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Admissions Office  
1941-present

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Arranged and Described  
by  
Deborah Simpson

Tara L. Hurt, Archivist, Head Archives & Special Collections

August, 2004  
Willimantic, Connecticut

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## BRIEF DESCRIPTION OF THE COLLECTION

Title	Admissions Office, 1941-Present
Extent	2.5 linear feet. 2 boxes.
Arrangement	The material for this collection was sorted into six series. Documents are organized chronologically within each series.
Provenance	Admission Office correspondence and reports from the 1960s and early 1970s were transferred to the archives in the summer of 2003 from files stored in Hale Hall. This collection was created by the archives staff.
Finding Aid	Printed finding aid available in repository. Electronic version: <a href="http://ecsu.archives.s3-website-us-east-1.amazonaws.com/">http://ecsu.archives.s3-website-us-east-1.amazonaws.com/</a>
Preferred Citation	[Series, Date, Folder description], Admissions Office, 1941-present. University Archives, J. Eugene Smith Library, Eastern Connecticut State University, Willimantic, Connecticut 06226.
Access points	Universities and colleges—Admission. College admission officers.
Restrictions	None.
Document types	Correspondence. Publications. Administrative Records. Financial Records. School Records. Publications

### **SCOPE AND CONTENT NOTE:**

The material in this collection was gathered from many university sources. It is organized into six series which include correspondence from the director's office, statistical records, policies and publications. Early enrollment reports are also available dating back to 1942. The collection offers insight into the growth and development of the department, changes in procedures and programming as the student population grew.

### **SERIES DESCRIPTION:**

#### Series I – Committees

This series offers minutes, policy and procedures and reports from the Admissions Committee, Committee of Admissions and Student Standing, and the Admissions and Retention Committee dating from 1941-1984. Minutes from the Enrollment Management Committee from 1988-1999 are also available.

#### Series II - Correspondence

This series includes both general office correspondence and correspondence from the director's office dating from 1965-1982; 1996-1997 and 2001-present. Subjects include: enrollment figures, special freshmen programs, add-drop of courses, transfer students, alumni issues, programs and inter-campus correspondence.

#### Series III – Policy and Procedure

This series includes information on transfer students, readmission, credit by exam, recruitment, rolling admissions, final grades, registration, at risk students and applications dating from 1967-1993 and 2001-present.

#### Series IV – Programs

This Series offers information about orientation, open house and special programs offered to prospective and entering students dating from 1966-present.

#### Series V – Publications

This series includes brochures, booklets, flyers and kits created for the admissions program. Titles include Eastern Connecticut State College, Transferring to Eastern, Fall/Spring open House, Welcome Weekend, "Excellence that Inspires", "You're Invited", various campus map & Travel Guides plus images captured from the departmental web pages.

#### Series VI – Reports

This series includes issues such as admissions standards, college boards summary, College Level Exam Placement (CLEP) surveys, Community College Transfers, data sheets & summaries, Contract Admissions Program (CAP), College Entrance Exam Board (CEEB), enrollment and diversity data, and scholarship information dating from 1942-present.

### **BIBLIOGRAPHY:**

N/A

**RELATED COLLECTIONS:**

Further information may be found in the Office of Academic Affairs, and Annual Reports Collection and in the following publications: Admissions - *Viewbook* and Undergraduate Catalogs.

The University Archives has a substantial collection of university archives material and also houses the Connecticut Studies Collection. For more detailed information on these collections please speak with a staff member, call 860-465-5563 or visit the Smith Library Archives & Special Collections online at <http://ecs.uarchives.s3-website-us-east-1.amazonaws.com/>

