

Extent: 4 cu. ft.; 2 oversize ledgers

Inclusive dates: 1893-1970 **Bulk dates:** 1940-1955

Provenance: Office of the Registrar

Access: There are no restrictions on access.

Processing: Buddy Amaker, student assistant; Karen Bates, Library Technical Assistant.
This finding aid was revised and updated in April 2002.

Administrative history:

Name: Office of Admissions and Registration

Date established: Academic year 1961-1962

Previous agency:

- Office of the Registrar, 1901-1961

Subsequent agency:

- Office of Admissions, Registration, and Financial Aid, 1966-1975
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Administering agency:

- Vice-President for Student Affairs, 1985-1988
- Vice-President for Academic Affairs and Provost, 1996

Agencies administered:

- Financial Aid Office
- Records and Registration
- Undergraduate Admissions

Source: CU Faculty Manual

Scope and content:

This series contains the files of the Office of the Registrar and spans the years 1893-1970. Items in this series consist primarily of annual reports, enrollment reports, grade distributions, and timely information on demographic trends and other matters affecting

admissions expectations and proposals. There are also rolls of students who attended Clemson College during the 1890s.

Folders on annual reports detail the work of the registrar's office which included keeping class records, administering National Youth Administration jobs, compiling alumni addresses and grade distributions by schools, departments and instructors. Class attendance regulations are also included as well as enrollment listed by county and states; salary changes, new positions, budgets and salary rolls, and laborers. A considerable number of files concerning graduation contain programs, an outline of procedures for graduation exercises, a list of candidates for degrees, rental order blanks for academic regalia and final committee grade point ratios of honor graduates. Other files include a roster of students who failed to meet eligibility requirements to maintain their class enrollment, a report of why students attended Clemson, the litigation and admission of Harvey Gantt who was the first Black student to be admitted to Clemson, and a list of students who were casualties of World War I.

Individuals who have held the position of Registrar include: Augustus Shanklin (1902), J. C. Littlejohn (1914), William H. Washington (1930), Gustave Ernest Metz (1940), Kenneth N. Vickery (1960), Reginald J. Berry (1984), Stanley B. Smith (1984), and Michael R. Heintze (1987).

The files were originally arranged alphabetically and chronologically within each file; later additions were not incorporated into the original arrangement, but have been appended to the end of the folder inventory. For a list of subjects, see the "Folder Inventory" that follows.

Subject headings (LC 12th edition):

- Clemson University--Admission of students
- Clemson University--Admissions
- Clemson University--College integration
- Clemson University--Enrollment
- Clemson University--Tests and testing
- Clemson University--Buildings--Sirriner Hall
- Education--South Carolina
- Gantt, Harvey Bernard, 1943--

Added entries:

- Clemson Alumni corporation
- Clemson University Athletic council
- Clemson University Board of Visitors
- Emerson Engineers

Separation list

Oversize

1. Ledgers of cadets enrolled, 1900-1902, two volumes
2. Schedule of courses, first semester, 1952-1953

Folder Inventory

Folder	Title
1	Acceleration of Programs, 1951
2	Admissions Committee
3	Air Force-Contract and Questionnaire Annual Report
4	1930-1931
5	1931-1932
6	1932-1933
7	1933-1934
8	1934-1935
9	1935-1936
10	1936-1937
11	1937-1938
12	1938-1939
13	1939-1940, March
14	1939-1940
15	1940-1941
16	1942
17	1942-1943
18	1943-1944
19	1944-1945
20	1945-1946
21	1946-1947
22	1947-1948
23	1947-1948, part 2
24	1948, Special Report
25	1948-1949
26	1948-1949, part 2
27	1949-1950
28	1949-1950 [statistics]
29	1950-1951
30	1950-1951 [statistics]
31	1951-1952
32	1951-1952 [statistics]
33	1953
34	1952-1953 [statistics]
35	1954, May
36	1953-1954 [statistics]

37	1954-1955
38	1954-1955
39	1955-1956 [statistics]
40	Army ROTC Board on Deferments Army Specialized Training Program
41	1943-1944
42	1944-1945
43	Athletes-A Statistical Study of Eligible Athletes, 1951-1952 Athletic Council
44	1949-1950
45	1950-1951
46	1951-1952
47	1952-1953
48	1953-1954
49	1953-1954
50	1954-1955
51	1954-1955
52	Benge Associates
53	Blue Slips and Credit Hours Passed, 1952-1953
54	Board of Visitors, 1952-1954
55	Cadet Exchange, 1902-1904
56	Cadet Regulations, 1951-1953
57	Catalog Committee, 1951-1953
58	Clemson Alumni Corporation, 1949-1951
59	Clemson College Human Relations Research and Service Center, 1950
60	Clemson House Campaign, 1950
61	Committee of Nine to Study Higher Education in S.C., 1951 Communications with Consultants
62	Nov. 30, 1954
63	Part 2
64	Part 3
65	Concert Committee, 1952-1953
66	Concert Series
67	Cotton Grading Summer Course
68	Counseling Program
69	Cresap, McCormick & Paget Report, 1961
70	Curriculum Changes, 1953-54
71	Curriculum Committee, 1951-1955

