

Guide to the Office of the Registrar Records BC05.03

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Describing Archives: A Content Standard

Barnard Archives and Special Collections

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Summary Information

Repository	Barnard Archives and Special Collections
Creator	Barnard College. Office of the Registrar.
Title	Office of the Registrar
Date [inclusive]	1895-1999
Extent	34.2 Linear feet ; 44 document boxes, 2 half document boxes, 2 ledgers, 3 cartons, 1 oversize folder
Physical Location	This collection is stored offsite and advance notice is required for access. To use this collection, please contact the Barnard Archives and Special Collections at 212.854.4079 or archives@barnard.edu .
Language	English
Abstract	This collection consists of the records of the Barnard College Office of the Registrar. These records include admissions forms, forms concerning enrollment and grading, correspondence, topical files, statistics, and lists of students in various majors.

Preferred Citation

Office of the Registrar Collections, 1895-1994; Box and Folder; Barnard Archives and Special Collections, Barnard Library, Barnard College.

Collection Scope and Content Summary

These records contain applications for entrance examinations from 1900-1910, enrollment ledgers and forms (including two ledgers from 1895-1900), forms used to select electives, examination reports, correspondence, statistics, lists of students in various majors, and topical files on subjects relevant to the Office of the Registrar. Selected topics in the correspondence and subject files include correspondence with registrars at other institutions; correspondence with departments and other offices at Barnard; and policies and correspondence about curriculum, grading, attendance, honors, deficiency, registration, and cross-registration with Columbia.

Collection Arrangement

The records are arranged in three series, which are as follows:

Series 1, Admissions, 1900-1910

Series 2, Enrollment, 1895-1924

Series 3, Correspondence, topical files, and lists, 1900-1994

Most of the containers are arranged chronologically; other systems of arrangement such as filing schemes are noted at the series level.

Administrative Information

Publication Information

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Access

Access to records of students are restricted.

Publication Rights

Permission to publish material from the collection must be requested from the Barnard College Archives and Special Collections. The Barnard College Archives and Special Collections approves permission to

publish that which it physically owns; the responsibility to secure copyright permission rests with the patron.

Reproduction Restrictions

Photocopies or scans may be made for research purposes.

Accruals

Additions are expected.

Acquisition Information

Transferred from the Barnard College Office of the Registrar.

Processing History

This collection was processed and the finding aid written by Heather Lember in January 2014.

This finding aid was updated by Heather Lember in February, 2014 and by Martha Tenney in June, 2015.

Descriptive Rules Used: Finding aid adheres to that prescribed by Describing Archives: A Content Standard. Encoding: Machine readable finding aid encoded in EAD 2002.

Finding aid written in English.

Controlled Access Headings

Genre(s)

- Correspondence

Subject(s)

- Barnard College
- College administrators
- College registrars
- Women's colleges--New York (State)--New York

Admissions,

Collection Inventory

Admissions, 1900-1910 3.75 Linear feet ; 9 document boxes, 1 folder

Series Scope and Content Summary

This series contains forms and receipts produced as a part of the admissions process between 1900 and 1910. Applications for entrance examination forms were submitted by applicants to Barnard hoping to take the entrance examination and include directory information (e.g., address, age), a signature of the applicant's primary instructor, a certification of "good moral character" of the applicant, and subjects in which the applicant would be tested.

Series Arrangement

Applications for entrance examination forms are arranged chronologically, then alphabetically by last name.

Box

Applications for entrance examinations, 1900-1901

1

Applications for entrance examinations, 1902-1903

2

Applications for entrance examinations, 1904-1905

3

Applications for entrance examinations, 1905-1907

4

Applications for entrance examinations, 1907-1908

5

Applications for entrance examinations, 1908

6

Enrollment,

Applications for entrance examinations, 1909	7	
Applications for entrance examinations, 1910	8	
Information for regents' report, 1906-1907	10	
	Box	Folder
Receipts for examinations, 1906-1908	18	15

Enrollment, 1895-1924 4.8 Linear feet ; 11 document boxes, 1 half document box**Series Scope and Content Summary**

This series contains records created by and for enrolled students concerning enrollment and grading. Student and graduate student ledgers contain lists of undergraduate and graduate students, respectively, with some directory information recorded for each student. Registration blanks are forms for new and returning students that were completed, signed, and turned into the registrar to complete enrollment. Elective blanks are comprised of forms for students selecting electives to add to their degree program. Examination reports and deficiency exams are materials related to examinations and grading or changes in grading.

