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**Report of
The Registrar of the University
1929-1930**

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THE REGISTRAR OF THE UNIVERSITY

To the President of the University:

SIR—I have the honor to present the report of the Registrar for the year 1929-1930.

ADMISSIONS

Admission of freshmen from secondary schools.—The chief activity of the Examiner's Division of the Registrar's Office around which practically all of the other activities center is the admission and orientation of the freshman class. The function of admitting all students entering the University directly from the high school was delegated to the Registrar's Office in the spring of 1925 by the Board of Regents and was put into operation at the beginning of the school year 1926-1927.

The application blank used in the fall of 1929 was an enlargement of the form adopted three years earlier by a joint committee of the University Faculties and high-school principals of the State of Michigan. The blank was designed with the purpose of furnishing admission officers, and University officials who later deal with the students, information necessary and desirable in making proper disposition and adjustment of each individual case. Part I is filled out by the applicant in his own handwriting; it treats of his social and educational background, his scholastic and extra-curricular activities, his ambitions, and his self-rating. Parts II and III are filled out by the principal and, in addition to a detailed report of the student's academic work and rank in the graduating class, contain the principal's rating of the applicant and estimate of his fitness to carry university work successfully. It is the aim to have knowledge of every factor having bearing upon the student's probable performance at the University. For this reason it has been found helpful in doubtful cases to employ a personal rating blank and to ask the applicant whose admission is in question to have four of these blanks filled out by the teachers under whom he studied during his senior year. The response of the teachers and principals has been very gratifying and their co-operative attitude in supplying detailed information has been of material assistance in adjusting freshman admissions. If, after weighing the assembled data, the Registrar finds that the high-school graduate cannot measure up to the admission requirements, he is advised to attend another school for his first year of college work and re-open the question of transfer to the University of Michigan after having finished a full year's work elsewhere without any failures and with good grades in all courses.

Permits entitling them to register for the first semester of 1929-1930 were issued to 1,667 students coming directly from the secondary school. Of this number 1,533 or almost 92 per cent actually reported for registration.

These students represented 672 preparatory schools (205 located in Michigan and 467 outside the State); they came from 37 States and the District of Columbia, and Canada, China, Porto Rico, Colombia, Hawaii, Cuba, and Persia.

Co-operation with the Freshman Week Committee.—The Freshman Week activities opened on Tuesday morning, September 24, 1929, at 8 o'clock, at which time each freshman was required to report to his adviser. During the summer he had been sent, along with his permit to register, a copy of the Freshman Week Program and a card containing the name and address of his adviser, the number of his group, and the time at which his group was to report at the various events. He was informed as to when to come to Ann Arbor, how to secure a room, and what to bring with him for his first meeting with his adviser.

Professor Philip E. Bursley as Chairman of Freshman Week continued successfully the plans inaugurated by Professor William A. Frayer in 1927 and again carried out by him during the succeeding freshman period in 1928. The details of arrangements of the events scheduled for the week were worked out in the Registrar's Office. Provision was made for 111 advisers. With a few exceptions, no more than 15 students were assigned to each group of men. A number of the women's groups contained as many as 20 members. Eighty-seven advisers were appointed for the men and 24 for the women. The men's groups were apportioned as follows: Engineering, 20; Literary (general), 15; Pre-business, 11; Pre-law, 14; Pre-medical and pre-dental, 13; Pre-science, 5; Physical Education, 2; Pharmacy, 1; Architecture, 4; Music, 2. There were 20 general groups for the women; 1 group each in Architecture and Oral Hygiene; and 2 in Music.

Before the students arrived, each adviser received printed instructions informing him of the part he was to play in the activities of the week. He was furnished with the application papers of the members of his group that he might become familiar with facts concerning the students which would be helpful in his guidance work. The freshmen were urged to consult freely with the advisers both during the time of registration and all through the year. Each adviser was responsible for seeing that his students reported for medical examination, classification, the library trip, and freshman tests, at the time set aside for that particular group. In addition to these activities, athletic programs, evening addresses in Hill Auditorium, pre-professional conferences, a mass sing, a lawn party at the home of Dean and Mrs. J. A. Bursley, and an evening mixer for the men and reception and dance for the women were scheduled for the week.

The advisory system functioned smoothly and the freshmen had every reason to feel oriented when classes began the following Monday. This, of course, would not have been possible without the co-operation of the advisers, who seemed genuinely interested in assisting their groups in the selection of the proper courses and in participation in the various activities. At any rate, the Registrar's Office was informed of no acute case of nostalgia, a proverbial new-student ailment.

Co-operation with secondary schools.—Of prime importance in the satisfactory adjustment of freshmen is sympathetic co-operation between the high school and university. The well-prepared high-school graduate has a distinct advantage in college, and to this end it has been the endeavor to strengthen contacts with the secondary schools. During the year official publications of the University, containing the latest information concerning admission requirements, were mailed to the principals of all accredited high schools in Michigan and to the principals of a number of schools outside the State. In addition, the principals received from the Registrar's Office at intervals mimeographed letters enclosing application blanks, Freshman Week Programs and examination scores, first semester reports of freshmen, Honors Convocation Programs, the Registrar's Report for 1928-1929, and an invitation to attend the Schoolmasters' Club conference to listen to a discussion of college entrance requirements.

Conferences held during previous years between principals from nearby cities and students registered at the University who had formerly attended their schools, proved so effective that it was decided this year to extend, to principals of all high schools whose graduates entered as freshmen in the fall of 1929, this invitation to come to the University to confer with their former students. Fifty-two principals and teachers from 29 Michigan high schools came to Ann Arbor during the early part of December for the conferences. In addition, representatives from Culver Military Academy and from the Gary, Indiana, High School made the trip. These 31 schools furnished 474, or almost one-third, of the entering freshmen.

Each student was notified in advance of the time at which his principal would arrive and he was asked to indicate, by means of an enclosed return postcard, the time at which it would be most convenient for him to call at the Registrar's Office for a conference. He was requested before coming to fill out a Personal Interview Blank which contained a few leading questions concerning high-school preparation, University instruction, outside activities, and his opinion of Freshman Week activities. He brought with him also a mid-semester report filled out by his instructors, showing his standing in the various courses elected. This material, together with the reports of the Freshman Week examinations, which the principals had already received, served as a basis for the interviews. Experience of previous years showed that upperclassmen also were anxious to talk things over with their principals, and a notice was printed in the *Michigan Daily* inviting all who cared to do so to call at the Registrar's Office. Many took advantage of the opportunity.

The visitors, and some of the University officials whose duties bring them in contact with the freshmen, were entertained at luncheon at the Michigan Union. This afforded an excellent means for the principals to meet with each other and discuss the morning conferences and for University and high-school officials to become acquainted. The principals expressed themselves both during the day and later by letter as being glad of the opportunity to learn first-hand of the students' impressions and of any existing difficulties. It is expected and hoped that these conferences will

result in changes that will effect a better correlation between high school and University instruction.

During the year the Registrar visited schools, addressed high school gatherings, and attended educational meetings, which kept him in touch with the high schools and with educational developments throughout the country. These included the following trips: Chicago, Illinois, to attend an Institute for College Administrators, July 15, 16, 1929; University of Wisconsin and University of Illinois, to investigate system of records in Registrar's Office, July 17-20, 1929; Escanaba, to attend Seventh District meeting of the Michigan Education Association, October 3-5, 1929; Marquette, Ironwood, Wakefield, Painesdale, Rockland, Bergland, Kenton, and Amasa, to inspect high schools, October 6-12, 1929; Jackson and Grand Rapids, to attend meetings of Michigan Education Association, October 18, 24, 1929; Ypsilanti, to address meeting of school supervisors, October 22, 1929; Northville, to address high-school assembly, December 9, 1929; Lansing, to attend annual meeting of Michigan High School Principals' Association, December 12, 13, 1929; Lansing, to attend conference of high-school inspectors, January 3, 1930; Lansing, to attend College Entrance Committee meetings of Michigan Education Association, January 20, February 11, and March 10, 1930; Ypsilanti, to attend conference of Michigan Registrars' Association, January 17, 1930; Atlantic City, to preside at conference on personnel work of American Association of Collegiate Registrars, to attend meeting of committee of Regional Accrediting Associations, and meetings of National High School Principals' Association and Department of Superintendence of National Education Association, February 20-26, 1930; Chicago, to attend a meeting of the North Central Association of Colleges and Secondary Schools, March 17-20, 1930; Lansing, to attend a general assembly of the Michigan Education Association, March 27-29, 1930; Detroit, to attend a meeting of Southeastern Michigan Round Table group and formal opening of Cooley High School, April 4, 1930; Memphis, to attend the Eighteenth National Convention of the American Association of Collegiate Registrars, April 15-17, 1930; Jackson, to attend a conference of the Michigan Association of Junior Colleges, May 2, 1930; Chicago, to confer with Registrars of Big Ten Conference schools on interpretation of athletic eligibility rules, May 9, 10, 1930; Royal Oak, to visit Hazel Park and Madison High Schools, and to confer with seniors, May 20, 1930; Howell, to attend conference of High School Inspectors of University of Michigan and State Department of Public Instruction.

In addition, Mr. Rich, of this office, inspected high schools at Pittsford, Osseo, Frontier, Waldron, and Sand Creek. He also inspected the St. Josaphat's High School in Detroit and the Marywood College and Academy in Grand Rapids.

Co-operation with the Division of University Inspection of High Schools.—On account of the unusual amount of statistical data compiled by the Division of University Inspection of High Schools, their budget for the year ran short of funds and in order that the annual report might be

more nearly complete the Registrar's Office assigned workers to the Division of Inspection to help finish the tabulation of the statistical data.

General correspondence.—Hundreds of requests for information and advice are received by the Registrar each month from prospective students from all parts of this country and from foreign countries. The letter is handled by the Registrar's Office unless more complete information can be furnished by another campus office, in which case it is forwarded. Through the excellent service given by the Dictaphone Station it has been possible to send a specially typed letter to each inquirer. Many of the letters and application blanks are accompanied by official publications of the University which are enclosed in duplex envelopes. In this way the letters and announcements arrive at the same time, a very desirable arrangement. An endeavor is made to be of as much service as possible to inquiring persons and, whenever the information is available, aspiring embalmers, and others wishing to take courses not offered at the University, are referred to reliable schools.

In the Registrar's mail, especially during the summer, are credentials from other colleges and universities for students wishing to transfer to the University of Michigan. It is sometimes difficult to determine from the transcript to which division of the University the student is applying for admission. A memorandum is kept in the current files of the name of the dean to whom each transcript is referred for evaluation. Whenever possible in the general correspondence with prospective students, they are instructed to send the credentials direct to the proper dean but, of course, a good number come addressed to the Registrar.

