

RECORD GROUP 4

Academic Affairs, 1911-

This division is one of the oldest of the University community. Beginning as College Secretary in 1911, the unit office evolved as Prefect, Moderator, Dean, Vice-President of Studies and Dean of Discipline. In 1952, the current title of Academic Vice-President was established as the highest University officer charged with overseeing all academic divisions.

Today this record group includes publications such as catalogs, the literary journal *Attic Salt*, and newsletters such as *News Notes* and *Loyola Life*.

Also included in this record group are correspondence and report files from the Vice-Presidents, Registrars, Librarians, Directors and others. There is a substantial artificial collection of unpublished narratives, journal articles and news clippings pertaining to local Westchester and del Rey history in the records of the Library.

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Record Series G: University Registrar

SERIES 1: HENRY E. BOESCH, S.J., 1915?-1916

SERIES 2: ISABELLE R. SCHNEIDERS, 1927-1939

Statistics, 1933

Poster, c1934

Statistics, 1935-

Student tuition report, ca. 1935

Evening division course descriptions: brochure, 1936

SERIES 3: CATHERINE F. EMENAKER, 1940-1980

"Student roster: 1935-1942": bound mimeographs, 1943

Downtown College Evening Division: schedule of classes, 1946

Student roster, 1946

Distribution of Summer School Students, 1947-1949: report, 1949

Enrollment statistics, Fall 1949: report, 1949

Grade analysis by instructor: compilation, Fall 1949

Summary of Statistics: report, Fall 1949

Summary of Statistics: report, Summer 1949

Summer School course and institute offerings: lists, 1949

War Orphans Scholarships, Inc.: cor.; news release; notes, 1949

Student population: reports, 1949; 1950; 1952; 1987; 1988

[Large Oversize]

"Loyola University of Los Angeles": recruitment poster, ca. 195?

[MS 4G]

Enrollment: report, Spring 1950

Enrollment: report, Fall 1950

Enrollment: report, Spring 1951

Enrollment: report, Fall 1951

Mid-Term Reports: memo., 5 Nov 1951

Enrollment statistics: memo., Spr 1952

Enrollment statistics: report, Fll 1952

Enrollment statistics: report, Spr 1952

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Summer School statistics, 1952

Class lists: memo., 6 Feb 1953

Enrollment statistics, Spring 1953: report, 1953

Enrollment statistics, Fall 1953: report, 1953

Projections, 1953

Enrollment statistics, Spring 1954: report, 1954

Enrollment statistics, Fall 1954: report, 1954

Fall Student Enrollment 1946 to 1953 and Forecast of Enrollment for the Fall of 1954: report, Feb 1954

College of Arts and Sciences registration: report, Fall 1955

College of Business Administration: reconciliation of student registration - Spring 1954 and Fall 1954; cor.; report, Jan 1955

Enrollment Projections at Loyola University In the Undergraduate Division: report, 1955

Enrollment statistics: lists and reports - Fall, 1955

Enrollment statistics: lists and reports - Spring, 1955

Summary of Registration Statistics, Spring 1955: compilation, 1955

College of Arts & Sciences: registration report, Spring 1956

Enrollment statistics: lists and reports - Spring, 1956

Enrollment statistics: lists and reports - Fall, 1956

Student distribution by major: lists, Spring 1956

Summary of Registration Statistics, Spring 1956: compilation, 1956

College of Arts & Sciences: registration report, Spring 1957

Enrollment projection: report, Jul 1957

Enrollment statistics: lists and reports - Spring, 1957

Enrollment statistics: lists and reports - Fall, 1957

Student statistics and profiles, Spring 1957

College of Arts & Sciences: registration report, Spring 1958

Enrollment statistics: lists and reports - Spring, 1958

Enrollment statistics: lists and reports - Fall, 1958

Evening Division: brochures, 1958

Jesuit California Province: enrollments by divisions and majors; report, 1958

SAT scores analysis: reports, 1958

Student statistics and profiles, Fall 1958

Distribution of Summer School Students, 1947-1959: report, 1959

Student roster, Spr 1959

[MS 4G3]

Distribution of Summer School Students - 1947-1959, 1959
Enrollment statistics: lists and reports - Spring, 1959
Enrollment statistics: lists and reports - Fall, 1959
SAT study, 1959
Student rosters, statistics and honor rolls, Spring 1959

[MS 4G3]

Summary of registration statistics, Fall: report, 1959
Undergraduate statistics: report, 1959

Enrollment statistics: lists and reports - Spring, 1960
Enrollment statistics: lists and reports - Fall, 1960
Graduate student roster, 1960
Honor roll, Spr 1960