	Box
Student ledger, 1895-1899 ; 1 ledger	55
Graduate student ledger, 1896-1900 ; 1 ledger	56
Registration blanks, 1904-1906	9
Registration blanks, 1906-1907	10

Correspondence, topical files, and lists,

Elective blanks, 1903-1904	12
Elective blanks, 1903-1904	13
Elective blanks, 1904-1905	14
Elective blanks, 1906-1908	15
Elective blanks, 1923-1924	21
Examination reports, 1901-1903	16
Examination reports, 1903-1906	17
Examination reports, 1905-1908	18
Deficiency exams, 1922-1923	30
Course permission slips, 1903-1908	19

Correspondence, topical files, and lists, 1900-1994 19.15 Linear feet ; 24 document boxes, 1 half document box, 3 cartons, 2 ledgers, and one oversize folder

Series Scope and Content Summary

This series contains correspondence files, topical files on a variety of subjects relevant to the Office of the Registrar, and statistics and lists (including lists of students graduating in each major) compiled by the Office of the Registrar.

Correspondence, topical files, and lists,

Series Arrangement

Files titled simply "Correspondence" are arranged chronologically and adhere to the same filing scheme as used in parts of the Dean's Office and President's Office records. The filing scheme can be found in the finding aid for BC 5.01, Dean's Office Records. Topical files are arranged by subject, alphabetically. Majors lists are arranged by major and chronologically within each major.

	Box
Correspondence, 1913-1923	20
Correspondence, 1924-1925	22
Correspondence, 1925-1926	23
Correspondence, 1926-1927	24
Correspondence, 1927-1928	25
Correspondence, 1928-1929	26
Correspondence, 1928-1930	27
Correspondence, 1929-1930	28
Correspondence, 1930-1931	29
Correspondence, 1930-1932	31
Correspondence, 1931-1932	32

Correspondence, topical files, and lists,

Correspondence, 1934-1938	44
Correspondence, 1937-1939	45
Correspondence, 1938-1941	46
Correspondence, 1932-1935	47
Correspondence, 1941-1988	48
Topical files and correspondence (including statistics, tables, and lists), 1906-1987 (Bulk, 1906-1907)	49
Topical files and correspondence, general and topics beginning with "A" (including old filing system code, academies and associations correspondence, admissions statistics, advanced placement correspondence and lists of qualifying students, alumnae auditors, attendance correspondence and policy, correspondence and policy regarding auditing), 1920-1978	33
Topical files and correspondence, D-P (including departments files [Mathematics through Zoology], diploma correspondence, examinations, fees, fellowships, foreign language requirement, foreign students, foreign study, grades, graduate credit, graduate record exams, GRE grades, graduation, honors, Jewish holidays, lists of students and graduates, microfilming, national service, percentiles, Phi Beta Kappa, placement), 1908-1988	35
Topical files and correspondence, P-Z (including placement, program changes, special courses, statistics [admissions, geographical, occupations of graduates, registration, veterans, treasurer, reports to columbia], Student Curriculum Committee reports,	36

Correspondence, topical files, and lists,

student teaching, summer session, teacher certification, transfer credit, veteran's administration), 1900-1977

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Topical files and correspondence, B-D (including Barnard Bulletin, catalogue, certified loan deferment forms, Columbia College, correspondence with other schools and colleges, Committee on Programs and Standing, cross-registration with Columbia, curriculum, dean's list, deficiency examinations, registration in Barnard courses statistics, departments files [Applied Music through Italian]), 1905-1937

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Topical files and statistics (including FPC Data Book, course enrollments, cross-registration, and majors by department 1991-1999; Majors by Field, Department, and Major, 1991-1997; Geographical Statistics of Students, 1930-1967; Major Fields of Graduates, 1961-1966; Major Fields of Juniors and Seniors, 1950-1960; and Registration in Barnard College Courses, 1963-1980), 1950-1999

37

Majors lists (list of advisors, changes in lists, courses that count for majors, and majors lists, African Studies through Art History), 1928-1994

38

Majors lists (Art History through Economics), 1928-1994

39

Majors lists (Economics through Foreign Area Studies/British Civilization), 1928-1994

40

Majors lists (French through History), 1928-1994

41

Majors lists (Italian through Political Science/Government), 1928-1994

42

Majors lists (Political Science/Government through Russian), 1928-1994

43

Majors lists (Sociology through Zoology), 1928-1994

Drawer

Correspondence, topical files, and lists,

Distribution of grades by department, 1963-1964

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