Co-operation with Michigan Schoolmasters' Club.—The bulletin containing the official program of the sixty-fifth annual meeting of the Michigan Schoolmasters' Club held April 24-26, 1930, was published under the direction of a committee of which the Registrar was chairman, and the mailing of the bulletin was supervised by the Registrar's Office.

The Michigan High School Debating League and the Michigan Association of Collegiate Registrars met concurrently with the Michigan Schoolmasters' Club. The Registrar addressed the High School Student Conference held in Hill Auditorium under the auspices of the Debating League on "Some Things To Be Considered in Choosing a College." At the invitation of the Registrar, those in attendance at the meeting of the Michigan Association of Collegiate Registrars Saturday morning, April 26, were entertained at luncheon at the Michigan Union.

Co-operation with the Committee on Honors Convocation.—Material for the program for the Seventh Annual Honors Convocation was assembled in the Registrar's Office and prepared for the printer. This entailed the collection from the various recorders and heads of honorary societies of the names that were to be published in the program. It was necessary to check the lists very carefully so that no name might be omitted and so that every honorary society to which the student belonged might be indi-

cated each time his name appeared on the program. The Registrar's Office also took charge of printing the invitations and sending them to the students entitled to participate in the Honors Convocation and to various University officials.

Vouchers audited.—The action of the Regents on May 20, 1927, authorized the Registrar either personally or by duly appointed agent to indorse for the Regents each month the vouchers under which the University funds are expended. The vouchers are assembled in the Treasurer's Office and all necessary signatures have been attached to them before they are turned over to the Registrar's Office. Each voucher is indorsed with the initial of the authorized agent. When the vouchers have all been initialed, they are checked in the Registrar's Office against the Treasurer's abstract, with a representative of the Secretary's Office. The writing of the initials, which is merely a routine proceeding, takes a great deal of time. Any plan which could be evolved which would eliminate the necessity of this step would be very helpful. The actual checking with the abstract takes only about two hours every month and could then be done in the Treasurer's Office by the authorized agent and one other person appointed from the Secretary's Office without transporting the books. It might be of advantage also to the Treasurer not to have the vouchers out of the office for several weeks while they are being initialed and checked.

BUREAU OF RECORDS

At the September 1928 meeting of the Board of Regents the President was authorized to appoint a committee to study and report upon certain problems of records and admissions. The following were appointed to this committee:—

Regent L. L. Hubbard, *Chairman*
Regent W. H. Sawyer
Regent V. M. Gore
Registrar Ira M. Smith
Secretary S. W. Smith
Dean A. G. Ruthven
Dean G. Carl Huber

A progress report was made by the Chairman to the Board of Regents at the November, 1928, meeting. Again in April, 1929, Dean Ruthven submitted a report for the committee and in accordance with this report and with the entire approval of Dr. John R. Effinger, Dean of the College of Literature, Science, and the Arts, the work of both the Recorder's Office and the Committee on Classifications also of that College was transferred to the Office of the Registrar. This action also brought to the Registrar's Office the responsibility for classroom assignments in those buildings which were then handled by the Director of Classification, together with other buildings which might be added from time to time by the Board of Regents.

On the basis of a prearranged agreement with Dean Effinger the budget for current expenses for the Recorder's Division was included in the budget

for Literary Administration for 1929-1930 with the understanding that it would be transferred to the Registrar's budget account after July, 1930.

During the year 1929-1930 we have tried to carry out the recommendations of the committee in establishing more efficient methods of record-keeping, in assuming more duties in connection with the records of the School of Music and the Extension Division, and in connection with classification in the School of Education.

The adoption of a new plan of record-keeping was approved only after very careful investigation of the system which has been in operation at other institutions for many years.

After gathering information from various sources concerning the new plan of institutional record-keeping, Dr. Rich visited Pennsylvania State College, University of Pittsburgh, and Carnegie Institute of Technology to inspect the systems in actual operation and confer with the authorities in regard to the success of the plan. He also visited the University of Kentucky and Ohio State University to confer concerning matters of record-keeping. In addition to these visits he and the Registrar both visited the Universities of Chicago, Wisconsin, and Illinois before coming to any final conclusion relative to changes in records and classification.

This new plan involves the use of a linen tracing cloth for the permanent record sheet with the possibility of making copies by the blue print process at approximately three cents each. This method lends itself to economical reproduction of the records for the use of members of the Faculty who are called upon to confer with students regarding their scholastic work. We are just now in the transitional period and can evaluate the effectiveness only partially. However, with the means available we plan to furnish each student with a complete transcript of his record at the end of the year, and to supply University officials with records from time to time as occasions demand. During the year copies were furnished to the Dean of Students, Health Service, and to Professor Crittenden who is in charge of teacher-training work.

During the last six months new processes have appeared on the market, and we are profiting by conclusions reached in industrial research. It is our aim to develop our present procedure, carefully keeping in mind at all times the best interests of the University in building up and maintaining a permanent record system. The new plan was used for entrants of 1929 only. The records of former students in the College of Literature, Science, and the Arts were continued on the old type cards.

School of Music records.—The work of taking over the entire record-keeping for the School of Music entailed a great deal of time and effort, since the records of all former students were transferred to the new type of record sheet. The system of registration with duplicate cards for the office of the Director was also arranged along with the new manner of record-keeping. It is a great satisfaction here to record the complete and sympathetic co-operation of the officials of the School of Music in working out the details of the new system. Without such co-operation many unpleasant situations might have arisen because of the numerous attendant

arrangements necessary in the organization of a new system of records concurrent with the consolidation of the School of Music with the University.

Extension Division records.—Complete responsibility for the record-keeping of the Extension Division has been assumed by the Registrar's Office. This involves a considerable amount of additional grade posting, sending out of reports of grades, issuing transcripts, and the keeping of permanent records of all Extension students.

Classroom assignments.—The work relative to the assignment of classrooms has developed to the extent of covering the following ten buildings:

Angell Hall	University Hall	Mason Hall
Newberry Hall	South Wing	Pharmacology Bldg.
Natural Science Bldg.	Economics Bldg.	West Physics Bldg.
Romance Language Bldg.		

Provision has been made for accurate information, obtainable at any time during the year, relative to the use of rooms in these buildings. In addition to the large bulletin board in the office, which shows at a glance the rooms and their use, we have a new Postindex form for preserving the records from semester to semester. This enables us to bring the bulletin board up to date each semester and at the same time have a permanent record of the use of the rooms during previous semesters.

These records are a great convenience to the Faculty. Scarcely a day passes that requests are not received for a change of room or for a special room for examination, conference, or lecture.

Central control of classrooms does not lead to autocratic central scheduling of classwork. It does, however, lend itself admirably to the giving of rather pertinent and semi-authoritative advice on the subject. This request for rooms in advance influences the hourly distribution of classes throughout the week and causes more even distribution during the day.

Transcripts.—The number of transcripts issued during the year is much larger than formerly. The 5,584 issued this year is approximately 1,500 more than were sent out the preceding year.

To a greater extent than ever before prospective employers in many large industries are asking applicants to furnish transcripts of college work. There also is a large migration of students to other institutions, each of whom must furnish a transcript to enter the other school. Graduates entering professional schools also must have transcripts and the competition for entrance to medical schools is so great that many students file their applications in more than a dozen different medical schools. Practically all employers of teachers ask for college credentials of applicants. High schools and private schools are more and more asking for records of their graduates. The result is that notices, statements, certificates, and transcripts are being demanded in increasing numbers. A call for fifty or more transcripts in a single day is not unusual.

In order to meet this heavy demand we have adopted the use of the photostatic process whenever possible, thus reducing the cost quite considerably.

One transcript is furnished each student free of charge. A charge of \$1.00 is made for each transcript thereafter. During the year ending June 30, 1930, the University received \$644.00 for transcripts. This money was turned in to the general fund.

Enrollment and records.—The total enrollment for the year 1929-1930 for the three units for which we now keep complete records is as follows:

College of Literature, Science, and the Arts.....	5,304
School of Music	174
Extension Division	2,822
Total	8,300

The present staff of the Recording Division is not sufficiently large to take care of the work promptly. This situation has developed from the assuming of additional duties without proportional increase in staff. This division is now doing many things that were not formerly done in this office. For example:

- a) Keeping the records of the School of Music.
- b) Keeping the records of the Extension Division.
- c) Classification.
- d) Early classification for second semester work, done in December, 1929. This was done wholly in this office. It has not been done before.
- e) Early classification in May, 1930, for September, 1930, registration.
- f) Classification of the students in the School of Education.
- g) Furnishing each student who entered in 1929-1930 with a black-and-white print of his entire academic record.
- h) Assignment of classroom space, now extended to the classrooms in ten buildings.
- i) Indexing the minutes of the Literary Faculty back to 1846.

With new duties constantly added it is essential that the staff be enlarged. If the staff is overloaded and consequently gets behind in the work we cannot give the service we should. If we are slow in furnishing various reports which the other offices are expecting we thereby reduce the probability of the early accomplishment of the recommendations of the Regents for centralization of admissions and records. Running behind schedule will furnish the greatest argument against centralization.

With an organization set up to take care of the enrollment included in the three units, it would seem to be reasonable to enlarge the staff to take care of the record-keeping of a few more units, in accordance with the policies set forth in the By-Laws of the Board of Regents as adopted in December, 1922. These policies provide for an extension of the duties of the Registrar to all units of the University and the development of a central office for admissions and records.

THE STATISTICAL DIVISION

The following paragraphs give a brief account of the activities of the Statistical Division during the year 1929-1930:

Several steps in advance have been made. The machine method of student accounting has been used for the first time. A system of reporting all withdrawals to the Statistical Division has been planned and will go into operation for the year 1930-1931. The professional schools have been considered as a separate group in the scholarship chart making a truer picture of existing conditions than ever before. The period of time covered by the list of degrees and certificates granted, as appearing in the Register of Faculty and Students, has been changed from the calendar to the fiscal year, making the entire register cover a uniform period.

Enrollment.—Following the procedure of previous years, several complete official counts of students were made during the year 1929-1930. The first was made during registration week, using the enrollment cards collected at regular intervals from the Treasurer's Office. Due to the fact that, in the limited time available, it is an almost impossible task to keep track of those students who withdraw, transfer to another school or college in the University, or re-enter the same division and then perhaps withdraw again, this count was not entirely correct. A system of withdrawal cards has been planned for the future and should greatly reduce the amount of error.