Projections, 1961
Retention of Records: policy statement, 23 Mar 1961

Society of Jesus California Province: California State Scholarship Program;
cor., 1961

Student aid student roster, 1961
Student rosters, statistics and honor rolls, Fall 1961
Student rosters, statistics and honor rolls, Spring 1961

College of Arts and Sciences enrollment statistics, 1958-1962: report, 1962
Course counts: compilation, 1962?
"High School Recruitment Annual Report 1962-1962", ca. 1962
SAT scores: statistical reports, 1962

Society of Jesus California Province: tri-university enrollment study, Nov
1962

Student rosters, statistics and honor rolls, Fall 1962
Student rosters, statistics and honor rolls, Spring 1962
Summer statistics, 1962

Honor roll, statistics and student rosters, Spring 1963

Class counts, honor roll, residents phone list, statistics, student rosters,
tentative class schedules, Fall 1963

Loyola High School: college distribution of the Class of 1963; list, 1963

[MS 4G3/2]

Candidates for degrees, class counts, honor roll, residents phone list,
statistics, student rosters, tentative class schedules, Spring 1964

Enrollment statistics - Fall: reports, 1964
Statistics, Fall 1964

Class counts, student rosters, summary of registration statistics, transfers and withdrawals, Fall: lists, 1965

Enrollment statistics - Fall: reports, 1965

Enrollment statistics - Spring: reports, 1965

Freshman honors, mailbox rosters and summary of registration statistics: lists, Spring 1965

Class schedules: draft, 1966

[MS 4G3/2]

Class counts, enrollment by colleges, foreign students, freshman profile, grade study, high school applicants, mailbox roster, summary of registration statistics, transfers and withdrawals, Fall: lists, 1966

Enrollment statistics - Spring: reports, 1966

Statistics for Province Master-planning: report, 1966

Student rosters and summary of registration statistics, Spring: lists and reports, 1966

United States Department of Education: survey questionnaires, 1966-1970

[MS 4G3/3]

American Council on Education: "Statement on Confidentiality of Student Records", 1967

Class count, Fall: lists, 1967

Cor., 1967-

Enrollment by colleges, graduate roster, mailbox roster, summary of registration statistics, transfers and withdrawals, Spring: lists, 1967

Enrollment statistics - Fall: reports, 1967

Registration statistics: report, 1967-1968

Resident grade point averages, student phone list and summary of registration, Spring 1967

Schedule of Classes, 1967

Summary registration statistics and telephone list, Fall: report, 1967

Summer Session statistics: report, 1967

Classes with mixed (LU or MC) students - Fall: reports, 1968

Cor., 1968

Department of Education enrollment, faculty and organizations mail box addresses, student roster and telephone list, Winter: lists and reports, 1968

Enrollment statistics - Fall: reports, 1968

Enrollment statistics - Spring: reports, 1968
Enrollment statistics - Winter: reports, 1968
New releases, 1968
Registration statistics and telephone list, Spring: report, 1968

Cor., 1969
Enrollment statistics - Fall: reports, 1969
Enrollment statistics - Spring: reports, 1969
Enrollment statistics - Winter: reports, 1969
Loyola University classes with ten or less students: list, 1969
Marymount College classes with ten or less students: list, 1969

[MS 4G3/4]

Enrollment projections and space allocations, Fall 1970: cor.; reports, 1970
Enrollment statistics - Winter: reports, 1970

Loyola University classes with mixed groups of students, Fall 1970: list,
1970

Loyola University classes with mixed groups of students, Spring 1970: list,
1970

Loyola University classes with non-mixed groups of students, Spring 1970:
list, 1970

Loyola University graduate student roster: compilation, 1970

Marymount College classes with mixed groups of students, Fall 1970: list,
1970

Marymount College classes with mixed groups of students, Spring 1970: list,
1970

Marymount College classes with non-mixed groups of students, Fall 1970:
list, 1970

Marymount College classes with non-mixed groups of students, Spring 1970:
list, 1970

New Faces, Buildings, Activities at Loyola - Marymount: summary, 1970
Space allocation, 1970
Projections, Fall 1970
Summary of registration statistics, Spring 1970: report, 1970
Summary of registration statistics, Fall 1970: report, 1970

Enrollment statistics - Winter: reports, 1971
Marymount student originally from Palos Verdes: memo., 1971
Summary of registration statistics, Spring 1971: report, 1971
Summary of registration statistics, Fall 1971: report, 1971

Enrollment of international students in the Graduate Division: report,
1972?
Enrollment statistics - Fall: reports, 1972

