

Guide to the Office of Admission Records RG 4

Finding aid prepared by Dawn Walsh

This finding aid was produced using the Archivists' Toolkit

November 06, 2013

Describing Archives: A Content Standard

Sarah Lawrence College Archives

April 2005

Sarah Lawrence College Archives

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Summary Information

Repository	Sarah Lawrence College Archives
Title	Admission Records
Date [inclusive]	undated, 1928-present
Extent	5.5 linear feet 4 record cartons, 3 document boxes, digital objects
Language	English
Text [Carton]	3
Text [Box]	4
Text [Box]	5
Text [Carton]	6
Text [Carton]	1
Text [Box]	2
Text [Carton]	7

Scope and Contents note

These records document the function and activities of the Office of Admission. The collection is broad in scope, ranging from personal correspondence to committee meeting agendas to polished publications for public consumption. The collection is comprised of materials from 1928 to the present. Many of the internal documents are dated during the tenure of Admissions Director Alice Bovard (1939-1970).

Series description

These records are organized in five series:

Series I. Administrative

Series II. Admission Committee

Series III. Events

Series IV. Financial Aid and Student Employment

Series V. Printed Material

Series I. Administrative is further organized in two sub-series: Sub-series A. Applications and Sub-series B. General. Of particular interest are the collection of application forms dating 1928 to 2008. These are blank first year and transfer student application forms. There is also a copy of the common application. Many of the applications, especially the earlier forms, include detailed health history questionnaires and high school record forms. Also in Series I. Administrative is a folder of correspondence and memos both internal to the College and with external college administrators discussing early admission. In this instance the term early admission refers to both admitting high schools students who have completed their junior year (records dating 1953-1975) and the policy now commonly referred to as Early Decision, wherein a college admits a number of students prior to the spring semester under the agreement that when students apply Early Decision and are admitted they will accept and enroll (records dating 1957-1989). The Experimental Program folder contains memos and a draft proposal dated 1970 about a similar plan to admit freshmen drawn from high school junior classes.

Series II. Admission Committee houses material generated by the Admission Committee from 1941 to 2010. It includes reports, agendas and minutes, and a folder of policies, procedures and criteria developed by the Committee on topics such as folder reading, interviews as a requirement in admission procedures, and rating systems.

Series III. Events has folders for events held on campus and organized by the Office of Admission. This includes brochures, invitations, schedules and limited correspondence. Of particular note are the folders

for The Fall Collective and The Spring Collective. These events, started in 1997 and held in conjunction with Prospective Students Day, offer students of color the opportunity to participate in panel discussions and stay on campus overnight. In recent years these events have become multicultural celebrations.

Series IV. Financial Aid and Student Employment contains materials produced by the offices that manage financial aid and student employment. Of note in this series are two folders. "Self Help" has early correspondence and memos (1949-1958) about the College's "self help" program which was a forerunner to student employment in exchange for financial aid. Correspondence in the folder titled "Correspondence and Memos - Student Employment" provides documentation about the development of student employment on campus after 1957.

Materials produced by the Office of Admission for promotional and recruitment purposes are located in Series V. Printed Material. This series also includes packets, folders, and other literature distributed to prospective students and families, admitted students, and guidance counselors.

Administrative Information

Publication Information

Sarah Lawrence College Archives April 2005

Revision Description

Additional material added, finding aid updated and entered into the Archivists' Toolkit November 2012 by Sarah Pinard November 2012

Conditions Governing Access note

Administrative records are closed for 20 years from the date of creation. Partially restricted or restricted folders are labeled as such and are usually restricted for 75 years from the date of creation or death of the individual(s) mentioned. The Archives reserves the right to deny photocopying. See Archivist for further information.

Acquisition note

This collection was transferred to the Archives throughout the years by the Office of Admissions. In addition, the Archives actively collects publications from the Office. Includes accession 84-1 and loose material from the Prints Collection. Also includes portions of accession 2012-022.

Controlled Access Headings

Corporate Name(s)

- America Reads Challenge (Program).
- Hahnemann Medical College and Hospital (Chicago, Ill.).
- Sarah Lawrence College. Office of Admission.