On November 1, an accurate count of students enrolled at that date was made from the enrollment cards on file in the offices of the recorders of the various schools and colleges. This time seems to be the date generally accepted throughout the country for making a recount, since, almost immediately after its completion, there is a general influx of questionnaires requesting information regarding student enrollment. All of these questionnaires seemed worthy of the complete response requested and were consequently answered somewhat in detail.

November 1 was the date of the last official count made until the opening of the second semester, when a tally of registration cards similar to that mentioned for the opening of the year was made for second semester admissions. No other counts of students enrolled were made until a request was received from the President's Office for the number of students in residence on April 21. As no report of withdrawals had been made to the Statistical Division, it was necessary to check the cards in the offices of the various recorders for students in residence at that time. With the establishment of a system of sending withdrawal cards directly to the Statistical Division from the offices of the deans, the count of students in residence may be kept current at all times. Up to the present time this has been somewhat difficult because of the decentralization of the records.

The final count for the year was made through the co-operation of the various recorders who filled out enrollment directory cards and forwarded them to this office where they were checked with the Diploma Clerk. The count for the year 1929-1930 was made for the first time by use of the sorting, counting, and tabulating machines. Without going through the

lengthy, monotonous, eye-straining process of tabbing, previously in force, it is impossible to realize the big improvement this method makes. It worked very successfully, in a shorter period of time and, while not perfect yet, has more than justified its continued use in the future. A new Hollerith card replacing the old enrollment directory card and having the advantage of doing away with errors of transferring information has been planned and will be in use during the year 1930-1931. This new card will have more data than the old, and the entire information will be much more accessible and consequently more useful.

The Detroit Edison Company allowed us to use their interpreting machine for some of our cards, and they were most hospitable in showing the various machine devices which were in use in the Edison office to increase the output and improve the work. Among these machines was an alphabetical tabulator. This listed the name of the customer and other pertinent information from the cards on a ledger sheet. The Statistical Division is looking forward to the time when a sufficient amount of significant information concerning all of the Schools and Colleges of the University may be put on the accounting cards to justify the rental of such a machine by the University. It presents the information contained on the cards in an orderly, complete, accessible form well-suited to making reports to the administrative officers of the University and the deans of the various schools and colleges.

Degrees and certificates conferred.—The count of degrees conferred was made from the *Regents' Proceedings* and checked with the Director of the Alumni Catalogue Office. This count appears in the *Register* for the year and for the first time was changed from a calendar-year to a fiscal-year basis. This was done after consulting with the Secretary of the University, the Assistant to the President, the General Secretary of the Alumni Association, and the Director of the Alumni Catalogue Office. All agreed that, since all other counts and University reports were made upon this basis, it seemed advisable to change this listing to agree with them. This necessitated the inclusion of the report for a year and one-half in the 1929-1930 issue of the *Register*.

The grade study.—This rather complete analysis of the grades given by the various departments of the undergraduate and non-professional schools and colleges of the University was made in this office, and copies were mailed to all of the faculty members. No attempt was made to interpret the data but a general invitation to come and review the more detailed records in the office was issued. Dean Lovell of the Colleges of Engineering and Architecture came over, selected additional information that he wished the office to supply, and made a report before the members of the Faculty of the Colleges of Engineering and Architecture on some of the points which he considered were of special interest. Vice-President Yoakum also reviewed the original records and emphasized some of the more salient and significant points in a paper presented to the Conference of Deans. As the grade study is very complete and contains considerable material of interest to the heads of the various departments, it is hoped that a more general use may be made of it in the future.

Freshman ledger.—Since the year 1926-1927 a complete record by colleges of all freshmen admitted has been kept in ledger form in this office. It contains the student's name, sex, entrance deficiencies, if any, high school, city and state of residence, rank in the graduating class, type of high school (whether public or private), method of entrance (by certificate or examination), status at entrance, grades received by semesters, and disciplinary action while in the University. This ledger was used a great many times by the Bureau of University Research, by graduate students making special investigations, and as a source for answering questions received throughout the year. The information contained in the ledger adapts itself very readily to machine method accounting of the type used in making the enrollment count for the year.

Scholarship Chart.—The chart showing the comparative standing of the fraternities, sororities, and other club houses has long been a problem because of the lack of uniformity between the grading systems in the professional schools and those in the non-professional schools of the University. This year, for the first time, an attempt has been made to arrive at a more truly accurate picture of existing conditions by segregating the grades received by students in the Medical, Law, and Dental Schools and reporting them in separate groups. This revealed the rather startling fact that the lowest groups in the Medical and Dental Schools were above the highest in the Law School. This may be accounted for somewhat by the fact that "D" grades are now allowed to stand as such in the Medical and Dental Schools but must be raised to a passing or satisfactory level.

The lists were collected and verified with great care, being checked with the lists in the office of the Dean of Men and with the *Michiganensian*. Any discrepancies were adjusted with the president of the fraternity.

Considerable interest in the chart has been evidenced by the members of the various fraternities and several have come in to see where an improvement might be made in their scholarship standing for the future. In all cases the assembled grades seemed to stand the strain of the close inspection to which they were subjected and the office plans to continue what sometimes seems like an unnecessary amount of checking in order to have the final results absolutely accurate.

Co-operation with the Editorial Division.—The Statistical Division worked in close co-operation with the Editorial Division during the year 1929-1930. All enrollment figures appearing in the bulletins were referred to this division for verification. This lessened the possibility of several sets of figures for what should have been identical information.

Co-operation with the Schools and Colleges.—The Statistical Division has been in operation but a short time. During this period it has received the whole-hearted co-operation of the various recorders, and the Registrar wishes to take this opportunity to express his appreciation. It is hoped that the Deans of the Schools and Colleges feel free to call upon this division for any statistical service of benefit in dealing with their problems.

STATISTICS

The following tables show the number and distribution of faculty members, the enrollment and distribution of students, and the degrees and certificates conferred during the year 1929-1930. They are self-explanatory.

FACULTY STATISTICS

TABLE I. UNIVERSITY STAFF BY RANKS

I. OFFICERS AND FACULTY EMERITUS			
President Emeritus			1
Dean Emeritus of Women.....			1
Dean Emeritus of the Colleges of Engineering and Architecture.....			1
Dean Emeritus of the School of Education.....			1
Professors Emeritus:			
College of Literature, Science, and the Arts.....			7
College of Engineering			2
Medical School			4
Law School			3
College of Pharmacy			1
School of Dentistry			2
School of Education			1
School of Music			1
Library			2
			27
Deduction (Dean Emeritus of the School of Education and Professor Emeritus of the School of Education are the same).....			1
			26
2. GENERAL ADMINISTRATIVE OFFICERS			
President			1
Assistant to the President.....			1
Deans and Directors of Schools, Colleges, and Divisions.....			15
Deans of Men and Advisers of Women.....			6
Registrar			1
Recorders			10
Financial Officers:			
Secretary and Business Manager.....			1
Assistant Secretaries			2
Treasurer			1
Other Financial Officers			5
University Hospital Director			1
Assistant Directors			2
Other Officers			2
Librarians			4
Directors of Athletics and Gymnasiums.....			4
Health Service Physician			1
Superintendents of Buildings and Grounds and Officers in Charge of Dormitories			8
Editor, Museum Officers, and Employment Officers.....			4
			69
3. TEACHING FACULTY*			
	Men	Women	Total
Professors	195	2	197
Associate Professors	97	4	101
Assistant Professors	136	11	197
Instructors	275	34	309
	753	51	804
Total			

*The count of members on the University staff has been made upon the basis of the budget as originally adopted.

THE PRESIDENT'S REPORT

Note.—The figures given above include the following faculty members already listed as administrative officers under 2 in the ranks indicated:

Professors:

Deans of Schools and Colleges	10
Dean of Administration	1
Dean of Students	1
Assistant Deans—Literature, Science, and the Arts, and Engineering and Architecture	2
Directors of Simpson Memorial Institute, Hygiene and Public Health, University Health Service, Women's Physical Education, Bureau of University Research, Musical Activities, and Intercollegiate Athletics.....	7

Associate Professors:

Assistant Dean of Students	1
Directors of Inspection of High Schools, Intramural Sports, and Elementary School	3

Assistant Professors:

Assistant to the Dean of the Medical School.....	1
Directors of the Chemistry Store and of Freshman Week.....	2
Health Service Physician	1
Health Lecturer, University Extension	1
Manager of the High School Debating League.....	1

Instructor:

Curator, Museum of Anthropology	1
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Total	32
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Distribution of Teaching Faculty by Schools and Colleges

	L., S., & A.	Eng.	Arch.	Med.	Law	Pharm.	Dent.	Ed.	Bus. Ad.	For. & Con.	Hyg., P. H. & Phys. Ed.	Mil. Sci.	Nursing	Museums	Music	Total for Academic Year†	Summer Session Faculty**	
Professors....	85	31	5	21	17	0	6	13	6	4	5	1	0	0	8	202	113	
Associate Professors..	46	23	1	10	0	3	1	7	4	3	3	0	0	0	0	101	63	
Assistant Professors..	93	35	5	24	2	0	6	8	5	5	4	4	0	2	6	199	78	
Instructors ...	152	17	14	62	0	1	21	6	3	7	12	0	11	1	2	309	72	
Total	376	106	25	117	19	4	34	34	18	19	24	5	11	3	16	811	326	
																	Duplicates	7
																	Net Total	804

†This includes duplicates as follows:

Professors: L., S., and A.—Ed., 3; L., S., and A.—Bus. Ad., 1;

L., S., and A.—Music, 1.

Assistant Professors: L., S., and A.—Music, 1; Ed.—Hyg. and P. H., 1.

**Members of the Summer Session Faculty, 1929, not here during the regular year are as follows: Professors, 38; Associate Professors, 12; Assistant Professors, 4; Instructors, 3; Total, 57. These are included in the above total.

