

Guide to the Office of the Registrar Records BC05.03

This finding aid was produced using ArchivesSpace on January 14, 2025.
English
Describing Archives: A Content Standard

Barnard Archives and Special Collections

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Summary Information

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|----------------------------------|--|
| Repository: | Barnard Archives and Special Collections |
| Creator: | Barnard College. Office of the Registrar. |
| Title: | Office of the Registrar |
| ID: | BC05.03 |
| ID [aspace_uri]: | /repositories/2/resources/333 |
| Date [inclusive]: | 1895-1999 |
| Physical Description: | 34.2 Linear Feet 44 document boxes, 2 half document boxes, 2 ledgers, 3 cartons, 1 oversize folder |
| Physical Location: | This collection is located in the Barnard Archives and Special Collections, Barnard Library. To use this collection, please contact the Barnard Archives and Special Collections at 212.854.4079 or archives@barnard.edu. |
| Language of the Material: | 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.

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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.

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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.

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Administrative Information

Publication Statement

Barnard Archives and Special Collections

3009 Broadway

New York, NY 10027

archives@barnard.edu

URL: <http://archives.barnard.edu/>

Access

Access to records of students are restricted.

Publication Rights

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Reproduction Restrictions

Photocopies or scans may be made for research purposes.

Acquisition Information

Transferred from the Barnard College Office of the Registrar.

Accruals

Additions are expected.

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.

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Controlled Access Headings

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

Collection Inventory

Admissions, 1900-1910

Physical Description: 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.

| Title/Description | Instances |
|---|-----------------------|
| Applications for entrance examinations, 1900-1901 | box 1 |
| Applications for entrance examinations, 1902-1903 | box 2 |
| Applications for entrance examinations, 1904-1905 | box 3 |
| Applications for entrance examinations, 1905-1907 | box 4 |
| Applications for entrance examinations, 1907-1908 | box 5 |
| Applications for entrance examinations, 1908 | box 6 |
| Applications for entrance examinations, 1909 | box 7 |
| Applications for entrance examinations, 1910 | box 8 |
| Information for regents' report, 1906-1907 | box 10 |
| Receipts for examinations, 1906-1908 | box 18 folder 15 |

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Enrollment, 1895-1924

Physical Description: 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.

| Title/Description | Instances |
|--|-----------|
| Student ledger, 1895-1899 <u>Container Summary</u> : 1 ledger | box 49 |
| Graduate student ledger, 1896-1900 | box 50 |

Container Summary: 1 ledger

| | |
|------------------------------------|--------|
| Registration blanks, 1904-1906 | box 9 |
| Registration blanks, 1906-1907 | box 10 |
| Elective blanks, 1903-1904 | box 11 |
| Elective blanks, 1903-1904 | box 12 |
| Elective blanks, 1904-1905 | box 13 |
| Elective blanks, 1906-1908 | box 14 |
| Elective blanks, 1923-1924 | box 20 |
| Examination reports, 1901-1903 | box 15 |
| Examination reports, 1903-1906 | box 16 |
| Examination reports, 1905-1908 | box 17 |
| Deficiency exams, 1922-1923 | box 29 |
| Course permission slips, 1903-1908 | box 18 |

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Correspondence, topical files, and lists, 1900-1994

Physical Description: 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.

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.

| Title/Description | Instances |
|---------------------------|-----------|
| Correspondence, 1913-1923 | box 19 |
| Correspondence, 1924-1925 | box 21 |
| Correspondence, 1925-1926 | box 22 |
| Correspondence, 1926-1927 | box 23 |
| Correspondence, 1927-1928 | box 24 |
| Correspondence, 1928-1929 | box 25 |

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| Correspondence, 1928-1930 | box 26 |
| Correspondence, 1929-1930 | box 27 |
| Correspondence, 1930-1931 | box 28 |
| Correspondence, 1930-1932 | box 30 |
| Correspondence, 1931-1932 | box 31 |
| Correspondence, 1934-1938 | box 43 |
| Correspondence, 1937-1939 | box 44 |
| Correspondence, 1938-1941 | box 45 |
| Correspondence, 1932-1935 | box 46 |
| Correspondence, 1941-1988 | box 47 |
| Topical files and correspondence (including statistics, tables, and lists), 1906-1987, (1906-1907) | box 48 |
| 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 | box 32 |
| 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 | box 34 |
| 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, student teaching, summer session, teacher certification, transfer credit, veteran's administration), 1900-1977 | box 35 |
| 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]), 1905-1977 | box 33 |
| Topical files and statistics (including FPC Data Book, course enrollments, cross-registration, and majors by department 1991-1999; Majors by Field, Department, and | box 51 |

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

| | |
|--|----------|
| Majors lists (list of advisors, changes in lists, courses that count for majors, and majors lists, African Studies through Art History), 1928-1994 | box 36 |
| Majors lists (Art History through Economics), 1928-1994 | box 37 |
| Majors lists (Economics through Foreign Area Studies/ British Civilization), 1928-1994 | box 38 |
| Majors lists (French through History), 1928-1994 | box 39 |
| Majors lists (Italian through Political Science/Government), 1928-1994 | box 40 |
| Majors lists (Political Science/Government through Russian), 1928-1994 | box 41 |
| Majors lists (Sociology through Zoology), 1928-1994 | box 42 |
| Distribution of grades by department, 1963-1964 | drawer 3 |
| Card catalog of registrar's office topics and records, 1900-1970 | box 52 |

Scope and Contents

A card catalog that describes the location of various records related to Registrar's office: in the Dean's Office, Faculty Meeting Minutes, and undetermined locations.

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