Genre(s)

- Annual reports
- Application Forms
- Brochures
- Clippings (information artifacts)
- Correspondence
- Minutes
- Newsletters
- Surveys (Documents)

Series I. Administrative

Collection Inventory

Series I. Administrative	
Sub-series A. Applications	
	Carton
Admitted Student Questionnaire Analysis Report circa 1978	1
Admitted Student Questionnaire Analysis Report 1992	1
Admitted Student Questionnaire Analysis Report 1992	1
Admitted Student Questionnaire Competitor Analysis Report 1999	1
Admitted Student Questionnaire Highlights Report 1999	1
Admitted Student Questionnaire Analysis Report 2009	1
Common Data Set 2000-2001	1
Common Data Set 2000-2001	1
Common Data Set 2001-2002	1

Sub-series A. Applications

Common Data Set 2002-2003 1

Common Data Set 2003-2004 1

Common Data Set 2010
Common Data Set, 2010

[\[I:\Archives\Archived Digital Files\Administrative Offices\Admission\Administrative\Applications
\Common Data Set\]](#)

Correspondence 2010-2013
Correspondence, 2010-2013

[\[I:\Archives\Archived Digital Files\Administrative Offices\Admission\Administrative\Applications
\Correspondence\]](#)

Carton

Enrollment Figures and Compositions 1947-1959 1

Enrollment Figures and Compositions 1960-1964 1

Enrollment Figures and Compositions 1965-1966 1

Enrollment Figures and Compositions 1967-1969 1

Enrollment Figures and Compositions 1970-1975 1

Enrollment Figures and Compositions 1982-1985 1

Sub-series A. Applications

Enrollment Response Forms 2002-2006	1
Entering Class Questionnaire 1977	1
Ethnic Minority Applications 1986-1991	1
Fee Waiver 2011-2012	1
Foreign Students 1955-1963	1
Forms 1928-1964	1
RESTRICTED	
Restricted. See Archivist for further information.	
Forms 1928-1930	1
Forms circa 1950-ca. 1961	1
Forms 1970-1974	1
Forms 1975-1979	1
Forms 1980-1984	1
Forms 1985-1989	1
	Box

Sub-series B. General

Forms 1990-1994	2
Forms 1996-1999	2
Forms 2000-2009	2
Forms undated	2
Jewish Student Quotas 1956-1957	2
Memos 1966	2
Online Application Brochure 1996	2
Postcards 1996-2007	2

Standardized Aptitude Test Policy 2012
 Standardized Aptitude Test Policy, 2012

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 \Standardized Aptitude Test Policy\]](#)

Box

"Views of Sarah Lawrence" Report 1995	2
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Sub-series B. General

Carton

Sub-series B. General

College Relations Council (Exxon Informations Study) 1975-1978	3
Admission Center 2013 Admission Center, 2013, 2013 [I:\Archives\Archived Digital Files\Administrative Offices\Admission\Administrative\General\Admission Center]	Carton
Computer Programs 1983	3
Dean of Enrollment 2013 Dean of Enrollment, 2013 [I:\Archives\Archived Digital Files\Administrative Offices\Admission\Administrative\General\Dean of Enrollment]	
Dean of Enrollment Search 2012 Dean of Enrollment Search, 2012 [I:\Archives\Archived Digital Files\Administrative Offices\Admission\Administrative\General\Dean of Enrollment Search\Dean of Enrollment Search 2012]	
Dean of Enrollment Search 2013 Dean of Enrollment Search, 2013 [I:\Archives\Archived Digital Files\Administrative Offices\Admission\Administrative\General\Dean of Enrollment Search\Dean of Enrollment Search 2013]	Carton
Decline Questionnaire Study 1982	3

Sub-series B. General

Disadvantaged Students 1965-1969	3
Diversity Coalition - Information Papers on Admission and Financial Aid 1997-1998	3
Early Admission undated, 1953-1989	3
Enrollment Planning Service 1985	3
Experimental Program 1970	3
Folder Reading 1986-1987	3
Guidance Counselor Correspondence 1986	3
Hahnemann Medical College 1971-1974	3
High School and Junior College Correspondence 1964-1986	3
Marketing Report 1984-1985	3
Marketing Report 1986-1987	3
Meeting Minutes 1985	3
Memos undated, 1967, 1971, 1975	3
Neighboring Schools 1959-1970	3

Series II. Admission Committee

Recruiter's Guide 1975-1976

3

Recruitment - Admission Recording circa 1960-1961

Recruitment - Admission Recording, circa 1960-1961

[\[I:\Archives\Archived Digital Files\Administrative Offices\Admission\Administrative\General\Recruitment - Admission Recording\]](I:\Archives\Archived Digital Files\Administrative Offices\Admission\Administrative\General\Recruitment - Admission Recording)

Carton

Recruitment - General undated, 1954-1996, 2001, 2004-2005, 2009-2013

3

RESTRICTED

Restricted indefinitely. See Archivist for further information.