STUDENT STATISTICS

TABLE II. ENROLLMENT OF STUDENTS BY SCHOOLS AND COLLEGES
REGULAR SESSION RESIDENT STUDENTS

	1928-1929			1929-1930		
	Men	Women	Total	Men	Women	Total
<i>College of Literature, Science, and the Arts</i>						
Resident Students	3,150	1,623	4,773	3,161	1,685	4,846
<i>Colleges of Engineering and Architecture</i>						
Resident Students—Engineering	1,304	3	1,307	1,484	1	1,485
Resident Students—Architecture	293	52	345	310	55	365
<i>Medical School</i>						
Resident Students	635	44	679	599	48	647
<i>Law School</i>						
Resident Students	545	18	563	553	20	573
<i>College of Pharmacy</i>						
Resident Students	88	7	95	84	9	93
<i>School of Dentistry</i>						
Resident Dental Students	330	4	334	312	1	313
Resident Oral Hygienists	0	25	25	0	15	15
<i>School of Education</i>						
Resident Students	151	325	476	142	273	415
<i>School of Business Administration</i>						
Resident Students	86	2	88	107	6	113
<i>School of Forestry and Conservation</i>						
Resident Students	32	0	32	43	0	43
<i>University Hospital School of Nursing</i>						
Resident Students	0	253	253	0	233	233
<i>School of Music</i>						
Resident Students	—	—	—	53	121	174
<i>Graduate School</i>						
Resident Students	758	333	1,091	833	346	1,179
<hr/>						
Grand Total, Resident Students, Regular Session	7,372	2,689	10,061	7,681	2,813	10,494
Twice Counted	230	24	254	269	34	303
<hr/>						
Net Total, Regular Session	7,142	2,665	9,807	7,412	2,779	10,191

SUMMER SESSION STUDENTS

	1928			1929		
	Men	Women	Total	Men	Women	Total
College of Literature, Science, and the Arts	526	418	944	505	392	897
<i>Colleges of Engineering and Architecture:</i>						
College of Engineering	263	0	263	279	0	279
College of Architecture	44	3	47	49	14	63
Medical School	267	33	300	271	27	298
Law School	156	4	160	149	2	151
College of Pharmacy	32	3	35	22	5	27
School of Education	166	360	526	147	364	511
School of Business Administration....	17	2	19	20	0	20
School of Forestry and Conservation..	—	—	—	13	0	13
Graduate School	704	495	1,199	852	570	1,422
<hr/>						
Grand Total	2,175	1,318	3,493	2,307	1,374	3,681
Twice Counted	8	0	8	6	2	8
<hr/>						
Net Total	2,167	1,318	3,485	2,301	1,372	3,673

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EXTENSION STUDENTS

	1928-1929			1929-1930		
	Men	Women	Total	Men	Women	Total
Extension (L., S., & A.)	387	729	1,116	625	1,432	2,057
Extension (Eng.)	208	2	210	204	1	205
Extension (Arch.)	-	-	-	16	12	28
Extension (Ed.)	173	357	530	166	309	475
Extension (Bus. Ad.)	74	9	83	78	12	90
Total	842	1,097	1,939	1,089	1,766	2,855
Duplicates				18	15	33
Net Total				1,071	1,751	2,822

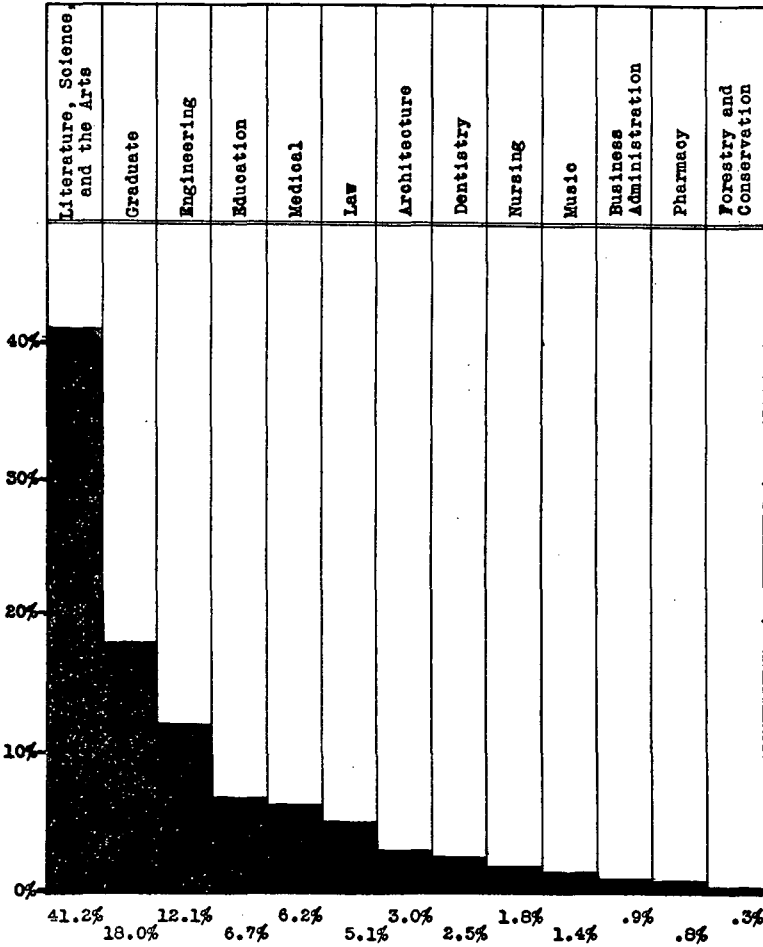
TABLE III. ENROLLMENT BY COLLEGES OF RESIDENT REGULAR SESSION STUDENTS AND SUMMER SESSION STUDENTS

(i.e., Total Enrollment, less Extension Service Students)

School or College	1928-1929			1929-1930		
	Men	Women	Net* Total	Men	Women	Net* Total
College of Literature, Science, and the Arts	3,369	1,868	5,237	3,385	1,919	5,304
Colleges of Engineering and Architecture:						
Engineering	1,387	3	1,390	1,559	1	1,560
Architecture	307	53	360	325	59	384
Medical School	781	56	837	737	60	797
Law School	622	19	641	631	21	652
College of Pharmacy	108	9	117	92	12	104
School of Dentistry	330	4	334	312	1	313
Oral Hygienists	0	25	25	0	15	15
School of Education	295	623	918	263	601	864
School of Business Administration....	93	4	97	116	6	122
School of Forestry and Conservation..	32	0	32	44	0	44
University Hospital School of Nursing.	0	253	253	0	233	233
School of Music	-	-	-	53	121	174
Graduate School	1,299	750	2,049	1,492	829	2,321
Gross Total	8,623	3,667	12,290	9,009	3,878	12,887
Duplicates between Schools and Colleges	328	35	363	354	63	417
Net Total, Resident Regular Session and Summer Session	8,295	3,632	11,927	8,655	3,815	12,470

*Duplicates within each School or College between sessions have been deducted. A graphic interpretation of these enrollment figures may be found on page 265.

GRAPHIC INTERPRETATION OF THE ENROLLMENT OF RESIDENT REGULAR SESSION AND SUMMER SESSION STUDENTS BY SCHOOLS AND COLLEGES ACCORDING TO THE PERCENTAGE EACH SCHOOL OR COLLEGE ENROLLMENT IS OF THE TOTAL ENROLLMENT



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TABLE IV. ENROLLMENT BY COLLEGES OF ALL STUDENTS—RESIDENT AND NON-RESIDENT REGULAR SESSION STUDENTS AND SUMMER SESSION STUDENTS

School or College	1928-1929			1929-1930		
	Men	Women	Net*	Men	Women	Net*
College of Literature, Science, and the Arts	3,753	2,588	6,341	4,003	3,340	7,343
Colleges of Engineering and Architecture:						
Engineering	1,595	5	1,600	1,760	2	1,762
Architecture	307	53	360	341	71	412
Medical School	781	56	837	737	60	797
Law School	622	19	641	631	21	652
College of Pharmacy	108	9	117	92	12	104
School of Dentistry	330	4	334	312	1	313
Oral Hygienists	0	25	25	0	15	15
School of Education	465	976	1,441	428	904	1,332
School of Business Administration.....	167	13	180	194	18	212
School of Forestry and Conservation...	32	0	32	44	0	44
University Hospital School of Nursing.	0	253	253	0	233	233
School of Music	—	—	—	53	121	174
Graduate School	1,299	750	2,049	1,492	829	2,321
Gross Total	9,459	4,751	14,210	10,087	5,627	15,714
Duplicates between Schools and Colleges	357	84	441	409	151	560
Net Total, All Students	9,102	4,667	13,769	9,678	5,476	15,154

*Duplicates within each School or College between sessions have been deducted.

TABLE V. MICHIGAN STUDENTS BY COUNTIES

Counties in Michigan	University Accredited Schools 1929-1930			Public High School Enrollment 1928-1929	High School Graduates Estimated 1928-1929	Population in Thousands, 1920 Census*	University of Michigan Students 1929-1930
	Private and Parochial	Public	Public				
Alcona	0	1	113	11	6	0	
Alger	0	4	402	40	10	6	
Allegan	0	8	1,359	136	38	32	
Alpena	1	1	485	49	18	20	
Antrim	0	5	509	51	12	9	
Arenac	0	2	294	29	9	3	
Baraga	0	2	331	33	8	1	
Barry	0	5	849	85	21	32	
Bay	3	3	1,734	173	70	109	
Benzie	0	3	325	33	7	19	
Berrien	2	13	3,085	309	63	123	
Branch	0	4	835	84	24	34	
Calhoun	1	7	2,987	299	73	233	
Cass	0	4	809	81	20	17	
Charlevoix	0	4	663	66	16	16	
Cheboygan	0	2	443	44	14	8	
Chippewa	1	4	997	100	25	31	
Clare	0	3	308	31	8	9	
Clinton	0	6	848	85	23	34	
Crawford	0	1	125	13	4	5	
Delta	0	4	1,140	114	31	35	
Dickinson	0	6	1,361	136	19	43	
Eaton	0	8	1,539	154	29	27	
Emmet	0	4	709	71	16	21	
Genessee	2	15	6,633	663	126	415	
Gladwin	0	2	295	30	9	6	
Gogebic	1	5	1,722	172	33	35	
Grand Traverse	1	2	791	79	20	18	
Gratiot	0	7	1,410	141	34	34	
Hillsdale	0	10	1,351	135	28	35	
Houghton	2	8	2,681	268	72	69	
Huron	0	10	1,096	110	73	18	
Ingham	1	12	4,462	446	82	185	
Ionia	1	6	1,368	137	33	37	
Iosco	1	4	330	33	8	10	
Iron	0	5	1,319	132	22	28	
Isabella	1	4	652	65	23	29	
Jackson	3	10	3,053	305	73	173	
Kalamazoo	3	10	3,037	304	71	145	
Kalkaska	0	1	129	13	6	1	
Kent	6	18	7,451	745	183	583	
Keweenaw	0	0	9	1	6	2	
Lake	0	1	100	10	4	2	
Lapeer	0	6	1,021	102	26	33	
Leelanau	0	2	235	24	9	3	

*The 1930 census is not yet complete.

