Descriptive Summary

Collection Title: University Records

Series Title: Registrar Records

Collection Number: 10

Series Number: 105

Extent: 19 boxes total (16 standard, 1 small flat, 2 medium flat); 9 linear feet

Abstract: These are the records generated by the Registrar’s office from 1923-1992. Included are the first correspondences with beginning students, the Annual Report of the Registrar from 1936-1968, Registrar ledgers which include enrollment and financial information from 1925-1966 and 1979-1992, scholarship information, and various enrollment reports for 1976-1985. Also included are the HEGIS (Higher Education General Information Survey) for fiscal year 1975 through 1985 and its replacement the IPEDS (Integrated Postsecondary Education Data System) for 1986 through 1989.

Physical Location: G12 – Section 1 – Shelf 2-5

Language: English

Processor: Linnea Knapp, Archives Librarian

Administrative Information

Restrictions on use and reproduction: All rights held by the University of St. Francis. For permission to reproduce, distribute, or otherwise use materials, please contact Archives Staff. Permission must be obtained from the Registrar’s Office.

Restrictions on access: The following boxes are CLOSED because they contain social security numbers:
Provenance / Source of acquisition: Unknown

Scope and Content Note

Types of material: Reports, Correspondence, Committee Minutes


Container Listing

Box 1:
Folder 1 – First application in the history of Assisi Junior College – letters from Catherine J. Mulcahy, 1925
Folder 2 – Report Cards and Class Rosters – 1923-1924
Folder 3 – Duplicate of letter written to Mr. John C. McHugh, Registrar at DePaul University – September 25, 1930
Folder 4 – Correspondence with prospective students for 1931-1932
Folder 5 – Outgoing Correspondence with high schools RE: Scholarships for 1931-1932
Folder 6 – Incoming Correspondence with high schools and students RE: Scholarships for 1931-1932
Folder 7 – Correspondence with Miss Virginia Abbott, Lincoln, IL – June 1932
Folder 8 – Correspondence with Miss Mary Beth Berger, Moline, IL – 1932
Folder 9 – Letter to Miss Marie Bradley, Ashland Junction, WI – May 20, 1932
Folder 10 – Correspondence with Miss Ann Brawley, Fremont, OH – 1932
Folder 11 – Correspondence with Miss Alice M. Brocksmith, Jefferson Barracks, MO – May 1932
Folder 12 – Letter to Miss Virginia Clear, Mount Pulaski, IL – June 20, 1932
Folder 13 – Letter to Miss Marjorie Conlin, Joliet, IL July 13, 1932; Letter from Providence High School, Joliet, IL RE: Miss Marjorie Conlin – June 9, 1932
Folder 14 – Letter to Mr. F. A. Cosgrove, Chicago, IL – May 18, 1932
Folder 15 – Correspondence with Miss Eleanor Daniels, Kansas City, MO – 1932
Folder 16 – Letter to Miss Mary Davich, Ashland, WI – May 20, 1932
Folder 17 – Correspondence with Miss Hazel Dionne, Kankakee, IL – June 1932
Folder 18 – Correspondence with Miss Doris E. Dodds, Cedar Rapids, IA – 1932
Folder 19 – Correspondence with Miss Marie Jean Doherty, Chicago, IL – January 1932
Folder 20 – Correspondence with Miss Gertrude Erpelding, Detroit, MI – 1932
Folder 21 – Correspondence with Mrs. C. J. Welker and Miss Louis Ferguson, Mt. Vernon, OH – 1932
Folder 22 – Correspondence with F. M. Fitzgibbons, Nashville, TN – June 1932
Folder 23 – Letter from Miss Elaine Fritschie, Dubuque, IA – July 1, 1932
Folder 24 – Correspondence with Miss Rita Fritz, Chicago, IL – 1932
Folder 25 – Letter from Sister M. Aniceta – July 17, 1932; Letter to Dr. Edward Gagnon, Manteno, IL – July 22, 1932
Folder 26 – Correspondence with Miss Mona Hardy, Chicago, IL – 1932
Folder 27 – Correspondence with Miss Mary L. Hunt, Rushville, IL – July 1932
Folder 28 – Correspondence with Miss Camilla Kearns, Conemaugh, PA – June 1932
Folder 29 – Letter to Miss Virginia Kukolsky, LaCrosse, WI – May 3, 1932
Folder 30 – Correspondence with Miss Helen Kulik, St. Louis, MO – 1932
Folder 31 – Correspondence with Miss Armene Jean Lambert, Muskegon, MI – 1932
Folder 32 – Correspondence with Miss Mary L. Hunt, Rushville, IL – July 1932
Folder 33 – Correspondence with Miss Camilla Kearns, Conemaugh, PA – June 1932
Folder 34 – Correspondence with Miss Mary McCue, Lincoln, IL – 1932
Folder 35 – Correspondence with Mrs. Mary B. McQuade, Carlyle, IL – 1932
Folder 36 – Correspondence with Miss Dorothy Medley, Springfield, IL – July 1932
Folder 37 – Letter from Miss Kathleen Niarchos, Canton, OH – March 31, 1932
Folder 38 – Correspondence with Miss Virginia Kukolsky, LaCrosse, WI – May 3, 1932
Folder 39 – Correspondence with Miss Helen Kulik, St. Louis, MO – 1932
Folder 40 – Correspondence with Miss Mary E. O’Mara, Monroeville, OH – 1932
Folder 41 – Correspondence with Miss Catherine Pie, Johnstown, PA – 1932
Folder 42 – Correspondence with Mrs. Bernard Posey, Henderson, KY – 1932
Folder 43 – Letter to Mrs. Nicholas Ryan, Emden, IL – February 4, 1932
Folder 44 – Correspondence with Sister Marcella, Sacred Heart Academy, Champaign, IL – July 1932
Folder 45 – Correspondence with Miss Dorothy Medley, Springfield, IL – July 1932
Folder 46 – Correspondence with Miss Dorothy Medley, Springfield, IL – July 1932
Folder 47 – Letter to Miss Kathleen Niarchos, Canton, OH – March 31, 1932
Folder 48 – Letter to Miss Frances Strug, Calumet City, IL – June 11, 1932
Folder 49 – Correspondence with Mrs. M. E. Thompson, Columbus, OH – 1932
Folder 50 – Letter to Miss Delia Toolan, Rock Island, IL – May 19, 1932
Folder 51 – Letter from Miss Catherine Weldon, Watertown, NY – July 12, 1932
Folder 52 – Correspondence with Mrs. E. B. Waite, Champaign, IL – 1932
Folder 53 – Correspondence with R. H. Whalen, M.D., Tama, IA – 1932
Folder 54 – Letter to Mrs. Anton Winkler, Columbus, OH – May 14, 1932
Folder 55 – Miscellaneous Correspondence with prospective students for 1932-1933
Folder 56 – Outgoing Correspondence with high schools RE: Scholarships for 1932-1933
Folder 57 – Correspondence with high schools RE: 1933-1934 Scholarships, includes poster
Folder 58 – Receipts and Tuition Bills – Jean Miles – 1936-1940

