

**SMC 20**  
**Registrars Office**

**DATES**

1931-

**ACCRUAL**

Material is transferred irregularly.

**EXTENT**

14 boxes (3 linear feet)

**ARRANGEMENT**

Arranged into series

**HISTORY**

The College has had a registrar since the early 1920's. This position was responsible for managing students' scholastic records as well as class scheduling. They also, for a time, served as the admissions officer for the college. The first registrars were Edmundites. In 1941 the college hired a layperson, Gerald J. Jerry to serve as registrar. Since that time, all of the registrars have been laypeople. The office is still responsible for recording grades and keeping the official student records. Their work also includes classroom scheduling, maintaining the academic calendar, transferring credits, maintaining transcripts, and issuing diplomas.

**SCOPE**

The registrar's office files are arranged into series. There is one "general" Series for items that emanate from the office as a whole, but other materials are arranged by Registrar. Records include early marketing and admissions materials, early syllabi (called programs covered), reports, statistics and some student records. Student records and some other files are restricted by FERPA regulations. See archivist for more information.

**Folder list**

**Box 1**

**20.1**

General	Admissions Brochures
General	Course Schedules 1945-1999 (Boxed separately)
General	Diploma Samples 1907, 1960s-1970's
General	Publications

**20.2 Hamel, Rev. Edmund J.**

Early Diploma	1931-37
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**20.3 Purtill, Rev. Jeremiah T.**

Marks 1940-41	1/2 (RESTRICTED)
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Marks 1940-41 2/2 **(RESTRICTED)**  
Programs Covered 1938-39  
Programs Covered 1939-40  
Programs Covered 1940-41

#### **20.4 Jerry, Gerald**

Marks 1941-42 1/3 **(RESTRICTED)**  
Marks 1941-42 2/3 **(RESTRICTED)**  
Marks 1941-42 3/3 **(RESTRICTED)**  
Programs Covered 1941-42 #1 of 2  
Programs Covered 1941-42 #2 of 2

#### **Box 2 20.5 Ledden, Howard P.**

Marks 1942-Summer **(RESTRICTED)**  
Marks 1943-44 1<sup>st</sup> Semester **(RESTRICTED)**  
Programs 1942-Summer  
Programs Covered 1943-44  
Programs Covered and Mark Sheets 1942-43 **(RESTRICTED)**  
Programs Covered and Mark Sheets 1943-44 and S.S. 1944 **(RESTRICTED)**

#### **Box 3**

##### **20.6 Garrett, Thomas A.**

Commonweal/Advertising SMC April 11, 1958  
Dept. of Business Admin. & Economics Est. of 1954-55 enrollment...  
Enrollment Statistics- 1959-60 Sept. 30, 1959  
Enrollment Stats- Attrition Rate 1948-49  
Freshman Roster Sept. 16, 1959 Apartment List 1959  
Graduate Study 1957  
Letter from Registrar's Office August 1955  
Marks and Programs Covered 1945-46 **(RESTRICTED)**  
Registrar's Report 1946-47  
Registrar's Report 1947  
Registrar's Report 1948  
Registrar's Report 1948  
Registrar's Report 1948 Registration Statistics 1947-48, 1946-47  
Registrar's Report Oct. 7, 1949  
Registrar's Report 1949  
Registrar's Report 1949  
Registrar's Report Oct. 16, 1950  
Registrar's Report 1950  
Registrar's Report 1950

#### **Box 4**

##### **Garrett, Thomas A.**

Registrar's Report Sept. 1951  
Registrar's Report 1951

Registrar's Report 1951 (3 copies)  
Registrar's Report 1951  
Registrar's Report Sept. 1952 (has other information regarding 1953 enrollment)  
Registrar's Report Sept. 1952  
Registrar's Report Sept. 1952  
Registrar's Report 1952  
Registrar's Report 1952  
Registrar's Report Oct. 1953  
Registrar's Report Oct. 1953 (other enrollment information)  
Registrar's Report Oct. 1953  
Registrar's Report 1953  
Registrar's Report Oct. 1954  
Registrar's Report Oct. 15, 1954  
Registrar's Report Oct. 15, 1954  
Registrar's Report 1954  
Registrar's Report Oct. 1955  
Registrar's Report Oct. 1955  
Registrar's Report Oct. 21, 1955  
Registrar's Report 1955  
Registrar's Report 1956  
Registrar's Report Oct. 10, 1956  
Registrar's Report Oct. 10, 1956

