

Finding Aid for the Office of the Registrar Records,
Schedule of Classes, 1951-2008



Collection Number: RG 45

Archives & Special Collections

William F. Maag, Jr. Library
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Descriptive Summary

Title:	Office of the Registrar Records, Schedule of Classes, 1951-2008
Record No.:	RG 45
Accession No.:	UA 2007.26
Creator:	Office of the Registrar
Extent:	2 boxes, 3 cubic feet
Abstract:	The Office of the Registrar's Schedule of Classes contains a complete listing of classes available to students each semester.

Administrative Information

Provenance:	Office of the Registrar
Preferred Citation:	Office of the Registrar, Schedule of Classes, 1951-2008, RG 45, Archives & Special Collections, William F. Maag, Jr. Library, Youngstown State University, Youngstown, Ohio.
Restrictions:	None
Processing Information:	Processed by Lisa Marie Garofali, November 2007

Biographical Sketch

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

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 regulations¹.

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

The Schedule of Classes is published and made available to students every semester to assist in class registration. Each edition contains course listing (and occasionally the instructor teaching the class), meeting days and times, building numbers and codes, maps, important dates for the semester, and usually tentative schedules for the up-coming semesters and the schedule for finals. Besides the printed form, the Schedule of Classes is accessible online at <http://cfweb.cc.yzu.edu/schedule/intro.cfm>

Scope and Content Note

The collection originated in the Office of the Registrar, and then was transferred to the circulation area at Maag library for public use. The materials were then deposited with Archives and Special Collections. The collection is arranged in two series. Series I, the Schedule of Classes, is the bulk of the collection. It covers the years 1951-2008; however, there are gaps between 1951 and 1967 and no materials between 1967 and 1979. Series II contains an information guide for students when the University was converting from quarters to semesters in 2000.

Series Description

Series I:	Schedule of Classes
Series II:	Quarters to Semesters

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

Quarters
Semesters
Course Listing
Permits
Audit
Credit
GER (General Education Requirements)
Conference Courses
SOLAR Registration System
Permits
Tuition and Fee Schedule
Students Records Policy
Family Educational Rights and Privacy Act (FERPA)

BOX 1

SERIES I: SCHEDULE OF CLASSES

Folder	Content
1	Fall 1951-Fall 1967
2	Spring 1979-Fall 1979
3	Winter 1980-Fall 1980
4	Winter 1981-Fall 1981
5	Winter 1982-Fall 1982
6	Winter 1983-Fall 1983
7	Winter 1984-Fall 1984
8	Winter 1985-Fall 1985
9	Winter 1986-Summer/Fall 1986
10	Winter 1987-Summer/Fall 1987
11	Winter 1988-Summer/Fall 1988
12	Winter 1989-Summer/Fall 1989
13	Winter 1990-Summer/Fall 1990
14	Winter 1991-Summer/Fall 1991
15	Winter 1992-Summer/Fall 1992
16	Winter 1993-Summer/Fall 1993
17	Winter 1994-Summer/Fall 1994
18	Winter 1995-Summer/Fall 1995
19	Winter 1996-Summer/Fall 1996
20	Winter 1997-Summer/Fall 1997
21	Winter 1998
22	Spring 1998
23	Fall 1998
24	Winter 1999-Summer/Fall 1999

BOX 2

Folder	Content
1	Winter 2000-Spring/Summer 2000
2	Fall 2000
3	Spring 2001
4	Summer/Fall 2001
5	Spring/Summer 2002
6	Fall 2002-Spring/Summer 2003 Pt. 1 of 2
7	Fall 2002-Spring/Summer 2003 Pt. 2 of 2
8	Summer/Fall 2003
9	Spring/Summer 2004
10	Summer/Fall 2004
11	Spring/Summer 2005
12	Spring 2006
13	Summer/Fall 2006
14	Spring 2007
15	Summer 2007-Fall 2008

SERIES II: QUARTERS TO SEMEMSTERS

16 Student Information Guide, Fall 2000