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<u>Box</u>	<u>Folder</u>	<u>Date</u>
<b>Series I – Committees</b>		
1	Committee of Admission & Student Standing reports	1941-1942
	Admissions Committee Policies and Procedures	1946
	Committee of Admission & Student Standing Policies & Procedures	1946
	Admissions Committee Policies& Procedures	1948
	Committee of Admission and Student Standing Minutes	1949-1950
	Committee of Admission and Student Standing Minutes	1956-1957
	Committee of Admission and Student Standing Minutes	1957-1958
	Committee of Admission and Student Standing Reports	1957-1958
	Admissions Committee Policies and Procedures	1958-1959
	Committee of Admission and Student Standing Minutes	1958-1959
	Committee of Admission and Student Standing Reports	1958-1959
	Committee of Admission and Student Standing Reports	1959-1960
	Admissions Committee Minutes	1960-1961
	Admissions Committee Policies and Procedures	1960-1961
	Committee of Admission and Student Standing Minutes	1960-1961
	Admissions Committee Minutes	1961-1962
	Committee of Admission and Student Standing Minutes	1961-1962
	Committee of Admission and Student Standing Minutes	1962-1963
	Committee of Admission and Student Standing	1962-1963
	Admissions Committee Minutes	1963-1964
	Admissions Committee Policies and Procedures	Fall 1963
	Admissions Committee Policies and Procedures	Spring 1964
	Committee of Admission and Student Standing Minutes	1963-1964
	Admissions Committee Minutes	1964-1965
	Committee of Admission and Student Standing Minutes	1964-1965
	Committee of Admission and Student Standing Reports	Fall 1964
	Committee of Admission and Student Standing Minutes	1965-1966
	Admission Committee Policies and Procedures	Spring 1965
	Committee of Admission and Student Standing Reports	Fall 1965
	Committee of Admission and Student Standing Reports	Spring 1966
	Committee of Admission and Student Standing	1962-1966
	Admissions Committee Minutes	1966-1967
	Admissions Committee Policies and Procedures	Fall 1966
	Admissions Committee Policies and Procedures	Spring 1967
	Committee of Admission and Student Standing Minutes	1966-1967
	Admissions Committee Minutes	1967-1968
	Admissions Committee Policies and Procedures	Fall 1967
	Committee of Admission and Student Standing	1967-1968
	Committee of Admission and Student Standing Minutes	1967-1968
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1	Admissions Committee Policies and Procedures	Fall 1969
	Committee of Admission and Retention- Reports	1969-1970
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	Admissions Committee Policies and Procedures	Spring 1971
	Admission and Retention Committee -Reports	1970-1971
	Admissions Committee Minutes	1971-1972
	Admissions Committee Policies and Procedures	1971-1972
	Admissions Committee Policies and Procedures	1975-1976
	Admissions Committee Reports	1976
	Admission and Retention Committee Reports	Fall 1981
	Orientation Committee	Fall 1984
	Orientation Committee Meeting	18 January 1984
	Enrollment Management	1998-1999
<b>Series II - Correspondence</b>		
	Registrar	14 May 1962
	Registrar	14 May 1963
	Director's Office	1965-1966
	President's Tea Invitation	1966
	Director's Office	1966-1967
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	Directory/Faculty List	1967-1968
	Director's Office	Fall 1967
	Director's Office	Spring 1968
	Director's Office	Fall 1968
	Director's Office	Spring 1969
	Director's Office	Fall 1969
	Registrar	1969
	Director's Office	1969-1970
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	Registrar	February 1971
	Director's Office	1971-1972
	Director's Office	1971-1972
	CLEP Examinations	[1972]
	Director's Office	1972-1973
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	Contract Admissions Program	1979-1980
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	Orientation	March 1984
	Registrar	Spring 1984
	Final Grades	Spring 1987
	Farewell reception for Winifred Klein	1 February 1989
	Mailers	1990s
	Registrar	September 1995
	About Eastern	1996-1997
	Admission Building - Ground Breaking	2 December 1998
	General	2001-2002
	Director's Office	2002-2003
	Registrar	August 2003
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	General	2004-2005
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Series III - Policy & Procedure		
	Admission to Graduate Study	April 1956
	Transfer Students	1967
	Readmission	1969
	Credit by Exam	1972
	Rolling Admission	1972
	Recruiting New Students	1972-1973
	Pre-Registration Procedure	
	Application Form	1979
	Final Grades	1980
	Pre-Registration	1980
	Freshmen Registration	1980