#### **Box 5**

##### **Garrett, Thomas A.**

Registrar's Report 1957  
Registrar's Report 1958  
Registrar's Report 1959  
Registrar's Report 1960  
Registrar's Report 1961  
Statistical Report for Fall Enrollment 1957  
Stats and other Information 1954-58  
Students who have dropped/graduated/withdrawn during 1<sup>st</sup> Semester; New students entered for 2<sup>nd</sup> Semester  
Undergraduate Enrollment 1948-49, 1949-50

#### **Box 6**

##### **20.7 MacDonald, Daniel F.**

Academic Board of Review 1963-Jun-Dec 1971  
Admissions Profile 1968-69  
Admissions Profile 1968-69 4 copies  
Advisory Program Procedures Oct. 15, 1963  
Annual Report Sept. 1962  
Annual Report Oct. 1963  
Annual Report Oct. 5, 1964  
Applications based on SAT scores 1966-67

Baccalaureate and Commencement Exercises 1969  
Catholic College Admissions Feb. 1964  
College Admissions Center: 12<sup>th</sup> Statistical Report May 23, 1963  
Commencement Planning 1970-71/72  
Dean's List/Probation List June 1963  
Enrollments 1966-71  
Examination Policies April 1968  
Extension Services- Fall Extension Courses and Opening Enrollment Oct. 1967  
Faculty Bulletins Sept. 10, 1963  
Faculty Regulations Feb-Oct., 1968  
Final Exam Schedule May 26, 1970  
Freshman Week: Meet-your-professor hour Aug. 27, 1963  
Grade Study 1968  
Letters Concerning Brother Raymond, SC, and Bulgarelli 1963-64

### **Box 7**

#### **Macdonald, Daniel F.**

Marjory Collins yearbook pictures 1962  
Master Schedule of Courses 1970-71  
Memos January 1963  
Memos and Letters May-Aug, 1963  
Memos and Letters Sep-Dec., 1963  
Memos and Letters Jan-May., 1964  
Memos and Letters June-Oct., 1964  
Memos from Dean and Letters Paul Morin, SSE, Dean 1963-65  
Memos and Letters 1965-incomplete  
Memos and Letters Jan-Aug, 1966  
Memos and Letters Sept-Dec., 1966  
Memos and Letters Jan-April, 1967  
Memos and Letters May-Aug., 1967  
Memos and Letters Sept-Dec., 1967  
Memos and Letters Jan-Dec. 1968  
Memos 1976- Apr., 1977 (pt. 1)  
Memos Sep. 1976- Apr., 1977 (pt.2)  
Opening Fall Enrollment 1968-69  
Opening Fall Enrollment 1969  
Opening Fall Enrollment 1969  
Opening Fall Enrollment 1969  
Opening Fall Enrollment 1969  
Opening Fall Enrollment 1969 3 copies  
Opening Fall Enrollment 1970 3 copies  
Policy on Final Exams at SMC  
Profile-Class of 1969  
Proposal for granting credit to Modern Language Requirements

### **Box 8**

**Macdonald, Daniel F.**

Reevaluation Questionnaire 1956  
Reflections on teaching and construction of new classroom and faculty office  
March 1968  
Register of students 1940-41 **(RESTRICTED)**  
Registrar's Report 1961  
Registrar's Report 1963  
Registrar's Reports Oct. 1965  
ROTC Cadets having satisfied requirements of AFR 45-48 **(RESTRICTED)**  
Sacred Heart Brothers 1962-70 Folder 1 **(RESTRICTED)**  
Sacred Heart Brothers 1962-70 Folder 2 **(RESTRICTED)**  
SMC Future Planning 1966-67  
Statistics 1962-63  
Statistics 1964-65  
Statistics 1965-66  
Statistics 1966-67  
Statistics 1967-68  
Statistics 1968-69  
Statistics 1969-70  
Statistical Data- enrollment for the academic year 1965-66  
Students Enrolled for Master or Higher Degrees 1971  
Tentative Draft of Faculty Regulations 1968