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TABLE V. MICHIGAN STUDENTS BY COUNTIES (Continued)

Counties in Michigan	University Accredited Schools 1929-1930		Public High School Enrollment 1928-1929	High School Graduates Estimated 1928-1929	Population in Thousands, 1920 Census	University of Michigan Students 1929-1930
	Private and Parochial	Public				
Lenawee	2	12	2,371	237	48	99
Livingston	0	4	839	84	18	40
Luce	0	1	246	25	6	10
Mackinac	0	1	179	18	8	6
Macomb	2	14	2,256	226	38	106
Manistee	0	5	839	84	21	35
Marquette	1	9	1,967	197	46	69
Mason	1	3	873	87	20	25
Mecosta	1	3	691	69	18	15
Menominee	0	3	966	97	24	21
Midland	0	2	606	61	17	33
Missaukee	0	2	247	25	9	7
Monroe	1	5	1,088	109	37	49
Montcalm	0	10	1,363	136	30	28
Montmorency	0	2	132	13	4	1
Muskegon	2	7	2,513	251	62	101
Newaygo	0	5	653	65	17	16
Oakland	4	20	6,708	671	90	429
Oceana	0	4	568	57	16	9
Ogemaw	0	2	232	23	8	3
Ontonagon	0	6	447	45	18	9
Osceola	0	6	623	62	15	20
Oscoda	0	1	83	8	0	1
Otsego	0	1	183	18	6	5
Ottawa	2	6	2,108	211	48	100
Presque Isle	0	2	354	35	12	11
Roscommon	0	1	71	7	2	1
Saginaw	5	6	3,736	374	100	168
St. Clair	2	6	2,099	210	58	101
St. Joseph	0	8	1,347	135	27	47
Sanilac	0	8	1,143	114	31	22
Schoolcraft	0	1	345	35	10	7
Shiawassee	1	8	1,602	160	36	66
Tuscola	0	11	1,507	151	33	30
Van Buren	0	10	1,678	168	31	50
Washtenaw	4	7	2,723	272	50	1,736
Wayne	40	33	49,937	4,994	1,178	3,811
Wexford	0	4	763	76	18	19
Total	98	481	157,481	15,752	3,715	10,034

Note.—Table V is an attempt to link up the high school enrollment in the State with the enrollment in the University of Michigan. Part of this information was furnished by the State Department of Public Instruction and part was obtained from the report of the High School Inspector for the University and from the count of students by counties in Michigan as made in the Statistical Division of the Registrar's Office. A map of Michigan showing the total students enrolled from each Michigan county and also the freshmen from each county will be found on page 269.

TABLE VI. COUNT OF STUDENTS BY STATES AND COUNTRIES

	Lit.	Eng.	Arch.	Med.	Law	Pharm.	Dent.	Ed.	Bus. Ad.	For. & Con.	Nurs.	Music	Grad.	(1) Net Total Regular Session	(2) Net Total Extension	(3) Net Total Summer Session	(4) Total (1)+(2)+(3)	(5) Duplicates	(6) Net Total (4)-(5)
1. Michigan	2,923	804	225	395	284	66	285	313	68	18	165	100	731	6,179	2,807	2,042	11,028	994	10,034
2. Ohio	369	102	24	74	90	7	11	22	6	6	26	13	53	787	..	335	1,122	113	1,009
3. New York	410	204	19	36	20	5	12	21	6	1	3	7	33	758	..	129	887	71	816
4. Illinois	254	64	19	6	31	4	..	10	5	4	9	10	27	435	..	170	605	54	551
5. Indiana	182	21	11	13	26	..	1	10	4	..	18	14	28	317	..	132	449	26	423
6. Pa.	149	43	4	19	24	1	..	13	1	..	3	7	22	285	..	109	394	27	367
7. New Jersey	59	14	2	17	3	..	6	3	1	7	112	..	27	139	13	126
8. Missouri	30	18	4	4	12	1	2	1	8	78	..	44	122	13	109
9. Wisconsin	33	14	10	5	8	1	1	3	..	2	7	81	..	36	117	15	102
10. Iowa	21	10	1	2	9	1	..	1	1	3	14	61	..	50	111	15	96
11. Kentucky	27	4	5	7	2	1	1	11	58	..	47	105	9	96
12. China	9	10	3	2	2	2	1	44	72	..	45	117	28	89
13. Ontario	24	16	8	2	1	..	3	..	1	..	1	2	6	62	15	16	93	9	84
14. Texas	14	6	1	2	2	1	2	9	37	..	48	85	4	81
15. Kansas	16	9	1	..	10	..	1	2	1	11	49	..	35	84	5	79
16. Mass.	37	6	2	7	3	1	2	..	1	11	66	..	21	87	10	77
17. W. Va.	16	2	2	2	1	1	3	2	..	2	3	34	..	31	65	2	63
18. Minnesota	15	5	1	4	6	2	1	1	1	..	5	39	..	27	66	9	57
19. California	12	7	1	5	5	..	1	3	1	8	40	..	21	61	8	53
20. Connecticut	21	7	1	3	1	2	1	1	..	1	3	39	..	12	51	5	46
21. Oklahoma	18	2	..	1	3	..	1	1	4	30	..	12	42	3	39
22. D. C.	15	4	..	2	1	1	7	29	..	10	39	3	36
23. Nebraska	7	1	1	1	3	1	1	..	1	..	7	23	..	17	40	5	35
24. South Dakota	14	2	1	..	4	1	1	3	25	..	14	39	4	35
25. Colorado	9	4	..	1	2	1	..	1	..	8	26	..	13	39	6	33
26. Georgia	7	1	..	2	8	17	..	19	36	6	30
27. Montana	10	6	1	2	..	6	24	..	7	31	1	30
28. Florida	10	3	..	2	1	1	1	18	..	10	28	2	26
29. Mississippi	3	1	3	3	9	..	20	29	3	26
30. India	1	17	1	7	25	..	3	28	3	25
31. Tennessee	5	3	..	1	1	5	15	..	11	26	1	25
32. Virginia	6	3	2	..	1	3	15	..	13	28	3	25
33. Alabama	6	4	..	1	1	1	5	16	..	11	27	4	23

34.	Maine	2	6	..	I	I	..	I	3	3	16	..	8	24	2	22
35.	Oregon	8	4	I	14	..	9	23	I	22
36.	P. I.	8	4	5	16	..	11	27	6	21
37.	Wyoming	11	3	..	I	2	3	19	..	I	20	..	20
38.	Maryland	7	2	I	I	I	13	..	6	19	..	19
39.	Washington	2	..	I	4	I	4	16	..	4	20	I	19
40.	N. D.	7	..	I	2	I	I	12	..	9	21	3	18
41.	Utah	8	I	6	16	..	4	20	3	17
42.	Hawaii	10	1	..	2	I	13	..	7	20	5	15
43.	Japan	5	2	6	13	..	9	22	7	15
44.	N. C.	5	I	..	2	I	9	..	8	17	2	15
45.	Louisiana	4	2	1	3	11	..	4	15	I	14
46.	Arizona	I	I	..	2	3	7	..	5	12	2	10
47.	Arkansas	2	I	I	5	..	7	12	2	10
48.	Vermont	6	I	I	8	..	3	11	I	10
49.	Idaho	3	2	I	6	..	3	9	I	8
50.	R. I.	3	2	I	I	7	8	..	8
51.	S. C.	2	3	5	..	5	10	2	8
52.	B. C. (Can.)	3	3	6	..	5	11	4	7
53.	Colombia	I	5	2	7	..	2	9	2	7
54.	Panama	I	5	I	7	8	I	7
55.	Porto Rico	3	4	7	..	2	9	2	7
56.	New Mexico	2	I	4	..	2	6	..	6
57.	Bolivia	I	3	I	5	..	I	6	I	5
58.	Delaware	..	I	I	2	..	3	5	..	5
59.	Germany	2	2	I	4	..	I	5	..	5
60.	N. H.	I	I	2	I	5	..	I	6	I	5
61.	Persia	..	5	5	5	..	5
62.	Russia	..	3	I	I	I	5	5	..	5
63.	Bulgaria	..	2	2	4	4	4	4
64.	Syria	..	2	2	4	..	I	5	I	4
65.	Argentina	..	I	2	3	..	2	5	2	3
66.	Canal Zone	I	..	I	..	I	3	3	..	3
67.	Czechoslovakia	3	3	3	..	3
68.	Egypt	2	2	..	2	4	I	3
69.	Korea	I	I	I	3	3	..	3
70.	Manitoba	I	I	I	3	..	I	4	I	3
71.	Mexico	I	2	3	3	..	3
72.	Palestine	I	I	I	3	3	..	3
73.	Quebec	I	2	..	I	3	..	3
74.	Austria	..	I	I	2	2	..	2
75.	Denmark	..	2	2	2	..	2
76.	Java	..	I	I	2	2	..	2
77.	Nevada	I	..	I	2	2	..	2

TABLE VI. (Continued)