72	Curriculum Committee Manual
	Deans and Directors - Misc.
73	1930
74	1947-1948
75	1949
76	1950
77	1951
78	1952
79	1953
80	1954
81	1955
	Dedication of Serrine Textile Building
82	September-October 1951
83	November 1951
84	Deficient Students
85	Diploma Practices, 1955
86	Education Council, 1955-1956
87	Emerson Engineers, Management Counselors
88	Enrollment Report, 1940
89	Ethics and Religion Committee
90	Evaluation of Transfer Credits, 1949-1950
91	Extension Work, 1947-1948
92	Facilities Report, 1951
93	1951, part 2
	Faculty Bulletins
94	1949-1950
95	Planning for 1949
96	Faculty Handbook Committee, 1949
97	Faculty Roster, 1952-1953
98	Farmer's Week, 1952-1953
	Gantt, Harvey
99	Admission
100	Collected material
101	Litigation, 1962
102	Part 2
103	General Education Board Scholarship Committee, 1950-1951
104	Part 2
	Grade Distribution
105	1920-1921
106	1920-1921

107	1923-1930
108	1930-1935
109	Other Colleges
110	Grade Distributions in Land Grant Colleges, 1951-1952 Grade Point
111	Ratios, 1947
112	System Proposed Changes
113	System Study, 1952 Graduate Committee
114	1945-1953 Minutes
115	1953-1954
116	Graduate School Bulletin, 1950 Graduation Exercises
117	1948-1950
118	1951-1952
119	1953, February
120	1953, June
121	1953, August
122	1954, February
123	1954, June
124	1954, August
125	1955, January
126	1955, June
127	1955, August
128	1956, January
129	1956, June
130	1956, August
131	1957, June
132	1958
133	1959
134	1960
135	1961
136	1962
137	1963
138	1964
139	1965
140	1966
141	1967
142	1968
143	1969

144	1970
145	Hourly Class Load, 1953-1954
146	Mid Sem. Report (Unsatisfactory Grades), 1950-1951
147	National Energy Staff, 1950
148	Negro Applicants
149	Off Campus Center, Savannah River Project, 1952
150	Personal Rating System, 1925, 1951
	Public Higher Education in S.C. Survey, 1945
151	Course Description
152	Curriculum & Instruction
153	Faculty Organization
154	Institution's - Study of Problems
155	Personnel Service, Students
156	Report
157	Resource Use - Education
158	Teacher Education
159	Publications
160	Quality Requirements for Graduation, 1953-1954
161	Rank in Class for Selective Service, 1954-1957
162	Registrars Office Dispatch
163	Religious Emphasis Week, 1952-1953
164	Registration, Suggestions for Retention and Withdrawal Study
165	Office of Education Correspondence
166	Student Correspondence
167	Working Papers
168	Rhodes, S.R. - Distinguished Service Scroll, 1951
169	South Carolina Assoc. of Collegiate Registrars
	Southern Association of Colleges and Secondary Schools
170	Report, 1953-1954
	Special Report to the President
171	1944-1946
172	1947-1948
173	1949-1952
174	1954
175	1955
176	State Department of Education 1954-1955
177	State Development Board
178	Statistics and the Registrar, 1953
179	Study Centers in Oconee County, 1922-1923
	Summer School

180	1905,1906,1919, 1920, 1921,1935,1938
181	1943-1944 Summer Session
182	1945-1951
183	Teaching Load Report, 1959-1960
184	Teaching Load Study, 1953
185	Textile Graduates Study, 1955
186	Why Students Choose Clemson, 1954
187	World War I — Collected Materials
188	Roster Student Service Records
189	A
190	B
191	C- Ch
192	Cl - Co
193	Cr - Cu
194	D
195	E - F
196	G
197	H
198	I - J
199	K - L
200	M
201	N - P
202	Q - R
203	S
204	T- V
205	W - Wi
206	Wo - Wz War Dead
207	A - H
208	R- W
209	Index to students seeking admission, 1899
210	List of students attending Clemson College, 1893-1899
211	Roll of students, 1894 [ledger]