Box 2:
Folder 1 – Registrar Statistics and Information – September 25, 1934
   Enrollment Statistics, 1925-1935
   States Represented, 1925-1935
   City Circles Established
   Graduates, 1934
Faculty Training Locations
Folder 2 – Report on Faculty – 1932-1933; Report on Students – 1932-1933
Folder 4 – Annual Report of the Registrar – 1937-1938 (bound)
Folder 5 – Annual Report of the Registrar – 1938-1939 (bound)
Folder 6 – Annual Report of the Registrar – 1939-1940 (bound)
Folder 7 – Annual Report of the Registrar – 1940-1941 (bound)
Folder 8 – Annual Report of the Registrar – 1941-1942 (bound)

Box 3:
Folder 1 – Annual Report of the Registrar – 1942-1943 (bound)
Folder 2 – Annual Report of the Registrar – 1943-1944 (bound)
Folder 3 – Annual Report of the Registrar – 1944-1945 (bound)

Box 4:
Folder 5 – Annual Report of the Registrar – 1951-1952 (bound)

Box 5:
Folder 1 – Annual Report of the Registrar – 1952-1953 (bound)

Box 6:
Folder 1 – Annual Report of the Registrar – 1956-1957 (bound)

Box 7:

Box 8:

Box 9:
Registrar Ledger – August 18, 1925-September 19, 1966
Student Mortality Reports – 1934-1968

Box 10:  CLOSED
Registrar Ledger – January 1982-August 1984
Registrar Ledger – January 1985-January 1987