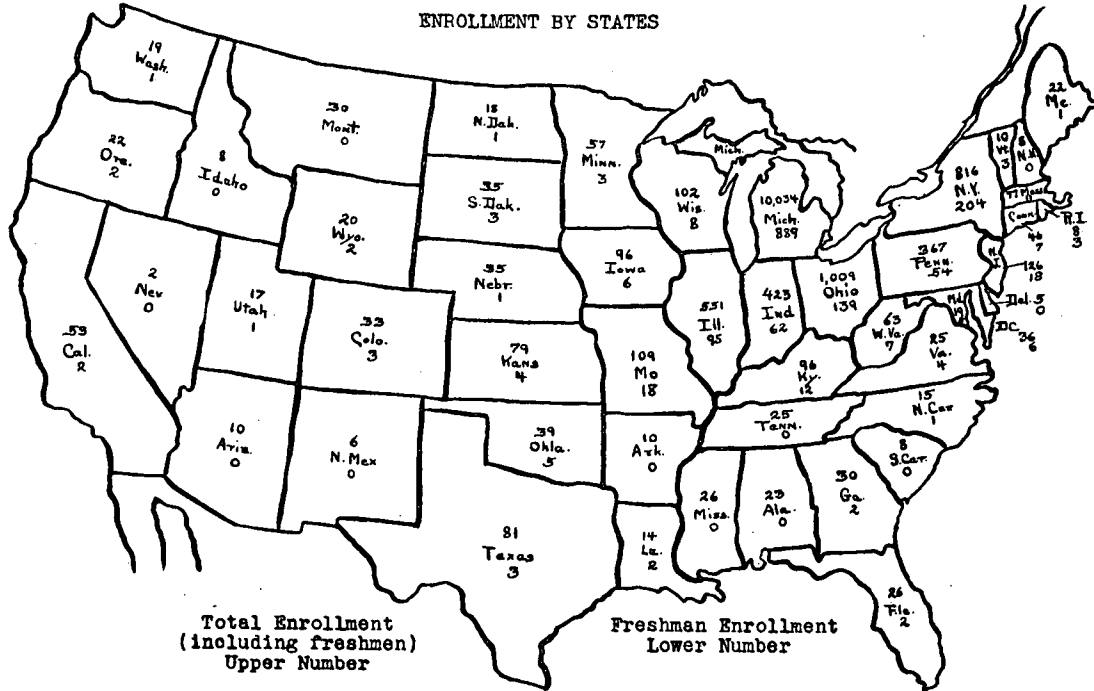
	Lit.	Eng.	Arch.	Med.	Law	Pharm.	Dent.	Ed.	Bus. Ad.	For. & Con.	Nurs.	Music	Grad.	(1) Net Total Regular Session	(2) Net Total Extension	(3) Net Total Summer Session	(4) Total (1)+(2)+(3)	(5) Duplicates	(6) Net Total (4)-(5)
78. Nova Scotia
79. Poland
80. Siam
81. South Africa
82. Turkey
83. Alberta
84. Belgium
85. Brit. Guiana
86. Chile
87. Costa Rica
88. Cuba
89. England
90. Guatemala
91. Haiti
92. Hindustan
93. Hungary
94. Iraq
95. Ireland
96. Italy
97. N. B. (Can.)
98. Norway
99. Peru
100. Sweden
101. Switzerland
102. Ukraine
TOTAL	4,846	1,485	365	647	573	93	328	415	113	43	233	174	1,179	10,191	2,822	3,672	16,685	1,531	15,154

Note.—The map shown on page 273 shows the distribution of students in the United States according to the above table. It also shows the freshman enrollment by states.

UNIVERSITY OF MICHIGAN

1929 - 1930

ENROLLMENT BY STATES



Total Enrollment
(including freshmen)
Upper Number

Freshman Enrollment
Lower Number

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TABLE VII. ENROLLMENT FROM 1843 TO 1930

Year	Total	Year	Total
1843-44.....	53	1887-88.....	1,667
1844-45.....	53	1888-89.....	1,882
1845-46.....	70	1889-90.....	2,153
1846-47.....	67	1890-91.....	2,420
1847-48.....	89	1891-92.....	2,692
1848-49.....	77	1892-93.....	2,778
1849-50.....	72	1893-94.....	2,659
1850-51.....	159	1894-95.....	2,864
1851-52.....	216	1895-96.....	3,014
1852-53.....	222	1896-97.....	2,975
1853-54.....	244	1897-98.....	3,223
1854-55.....	288	1898-99.....	3,192
1855-56.....	390	1899-1900.....	3,441
1856-57.....	480	1900-01.....	3,712
1857-58.....	449	1901-02.....	3,709
1858-59.....	430	1902-03.....	3,792
1859-60.....	519	1903-04.....	3,957
1860-61.....	674	1904-05.....	4,136
1861-62.....	615	1905-06.....	4,571
1862-63.....	652	1906-07.....	4,746
1863-64.....	856	1907-08.....	5,010
1864-65.....	953	1908-09.....	5,223
1865-66.....	1,205	1909-10.....	5,383
1866-67.....	1,255	1910-11.....	5,381
1867-68.....	1,273	1911-12.....	5,582
1868-69.....	1,114	1912-13.....	5,805
1869-70.....	1,112	1913-14.....	6,258
1870-71.....	1,110	1914-15.....	6,857
1871-72.....	1,207	1915-16.....	7,214
1872-73.....	1,163	1916-17.....	7,517
1873-74.....	1,105	1917-18.....	6,734
1874-75.....	1,191	1918-19 (Not including 2,258	
1875-76.....	1,129	Sec. B., S.A.T.C.) ..	7,288
1876-77.....	1,111	1919-20.....	9,401
1877-78.....	1,230	1920-21.....	10,623
1878-79.....	1,372	1921-22.....	11,120
1879-80.....	1,427	1922-23.....	11,450
1880-81.....	1,534	1923-24.....	12,291
1881-82.....	1,534	1924-25.....	12,312
1882-83.....	1,440	1925-26.....	12,690
1883-84.....	1,377	1926-27.....	13,257
1884-85.....	1,295	1927-28.....	13,593
1885-86.....	1,401	1928-29.....	13,769
1886-87.....	1,572	1929-30.....	15,154

Note.—This table includes Regular Session students, Summer Session students, and those taking Extension courses.

TABLE VIII. DEGREES AND CERTIFICATES CONFERRED IN 1929-1930

	Years of University Study Required	Men	Women	Total
<i>College of Literature, Science, and the Arts:</i>				
Bachelor of Arts	4	637	351	988
Bachelor of Arts (in Library Science)...	5	7	50	57
Bachelor of Science	4	26	10	36
Bachelor of Science (in Chemistry)	4	8	1	9
Bachelor of Science (in Medicine)	4½	21	—	21
<i>Colleges of Engineering and Architecture:</i>				
Bachelor of Science in Architecture—				
Architecture	4 plus 1 S.S.	28	1	29
Architectural Engineering	4 plus 1 S.S.	7	—	7
Bachelor of Science in Design—				
Decorative Design	4 plus 1 S.S.	—	1	1
Bachelor of Science in Engineering—				
Aeronautical Engineering	4 plus 1 S.S.	34	—	34
Chemical Engineering	4 plus 1 S.S.	29	—	29
Chemical and Industrial Engineering..	5	1	—	1
Civil Engineering	4 plus 1 S.S.	49	—	49
Electrical Engineering	4 plus 1 S.S.	45	—	45
Engineering Mechanics	4 plus 1 S.S.	1	—	1
Geodesy and Surveying	4 plus 1 S.S.	3	—	3
Mathematics	4 plus 1 S.S.	5	—	5
Mechanical Engineering	4 plus 1 S.S.	47	—	47
Mechanical and Industrial Engineering	5	1	—	1
Naval Architecture and Marine Engi- neering	4 plus 1 S.S.	5	—	5
Bachelor of Science in Civil Engineering.	4 plus 1 S.S.	2	—	2
Bachelor of Science in Electrical Engi- neering	4 plus 1 S.S.	1	—	1
Bachelor of Mechanical Engineering.....	4 plus 1 S.S.	1	—	1
<i>Medical School:</i>				
Doctor of Medicine	7	160	8	168
<i>Law School:</i>				
Bachelor of Laws.....	7	123	9	132
Bachelor of Laws (Causa Honoris).....				
Juris Doctor	7	36	—	36
Juris Doctor (Causa Honoris)				
Master of Laws	8	1	—	1
Doctor of Juridical Science.....	10	5	—	5
<i>College of Pharmacy:</i>				
Bachelor of Science (in Pharmacy).....	4	7	6	13
Pharmaceutical Chemist	3	6	—	6
<i>School of Dentistry:</i>				
Doctor of Dental Surgery	5	108	—	108
<i>School of Education:</i>				
Bachelor of Arts (in Education)	4	27	101	128
Bachelor of Science (in Education)	4	17	19	36
<i>School of Business Administration:</i>				
Master of Business Administration	5	40	—	40

THE PRESIDENT'S REPORT

TABLE VIII (Continued)

	Years of Study Required	Men	Women	Total
<i>School of Forestry and Conservation:</i>				
Bachelor of Forestry	4 plus 1 S.S.	1	—	1
Bachelor of Science (in Forestry)	4 plus 1 S.S.	10	—	10
Master of Forestry	5 plus 1 S.S.	3	—	3
Master of Science (in Forestry)	5 plus 1 S.S.	8	—	8
<i>School of Music:</i>				
Bachelor of Music in Public School Music	4	4	14	18
Bachelor of Music in Piano	4	1	1	2
Bachelor of Music in Voice	4	—	1	1
Bachelor of Music in Organ	4	1	1	2
Master of Music in Public School Music.	4 plus 2 yrs. study and practice plus 1 grad. yr.	1	—	1
<i>Graduate School:</i>				
Master of Arts	5	191	140	331
Master of Arts (in Library Science) ...	6	2	5	7
Master of Arts (in Municipal Adminis- tration)	5 plus 3 mos. pract. exp.	1	—	1
Master of Landscape Design	5 plus 1 S.S.	4	—	4
Master of Science	5	59	14	73
Master of Science (in Chemistry)	5	1	1	2
Master of Science (in Engineering) ...	5 plus 1 S.S.	23	—	23
Master of Science (in Public Health) ...	5 plus 3 mos. pract. exp.	1	4	5
Chemical Engineer	4 undergraduate yrs. plus 5 yrs. prof. exp. plus 1 grad. yr.	1	—	1
Civil Engineer		2	—	2
Electrical Engineer		1	—	1
Mechanical Engineer		3	—	3
Doctor of Philosophy	7	75	6	81
Doctor of Public Health	7	—	1	1
Doctor of Science	7	4	—	4
<i>Special Certificates and Diplomas:</i>				
Certificate in Anesthesia	1 calendar yr.	—	3	3
Certificate in Sociology	(4) granted with degree	—	18	18
Certificate in Oral Hygiene	1	—	13	13
Certificate in Journalism	(4) granted with degree	7	5	12
Registered Nurse's Diploma	3	—	82	82
Teacher's Diploma	(4) granted with degree	87	211*	298
<i>Commissions, Officers' Reserve Corps:</i>				
Signal Corps		4	—	4
Ordnance		4	—	4
Infantry		13	—	13
Coast Artillery		1	—	1
Air Corps		3	—	3

*This is one less than the number reported in the Register because one woman had additional work to complete and did not receive her certificate until July.

Honorary Degrees:

Master of Laws:	Doctor of Engineering:
Arthur J. Tuttle	Scott Turner
Master of Science:	Doctor of Science:
William Hoffman Gardiner Logan	Frank Leverett
Henry Harlow Brooks	Alfred Fabian Hess
Master of Arts:	Doctor of Letters:
Harlan Ingersoll Smith	Henri Chamard
Mary Chase Perry Stratton	Doctor of Laws:
Doctor of Music:	Edward Sidney Rogers
Albert Augustus Stanley	Harry Conant Bulkley
Doctor of Architecture:	Vincent Massey
Irving Kane Pond	

Summary of Degrees and Certificates Conferred in 1929-1930:

	Men	Women	Total
Total Degrees in Course	1,888	745	2,633
Special Certificates and Diplomas	94	332	426
Commissions, Officers' Reserve Corps	25	—	25
Honorary Degrees	13	1	14

Note.—2,469 degrees in course, 422 special certificates and diplomas, and 15 honorary degrees were conferred during 1928-1929.