**Box 9****20.8 McNamara, Maureen**

1971  
Academic Schedule Fall 1983  
Academic Schedule Mar.11, 1985-Jan.5, 1984  
Admitted Students questionnaire/ Highlights Report 1988  
All Students Enrolled Oct. 1975  
Bulletin-John Glennon's Reception June 12, ?  
Class/Final Exam Schedule Fall 1983  
Dean's List/Warning List Spring 1981**(RESTRICTED)**  
Dean's List, Warning List, Probation Spring 1985 **(RESTRICTED)**  
Degrees and Awards Based on less than 4 years of work beyond high school 1971-  
72  
Degrees and Other Formal Awards Conferred July 1, 1971-June 30, 1972  
Degrees and Other Formal Awards Conferred July 1, 1971-June 30, 1972  
Degrees and Other Formal Awards Conferred July 1, 1972-June 30, 1973  
Degrees and Awards Conferred July 1, 1973-June 30, 1974  
Degrees and Other Formal Awards Conferred July 1, 1974-June 30, 1975  
Degrees and Other Formal Awards Conferred July 1, 1974-June 30, 1975  
Degrees and other Formal Awards Conferred July 1, 1975-June 30, 1976  
Degrees and other Formal Awards Conferred July 1, 1977-June 30, 1977  
Degrees and other Formal Awards Conferred July 1, 1976-June 30, 1978  
Degrees and other formal awards conferred July 1, 1978-June 30, 1979

Degrees and other formal awards conferred July 1, 1979-June 30, 1980  
Degrees and other formal awards conferred July 1, 1979-June 30, 1980  
Delta Epsilon Sigma- Honor Society 1971  
Delta Epsilon Sigma- Honor Society 1977  
Delta Epsilon Sigma- Honor Society 1978  
Delta Epsilon Sigma- Honor Society 1979  
Delta Epsilon Sigma- Honor Society 1980  
Delta Epsilon Sigma- Honor Society 1981  
Delta Epsilon Sigma- Honor Society 1982  
Delta Epsilon Sigma- Honor Society 1983  
Delta Epsilon Sigma- Honor Society 1984  
Delta Epsilon Sigma- Honor Society 1985  
Delta Epsilon Sigma- Honor Society 1986  
Delta Epsilon Sigma- Honor Society 1987  
Delta Epsilon Sigma- Honor Society 1988  
Delta Epsilon Sigma- Honor Society 1989

### **Box 10**

#### **McNamara, Maureen**

Editing Guidelines for Respondents, Hegis XV, Degrees and other formal awards  
Conferred July 1, 1979-June 30, 1980  
Enrollment at VT Higher Education Institution Fall 1974  
Faculty Assembly 1984  
Fall Enrollment Fall 1988  
Fall Enrollment Reports 1974-75  
Fall Enrollment Reports 1978-79  
Fall Enrollment and Compliance report of Institutes of Higher Education 1978  
Fall Enrollment and Compliance Report of Institutes of Higher Education 1978  
Fall Enrollment in Higher Education (VT Supplemental Ed. Survey) 1978  
Fall Enrollment in Institutes of Higher Education 1977  
Freshman Academic Handbook 1983-84  
Freshman Academic Handbook 1990-91  
Freshman Course Day and Hour Schedule 1973-74  
Goddard-Transfer Students 1979-80  
Gradebook 1972-73  
Grade Study 1979-69  
Health Services Administration- Bachelors Degree 1982-83  
Health Services Administration- Concentration 1982-87  
H.E.G.I.S. 1982-1979  
H.E.G.I.S. 1986-1973

### **Box 11**

#### **McNamara, Maureen**

Honors 1973  
Journalism Program Proposal 1974  
McGovern, SSE Bro. Bradley March 24, 1981

