy Students	1.33	1.54	1.42	378	1.428
Pharmacy Men	1.31	1.51	1.40	328	1.402
Pharmacy Women	1.47	1.73	1.55	50	1.587
Pharmacy Unclassified Students	2.20	.....	.....	1	2.200
Pharmacy Entering Freshmen	1.06	0.80	0.19	45	1.017
Pharmacy Entering Transfer Students	1.23	1.38	1.04	64	1.230
Pharmacy Freshmen	0.99	1.14	1.09	57	1.117
Pharmacy Sophomores	1.23	1.39	1.16	119	1.260
Pharmacy Juniors	1.37	1.62	1.56	96	1.516
Pharmacy Seniors	1.59	1.86	1.66	105	1.702
All Nursing Students (Denver & Boulder)	1.35	1.67	1.56	361	1.563
Nursing Men	.....	1.45	0.93	5	1.204
Nursing Women	1.35	1.67	1.57	356	1.566
Nursing Unclassified Students	0.99	1.69	1.53	97	1.616
Nursing Entering Freshmen	1.24	1.19	.....	41	1.235
Nursing Entering Transfer Students	1.31	1.71	1.44	230	1.519
Nursing Freshmen	1.24	1.55	1.39	77	1.409
Nursing Sophomores	1.27	1.49	1.35	85	1.383
Nursing Juniors	1.62	1.80	1.80	58	1.767
Nursing Seniors	1.74	2.11	1.88	44	1.943

*Exclusive of the Graduate School and School of Medicine.

UNIVERSITY OF COLORADO
Boulder, Colorado

Matric. No.
Degrees Co

UNIVERSITY OF COLORADO
Boulder, Colorado
PERMANENT RECORD CARD

Matric. No. Name:

Degrees Conferred, Date, Major

Course Title	Dept.	Number	Credit	Grade	Points

Place of Birth

Date of Birth

Name, Address, Parent or Relative

H. S. From Which Admitted

H. S. Graduation Date

H. S. Units Accepted

English	French	Latin	Spanish

Other Lang.	Hist. or Soc. Sci.

Algebra	Geom&Trig	Chemistry	Physics

Add. Academic	Non-Academic

Admitted

Permanent Record Card and Dean's Record