TABLE IX. FRESHMAN ADMISSIONS WITHOUT AND WITH DEFICIENCIES 1929-1930

Schools and Colleges	Without Deficiencies			With Deficiencies			Mich. H. S.	Total Non-Mich. H. S.	Total	
	Mich. H. S.	Non-Mich. H. S.	Total	Mich. H. S.	Non-Mich. H. S.	Total				
L., S., & A.		550	498		12	21		562	519	1,081
Men	310		398	708	12	14	26	322	412	734
Women	240		100	340	0	7	7	240	107	347
Engineering		83	120	203		64	90	147	210	357
Men	83		120	203	64	90	154	147	210	357
Women	0		0	0	0	0	0	0	0	0
Architecture		22	12	34		24	11	46	23	69
Men	21		9	30	21	10	31	42	19	61
Women	1		3	4	3	1	4	4	4	8
Pharmacy		10	4	14		2	1	12	5	17
Men	8		4	12	2	1	3	10	5	15
Women	2		0	2	0	0	0	2	0	2
Oral Hygiene		8	4	12		0	2	8	6	14
Women	8		4	12	0	2	2	8	6	14
Education		18	18	36		3	0	21	18	39
Men	10		10	20	2	0	2	12	10	22
Women	8		8	16	1	0	1	9	8	17
Music		11	29	40		1	4	12	33	45
Men	4		15	19	0	2	2	4	17	21
Women	7		14	21	1	2	3	8	16	24
Total		702	685	1,387		106	129	808	814	1,622
Men	436		556	992	101	117	218	537	673	1,210
Women	266		129	395	5	12	17	271	141	412

Note.—13.1 per cent of all Michigan freshmen and 15.8 per cent of all non-Michigan freshmen entered with deficiencies.

TABLE X. FRESHMAN DEFICIENCIES BY COLLEGES AND SUBJECTS 1929-1930

Schools and Colleges	Mathematics	Science	Languages	History	Totals*
L., S., & A.	0	16	17	0	33
Mich.	0	1	11	0	12
Non-Mich.	0	15	6	0	21
Engineering	116	54	16	2	188
Mich.	48	17	11	0	76
Non-Mich.	68	37	5	2	112
Architecture	26	14	4	1	45
Mich.	17	9	4	1	31
Non-Mich.	9	5	0	0	14
Pharmacy	0	3	0	0	3
Mich.	0	2	0	0	2
Non-Mich.	0	1	0	0	1
Oral Hygiene	1	1	0	0	2
Mich.	0	0	0	0	0
Non-Mich.	1	1	0	0	2
Education	0	0	3	0	3
Mich.	0	0	2	0	2
Non-Mich.	0	0	1	0	1
Music	1	4	0	0	5
Mich.	0	2	0	0	2
Non-Mich.	1	2	0	0	3
All Schools	144	92	40	3	279
Mich.	65	31	28	1	125
Non-Mich.	79	61	12	2	154

*Some freshmen entered with deficiencies in more than one subject and these totals therefore do not agree with the number of freshmen admitted with deficiencies.

TABLE XI. FRESHMAN DEFICIENCIES BY COLLEGES AND UNITS 1929-1930

Schools and Colleges	½ unit	1 unit	1½ units	2 units	Total
L., S., & A.	0	22	0	11	33
Mich.	0	6	0	6	12
Non-Mich.	0	16	0	5	21
Engineering	61	42	28	23	154
Mich.	24	17	10	13	64
Non-Mich.	37	25	18	10	90
Architecture	13	9	6	7	35
Mich.	7	7	4	6	24
Non-Mich.	6	2	2	1	11
Pharmacy	0	3	0	0	3
Mich.	0	2	0	0	2
Non-Mich.	0	1	0	0	1
Oral Hygiene	0	2	0	0	2
Mich.	0	0	0	0	0
Non-Mich.	0	2	0	0	2
Education	0	1	0	2	3
Mich.	0	1	0	1	2
Non-Mich.	0	0	0	1	1
Music	0	5	0	0	5
Mich.	0	2	0	0	2
Non-Mich.	0	3	0	0	3
All Schools	74	84	34	43	235
Mich.	31	35	14	26	106
Non-Mich.	43	49	20	17	129

TABLE XII. FRESHMAN WITHDRAWALS

School or College	1928-1929				1929-1930			
	Total Enrollment	Withdrawals for Poor Scholarship	Withdrawals for Other Reasons*	Total Withdrawals	Total Enrollment	Withdrawals for Poor Scholarship	Withdrawals for Other Reasons*	Total Withdrawals
L., S., & A.	986	119	65	184	1,081	164	66	230
Engineering	271	45	22	67	357	35	40	75
Architecture	58	3	4	7	69	7	8	15
Pharmacy	9	2	1	3	17	3	0	3
Oral Hygiene	25	0	1	1	14	0	0	0
Education	33	4	2	6	39	1	5	6
Music	-	-	-	-	45	2	2	4
Total	1,382	173	95	268	1,622	212	121	333

Note.—During the year 1929-1930, 20.5% of the freshmen withdrew: 13.1% for poor scholarship, and 7.4% for other reasons. This compares with 19.4% withdrawing in 1928-1929; 12.5% for poor scholarship, and 6.9% for other reasons.

*These totals include withdrawals for reasons other than scholarship at the end of the first semester but do not include withdrawals of this nature at the end of the second semester.

TABLE XIII. STUDY OF FRESHMAN GRADES

FIRST SEMESTER 1928-1929								
	A	B	C	D	E	I	X	Total
L., S., & A.	1,084	3,517	5,698	1,845	819	41	110	13,114
	8.3%	26.8%	43.5%	14.1%	6.2%	.3%	.8%	
Engineering	488	1,081	1,474	406	294	61	..	3,804
	12.8%	28.4%	38.8%	10.7%	7.7%	1.6%	..	
Architecture	104	231	283	96	24	51	..	789
	13.2%	29.3%	35.8%	12.2%	3.0%	6.5%	..	
Pharmacy	13	51	37	4	19	124
	10.5%	41.2%	29.8%	3.2%	15.3%	
Oral Hygiene	28	122	140	10	..	9	..	309
	9.1%	39.5%	45.3%	3.2%	..	2.9%	..	
Education	19	66	166	109	68	3	..	431
	4.4%	15.3%	38.5%	25.3%	15.8%	.7%	..	
All Colleges	1,736	5,068	7,798	2,466	1,205	169	129	18,571
	9.3%	27.3%	42.0%	13.3%	6.5%	.9%	.7%	
SECOND SEMESTER 1928-1929								
L., S., & A.	1,291	3,620	4,881	1,156	320	68	40	11,376
	11.3%	31.8%	42.9%	10.2%	2.8%	.6%	.4%	
Engineering	492	855	1,314	498	257	64	..	3,480
	14.1%	24.6%	37.8%	14.3%	7.4%	1.8%	..	
Architecture	106	175	262	80	59	23	..	705
	15.0%	24.8%	37.2%	11.3%	8.4%	3.3%	..	
Pharmacy	37	25	29	4	8	103
	35.8%	24.3%	28.2%	3.9%	7.8%	
Oral Hygiene	30	126	200	36	392
	7.7%	32.1%	51.0%	9.2%	
Education	22	77	201	63	34	..	8	405
	5.4%	19.0%	49.6%	15.6%	8.4%	..	2.0%	
All Colleges	1,978	4,878	6,887	1,837	678	155	48	16,461
	12.0%	29.6%	41.9%	11.2%	4.1%	.9%	.3%	
FIRST SEMESTER 1929-1930								
L., S., & A.	1,186	3,495	6,244	2,238	895	98	228	14,384
	8.2%	24.3%	43.4%	15.6%	6.2%	.7%	1.6%	
Engineering	596	1,582	1,854	640	444	109	..	5,225
	11.4%	30.3%	35.5%	12.2%	8.5%	2.1%	..	
Architecture	94	304	376	132	90	29	..	1,025
	9.2%	29.7%	36.7%	12.9%	8.8%	2.8%	..	
Pharmacy	17	43	129	19	14	222
	7.7%	19.4%	58.1%	8.6%	6.3%	
Oral Hygiene	27	51	84	11	..	4	..	177
	15.3%	28.8%	47.5%	6.2%	..	2.3%	..	
Education	22	97	223	91	42	475
	4.6%	20.4%	46.9%	19.2%	8.8%	
Music	109	209	253	46	11	628
	17.4%	33.3%	40.3%	7.3%	1.8%	
All Colleges	2,051	5,781	9,163	3,177	1,496	240	228	22,136
	9.3%	26.1%	41.4%	14.4%	6.8%	1.1%	1.0%	

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	SECOND SEMESTER 1929-1930						Total	
	A	B	C	D	E	I		X
L., S., & A.	1,244	3,477	5,577	1,657	342	83	64	12,444
	10.0%	27.9%	44.8%	13.3%	2.7%	.7%	.5%	
Engineering	666	1,215	1,990	556	262	73	..	4,762
	14.0%	25.5%	41.8%	11.7%	5.5%	1.5%	..	
Architecture	58	230	441	111	124	34	..	998
	5.8%	23.0%	44.2%	11.1%	12.4%	3.4%	..	
Pharmacy	25	55	80	39	15	214
	11.7%	25.7%	37.4%	18.2%	7.0%	
Oral Hygiene	21	58	114	8	201
	10.4%	28.9%	56.7%	4.0%	
Education	38	108	191	57	27	12	8	441
	8.6%	24.5%	43.3%	12.9%	6.1%	2.7%	1.8%	
Music	84	213	246	25	20	20	..	608
	13.8%	35.0%	40.5%	4.1%	3.3%	3.3%	..	
All Colleges	2,136	5,356	8,639	2,453	790	222	72	19,668
	10.9%	27.2%	43.9%	12.5%	4.0%	1.1%	.4%	

Note 1.—A—Excellent; B—Good; C—Fair; D—Passed; E—Not Passed; I—Incomplete; X—Absent from Examination. I and X may be made up.

