

Saint John's Preparatory School (Collegeville, Minn.). Office of the Registrar.

Records, 1906-

SJU Archival Collection 19

Location: 001/3-4; 002/3; 003/5; file cabinet

16.75 cubic ft. (12 archive boxes, plus 5 file drawers)

Update: 31 October 2012

ABSTRACT: Collection contains records of the Office of the Registrar from St. John's Preparatory School.

SCOPE AND CONTENT NOTE: High school transcripts of students who attended St. John's Preparatory School. The date refers to the year in which a student left the school.

ADMINISTRATIVE HISTORY: Initially, the St. John's University registrar was also the registrar for St. John's Preparatory School. This continued until at least 1971. The Preparatory School gained its own registrar no later than 1982. Registrars (and their positions) have included:

Benedict Schmit, OSB, 1920-1921

Virgil Michel, OSB, 1921-1924

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Frederick Frey, OSB, 1933-1936

Damian Baker, OSB, 1936-1944

Arno Gustin, OSB, 1944-1952

Gunther Rolfson, OSB, 1952-1961

Robert Scheetz, 1961-1969

Eugene McGlothlin, OSB, 1969-?

?

Joanne Huls, ?-1983 (Secretary, Admissions and Alumni)

Gordon Gandy, OSB, 1983-1984

Mary Ruth Bechtold, 1984-1990 (Clerk of Records, 1985-1987)

Leo Riegert, 1990-1991 (Clerk of Records)

Mary Stangle, 1991-1993 (Administrative Assistant for Records)

Chris Hoover, 1993-1997 (Student Accounts and Records)

Sandy Ernst, 1997- (Student Finance and Academics, 2011-)

ARRANGEMENT: The files are organized alphabetically.

ACCESS RESTRICTIONS: Material is restricted.

COLLECTION CITATION: This collection should be cited as:

Saint John's Preparatory School (Collegeville, Minn.). Office of the Registrar.
Records, 1906-. SJU Archival Collection 19. St. John's University Archives,
Collegeville, Minnesota.

ACQUISITION: The collection was transferred to the archives in small sections by a number of donors over the years.

PROCESSING: This collection was appraised and processed in January 2000; further processing was done in September 2002 and September 2012.

SUBJECT TERMS:

- St. John's Preparatory School (Collegeville, Minn.)—Students.
- St. John's Preparatory School (Collegeville, Minn.). Registrar.
- St. John's University (Collegeville, Minn.). Registrar.

SJU COLLECTION 19	BOX	LOCATION
Transcripts, A-M, 1942-1962	1	001/3
Transcripts, N-Z, 1942-1962	2	001/4
Transcripts, A-Cle, 1906-1941	3	002/3
Transcripts, Col-F, 1906-1941	4	002/3
Transcripts, G-J, 1906-1941	5	002/3
Transcripts, K-Lons, 1906-1941	6	002/3
Transcripts, Lor-N, 1906-1941	7	002/3
Transcripts, O-Schm, 1906-1941	8	002/3
Transcripts, Schm-U, 1906-1941	9	002/3
Transcripts, V-Z, 1906-1941	10	002/3
Transcripts, A-F, 1963-1999	1	File Drawer

Transcripts, G-L, 1963-1999	2	File Drawer
Transcripts, M-R, 1963-1999	3	File Drawer
Transcripts, S-Z, 1963-1999	4	File Drawer
Transcripts, Students who withdrew before graduating, A-G, 1963-1999	5	File Drawer
Transcripts, Students who withdrew before graduating, H-O, 1963-1999	1	003/5
Transcripts, Students who withdrew before graduating, Q-Z, 1963-1999	2	003/5