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Series III - Policy & Procedure		
1	High Risk Students	1982
	Registration Form	1990s
	Undergraduate Applications	1990s
	Application Kit	1997-1998
	Communication Form Procedures	1998
	Application Graduate Studies	1998-1999
	Transfer Compact – MCC	Fall 2000
	Transfer Compact – QVCC	Fall 2000
	Transfer Compact – Three Rivers	Fall 2000
	ECSU Application Kit 2000-2001	2000-2001
	ECSU Application Kit 2004-2005	2004-2005
	Application Form Various	2005-2006
	Part-Time Admission	n.d.
Series IV - Programs		
	Special Freshmen- Contract Admissions Program	1966-1967
	Special Freshmen- CAP	1967-1968
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	Special Freshmen-Admission	1973-1974
	Special Freshmen-Admission	1974-1975
	Special Freshmen- CAP	1979-1980
	General	1980-1981
	University Welcome Day	4 Sept. 1984
	CAP / Step Brochure	1985-1986
	Open House	1989-1990
	Open House	1990-1993
	Spring Reception	18 April 1999
	African American and Latino Reception	8 May 1999
	Spring Reception	16 April 2000
	Open House	22 October 2000
	Naming Ceremony – Sallie Mae, Inc.,	12 January 2001
	Reception for New student	22 April 2001
	Naming Ceremony – Citizens Bank...	11 June 2001
	Fall Open House	21 October 2001
	Reception for Students of Color	11 May 2002
	Fall Open House	20 October 2002
	Open House	2002-2003
	Spring Reception	27 April 2003
	New Student Orientation	29 Aug- 1 Sept 2003
	Spring Reception	25 April 2004
	Fall Open House	24 October 2004
	Scholarship Reception for New Students (2)	31 March 2005

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<b>Series IV - Programs</b>		
1	Reception	24 April 2005
	Welcome Weekend	26-27 August 2005
	Fall Open House	23 October 2005
	S.O.A.R – Student Orientation	2005
	STEP/CAP	[2005]
	Application Kit	2005-2006
	Reception for New Students	23 April 2006
	Welcome Weekend	1-5 Sept. 2006
	Fall Open House	22 October 2006
	S.O.A.R	2006
	Reception for New Students	22 April 2007
	Fall Open House	13, 21 Oct 2007
	HS Guidance Appreciation Program	30 November 2007
	Campus Visit Confirmation	[2007]
	Welcome Weekend	August 2008
	Reception for New Student	20 April 2008
	Fall Open House	19, 25 Oct 2008
	Reception for New Students	26 April 2009
	Reception for New Students	25 April 2010
	College Knowledge Days	2-3, 9 June 2010
	Student Orientation	Summer 2010
	Open House	17 October 2011
	Open House	16 October 2012
	Student Orientation	August 2014
<b>Series V - Publications</b>		
	<i>Step Out In Front</i>	1964
	<i>Thinking of Transferring to Eastern</i>	1967-1968
	Brochures	1969-1970
	Campus Map & Travel Guide	1970-1971
	Campus Map & Travel Guide	1983-1984
	Quality Education In A Small School Environment	1985-1986
	Orientation	1987-1988
	Orientation	1989-1990
	Transfer Guide	1990
	Campus and Travel Guide Pamphlet (1)	[1990s]
	<i>Eastern and You</i>	1989-1991
	Admissions	1974-1975
	<i>Eastern Connecticut State College</i>	1976-1977
	<i>Eastern Connecticut State College</i>	1978-1979
	<i>Eastern Connecticut State University</i>	1980-1981
	<i>Eastern Connecticut State University</i>	1992-1993
	Brochures & Invitations	1994-1995