Note 2.—The above study is based upon the records of freshmen in the University, excluding those students who enrolled for the first time at the beginning of the second semester, as follows:

School or College	1928-1929		1929-1930	
	1st Sem.	2nd Sem.	1st Sem.	2nd Sem.
L., S., & A.	897	778	982	849
Eng.	253	229	327	304
Arch.	56	49	67	62
Pharm.	8	7	15	14
Oral Hyg.	22	22	14	12
Ed.	32	29	36	31
Music	—	—	43	43

EDITORIAL DIVISION

From July 1, 1929, to June 30, 1930, the Editorial Division of the Registrar's Office handled, in one process or another, 110 pieces of printing totaling 8,823 pages, as compared with 74 publications and 6,956 pages in the preceding year.

WORK OF EDITORIAL DIVISION 1929-1930

	No. of		Cost
	Bulletins	Pages	
Official Publication	65	7,824	\$30,031.16
Unnumbered publications	45	999	3,322.64
Calendar plate and maps	—	—	40.93
	110	8,823	\$33,394.73

The cost figure of \$33,394.73, for printing, paper, and cuts, covers only those bulletins that were given complete-process handling. It is, even so, about seven thousand dollars more than the only other figure available for a year's work, the estimate of \$26,216.66 for 1929-1930 that was made in 1929 for the President's Office. This apparent increase, however, includes one extra issue each of the *Announcement of the College of Literature, Science, and*

the Arts (\$3,168.26) and of the *Proceedings of the Conference on Highway Engineering* (\$1,085.88), two issues of each of these bulletins falling within the year. The actual increase in the cost of the work of 1929-1930 is due, in some degree, to the unusual number of small irregularly-issued bulletins, such as the *Lawyers' Club*, *Housing Facilities for Women*, and bulletins of departments and curricula; to the unusual number of reprints from the *President's Report*; to an increase in contract prices for printing, beginning January 1, 1930; and to the new work taken over from the School of Music—the *Announcement*, *Summer Session Announcement*, *Organ Programs* bulletin, miscellaneous concert programs, and *May Festival Libretto*—amounting to \$3,148.31.

The following table has been prepared, as a matter of record, covering all bulletins in the "Official Publication" series, whether handled by the Editorial Division or not, and all other pieces of administrative printing that have in some way been brought into relation with this office. The grand total is 8,987 pages, with a cost, for printing, paper, and cuts, of \$38,589.13.

ADMINISTRATIVE PUBLICATIONS 1929-1930
(Cost figures cover only printing, paper, and cuts)

	No. OF BULLETINS	EDITORIAL OFFICE		DEPARTMENT OFFICES		TOTALS	
		Pages	Cost	Pages	Cost	Pages	Cost
<i>Official Publication:</i>							
Not handled by Editorial Division	4			164	\$1,985.46	164	\$1,985.46
Partial-process handling	3	52			2,610.00	52	2,610.00
Complete-process handling (includes 5 reprints, 2,580 pages)	62	7,772	\$30,031.16			7,772	30,031.16
Total	69	7,824	\$30,031.16	164	\$4,595.46	7,988	\$34,626.62
<i>Non-serial publications:</i>							
Partial-process handling	5	196			\$598.94	196	\$598.94
Complete-process handling (includes 17 reprints, 190 pages)	40	803	\$3,322.64			803	3,322.64
Total	45	999	\$3,322.64		\$598.94	999	\$3,921.58
Calendar			\$19.43				\$19.43
Campus maps			21.50				21.50
Totals, all offices	114	8,823	\$33,394.73	164	\$5,194.40	8,987	\$38,589.13

University of Michigan Official Publication.—The 69 bulletins of Volume XXXI that fall within the work of the year under review, Nos. 8 to 76, inclusive, are listed on page 422. They contained 7,988 pages and cost \$34,626.62. The first few bulletins of this volume, Nos. 1 to 7, inclusive, fell within the work of the preceding year, as explained in the *President's Report* for 1928-1929, pages 166 and 168.

As shown in the accompanying table, 4 bulletins of this series were not handled at all by the Editorial Division. These are:

Bulletin No.	Pages	Cost
33 Financial Report of the University, 1928-1929; handled by the Business Office	76	\$ 685.63
37 Death Notices, 1928-1929; handled by the Alumni Catalogue Office	24	87.92
47 Report of the Director of the Museum of Zoology, 1928-1929; handled by the Museum	48	111.91
75 Alumni Education and the University; handled by the Director of Alumni Relations	16	1,100.00
	<hr/>	<hr/>
	164	\$1,985.46

No. 75 is one of the Alumni Relations series, which is scheduled next year to come through the Editorial Division. The other three bulletins, it seems, should continue as they now are, completely independent of the Editorial Division, since the offices in which they originate have a personnel especially equipped to do the work. Therefore, in so far as efficiency warrants, the centralization in the Editorial Division of all work on the "Official Publication" seems now to be complete.

Three other bulletins in Volume XXXI (Nos. 27, 35, and 46, 52 pages, costing \$2,610.00) that were put through partial processes in the Editorial Division have been included in a resumé of the work done but have not been considered in the cost figures for the year's work. These are all Alumni Relations bulletins, further issues of which, as stated above, will come through this office in the future.

The actual work done by this Division on the "Official Publication" may, therefore, be fairly described as: the partial-process handling of 3 bulletins totaling 52 pages; and the complete-process handling of 62 bulletins totaling 7,772 pages (of which 5 bulletins, 2,580 pages, were reprints), costing \$30,031.16.

Non-serial administrative publications.—The non-serial administrative publications of which this office has record numbered 45, totaling 999 pages, and costing \$3,921.58. A list is given on pages 423 and 424.

Of these, 5 bulletins totaling 196 pages were given partial-process handling. The remaining 40 items, totaling 803 pages (of which 17 bulletins, 190 pages, were reprints) and costing \$3,322.64, were put through the complete editorial and proofreading process.

Editorial processes.—The work of the Division, on 110 publications, was distributed as follows:

	Pages
Copy prepared	1,338
Copy edited and proof read (1,338 plus 4,467)	5,805
Reprints checked	2,770
Proofreading only	32
Editorial proofreading only	216

The bulletins that originated in the Editorial Division, involving preparation and gathering of copy in addition to the usual editing and proofreading, were, in 1929-1930:

	Pages
No. 15 Announcement of the College of Literature, Science, and the Arts, 1929-1930	352
No. 22 Scholarships, Prizes, and Loan Funds, 1929-1930	28
No. 24 Journal of the Michigan Schoolmasters' Club, 1929	386
No. 25 Faculty Directory, 1929-1930	104
No. 34 General Register, 1928-1929 (Reprint, 2,484 pp.)	12
No. 42 Mosher-Jordan Halls	72
No. 57 Bulletin of General Information, 1930-1931	32
No. 59 Michigan Schoolmasters' Club Official Program, 1930	340
No. 68 Announcement of the College of Literature, Science, and the Arts, 1930-1931	4
First Semester Supplement to the Literary Announcement, 1929-1930...	8
Second Semester Supplement to the Literary Announcement, 1929-1930..	8
	1,338

The bulletins handled for the first time by this office are indicated in italics in the lists on pages 422-424. Many of these, it will be noted, are reprints from the *President's Report*. Those that were given the extra time and attention usually required by bulletins coming through the office for the first time were:

	Pages
No. 26 Organ Programs given by Palmer Christian, Seasons of 1927-1928 and 1928-1929	64
No. 42 Mosher-Jordan Halls	12
No. 63 The Lawyers' Club	12
Conferences on Parental Education	8
May Festival Libretto, 1930	116
Miscellaneous programs for the School of Music	134

The general revision of the bulletins was carried close to completion with the adoption of 8-point Ronaldson type for the *Summer Session Announcement* and the making over of the descriptions of its courses to conform to the adopted style.

The editing and proofreading service was extended to the School of Music publications, as already mentioned; and, beginning with the February issue, to the *Proceedings of the Board of Regents*, which until that time had been given merely an editorial reading on galley and page proof. Perhaps it should be mentioned that there is something of a tendency on the

part of a few offices to submit various odd pieces of printing for editing or for proofreading.

The office records of the work done month by month show that the peak period of the year was during March, April, and May, when the daily average was 45 pages edited, 7.58 galleys of proof read, and 32.88 pages of proof read and O.K'd. In contrast, September, October, and November showed a daily average of 8.06 pages edited, 1.75 galleys of proof read, and 10.54 pages of proof read and O.K'd. While it is not safe to draw definite conclusions from any given year, it is interesting to note that in 1929-1930 the editorial burden was lightest in August and September (though preparation for the *Faculty Directory* made the last two weeks of September very busy), heaviest in March and April; while the proof-reading was lightest during November and December, heaviest in May and August. Our efforts to place bulletins in the months of October, November, and December have not, so far, been very successful, the various divisions maintaining that their work is not sufficiently under way to permit preparation of copy at so early a date.

The new seal of the University, dated 1817, as supplied by Secretary S. W. Smith, was first available for Volume XXXI, No. 16, issued August 31, 1929. All statements throughout the bulletins were altered so as not to conflict with the acceptance of the earlier date of founding.

General service.—The Faculty Card File proves of increasing value, though there is a question as to whether the keeping of this record would not fall more appropriately within the jurisdiction of the Business Office.

The master file of courses has met with considerable difficulty and has so far proved of little use. It was designed to keep on file the standard description of every course offered in the University, with its number, prerequisites, and credits, so that these facts might be kept consistent in every Announcement that included them; also that it might form a complete alphabetical record of courses given in the University, and provide a historical record for the benefit, in particular, of the Transcript Clerk. So long as the numbering systems in use in the several units of the University are either unpractical or are misunderstood by those who apply them, and so long as changes in numbers can be made haphazardly, with only the immediate convenience of the one department in view, this file can be of little use, and consistency in the description and numbering of courses between bulletins can never be guaranteed. Again, as last year, it is recommended that some all-campus numbering system be considered; and that there be some machinery of approval, such as the Council on Instruction at Ohio State University, to prevent haphazard changing of course numbers.

Printing.—A new printing contract was signed during the summer of 1930, taking effect from January 1 of that year. Under the new scale of prices, it was estimated that, on the ordinary run of bulletins, there would be an increase in cost of from 10 to 12 per cent; though on tabular matter considerable saving was effected by the re-classification of much of the work of this kind as double-price matter rather than time work.

The extension of the use of Ronaldson 8-point type has improved the legibility of the bulletins. With respect to the improvement of their appearance as a whole, the use of a more opaque paper, the purchase of a more complete equipment of appropriate type for covers, title-pages, and headings, and a greater attention on the part of the printer to the proper placing of the type page and in accurate register, might be suggested.

Respectfully submitted,

IRA M. SMITH, *Registrar*