Sample registration forms, 1972
Summary of registration statistics, Winter 1972: report, 1972
Summary of registration statistics, Spring 1972: report, Apr 1972
Supplemental statistics, Summer 1972: report, Jul 1972

Cor. and memo., 1973

Enrollment by majors, registration figures and student and course counts:
compilations, 1973

Enrollment statistics - Winter: reports, 1973
Statistical report, Spr 1973

Summaries of registration statistics - Fall 1972 and Fall 1973: report, Nov
1973

Summary of registration statistics - Fall 1973: report, Oct 1973

[MS 4G3/4]

Cor. and memo., 1974
Part-time program: statistical compilation, ca. 1974
Statistical enrollment report, Oct 1974
Summary of registration statistics - Spring 1974: report, Mar 1974
Summary of registration statistics - Fall 1974: report, Sep 1974

Enrollment statistics - Fall: reports, 1975
Enrollment statistics - Spring: reports, 1975
Full-time undergraduate enrollment, 1914-1974: compilation, 6 Mar 1975

"Institutional Policy for Compliance with the Family Educational Rights and
Privacy Act of 1974, as amended": report, 1 Jan 1975

Enrollment statistics - Fall: reports, 1976
Freshman profiles: reports, 1976-1981
Official registration statistics, Fall: report, 1976

Preliminary enrollment by majors and registration statistics, Fall 1976:
reports, 1976

Student withdrawals: report, Fall 1976
Cor., 1977
Enrollment reports and non-returning students statistics, 1977
Enrollment statistics - Spring: reports, 1977
Summary of official registration statistics - Fall 1977: report, Oct 1977

[MS 4G3/5]

Association of Jesuit Colleges and Universities FACT FILE Issue #19:
Undergraduate Ethnic Minority Enrollments in Jesuit Colleges & Universities,
1972 and 1976; compilation, 1 May 1978

Enrollment projections, Fall: reports, 1978

Enrollment statistics, 1914-1978: report, 1978
Ethnic students (registration) breakdown, 1972 and 1976: report, May 1978
Preliminary registration statistics: report, Spring 1978
Preliminary registration statistics and student flow: reports, Fall 1978

Tanaka retirement party, Dorothy: invitation, 1978
Statistical breakdown by college - Fall 1978: report, Oct 1978
Student flow report, Oct 1978
Summary of official registration statistics - Spring 1978: report, Mar 1978
Summary of official registration statistics - Fall 1978: report, Oct 1978

Undergraduate Enrollment by Ethnic Origin, 1973 and 1978: statistical
compilations, 1978

Cor. and memos., 1979
Enrollment targets of Westchester, 1980-81: memo., Oct 1979
Preliminary registration statistics, Loyola Law School: report, Fall 1979
Preliminary registration statistics: report, Fall 1979
Questionnaire on Future Undergraduate Enrollment: memo., 1979
Student flow report, Mar 1979
Summary of official registration statistics - Fall 1979: report, Oct 1979
Summary of official registration statistics - Spring 1979: report, Mar 1979

[MS 4G3/5]

Cor. and memos., 1979-1980

SERIES 4: ROSENIA ST. ONGE, 1980 TO PRESENT

Cor. and memo., 1980

Minority enrollment: partial data and incomplete report, 1979-1980

Saint Mary's College of California: off-campus degrees; cor., Dec 1980

Summary of official statistics - Spring 1980: report, Mar 1980

Summary of official statistics - Fall 1980: report, Sep 1980

Undergraduate Enrollment by Ethnic Origin, 1975 and 1980: graph and partial text, 1980

Association of Jesuit Colleges and Universities: Admission Data from 28 Jesuit Colleges and Universities Classified According to AAUP Categories; report, 1981

Cor., 1981

Undergraduate Ethnic Minority Enrollments in Jesuit Colleges & Preliminary registration statistics: report, Feb 1981

SAT pools: reports, 1981

Statistical Breakdown by College: report, Mar 1981

Summary of Registration Statistical Spring 1981: compilation, 1981

Summary of Registration Statistical Fall 1981: compilation, 1981

Jesuit Secondary Education Association: News Bulletin Vol. XII, No. 4; SAT Report on Jesuit Schools, 1982

Correspondence and reports, 1983-1991

Spring enrollments, 1984

Cor., 1985

Academic schedule: calendars, 1986; 1994

Enrollment statistics - Fall: reports, 1987

Enrollment Summary Fall 1960 - Fall 1986: report, 1987

Student Population statistics: report, Spring 1988

Enrollment statistics - Fall: reports, 1988

Statistics by College: reports, Fall 1988

Student Population statistics: report, Fall 1988

Summary of Comparative Statistics (1986-1988): report, 21 Sep 1988

AERIS student information system: memo., Jun 1989

Statistical Detail Report, 1989

Condensed Version of thre Institutional Policy for Compliance with the Family Educational Rights and Privacy Act of 1974, as amended: report (5th printing), 1990

