

Finding Aid for the Office of the Registrar Records,
Registration Records, 1985-2005



Collection Number: RG 45/1

Archives & Special Collections

William F. Maag, Jr. Library
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Descriptive Summary

Title:	Office of the Registrar Records, Registration Records, 1985-2005
Record No.:	RG 45/1
Accession No.:	UA 2008.05
Creator:	Office of the Registrar
Extent:	1 box, .3 cubic feet
Abstract:	The records contain information pertaining to registration programs such as SOAR/EARLY as well as information on SOLAR and survey conducted during the 1980's about registration.

Administrative Information

Provenance:	Office of the Registrar
Preferred Citation:	Office of the Registrar Records, Registration Records, 1985-2005, RG 45/1, Archives & Special Collections, William F. Maag, Jr. Library, Youngstown State University, Youngstown, Ohio.
Restrictions:	None
Processing Information:	Processed by Lisa Marie Garofali, January 2008

Biographical Sketch

The Office of the Registrar handles all aspects of university business relating to student records and registration. Its mission statement is as follows¹:

The Office of the Registrar, a department within the Enrollment Services unit, provides quality service to our students within all areas related to registration and records activities. We maintain an accurate permanent record for each student. The Office of the Registrar provides necessary information to the University Community and outside agencies in an efficient manner while consistently administering FERPA regulations.

¹ "Office of the Registrar, Records and Registration." Online Posting. Retrieved 6 Nov 2007 <<http://www.ysu.edu/records/welcome.html>>

The Office of the Registrar is located in Jones Hall (records) and in Meshel Hall (registration) on the YSU campus and can also be contacted through its website at <http://www.ysu.edu/records/> The website has various features on it including information on registration, re-admission, request for a transcript, military activation, graduation, important dates and FERPA. Orientation programs, however, such as SOAR/EARLY are organization through Student Affairs and the Center for Student Progress.

Scope and Content Note

The records were created by the Office of the Registrar and came into possession of the YSU Archives and Special Collections. The materials contain two series. Series I deals with Registration and has sub-series SOAR/EARY Programs and SOLAR. SOAR/EARLY Programs contain information from the years 2001-2005. A majority of the information are various flyers, handouts, meal vouchers, and schedules of the orientation. The SOLAR sub-series contain a report from 1993 by Dr. Harold Yiannaki as well as two handouts about how to use the program. Series II contains the Subject files of the records from 1985, 1987, and 2004. This series contains an announcement of the YSU Bulletins, and two surveys of registration satisfaction and report scheduling.

Series Description

Series I:	Registration
Series II:	Subject files

Related Materials

Undergraduate Bulletins/Catalogues
Graduate Bulletins/Catalogues
Academic Calendars
Majors, Certificates and Tracks Offered for the Undergraduate
Graduate Degrees and Certificate Programs
YSU and Metro College Maps

Index Terms

SOLAR (Student Online Advisement and Registration System)
Family Educational Rights and Privacy Act (FERPA)
SOAR (Student Orientation, Advisement and Registration)
EARLY Advisement and Registration
ACT Assessment
FAFSA (Free Application for Federal Student Aid)
YSU Bulletins
Jeanne Herman
Enrollment Services
Transcripts
Office of Records and Registration
Harold Yiannaki
Application deadline
Universities and colleges -- United States -- Admission -- Handbooks, manuals, etc.
Colleges and Universities
Re-enrollment

BOX 1

SERIES I: REGISTRATION

Folder	Content
1	SOAR/EARLY Programs, 2001-2005, undated
2	SOLAR, 1993, undated

SERIES II: SUBJECT FILES

Folder	Content
3	YSU 2004-2005 Bulletin Announcement, 2004
4	Registration Satisfaction Survey, Spring 1985
5	A Report Scheduling Survey, Mar. 1987