Box 11:  CLOSED

Box 12:
Folder 1 – Guest Day Information – 1936, 1951, 1953-1959
Folder 2 – Scholarships given by Assisi Junior College – 1925-1930; Miscellaneous Forms – 1929-1930
Folder 3 – Scholarship Information – 1933-1937, 1951-1962
Folder 4 – Record of Scholarships – 1925-1943 (Sr Eulogia)
Folder 5 – Record of Scholarships – 1943-1954 (Sr Chrysanthia)
Folder 6 – Scholarship Committee Minutes – 1936-1953
Folder 7 – Scholarship Committee Minutes – 1953-1962
Folder 8 – Scholarship Committee Minutes – 1962-1969
Folder 10 – Resident Scholarships – 1925-1960
Folder 11 – Miscellaneous Scholarship Information – 1956-1969

Box 13:  CLOSED
Folder 2 – National Catholic Educational Association – Foreign Scholarship Requests and Census – ca. 1948-1964
Folder 3 – Scholarship Contribution to education of Sisters – 1959-1960
Folder 4 – Argonne National Laboratory Reports – 1963-1965
Folder 6 – CSF Statistics – 1968
Folder 7 – Extension Faculty Contracts – Semester II – 1967-1968
Folder 8 – Fulbright Representative – 1965
Folder 9 – College of St. Francis Sister Graduates – 1934-1979
Folder 10 – Families at CSF – 1975-1976
Folder 12 – Tickton Ten-Year Plan – 1963-1964
Folder 13 – Degree Program Headcount Enrollment – 1976-1985


Box 14: CLOSERD
Folder 5 – Illinois Residents Enrolled at CSF – 1971-1977
Folder 6 – Corporate Education Programs – ca. 1986-1994
Folder 7 – Collegiate Enrollment Studies – 1939-1982
Folder 8 – College Credit Program for high school courses – 1972-1980

Box 15:
Folder 2 – Entering Student Questionnaire, Freshmen, Fall 1982
Folder 3 – Entering Student Questionnaire, Freshmen, Fall 1982 (copy 2)
Folder 4 – College of St. Francis Master Report Listing (015) – 1992
Folder 5 – Manual for Aid in Completing HEGIS Report OE 2300-7 – 1968
Folder 6 – Degrees and Formal Awards Conferred (HEGIS) – 1975
Folder 7 – Degrees and Formal Awards Conferred (HEGIS) – 1975 (2)
Folder 8 – Degrees and Formal Awards Conferred (HEGIS) – 1975 (3)

Box 16:
Folder 1 – Fall Enrollment Study (HEGIS) – 1976 and 1977
Folder 2 – Fall Enrollment Study (HEGIS) – 1978 and 1979
Folder 3 – Fall Enrollment Study (HEGIS) – 1980 and 1981
Folder 4 – Fall Enrollment Study (HEGIS) – 1982 and 1983
Folder 5 – Fall Enrollment Study (HEGIS) – 1984 and 1985
Folder 6 – Higher Education General Information Survey (HEGIS) – FY 1975
Box 17:
Folder 1 – Higher Education General Information Survey (HEGIS) – FY 1976
Folder 2 – Higher Education General Information Survey (HEGIS) – FY 1977
Folder 3 – Higher Education General Information Survey (HEGIS) – FY 1978
Folder 4 – Higher Education General Information Survey (HEGIS) – FY 1979
Folder 5 – Higher Education General Information Survey (HEGIS) – FY 1979 (2)

Box 18:
Folder 1 – Higher Education General Information Survey (HEGIS) – FY 1980
Folder 2 – Higher Education General Information Survey (HEGIS) – FY 1981
Folder 3 – Higher Education General Information Survey (HEGIS) – FY 1982
Folder 4 – Higher Education General Information Survey (HEGIS) – FY 1983
Folder 5 – Higher Education General Information Survey (HEGIS) – FY 1984
Folder 6 – Higher Education General Information Survey (HEGIS) – FY 1985

Box 19:
Folder 1 – Integrated Postsecondary Education Data System (IPEDS) - 1986
Folder 2 – Integrated Postsecondary Education Data System (IPEDS) – 1986 (2)
Folder 3 – Integrated Postsecondary Education Data System (IPEDS) - 1987
Folder 4 – Integrated Postsecondary Education Data System (IPEDS) - 1988
Folder 5 – Integrated Postsecondary Education Data System (IPEDS) - 1989
Folder 6 – Integrated Postsecondary Education Data System (IPEDS) – 1989 (2)

Keywords

College registrars
College students -- Recruiting -- Illinois -- Joliet
Higher Education General Information Survey (HEGIS)
Illinois Financial Assistance Act for Nonpublic Institutions of Higher Learning
Integrated Postsecondary Education Data System (IPEDS)
Learning and scholarship
School enrollment
University of St. Francis -- College registrar -- Records and correspondence
University of St. Francis -- Students