LMU Compliance with the Family Rights and Privacy Act of 1074: memo., Jan 1991

[MS 4G3/5]

Enrollment Management Group meeting: "Special Session: Enrollment Issues at LMU"; report, 25 Jan 1991

Statistical reports, Sep 1991

[MS 4G4]

Alumni questionnaire: booklet; cor.; report, 1992-1993
"Determinants of Academic Success at LMU": report, Mar 1992
"Indicators of Academic Success at LMU": report, Aug 1992

Graduation Report, Jan 1993
Higher Education Data-Sharing Consortium (HEDS): memo., 1993
Retention Report, Aug 1993

Higher Education Data-Sharing Consortium (HEDS): memo., schedules; surveys, 1993

Report schedule: memo., Aug 1993
Statistics 1992-1993, 1993

Official Statistics, 1994
Academic calendar, 1994
Official Statistics: report, Fall 1994
SAN (Student Access Network) Project: memoranda, 1994
Schedules of classes, 1986-1990; 1995-
Statistics 1993-1994, 1994

[MS 4G4/2]

Opening Fall Enrollment in Jesuit Colleges and Universities for the Academic Year 1993-1994: Conference of Registrars in Jesuit Institutions Eleventh Annual Report, Oct 1994

News clipping, 1995
Stat, 1995
Statistics 1994-1995, 1995

[MS 4G4/2b]

Official Statistics: report, Spring 1996

[MS 4G4/3]

Official Statistics: report, Fall 1996

Opening Fall Enrollment in Jesuit Colleges and Universities for the Academic Year 1995-1996: Conference of Registrars in Jesuit Institutions Thirteenth Annual Report, Oct 1996 United Way package, 1996

Academic calendar 1998-2000, 1 Dec 1997

Cor., 1997

Conference of Registrars in Jesuit Institutions: Diploma, Associate, Baccalaureate, Professional, and Graduate Degrees conferred between 1 July 1996 and 30 June 1997 by Jesuit Colleges and Universities; report, 1997

Official Statistics: report, Spring 1997

Official Statistics: report, Fall 1997

[MS 4G4/4]¹

"Student Records System: Handbook for Academic Advisors": handbook for on-line access to the Student Records System of Loyola Marymount University, 1997

[MS 4G4/5]

Academic calendars, 1998-

Official Statistics: report, Spring 1998

Official Statistics: report, Fall 1998

Opening Fall Enrollment in Jesuit Colleges and Universities for the Academic Year 1997-1998: Conference of Registrars in Jesuit Institutions Fifteenth Annual Report, Oct 1998

US Department of Commerce Bureau of the Census acting as collecting agent for the US Department of Education National Center for Education Statistics: Integrated Postsecondary Education Data System; Graduation Rate Survey (for 4-year institutions), Feb 1998

CAPP and ROAR systems, 1999

Academic and registration schedules: email cor.; memo, 1999

CORe (Conference of Registrars in Jesuit Institutions) Report, 1998-1999: Fall Enrollment in Jesuit Colleges and Universities for Academic Year 1998-1999; Sixteenth Annual Report, 1999

Official Statistics: report, Spring 1999

Official Statistics: report, Fall 1999

ROAR telephone registration system: cor., 2000

Official Statistics Fall 2000: report, 2000

[MS 4G4/5b]

¹ Closed to researchers.

Announcements and cor., 2001

Banner, PROWL, ROAR: email, Oct 2002
Countries of Origin: report, 2002
High School GPA and SAT Summary Reports, 2002

International Students by Country of Citizenship by Classification: report,
2002

Matrices by Student Age: report, 2002
Matrix of First and Second Minors: report, Fall 2002
Official Statistics: report, Fall 2002
SAT detail reports, 2002
Spr 02
States of Origin: report, 2002

[MS 4G4/6]

Official Statistics Spring 2003: report, 2003
Spring 03
Official Statistics Fall 2003: report, 2003
Fall 03

The Mane Event: A Guide to Registration; booklet, 2004
Official Statistics Spring 2004: report, 2004
Official Statistics Fall 2004: report, 2004

Official Statistics Spring 2005: report, 2005

[MS 4H]