Memos 1971  
Memos 1974-77  
Memos 1978  
Memos 1979  
Memos 1980  
Memos 1981  
Memos 1982-83  
Memos 1987  
Memos, Academic, Calendar, Faculty Lists 1986-87  
Memos 1988  
Memo 1990  
M.S.A Dec. 1986-Aug. 1983  
Opening Fall Enrollment 1971  
SMC Opening Fall Enrollment 1972  
Opening Fall Enrollment 1972-73  
Opening Fall Enrollment 1975  
Opening Fall Enrollment 1976-77  
Opening Fall Enrollment 1980  
Opening Fall Enrollment 1981  
Opening Fall Enrollment 1982

## **Box 12**

### **McNamara, Maureen**

Opening Enrollment 1981-82, 1982-83  
Opening Fall Enrollment 1983  
Opening Fall Enrollment 1984  
Opening Fall Enrollment 1984  
Opening Fall Enrollment 1985  
Opening Fall Enrollment 1986  
Opening Fall Enrollment 1987  
Opening Fall Enrollment 1988  
Opening Fall Enrollment 1989  
Opening Fall Enrollment 1990  
Opening Fall Enrollment 1991  
Opening Fall Enrollment 1992  
Orientation Schedule 1971  
Penard, Raymond E. 1985  
Pre-Registration 1973-74  
President's Advisory Council 1971  
President's Advisory Council 1972  
President's Advisory Council 1973

## **Box 13**

### **McNamara, Maureen**

Reports 1972-73  
Reports Sept.20, 1973

Reports 1973-74  
Reports 1974-75  
Reports 1975-76  
Residence and Migration of College Students Fall 1975  
SMC Master of Education Degree Program 1972-73  
SMC Planning Council July 29, 1980-Oct. 1978  
SMC Planning Council Nov. 19, 1979-Feb. 25, 1980

#### **Box 14**

##### **McNamara, Maureen**

SMC Planning Council March 1980-May 12, 1980  
Statistics 1970-71  
Statistics 1971-72  
Statistics pre 1974-1979  
Statistics 1979-80  
Statistics 1981-82  
Statistics 1982-84  
Strategic Planning/Status Report 1988  
Students Enrolled for Advanced Degrees Fall 1973  
Students Enrolled for Advanced Degree Fall 1974  
Student Information Center Fall 1976  
Student Information Center Fall 1977  
Upper Division and Post Baccalaureate Enrollment by Degree Field Fall 1975  
Upper Division and Post- Baccalaureate Enrollment by Degree Field Fall 1975  
Upper Division and Post- Baccalaureate Enrollment by Degree Field Fall 1976  
Who's Who Ballot Sept. 1975

#### **Box 14**

##### **20.9 Sheehey, John**

Academic Schedule Spring 1995  
Admissions Data/Incoming Freshman Aug. 1991  
Changes to Spring Semester Schedule Oct. 17, 2000  
Classes of 1996  
Deans List/Probations/Warnings fall 1989  
Deans List Spring 1991  
Dean's List 1991  
Deans List-Spring List 1991-92  
Deans' List Student Varsity Athletics 1991-92  
Deans List/Probation List Fall 1992  
Dean's List 1992-93  
Enrollment Numbers: 1947-Opening Fall Enrollment  
Enrollment Report 1993  
Fall Course Request Statistics 3/17/95  
Last Day Add/Drop Classes 1-17-01  
Last Day/ Add-Drop Classes 9/4/02  
Memo July 1993

Open Courses Spring 1993  
Opening Fall Enrollment Fall 1991  
Opening Fall Enrollment 1992  
Opening Fall Enrollment 1994  
Opening Fall Enrollment 1995  
Orientation Groups Class of 1996  
Reporting Senior Grades 5-6-01  
Schedule- Fall-Spring Semester 1995  
Spring 2001 Semester Undergrad Class Schedule Change 10/20/2000  
SMC Fall Transfers Fall 1992  
Warning Grades Due- Correction 9/12/2001

**20.10 Student Records (RESTRICTED)**