Recruitment - General, undated, 1954-1996, 2001, 2009, 2011-2013

[\[I:\Archives\Archived Digital Files\Administrative Offices\Admission\Administrative\General\Recruitment - General\]](I:\Archives\Archived Digital Files\Administrative Offices\Admission\Administrative\General\Recruitment - General)

Recruitment - Marketing Proposal 1982-1984

3

Reports circa 1977, 1981-1986

3

Statistics undated, 1981-1986

3

Series II. Admission Committee

Carton

Ad Hoc Committees 1969-1986

3

Series II. Admission Committee

Agendas, Minutes, Memos 1957, 1961-1982	3
Agendas, Minutes, Memos 1983-1986	3
Agendas, Minutes, Memos 1984-1986	3
Agendas, Minutes, Memos 1987-1988, 2010	3
Correspondence 2013	
Correspondence, 2013	
[I:\Archives\Archived Digital Files\Administrative Offices\Admission\Admission Committee \Correspondence]	
	Carton
Director's Search 1982-1987	3
Financial Aid and Scholarships 1966, 1971, 1974	3
Membership 1961-1988	3
Policies, Procedures, Criteria 1959-1986	3
Reports 1941, 1946, 1955, 1957	3
Reports 1960-1969	3
Reports 1970-1975, 1977	3

Series III. Events

Reports 1980, 1985-1986 3

Reports 1998, 2001, 2003-2004 3

Study - "Admissions Criteria, Committee Actions, and Success at Sarah Lawrence: A Study of the Admissions Process" by Deborah Macmillan 1978 3

Women's College Board of Chicago 1955-1974 3

Series III. Events

Box

Admitted Students Day 1979-1981, 1985-1988, 1994-1997, 2000-2008, 2010-2013
 Admitted Students Day, 2012 4
[\[I:\Archives\Archived Digital Files\Administrative Offices\Admission\Events\Admitted Students Day\]](I:\Archives\Archived Digital Files\Administrative Offices\Admission\Events\Admitted Students Day)

Admitted Students Day Evaluation 1996 4

Admitted Students Day Reports 1985 4

Campus Tour Guide Training 1982, 2011-2013
 Campus Tour Guide Training, 2011-2013 4
[\[I:\Archives\Archived Digital Files\Administrative Offices\Admission\Events\Campus Tour Guide Training\]](I:\Archives\Archived Digital Files\Administrative Offices\Admission\Events\Campus Tour Guide Training)

Campus Tour Invitations 1984-1989 4

Series IV. Financial Aid and Student Employment

Campus Tour Invitations 1990-1995, circa 2003 4

The Fall Collective 1999-2006 4

Open House 1976, 1992, 1997-2006 4

Prospective Students Day 1990, 1995, 1998-2004, 2009, 2011-2013 4
 Prospective Students Day, 2011-2013
[\[I:\Archives\Archived Digital Files\Administrative Offices\Admission\Events\Prospective Students Day\]](#)

The Spring Collective 2003, 2005, 2007-2008, 2010, 2013 4

Transfer Days 2012-2013
 Transfer Days, 2012-2013
[\[I:\Archives\Archived Digital Files\Administrative Offices\Admission\Events\Transfer Days\]](#)

Series IV. Financial Aid and Student Employment

Box

America Reads 1999 5

Applications and Forms 1961, 1970-1971, 1973, 1990-1993, 2005-2006 5

Articles and Clippings 1956, 1959, 1985-1986, 1989, 1991, 1993 5

Babysitting Service 1973 5

Series IV. Financial Aid and Student Employment

Brochures undated, 1967-1990	5
Brochures 1990-1999	5
Brochures 2000-2013 Brochures, 2010-2011 [I:\Archives\Archived Digital Files\Administrative Offices\Admission\Financial Aid and Student Employment\Brochures]	5
Cash Grant System 1965-1966	5
Correspondence and Memos - Financial Aid 1967, 1971, 1975, 1978-1999, 2009, 2011-2013 Correspondence and Memos - Financial Aid, 2009, 2011-2013 [I:\Archives\Archived Digital Files\Administrative Offices\Admission\Financial Aid and Student Employment\Correspondence and Memos - Financial Aid]	5
Correspondence and Memos - Student Employment 1957-2007, 2011-2013 Correspondence and Memos - Student Employment, 2011-2013 [I:\Archives\Archived Digital Files\Administrative Offices\Admission\Financial Aid and Student Employment\Correspondence and Memos - Student Employment]	5
Financial Aid Award Lists 1966-1967, 1971	5
RESTRICTED Restricted indefinitely. See Archivist for further information.	

Series IV. Financial Aid and Student Employment

Guidelines and Policies 1963, 1971, 1985 5

Newsletters 1994-2001 5

Reports 1967, 1971-1972 5

Reynolds, Peter Dance Scholarship 1974 5

RESTRICTED

Contains restricted materials. See Archivist for further information.