Record Series H: Financial Aid Director

SERIES 1: HUGH M. DUCE, S.J., 1962-1965

Cor., 1962-1965

SERIES 2: CARL J. KAYMARK, 1965-1970

Cor., 1965-1970

Margolis, Sidney, *A letter to parents*: booklet, 1966; 1968
Work Study, 1967?-

SERIES 3: JOSEPH E. BEDNORZ, 1970-1974

Bureau of Indian Affairs, 1970-
Cor., 1970-1974

Brochure, 1971

National Defense Student Loan Program: cor., 1971

State scholarships, 1971

Cor. and reports, Jan-Feb 1973

Cor., 1974

SERIES 4: LAWRENCE E. BRAXTON, 1974-1978

Cor., 1974-1978

Federal and State regulations, 1976-1977

Brochure, 1977

Report to the President, 1977

Brochure, 1978

Cor., reports, surveys, 1978-1979

[MS 4H5]

SERIES 5: DONNA M. PALMER, 1980 TO [2003?]

Cor., and reports, 1980-1981

Pfaffinger, Mary Ellen, 1981

Annual report 81-82, 1982

Brochure, 1982

Annual report, 1983
Cor., 1984-1985
Annual Report, 1986
Annual report, 1989

Annual Report, 1990

Annual Report, 1991
Trustee presentation outline, 1991

Annual Report, 1992
Financial Aid News: newsletter, 2 Jul 1993
Annual Report, 1993
Annual Report, 1994

Annual Report, 1995
"LMU is Affordable": brochure, 1995

Annual Report, 1996

[MS 4H5/2]

Annual Report, 1997

Freshman Survey Institutional Survey for 1997: Cooperative Institutional
Research Program p/o, 1997

Annual Report, 1998

Cor. and memos, 2000

Annual report, 2000
Annual report, 2001
annual report, 2002

Associate Director Wilson, 2003

Financial aid websites: list, nd

SERIES 5: CATHERINE GRAHAM KASAKOFF, 2004

Acad VP Jabbra: email announcement p/o, Jan 2004
Death of Carlota Castagnasso, 2004

[MS 4I]

Record Series I: Admissions Director

SERIES 1: H. JOHN CASHIN², 1964-1966

SERIES 2: MICHAEL E. L'HEUREUX, 1966-1990

Admission application form, nd

Brochures, guides, ca. 1967

Cor., 1967-1969

Crespi Carmelite: "Off to College"; booklet, 1967

Advertising: artwork; clippings, 1970-1971

Cor. and memo., 1970-1976

Policy analysis, 1971

Cor. and memo., 1977-1979

Cor. and memo., 1979-1981

Fall 1979 Profile: report, 1979

"Recruitment and Admissions, 1965-1980": historical narrative, ca. 1980

[MS 4I/2]

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Application for Undergraduate Admission form, 1981

Cor., 1981-1989

Memorandum, 1982

Southern California Retention Consortium: retention audit, 1982

McGuire, John: Report to the Academic Vice President (re: admission department); report, 29 Nov 1983

Application for Undergraduate Admission form, 1987

Statistical report - Fall, 1987

US News & World Report: "America's Best Colleges"; feature story, 1989

Open House: "Loyola Marymount University: The Jesuit University in Southern California"; program brochure, 1990

US News & World Report: "America's Best Colleges"; feature story, 1992

² Previously, the promotional functions of admissions was assigned to the university Public Relations Department until the Director of School Relations was created in 1965. Cf. RG 9.

[MS 4I/2]

SERIES 3: MATTHEW X. FISSINGER, 1990 TO PRESENT

Open House: memoranda; programs, 1986-1993

Cor. and memos., 1992

Cor. and memos., 1993

Preview Days: invitations, memoranda; programs, 1993-1999

Recruitment, 1993

Announcements, 1994

Cor. and memos., 1995

Cor. and memos., 1996

Open House, 1998

Feeder high schools: statistical reports, 1999

[Digital 1]

"LMU & You: an interactive exchange with students, faculty, and graduates who can show you around and answer your questions about Loyola Marymount University": Windows 95, 98, or NT, Pentium 90MHz minimum, 32 megabyte memory, 4 megabyte hard drive space, 640x480 res. 16-bit, 4-speed CD-ROM, 1999

[MS 4I/2]

Unprocessed

Preview Day, 2002

[MS 4I/3]

Unprocessed

[MS ov4]

Admissions promotional poster, nd

[MS 4J]

Record Series J: Assistant Academic Vice-President

SERIES 1: REV. JAMES T. BRENNAN, S.J., 1971-1974; 1976

Cor. and reports, 1971-1976

SERIES 2: DR. DORIS H. CHASIN, 1973-1974