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1	<i>Eastern Connecticut State University</i>	1995-1996
	Admissions Packet	1996-1997
	Brochures & Invitations	1996-1997
	Brochures & Invitations	1997-1998
	Groundbreaking Ceremony	23 Nov. 1998
	New Admissions Building	25 Nov. 1998
	ECSU Enrollment Continues to Increase	2 Dec. 1998
	Brochures & Invitations	1998-1999
	Admissions Representative – poster	[1999]
	Joint Admission Agreement	March 1999
	One of a Kind Brochures (3)	[2000]
	A World of Educational Opportunities Brochure (2)	[2000]
	<i>Guide For Visitors</i>	2000-2001
	Brochures & Invitations	2001-2002
	Web pages	2003
	Objectives and Summary	2003-2004
	<i>Excellence That Delivers</i>	2004-2005
	Excellence that Inspires (1)	2005
	Oceans of Inspiration – SOAR	2005
	<i>Excellence That Delivers</i>	2005-2006
	Excellence that Inspires Brochure (1)	2006
	A Guide for Transfer Students Brochure (1)	2006
	Brochures & Invitations	2006-2007
	Admissions Representative – Poster	[2007]
	Brochures & Invitations	2007-2008
	<i>Excellence that Inspires</i> –guide for international students	2007-2008
	Web pages	2008
	Transfer Compact	[2008]
	Summer Sessions	Summer 2009
	Soar Brochure (2)	2013
	Web page	2014
	Soar Pamphlet (1)	n.d.
	STEP/CAP Brochures (4)	n.d.
	Campus Visit Pamphlets (4)	n.d.
	Parents' Guide Brochure (2)	n.d.
	Holiday Card (1)	n.d.
	Achieving the Dream Brochure (2)	n.d.
	The Transfer Compact (3)	
<b>Series VI - Reports</b>		
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	Enrollment	1948-1955

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	Scholarship Applicants- <i>Restricted</i>	1950-1951
	Scholarship Applicants- <i>Restricted</i>	1951-1952
	Data Summary	1951-1952
	Admissions Standards	1952-1953
	Admissions Standards	1953-1954
	Entrance Exams- <i>Restricted</i>	1953-1954
	Entrance Exams- <i>Restricted</i>	1954-1955
	Entrance Exams- <i>Restricted</i>	1955-1956
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	Enrollment Data	1960-1962
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	College Entrance Examination Board (1 of 2)	1964
	Testing CEEB (2 of 2)	1964
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	Testing CEEB(2 of 3)	1965
	Testing CEEB (3 of 3)	1965
	College Entrance Examination Board(1 of 2)	1966
	Testing CEEB(2 of 2)	1966
	Community College Transfers	1967
	Enrollment Data	1967-1968
	College Entrance Examination Board(1 of 2)	1967
	Testing CEEB(2 of 2)	1967
	General	1969-1970
	Special Programs	1969-1970
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	Transfer Students	1970-1971
	General	1971-1972
	Statistics by Town	1972-1973
	Minority Recruitment Program Report	10 December 1973
	General	1973-1974
	Enrollment	1974
	CLEP Survey	1974-1975
	Enrollment- Graduate Division	1975
	College Boards Summary	1975
	Enrollment	1976
	Transfers	1976-1977

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2	General	1977-1978
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	General	1980-1981
	Contract Admissions Program	1981-1982
	Final Report	7 June 1984
	General	1984-1985
	General	1985-1986
	Enrollment	1986
	Enrollment	1986-1987
	Enrollment	1987-1988
	Proposed Enrollment- Goals	1988
	Summer Enrollment	1988
	Fall 1996 Enrollment	10 July 1996
	Common Data Set	Sept. 1998
	Enrollment	1998
	Admission Rating System	5 October 1999
	Enrollment Data	1999
	Enrollment & Diversity	1999
	Current Student Survey Report 1995-1999	10 August 2000
	Official Third Week Enrollment Report	29 September 2000
	Enrollment Profile	2000
	Retention and Graduation Rates 1987-1999	[2000]
	Fall 2000 - New Student Profile	30 January 2001