Self Help 1949-1958 5

Staff 1979-1988 5

Student Employment Handbook n.d., 1977, 1995, 2011 5

Timesheets undated, 1998 5

Toy Drive 2011-2012
 Toy Drive, 2011-2012

[\[I:\Archives\Archived Digital Files\Administrative Offices\Admission\Financial Aid and Student Employment\Toy Drive\]](#)

Box

Tuition Exchange Program undated 5

Carton

Series V. Printed Materials

"Your Financial Aid Award" 1992-1993, 1997-2004 6

"Your Financial Aid Award" 2005-2010 6

Series V. Printed Materials

Carton

"75 Years Learning" 2004 6

Acceptance Folders 1998, 2003-2004, 2006-2008 6

Admission Folders 1971, 1988, 1990, 1992, 1997, 2007-2008 6

"Admissions News from Sarah Lawrence College" 1998, 2001 6

Admitted Students Packet 1993 6

Admitted Students Packet 1996-1998 6

Admitted Students Packet 1999-2000 6

Admitted Students Packet 2000-2001 6

Admitted Students Packet 2001-2002 6

"ARTS: A Guide to Thoughtful Study of the Creative and Performing Arts" 2005, 2008 6

Series V. Printed Materials

Catalogs and Brochures undated, 1974-1998	6
Catalogs and Brochures 1999-2001	6
Catalogs and Brochures 2002-2003	6
Catalogs and Brochures 2003-2005	6
Catalogs and Brochures 2005-2007	6
Catalogs and Brochures 2008-2009	6
Catalogs and Brochures 2009-2013 Catalogs and Brochures, 2010-2011 [I:\Archives\Archived Digital Files\Administrative Offices\Admission\Printed Material \Catalogs and Brochures]	6
Catalogs and Brochures - International Students 2013	6
Catalogs - Schedules and Delivery Instructions 1997-1999	6
"The Craft of Teaching" circa 1980	6
Departmental Literature undated	6
Early Decision undated	6

Series V. Printed Materials

"Eight of the Best" 1996-2002	6
Face Books and Profiles of Entering Class 1967-2003	6
Fact Sheets 1971-1978, 2003-2004	6
Faculty Instruction undated	6
Faculty Instruction 1982	6
"Financing Your Education" 1981-1982, 1984-1985, 1991-1992, 1996-2007, 2010	6
Guest Year Program Brochure circa 1980	6
Guidance Counselor Literature 1972-1975, 1986-1988, 1995-2001, 2005-2007, 2012	6
Interviews undated, 1999-2000	6
"Making a Difference" Sarah Lawrence Graduates 1997	7
"Outcomes" 1995	7
Posters undated, 1993, 1995, 2003, 2005, 2009-2010, 2013	7
Promotional Brochures undated, 1977-1978	7
Promotional Brochures circa 1979-1984	7

Series V. Printed Materials

Promotional Brochures 1986-1987	7
Promotional Brochures 1989-1991	7
"The Road Taken: Life After Sarah Lawrence" 1987	7
"Sarah Lawrence Men" circa 1985 "Sarah Lawrence Men", circa 1985 [I:\Archives\Archived Digital Files\Administrative Offices\Admission\Printed Material\1985_SarahLawrenceMen]	7
"Seminar" undated	7
Seminars for High School Teachers 1997	7
Standardized Aptitude Test/ACT 2012	7
"Success After Sarah Lawrence" 2010-2011 "Success After Sarah Lawrence", 2010-2011 [I:\Archives\Archived Digital Files\Administrative Offices\Admission\Printed Material\SucessAfterSarahLawrence_2010_2011]	7
Transfer Student Literature undated, 2002-2006	7
Viewbooks 1930-1939	7
Viewbooks 1950-1959	7

Series V. Printed Materials

Viewbooks 1960-1965	7
Viewbooks 1966-1969	7
Viewbooks 1970-1979	7
Viewbooks 1985, 1987	7
Viewbooks 1991-1992	7
Viewbooks 1993-1994, 2010-2011 Viewbooks, 2010-2011 [I:\Archives\Archived Digital Files\Administrative Offices\Admission\Printed Material\Viewbooks]	7
Visitor's Guides undated, 1994, 1997-1998, 2001-2011 Visitor's Guides, 2009-2011 [I:\Archives\Archived Digital Files\Administrative Offices\Admission\Printed Material\Visitors Guides]	7
Westchester County Outreach undated	7
"Where Do I Go From Here: Seven Profiles from SLC" 1978	7
"Words of Wisdom" circa 1995	7